

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MAY 13, 2019
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA**

CALL TO ORDER

The Carroll County Public Service Authority held their regularly scheduled meeting on Monday, May 13, 2019 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Keith Meredith, Chairman, Jeanette Dalton, Doug Winesett, Vice Chairman, Phillip McCraw, and Garry Jessup. Also present were Executive Director/PSA Engineer, Jessica Montgomery and Dana Phillips, Assistant Director, Secretary/Treasurer of the Authority. Dr. Littrell was absent.

Mr. Meredith – I want to thank everyone for coming out this afternoon. Dr. Littrell is not with us today, there was a death in his wife's family, so we want to keep those folks in our thoughts and prayers and safe travels. At this time, we have Johnny Dillon for Citizen's Time if you would like to approach the lectern at this time.

CITIZENS TIME

Mr. Dillon – I just had a question I was gonna ask and see if anybody can get me an answer on it. Back in November the Board of Supervisors voted to repeal the non-user fee in Carroll County and they charged y'all with the job of getting it done. What I'd like to know is what are you doing to get it done? We're six months into this. Y'all have had seven months to get it done.

Mr. Meredith – We will be meeting on June the 12th with a new rate structure to have a public hearing on a new rate structure. We formed a committee and explored the rates and we'll be coming to resolve shortly.

Mr. Dillon – So if I come back to the next meeting I'll know something?

Mr. Meredith – Yes sir

Mr. Dillon – Okay that's all I got

Mr. Meredith – The next item on the agenda is we do have a closed meeting which we're trying to keep short and I'll accept a motion on that matter.

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(ORDER)

CLOSED MEETING-PURSUANT TO VA CODE SECTION 2.2-3711 A (7) CONSULTATION WITH LEGAL COUNSEL CONCERNING A SPECIFIC LEGAL MATTER INCLUDING PROCEDURES AND OPTION FOR RATE STRUCTURES

Upon a motion by Mrs. Dalton, seconded by Mr. Winesett and duly carried by the Authority does hereby enter into closed meeting at 3:05 p.m. until 3:35 p.m. for the discussion of VA code 2.2-3711 A (7) consultation with legal counsel concerning a specific legal matter including procedures and option for rate structures.

(ORDER)

Upon a motion by Mr. Winesett, seconded by Mr. McCraw and duly carried by the Authority does hereby convent out of closed meeting.

Whereas the Authority has convened a Closed Meeting on this date pursuant to an affirmative recorded vote on the motion to close in accordance with Virginia Freedom of Information Act.

(ORDER)

CERTIFICATION OF CLOSED MEETING

Therefore, be it resolved that the Authority certifies that to the best of each members knowledge (1) only public business lawfully exempt from open requirements by Virginia law were discussed in the Closed Meeting in which the certification as identified in this motion concerning the closed meeting were heard or considered by the Authority certification resolution applies and (11) only such public matters as were identified in the motion concerning the Closed Meeting were heard, or considered by the Authority.

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by Mr. Jessup, seconded by Mr. McCraw, and duly carried the Authority does hereby approve the consent agenda, section A, B and C. The April 8, 2019 minutes were also approved, they are on file in the PSA office. Claims are as follows:

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Check# 23319 \$10,459.50
Check# 23320-23349 \$41,755.34
Check# 23350 \$4,900.00
Check# 23351 \$5,771.00
Check# 23352 \$2,200.00
Check# 23353 \$19,789.05
Check# 23354-23386 \$152,380.67

Transfer for Claims

CCPSA to Operating April 22, 2019 \$41,755.34
CCPSA to Operating April 23, 2019 \$10,459.50
CCPSA to Operating May 6, 2019 \$19,789.05
CCPSA to Operating May 8, 2019 \$152,380.67

Transfer for Reserve

CCPSA to Debt Reserve \$8,918.62

New Business

As I discussed a little earlier, we have been working with the Supervisors on rates. A committee of two supervisors, two PSA members and we've discussed a couple of options and I would accept a motion that we advertise and act on one of those options at this time.

(ORDER)

APPROVAL TO ADVERTISE THE NOTICE OF PUBLIC HEARING FOR WATER AND SEWER RATES OPTION 1 AS PRESENTED WITH TERMINOLOGY CHANGES AS DISCUSSED WITH A PRELIMINARY RATE SCHEDULE.

Upon a motion by Mrs. Dalton, seconded by Mr. Jessup, and duly carried the Authority does hereby approve to advertise the Notice of Public Hearing for water and sewer rates option 1 as presented with terminology changes as discussed with a preliminary rate schedule.

