

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
AUGUST 10, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA**

**CALL TO ORDER**

The Carroll County Public Service Authority held their meeting on Monday, August 10, 2020 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Robbie McCraw, Vice-Chairman, Phillip McCraw, Garry Jessup, and Tracy Moore, and Dr. Tom Littrell. Also present were Interim Director, Dana Phillips, and Secretary/Treasurer, Debra Frost.

**Citizens Time**

Attorney comment by Mr. Durbin- At the last Public Service Authority Meeting during Citizens comments time, Mr. Webb had asked what the status was of the non-user fees. I went back and looked at the minutes of the Board of Supervisors from January 27, 2020 and it appears Mr. Webb was out sick that day so he wasn't in attendance and that may be the source of confusion. The Board of Supervisors did hold a public hearing on the water and sewer amendments. Regarding alternative ordinances that the Board could pass. The first would be to either temporarily delay the previous action taken in the past to repeal the non-user/mandatory connection provision of the Carroll County Code or the other provision was to adopt an ordinance that provides for a mandatory connection and non-user fee but it puts a limit on the amount of fees that can be charged. And the second option was what the Board of Supervisors chose to adopt by unanimous roll-call vote. So, I guess in simplest description the Board of Supervisors and the PSA were concerned that the PSA would not be able to maintain financial viability if non-user/mandatory connection provisions were abolished entirely. So, the ordinance was adopted and recodified to put that limitation that non-user fees couldn't be more than 45% of the minimum total monthly user fee for those that are connected to the system. So, this resulted in a lowering of rates for all the non-users although a fee wasn't able to be abolished entirely. Are there any questions on that issue?

Mr. Moore – What did you say that date was?

Mr. Durbin – That was January 27<sup>th</sup> of this year. So that ordinance is in effect with no further expiration or review date. Just that's the way it is. There can be a non-user fee. It must be no more than 45% of what the minimum user fee is. Thank you

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**(ORDER)**

**APPROVAL OF CONSENT AGENDA**

Upon a motion by Mr. Moore, seconded by Mr. Phillip McCraw, and duly carried the Authority does hereby approve the consent agenda, sections A, B, and C. The July 13, 2020 minutes were also approved, they are on file in the PSA office. Claims are as follows:

**Claims**

Check #24193-24214 ---amount of \$75,530.00 July 23,2020  
Check #24215-24216----amount of \$1,891.66 August 4, 2020  
Check #24217---amount of \$714.67 August 4,2020  
Check #24218-24240---amount of \$114,630.49 August 10,2020

**Transfer for Claims**

CCPSA to Operating July 23, 2020 \$75,530.00  
CCPSA to Operating August 10, 2020 \$114,630.49

**Transfer to Reserves**

CCPSA to O & M \$5,000.00  
CCPSA to Short Lived Assets Reserve \$5,000.00

**(ORDER)**

**RESOLUTION APPROVING ELECTRONIC MEETING POLICY**

Upon a motion by Mr. Moore, seconded by Mr. Phillips McCraw, and duly carried the Authority does hereby approve the resolution approving Electronic Meeting Policy. (policy attached to minutes)

**New Business**

Dr. Littrell- I'm not sure if this is new or old business but I noticed on the Board Agenda there was a PSA invoice listed. Is that what the PSA owes somebody, or somebody owes the PSA?

Mrs. Phillips – I'll answer that Dr. Littrell. That's what the PSA owes the County for payroll for last year due to the invoice from the IDA or EDA not IDA anymore not being paid. So, it is a PSA invoice. We did

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pay the bill that was for June of this year. We paid it in the claims last month. And we have paid our payroll this year.

**Project Up-Dates**

**PSA Update:**

The PSA has approximately 200 miles of water lines, 50 miles of gravity sewer lines, 25 miles of force main sewer line, 795 fire hydrants, 12 sewer pump stations, 12 water storage tanks, several wells and several water booster pump stations. The PSA's Water systems are as follows: Cana, Exit 1, Fancy Gap, Regional, Tower Road and Hillcrest Estates. The PSA's Sewer systems are as follows: Fancy Gap, Woodlawn, Gladeville/Cranberry, Hillsville and Loves. All of this is operated and maintained with a staff of 13 people.

