

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JANUARY 14, 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, January 14, 2018 at 2:30 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Dr. Thomas Littrell, Chairman, Jeanette Dalton, Keith Meredith, Vice Chairman, Doug Winesett, 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- I'd like to wish everyone a Happy New Year and we hope you have great things ahead. Today we're going to have election of our new officers. I'm going to turn the program over to Jessica to run the election on the Chairman.

Mrs. Montgomery - Thank you Dr. Littrell. It's that time of year. We will begin with nominations for a new Chairman for the PSA.

**(ORDER)**

**ELECTION OF CHAIRMAN, VICE CHAIRMAN AND SECRETARY/TREASURER FOR THE PSA 2019**

Dr. Littrell nominated Mr. Meredith.

Mr. Winesett seconded the nomination.

There being no other nominations, Mrs. Montgomery called for the vote on Mr. Meredith as Chairman. The vote was as follows:

Mrs. Dalton – Yes	Mr. Winesett-Yes
Dr. Littrell – Yes	Mr. McCraw-Yes
Mr. Meredith- Abstain	Mr. Jessup- Yes

Mrs. Montgomery – Okay. That passes. We now have a new Chairman.

Dr. Littrell – Congratulations Mr. Chairman

Mr. Meredith – My first order of business would be to thank Dr. Littrell for doing a fine job in the past year and Jessica are you going to do the rest of the elections.

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Mrs. Montgomery – However you would like me to do it. You can continue, or you can ask me to.

Mr. Meredith – Go ahead.

**(ORDER)**

Mrs. Montgomery – Okay. The next order of business would be election of vice-chairman. Do we have any nominations?

Mrs. Dalton – Nominated Mr. Winesett.

Mrs. Montgomery – Any other nominations? Do we have a second for Mr. Winesett?

Mr. McCraw seconded the nomination.

There being no other nominations, Mrs. Montgomery called for the vote on Mr. Winesett as Vice Chairman. The vote was as follows:

Mrs. Dalton – Yes	Mr. Winesett-Abstain
Dr. Littrell – Yes	Mr. McCraw- Yes
Mr. Meredith – Yes	Mr. Jessup-Yes

**(ORDER)**

Mrs. Montgomery – Alright. Congratulations. And now election of the Secretary/Treasurer. Do we have any nominations?

Mr. Meredith nominated Dana Phillips to continue.

Mrs. Montgomery – Any other nominations?

Dr. Littrell seconded the nomination.

There being no other nominations, Mrs. Montgomery called for the vote on Dana Phillips as Secretary/Treasurer. The vote was as follows:

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Mrs. Dalton – Yes  
Dr. Littrell – Yes  
Mr. Meredith – Yes

Mr. Winesett-Yes  
Mr. McCraw-Yes  
Mr. Jessup-Yes

**(ORDER)**

Mrs. Montgomery – Great. Thank you so much. As far as the meeting date and time what would you all like to set that at?

Mr. Meredith – I would suggest we just stay with the current schedule and that's at 3 p.m. to coincide with the Board of Supervisors Meetings.

Mrs. Montgomery – Is there a second?

Mrs. Dalton – I second it

Mrs. Montgomery – Okay. We'll vote.

Mrs. Dalton – Yes

Mr. Jessup – Let's have a discussion first.

Mrs. Montgomery – Okay we can. Yes sir.

Mr. Jessup – Do we need to go before them or after them? Last month or two we'd needed to go after them.

Mr. McCraw – We've been going before.

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Mr. Jessup – I know we've been going before but don't we need to go after?

Mr. McCraw- That's totally up to the group. It'd be late.

Mrs. Montgomery – We can always move it a month before if we need to and see we have to go after them we can.

Mr. Winesett – If we have an issue that comes up we can move our meetings until after.

**(ORDER)**

Upon a motion by Mr. Meredith seconded by Mrs. Dalton and duly carried the Authority does hereby approve to continue the current meeting schedule, the second Monday of each month at 3:00 p.m.

Mr. Meredith – Okay. I will promise these folks and the citizens to do the best that I can. I have a lot of shortcomings so forgive me for those in advance. And looking through the agenda, at this time, we have citizens time. Currently we only have one person signed up, Mr. Gregson.

