**MEETING MINUTES**

**CARROLL COUNTY PUBLIC SERVICE AUTHORITY**

**FEBRUARY 11, 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, February 11, 2018 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Keith Meredith, Chairman, Jeanette Dalton, Dr. Littrell, 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.

Mr. Meredith – It’s good to see everyone this afternoon. Appreciate everyone taking the time to be here. At this time, we have Citizen’s Time and Carla Bolen, if you would like to approach the lectern.

**Citizens Time**

Carla Bolen – I was checking out there on Pine Grove Road, where they left off on the water, I had took up a petition last summer and we were supposed to get the water and now they say we might not get the water and everybody out there in my community is asking about it. I would like to know an answer today as to if we are going to get it or not.

Mr. Meredith – Well, we have, and I don’t know if you’ll be able to stay for the meeting, but I know Jessica is going to address some of that today. I don’t know if you’ve been following it in the media and newspaper but we’re taking a pause on new projects now. Yours is one we feel like is a viable project, but Jessica will address that a little later if you can bear with us. I’m sorry I can’t give you and yes or no right now and that may not answer your question but at least you’ll know where we’re at on it.

Carla Bolen – Yes. What I’m saying is that everyone out in that area is wanting it.

Mr. Meredith – We would like to help those folks I promise. Thank you.

Carla Bolen – Your welcome.

**(ORDER)**

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**APPROVAL OF CONSENT AGENDA**

Upon a motion by Dr. Littrell, seconded by Mr. Winesett, and duly carried the Authority does hereby approve the consent agenda, section A, B and C. The January 14, 2019 minutes were also approved, they are on file in the PSA office. Claims are as follows:

**Claims**

Check # 23159-23165 $10,610.95

Check# 23166-23167 VOIDED

Check# 23168 $5.19

Check# 23169-23211 $149,715.38

**Transfer for Claims**

CCPSA to Operating $10,610.95

CCPSA to Operating $149,715.38

**Transfer for Reserve**

CCPSA to Debt Reserve $8,918.62

**(ORDER)**

**New Business**

Mr. Meredith - You folks that have been tuned in know that the PSA is working with the Board of Supervisors to find some common ground on the rate structure, the ordinances, and so a small committee of the Board of supervisors as well as myself and Mr. Winesett were appointed to a committee to talk about a number of topics. We did meet, and it was a successful meeting I thought. We laid a lot of ground work but there’s work still to be done but I feel like the two groups will find common ground and we will move forward. Is there any new business anyone would like to bring?

Mr. Jessup - Where are we on the budget?

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Mr. Meredith – Mr. Jessup asked about the budget and preparation.

Mrs. Phillips – I have started on our budget but right now it includes our current rates. That’s what it’s being based on until we come up with what the new rate structure is going to be. Water is pretty much complete with the rates that we have now. Still working on the sewer budget.

Mr. Jessup – Okay

**Project Up-Dates**

**Cana Well Improvements Project**

Not much has happened due to the weather this month. But the plans are still there to drop the camera in well #8 so we can determine how to best filter that well. The Lane Group has been selected to design the filtration system on well #8 after those results are back. Any items that we’re doing Mt Rogers will pay for it and return the money at the point we show the invoice.

**Coulson Church Road/Ridge Road – Design Phase**

This is the one Mrs. Bolen was speaking about. This project is currently on hold with the PSA while we review the rate structure to determine if this project is viable at that point. We determined that this project was cashflow positive with the old rates and the mandatory ordinance in place. Now, with that ordinance out and new rates coming up we’ll have to revisit the project as a whole again. And also look at the sign ups again to determine if this project is cashflow positive at that point. This will hopefully have resolved in a month or two and we’ll be able to look at the project at that point and say yes or no. Unfortunately, at this time it’s just unknown. The plans for this work have been submitted and approved by VDH and we are working on securing the other regulatory permits. Plans and specifications have been submitted to the funding agency. Bid review and comments have been received and responded to. Draft easement documents are also in my hand.

**FUNDING APPLICATIONS**

No funding applications at this time.

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**PSA Updates:**

* Total of 106 work orders in January (check pressure, check for leak, turn-off, turn-on, etc)
* Construction items completed –
  + 1 new water connection
  + SCADA management
  + Miss Utility Markings
  + Shop organization
  + Helped the County with emergency situation at privately owned dam
* Maintenance items completed-
  + Shop organization and downsizing
  + Inventory updates were done weekly
  + Miscellaneous maintenance items
* 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.