- Total of 70 work orders in July (check pressure, check for leak, turn-off, turn-on, etc)
- Construction, Maintenance and Operations items completed –\*ATTACHED DAILY SHEETS
- Miss Utility Markings (1 emergency, 118 water and 48 sewer tickets)
- Office items completed-
  - Daily-customer service, deposits, review of payments, bills, invoices, scan checks, balance bank statements, close-out, etc.
  - Monthly-meter reading (office staff and field staff), print bills, print late-bills, prepare cut-off list, close-out, balance bank statements, etc.
  - Rate study-continue
  - Researching new cloud-based billing software

Mrs. Phillips – I made a mistake last month and y'all probably know what that mistake was. I made the comment that we had not had any leaks. Well, I shouldn't have made that comment. So, it started right after board meeting. The 620 tank had a leak. It was at the 83' This is about the third time that it's had a leak. The manufacturing company came and fixed it. So, we got that taken care of. Then we had one in Sylvatus, one on Stonebrook, Cana, and we had one on Braveheart. We've had one right after the other since the last Board Meeting. We did have something a little mysterious that we still don't know what happened. On July 25<sup>th</sup> what we call the Cranberry Tank got down to 8' and we don't know why. There was no leak. It built back up too soon for it to be a leak. I did talk with all the local EMS. As far as we

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know there was no one that had a fire that we would have used water for a fire. We still don't know what happened that day. When that tank gets low Cedar Point is where the shortage of water starts. So, we did have that to happen. We don't know what happened.

Mr. Robbie McCraw – On several work orders they're looking for a leak in Gladeville Cranberry. Is that tied to this?

Mrs. Phillips – Well it was kind of. In the gray part is what ended up being the leak. You know for a little bit we thought we must have a leak it went down so fast. Within a matter of 6 or 7 hours.

Mr. Jessup – How many gallons was it?

Mrs. Phillips – About 300 and some thousand.

Mr. Jessup – Oh that wasn't no pool then.

Mrs. Phillips – No. And we have had a lot of people filling up pools and all but it would be odd for a whole lot of people to be doing it at the same time but who knows we still don't know what happened. And we probably won't.

Dr. Littrell – And you checked the billing when it's all said and done for that one?

Mrs. Phillips – Yeah I'll tell you we have had a lot of water customers installing pools and filling pools this time more than usual with everyone staying home more and every month we've called a list of folks that looks like they have a large leak and they'll say "oh we filled our pool" so we have been having lots of water use to fill up pools but we don't know what happened in that time period. We do know the Country Club filled theirs because they called us. I don't know.

Dr. Littrell – You have one of those electronic notifiers on that tank?

Mrs. Phillips – No. That's one we do not. We do not have SCADA on that one. But we do Cliffview and those work together. And we knew when Cliffview went down that we had a problem. But we could not find what that was.

Mr. Moore – On the Cana one was that line hit?

Mrs. Phillips – Yes, that line was hit. Our marking was off somewhat but Shane also went there and said that's the same place he would have marked it.

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Mr. Moore – Markings are hard

Mrs. Phillips – Yeah, it's hard. Now we do have several companies that have been purchasing water from us but we know who that is. And they're good to call in and let us know amounts. They call in weekly. They are pulling a lot of water. I think one of the companies now that's there in Cana is pulling from the creek. They have been good to notify us. So, we have gotten behind on our connections. We have 5 water meters to set right now and 1 sewer connection. We didn't get any of that completed last week. I will say when we were talking about new business, I was thinking about bringing up, Robbie you had asked me for a comparative spreadsheet. Our system doesn't really have one that, what I thought looked really well. Just if you're not using, you're just going to be printing pages of line items you don't use. So, I started one and it'll make more sense as the months go along. Did that look okay to you?

Mr. Robbie McCraw – It does look better. I like the way you're doing it.

Mrs. Phillips – Okay and you see in August we'll have to add and you notice we didn't have any revenue on there for August because until we close the month out it won't show but then I'll have to add what bills we pay out for the rest of the month. And Mr. Phillip McCraw you had asked for the interest. I think you all received the rates that were sent out. You asked me to look at commercial and industrial and a school rate and so you got 3 different proposed rates. It was for half the EDA availability fee. Just using industrial and commercial. So everyone got to look at those. We're getting close to our deadline to report to Rural Development on a rate structure or what our plans are moving forward to compensate so we don't have to borrow from our debt reserve. I think you all received the email about the VRA where they sent out their letter and they wanted to know how much the county contribution was this time because we have that support agreement. Mr. Durbin had asked me to ask when that was due. They did send me an email back today and said that it is a part of the loan documents and that we needed to report on that as soon as possible.

Mr. Robbie McCraw- I have looked over the rates some but I do want to spend a little more time looking over them. Then we can discuss them next month. If everyone will take the time to look at those and see what we need to do.

