**MEETING MINUTES**

**CARROLL COUNTY PUBLIC SERVICE AUTHORITY**

**DECEMBER 13, 2021**

**CARROLL COUNTY GOVERNMENTAL CENTER**

**BOARD MEETING ROOM**

**HILLSVILLE, VA**

**CALL TO ORDER**

 The Carroll County Public Service Authority held their regular meeting on Monday, December 13, 2021 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Robbie McCraw, Chairman, Rex Hill, Dr. Thomas Littrell, Phillip McCraw, Garry Jessup and Tracy Moore, Vice-Chairman. Also present were Michael Watson, Executive Director, Dana Phillips Assistant Director, Secretary/Treasurer.

Citizen’s Time

No one present

**(ORDER)**

**CONSENT AGENDA**

 Upon a motion by Mr. Jessup, seconded by Dr. Littrell and duly carried the Authority does hereby approve the consent agenda, Sections A, B & C. The November 8, 2021 minutes are on file in the PSA office for review:

**Claims:**

Check # 24983 - Claims November 22, 2021 in the amount of $140,659.66

Check # 25006 - Claims December 13, 2021 in the amount of $141,379.14

**Transfer for claims**

Transfer for claims November 23, 2021 $140,659.66

Transfer for claims December 13, 2021 $141,379.14

**Transfer to Debt Reserve**

Transfer to Debt Reserve $6,776.50

Transfer to Debt Reserve $10,000.00

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**NEW BUSINESS**

Mr. Watson: Right now, we only have 5 full time and 3 part time employees in the field. We are trying to look at ways that we can add a new employee. The budget this year will be ok but will be needed to be added for next year. Right now, we have about 30 meters (regular and with grant money) that need to be set. The new employee will give us some relief for working weekend. With all our employees required to work weekends, it will help greatly. In years past we had 11 full time employees doing the same job as what we have now is doing.

**(ORDER)**

**ADVERTISE FOR CONSTRUCTION EMPLOYEE**

Upon a motion by Mr. Moore, seconded by Mr. Hill and duly carried the Authority does hereby approve for Mr. Watson to advertise for a full-time position.

Mr. Jessup: Next meeting we will come back and review current salaries.

**PROJECT UPDATES AND OLD BUSINESS**

Mr. Jessup ask about the meters on Blueberry?

Mr. Watson: I have been reviewing the cost, with hiring a contractor you are looking at approximately (subject to change) at $50,000. With that about $12,000 is materials, so approximately $37,000 cost.

Mr. Robbie McCraw: how many meters?

Mr. Watson: 18 about $2,700 a meter. We are looking at different ideas. People living there probably don’t want to see them, but they need to be put in. This will help increase revenue by about $5,800 a year. We may want to look at hiring someone to help put these inhouse.

Mr. Watson: I did some research on the gentleman that was requesting water on Rt. 100 at the last meeting. From existing line to his property 6600 feet and from his property to lower part is 7600 feet. Tying into Regional $1.5 to do that. Rural Development didn’t want to fund this area with Regional due to the low number of connections. There might be some possibility of some funds or grants coming down. Not something that we would want to pull debit to do.

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Mr. Jessup: What about the iron?

Mr. Watson: There might be some money for that reason (health). We will investigate it.

Mr. Jessup: Did they ever tire the hydrant down and see what wrong at the Fire Hydrant?

Mr. Robbie McCraw: How is things at Exit #1.

Mr. Watson: The flow study has come in, but they haven’t done a report on it yet. This month we send in our last report for DEQ, then met with them to review findings. We will contact the engineer that designed the plant also to discuss the flow. Seems to be the flow is different in 24-hour period that it was designed to receive. If we want to find growth at that Exit then we are going to have to be able to process more. A short-term fix for a long-time problem.

Mr. Jessup: How about Town of Hillsville?

Mr. Watson: ARV has arrived and had discussion with Hillsville, hopefully within the next two weeks we can get it in and then do flow testing and then talk to them about agreements.

Mr. Robbie McCraw: any updates on the grants?

Mr. Watson: we received the search grant for the Cranberry/Woodlawn area in the amount of 20 from PDC and 30 from Rural Development. We will start to get contact with Engineer. That is no matching money, just 100%.

**AUTHORITY MEMBERS TIME**

Mr. Jessup: I’m good, just want to thank everyone for all they do.

Mr. Hill: I’m good.

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Mr. Moore: I have two things. First, I would like to thank Phillip and Dr. Littrell for their service on the PSA Authority. I was ask today that the Carroll County Middle School is doing a new blanket drive for Kentucky. If anyone would like to donate.

Mr. Phillip McCraw: I would like to thank everybody on the Authority they have been great to work with. All the guys in the field I want to think the, when your working in the field, with water there is mud and with sewer there is sewage and that is a problem and a job. The office workers with the billing and all other work. They do a great job. With that I will say Merry Christmas and Happy New Year.

Dr. Littrell: It is with mixed emotions that I realize that is my last meeting for the last 14 years, I have enjoyed all the people that I have worked with. I wish the Authority all the best. I believe we have done some good things and I know you will in the future. Merry Christmas, Happy New Year and I will see you around.

Mr. Robbie McCraw: I would like to thank everybody too; I think we have a great Authority to work with. A lot of that Dr. Littrell you have directed and guided. Thank you for your service and everything you have done for the PSA. Phillip you the same way, you have been a great asset to this Authority and have give great feedback. With that being said I would like to wish everyone a Merry Christmas and Happy New Year and will see you all in the new year.

This meeting is now adjourned at 3:39 pm.

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Robbie McCraw-Chairman Mike Watson-Executive Director

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Dana Phillips-Sec. Treasurer