**OLD BUSINESS**

Mr. Meredith – We do have the fire department and I assume you still have a full tank of gas.

Mr. Jessup – Yep

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Mr. Meredith – Ok. I’m sure you will let us know as soon as possible.

Mr. Jessup – Oh immediately.

**AUTHORITY MEMBER’S TIME**

Mrs. Dalton – I don’t have anything except to say you are doing a great job. And staff is too. They stay busy all the time.

Dr. Littrell – All I would like to say also is what Mrs. Dalton said you’re doing a good job and these ladies are busy too and our staff that’s out in the field.

Mr. Jessup – On the last meeting we had Mr. McCraw talked about putting names on the trucks. Has that ever been approached or gonna be approached?

Mrs. Montgomery – We’re getting some prices currently but unfortunately, we weren’t able to get those prices we just had them draw up what it would look like and they never sent us prices. Hopefully we’ll have it by next month.

Mr. Jessup – Okay. You’re checking there in Cana?

Mrs. Montgomery – Yes sir.

Mr. Jessup – Like if Robbie McCraw has a water leak how do you fix that? Do you just write that out in a work order or tell them to go do it or what?

Mrs. Montgomery – Typically people see a leak on their bill. Sometimes we’ll notice it and reach out to them before they get their bill. But a lot of times they see it and call the office. We send someone out with a work order to check for leak and at that time we’ll let them know if they do have a leak or not. Anything that is from the meter to their home is their responsibility. Once they fix that they bring in a receipt and we can give them one leak credit per calendar year.

Mr. Jessup – No, that’s not what I’m asking. If you have a water line leaking in front of Robbie McCraw’s house for instance how do you go about it do you make a work order? Y’all keep up with your time or how does that work?

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Mrs. Montgomery – We send the guys out to fix the leak that’s on our side. If it’s on our side it’s our leak we send them out we keep up with where the leak was.

Mr. Jessup – No, that’s not what I’m asking. So, you know how long to bill to it?

Mrs. Montgomery – We just take care of our system.

Mr. Jessup – Well I know that but who accounts for the time? Does it take ten people to fix the water leak or one person?

Mrs. Montgomery – It depends on how severe it is. We keep up with who was out there and when and how.

Mr. Jessup – Okay. Alright but you don’t do work orders.

Mrs. Montgomery – It just depends on if it’s an emergency situation or not. If it’s an emergency, we don’t do a work order it just goes in our GIS system as a tag but if it’s not an emergency leak that we call a ticket in we do have a work order for it.

Mr. Jessup – Okay well how do you keep up with the guys time.

Mrs. Montgomery – It’s all recorded on their time sheets.

Mr. Jessup – Okay. That’s all I want to know.

Mr. McCraw – Talking about wells could I have a diagram because you say well 8 and I have no clue which well 8 is. It’s probably not important to me but I wonder where these wells are located and all.

Mrs. Montgomery – Okay. That’s the one at the church. Oak Ridge Church.

Mr. McCraw – That’s all I have.

Mr. Winesett – Yes, the situation that Jessica touched on with the pond. I happened to kinda drive into it because I was gonna look at the building with Mr. Lineberry. He’s in charge of emergency management and when I got there they’d just called and asked that our folks assist them. Being curious or nosey or whatever I drove our behind and watched and they pulled in and Mr. Lineberry was there and several other people and our fellows took the excavator unloaded it assessed it and opened up a way to get the

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water out and prevent the dam’s failure and I was kinda proud of them. If you watch someone that knows their business, it’s fairly obvious if they do or not. They were skilled and under control. So sometimes we do good things besides overcharging people. That’s all I have.

Mr. Meredith – And on the subject of working together Doug I know that Jessica has done some work outside the PSA and we talked about it in our joint meeting, but we would like to be able to cross train and have maintenance folks at the PSA and the PSA help them and offset some costs to both parties perhaps. But the PSA as a whole, our objective is to provide water, like this lady is asking for at a reasonable price and a quality product to as many folks as we can afford to. And I know there are projects we can not do unfortunately, the terrain, being in a rural setting, we can’t always reach the folks that need it the worst, but I think each of us on this Board strive to do what we can for the citizens. I appreciate each Board Member, the Board, the citizens, and the staff.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Dr. Littrell, seconded by Mr. Winesett, and duly carried the Authority does herby adjourn at 3:00 p.m. until the next regularly scheduled meeting on March 11, 2019 at 3:00 p. m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

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Mr. Keith Meredith, Chairman

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Jessica Montgomery, Executive Director

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Dana Phillips, Sec./Treasurer