Mr. Jessup – We need to sit down when we're not at a meeting and look at them rates.

Mr. Robbie McCraw – Yeah, I think that's what needs to happen. We must have a work session I guess just to do that. Any thoughts on when anybody would like to do that? Because we'd have to advertise it, correct Mr. Durbin?

Mr. Durbin – We'd have to give notice of it. Public notice.

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Mr. Robbie McCraw- Any ideas Mr. Jessup as to when you'd like to do it?

Mr. Jessup – I'll make it work. Worst thing I can do is to be late.

Mr. Robbie McCraw – Anybody got any thoughts?

Mr. Moore – It would have to be next week or week after because then we get into Labor Day.

Mrs. Phillips – I am on vacation next week if you want me included.

Mr. Jessup – Yeah, we would.

Mr. Robbie McCraw – We do. Why don't we shoot for...?

Mr. Moore – 24<sup>th</sup> through 28<sup>th</sup>?

Mr. Robbie McCraw – Let's shoot for the 24<sup>th</sup> let's say, what time you get home in the evenings Garry? Sometimes don't matter, don't care. Can we do the 24<sup>th</sup> at say 5:30?

Mrs. Phillips – In this room?

Mr. Robbie McCraw – Yeah

Mr. Jessup – Yeah that'll work for me.

Mr. Robbie McCraw – We have a meeting at 7 that night we just have to be done before then. Anything else that you know of Dana? Any old business that you know of that we need to discuss?

Mrs. Phillips – I guess we need to ask Mr. Durbin how we or do we need to elect a Chairman, or do we have to wait until we have another member on board?

Mr. Durbin – It's really up to the Board's pleasure. You have a vice-chairman who can serve to run the meetings and there are provisions if both the vice-chair and chair are not present. The remaining members of the authority would just appoint a chairman "pro term" and that would allow you to conduct business. Or course you could always nominate a Chairman tonight if you'd like. It's really up to your preference or discretion. I would say for the proposed meeting in two weeks that we give notice to RD that we're having a work session to address it. That we're looking to advertise for a public hearing on date to be determined.

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date and we wish to discuss that as far as, we'd like to have a rate in place by let's say the second week in October. At least take public action in that whether the rates are effective a month or two later would be up to you. But at least you have a target date to work back from. And Rural Development know that you have this process in place, that you're considering rates, that you're working on it. So that may be something to consider.

Mr. Robbie McCraw – Anyone have any comments on the chairmanship? If not, we'll hold it over until we have the other member. Maybe the other person will be willing to do it, don't know.

Dr. Littrell – I think we wait until we have our other member.

Mr. Robbie McCraw – I think Mr. Hill has to appoint someone because it was his position. So, I guess that's up to him to make that decision. I don't know when he's gonna do that. Hopefully soon. Next item on the agenda is closed meeting.

**(ORDER)**

**CLOSED SESSION – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711**

Upon a motion by Mr. Jessup, seconded by Mr. Moore, to enter Closed Meeting at 3:25 pm under Section 2.2-3711- A-5, Prospective Business or Industry, A-1 Personnel and A-8 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

**(ORDER)**

**COME OUT OF CLOSED SESSION**

Upon a motion by Mr. Jessup, seconded by Mr. Moore and duly carried the Authority does hereby come out of Closed Session at 4:20 pm.

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**(ORDER)**

**CERTIFICATION OF CLOSED SESSION**

Mr. Robbie McCraw made a motion to certify Closed Session with the following Resolution:

**WHEREAS**, the Carroll County Board of Supervisors convened a Closed Session this date pursuant to an affirmative recorded vote and on the motion to close the meeting in accordance with the Virginia Freedom of Information Act;

**WHEREAS**, Section 2.2-3711(D) of the Code of Virginia requires a certification by the Board of Supervisors that such Closed Session was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED** that the Carroll County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the Closed Session to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

Mr. Moore seconded the motion. The certification was as follows:

Mr. Moore—yes

Mr. Robbie McCraw—yes

Mr. Tom Littrell—yes

Mr. Hill—yes

Mr. Jessup—yes

Mr. Phillip McCraw—yes

**AUTHORITY MEMBER'S TIME**

Mr. Moore – I'd like to thank the employees. I know locating some stuff is tough. I want to thank Debbie, Dana, and the Board for sending flowers. I appreciate the thoughts and prayers. That's all.