Mr. Meredith – We will meet June the 12th for a public hearing.

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Project Up-Dates

Cana Well Improvements Project

Cana is still in the design phase at this point. The good news is the camera work has been done and once the design work is finished it'll be submitted to VDH and at that point in time we can move forward after they have comments.

Coulson Church Road/Ridge Road

It has been pretty much designed at this point. But we need to take a look and see the new rates when those are put into effect if it'll be cashflow positive. I'll give you all those numbers at that point in time.

FUNDING APPLICATIONS

There are no funding applications to be approved

PSA Updates:

- Total of 90 work orders in April (check pressure, check for leaks, turn-off, turn-on, etc.)
- Construction items completed –
 - 3 new water connections
 - We repaired leaks at Crossridge, Carrollwood, Faddis Hill, and Douglas Way
 - SCADA management
 - Miss Utility Markings that our guys did – 5 emergency markings, 69 markings for water and 27 sewer markings
- Maintenance items completed-
 - Repaired the hood at the Crooked Creek Pump Station, the hood on the Hillsville Elementary Pump Station
 - Replaced motor and pump seals at Crooked Creek pump station

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- Patched a roof on the Wilson Well
- Replaced check valve and bladder tank in Cana Well #2
- Replaced backflow valve and repaired leaky meter in Carroll County Well #3
- Repaired SCADA at Exit 1
- Moved excavator to the Farmers Market for their use
- Mowing
- Work orders
- Cut-offs
- Weekly sewer pump station maintenance
- Inventory updates weekly
- Operations items completed-
 - Routine water flushing
 - Daily – sewer plant at Loves, check chemicals in water systems, wells, tanks, sewer pump stations, customer service, etc.
- Office items completed-
 - Daily - customer service, deposits, review of payments, bills, invoices, scan checks, balance bank statements, close-outs, etc.
 - Monthly - meter reading (office staff and field staff), print bills, print late-bills, prepare cut-off list, close-out, balance bank statements, etc.

Mrs. Montgomery – Rate study, we continue to work on that to finalize everything that's in front of you know and researching cloud-based billing software. Any questions?

Mr. McCraw- How much line do we have that's asbestos and concrete?

Mrs. Montgomery – Everything that's here in town locally and right at Carrollwood, there's sections there. The good thing is this line unless it's touched it's going to be there for a good long time. The problem with it is, whenever you do dig down and uncover it, it becomes very brittle at that point but it's mainly the old system here in town. Everything else is ductile iron and plastic. Any other questions? Thank you all so much.

Mr. Meredith – Thank you

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OLD BUSINESS

Mr. Meredith – I know you folks have been out there and looked at the problem at the fire department and I understand you have another problem.

Mr. Jessup - Yeah, we give a weeks' notice and we're going to fix it all just waiting on insurance to come because half has been washed away. So, we're going to fix the water line, drain line.

Mr. Meredith – Very well

AUTHORITY MEMBER'S TIME

Mrs. Dalton – I don't have anything at this time

Mr. Winesett – I don't have anything today.

Mr. McCraw – Nah. I thank everyone for coming. It's all I got.

Mr. Jessup – Some way we need to know when PSA is working on a water system because when pressure drops alarms start going off on businesses like Classic Creations and the daycare when pressure drops their alarms go off and they call 911 cause of their water flow. We got to do something.

Mrs. Montgomery – Absolutely. The Sherriff's Office called us to notify us of that leak on Carrollwood. Just give me a contact and we'll be glad to share that with them.

Mr. Jessup - Okay

Mr. Meredith – I do want to thank staff. We had a pretty major leak over there on Carrollwood and I know they worked continuously until it was fixed. In regard to the rates, the proposed rates will be advertised in the media also on the website. We plan on having those rates published by 9 o'clock in the morning or so if anyone would like to look at what's proposed. We'll be discussing those at the June 12th meeting. I've said it in the past we've been working with joint meeting. Some will pay more some will pay less. I know everyone is not going to be happy but in order to keep the PSA operating we have to generate enough funds to do that. Appreciate the supervisors that were on the Committee, I appreciate Doug sitting on the committee with me and I know we're not perfect, but we'll try to make things as equable as we possibly can.


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(ORDER)

ADJOURNMENT

Upon a motion by Mr. Jessup, seconded by Mr. Winesett, and duly carried the Authority does hereby adjourn at 3:48 p.m. until the next regularly scheduled meeting on June 12, 2019 at 6:00 p. m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.


Mr. Keith Meredith, Chairman


Jessica Montgomery, Executive Director


Dana Phillips, Sec./Treasurer