Mr. Jessup – When we have that meeting on the 24<sup>th</sup> remind me to talk about the school water rates because I'll forget it. Debbie, can you remind m

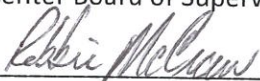


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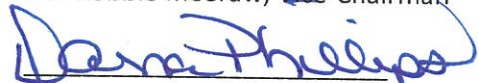
(ORDER)

ADJOURNMENT

Upon a motion made by Mr. Jessup, seconded by Mr. Moore, The Authority does hereby adjourn until the next regularly scheduled meeting on September 14, 2020 at 3:00 p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.



Mr. Robbie McCraw, Vice-Chairman



Dana Phillips, Interim Director



Debra Frost, Secretary/Treasurer

## **RESOLUTION APPROVING ELECTRONIC MEETINGS POLICY**

**WHEREAS**, Virginia Code § 2.2-3708.2 provides authority for a member of a public body to participate in a meeting through electronic communication means from a remote location that is not open to the public as long as three or more members of the public body are not gathered at that same remote location; and,

**WHEREAS**, Virginia Code § 2.2-3708.2 requires that the public body adopt a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation; and,

**WHEREAS**, the Board of the Carroll County Public Service Authority (the "PSA Board" or the "Board") desires and intends to adopt a policy to provide for its members to participate in meetings through electronic communication means, pursuant to Virginia Code § 2.2-3708.2.

**NOW, THEREFORE, BE IT RESOLVED**, that the PSA Board hereby adopts the following Electronic Meetings Policy (the "Policy"):

### **Approval Process:**

A member of the PSA Board shall be entitled to participate in a meeting through electronic communication means from a remote location that is not open to the public, if the requirements of this Policy and Virginia Code § 2.2-3708.2 are met.

If a PSA Board member's participation in a meeting through electronic communication means from a remote location is objected to by another PSA Board member, then the PSA Board member who made the objection shall state the reasons for their objection. Upon receiving the objection, the PSA Board shall vote on whether to approve or disapprove the PSA Board member's participation in the meeting through electronic communication means from a remote location. Approval or disapproval of the PSA Board member's participation shall be by majority vote with a quorum present. If the PSA Board disapproves of the member's participation, then the disapproval and the reasons why the member's participation would violate the requirements of this Policy or Virginia Code § 2.2-3708.2 shall be recorded in the minutes with specificity.

This Policy shall be applied strictly and uniformly, without exception, to the entire membership of the PSA Board and without regard to the identity of the member requesting remote participation or without regard to the matters that will be considered or voted on at the meeting.

### **Requirements for Participation Due to Personal Matter:**

If, on or before the day of a meeting, a member notifies the PSA Board Chair that such member is unable to attend the meeting due to a personal matter and identifies with specificity

the nature of the personal matter and the remote location from which the member will participate, then the member may participate in the meeting through electronic communication means from a remote location. The PSA Board shall record in its minutes the specific nature of the personal matter and the remote location from which the member participated. In the event that the Chair is unable to attend the meeting due to a personal matter, the Chair may participate in the meeting upon notification to the Vice Chair and upon compliance with the same requirements applicable to all PSA Board members.

Participation in a meeting through electronic communication means from a remote location by a PSA Board member for personal matters shall be limited each calendar year to two meetings for each member.

**Requirements for Participation Due to Disability or Medical Condition:**

If, on or before the day of a meeting, a PSA Board member notifies the Chair that such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition, then the member may participate in the meeting through electronic communication means from a remote location. The Board shall record in its minutes that the member was unable to attend the meeting due to a disability or other medical condition and the remote location from which the member participated. In the event that the Chair is unable to attend the meeting due to a disability or other medical condition, the Chair may participate in the meeting upon notification to the Vice Chair and upon compliance with the same requirements given to all PSA Board members.

**General Requirements:**

Participation by a PSA Board member in a meeting through electronic communication means from a remote location, whether due to a personal matter, disability, or medical condition, shall only occur if a quorum of members is physically assembled at the primary or central meeting location and if the Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. In the event of a remote PSA Board Chair, the Vice Chair shall preside from the central meeting location.

This Resolution shall become effective immediately.

The Resolution set forth above was duly adopted by a vote of the Board of the Carroll County Public Service Authority at an open meeting held on August 10, 2020 by the following votes:

AYES: 4  
NAYS: 0  
ABSTENTIONS: 0  
ABSENCES: 0

DATED this 8 day of August, 2020.



\_\_\_\_\_  
Carroll County PSA Board Chair