**CITIZENS' TIME**

Mr. Gregson – I'm Steve Gregson from Fancy Gap. What I'd like to do today is go over a couple things. I made hard copies available for you. On a PowerPoint presentation to move as quickly as possible so I hope I do this right. So, this in regards to motions that the Board of Supervisors made to do away with two Carroll County Codes which is coming up for discussion in your meeting this afternoon. It has to do with Chapters 190 which is in the Sewer Section of the code and then also 235 with the water. One thing you'll notice is that when they did the rewrite a while back they interchanged a lot of things to do with water and put in the sewer and then put things from sewer to put in water and I feel personally that it just needs to be cleaned up. When you guys look at these things and this has to do with non-user fees. Now, presently in chapter 190 the article 2 which is mandatory connections has these different subsets in them. There's

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1, 2, 3, 4, 5 different items of which the second one 190-12 the non-user service charge was taken out. So when we take out a code out of something we're basically left with what we had in the code before. And how does that affect? Well the 190-12 taken out leaves us with specifically with these codes now in the books until that goes in effect in July. Now what does that do? I'll go through it in just a minute but you can see each of the headers there the connection required the noncompliance systems the application and then the collection of fees and they're all pretty distinct to themselves. Although the noncompliance system has to do with a non-user service charge that becomes vacated in that paragraph basically because it's referring to something that's not there anymore. I hope that makes sense. So we need to take at least do understand that and address that. The 235 the water section is a little bit easier in article 5 the mandatory connection and inclusive service area has just two sections on it. Now what's been taken out is the 235-21 motion to do away with it in the water section which is the Authority to require connections so what do we have left on that side of it. We're left with just the one item 235-20 in the article 5 of the mandatory connections in exclusive service area. So, when we come back to it what are we left with the Code of Carroll with regards to both water and sewer. So in 190 we're left with just those 4 items to deal with in the mandatory connections and so basically when the vote was done and I think the push by citizens to force the Board to make a vote on this issue was let's do away with non-user fees. I personally think that's the best thing to do based on the fact on what it's created. And what it's created is that now Chapter 235 in the water what is left after the other one is taken out is just the one item there so the two main things that we really have to look at is in the sewers and how does that affect it and basically in the Article 2 mandatory connections you had to have language long time ago when you did a utility program of that somebody within 150 feet for sewer and 200 feet for water that they have to hook up because if you don't have that language in there how can you have a project without forcing somebody to hook to that project in the affected area. You need the language to cover that. Well that's what we're left with and so when we took out the non-user fee what you're left with is in this connection requirement of the sewer is anybody within and here's a good example that we're talking about the 190 sewers but it also talks about in this section about water too which most of the codes are separate in other words you have a water section that talks about the water things you have the sewer section. What would happen in the rewrite again is that they've mixed it all up from the language standpoint so now we're left with this which is the connection required but what sets there now is if I'm within 150 feet of a property building of a water line or I'm sorry 150 feet from a sewer line or 200 feet from water line I have to connect. I don't think that's what the Authority wants a mandatory connection for everybody because it's not just the 79 non-user fees that don't have a meter or the 89 non-user fees that have a meter but it affects the 800

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some odd that are disconnecting and connecting that do have meters on them so we're talking about over a 1000 people that this non-user fee affects which is a very large number if we do away with it. But doing the right thing is what you're going to have to decide on those things and I'm not going to cast judgement on your decisions. Just to share with you what I feel that you all need to take a look at. So now we're left in the water side is the exclusivity. So, it gives the PSA the exclusivity that you are the exclusive person to hook up with water and sewer. Without the non-user fee the non-user fee was a fallback to say listen if there's a sewer line or water line out here I can not hook up I don't have to hook up because I can be a non-user fee and pay a nominal amount to not do it. That was the intent, I believe, of the Virginia Code to allow for that because when the Board of Supervisors, under the recommendation of certain citizens took out those two codes you took them from paying \$25 or \$28 a month for water or sewer to now within 90 days the Board or Authority has to put those people on notice and they will have to hook up to water and sewer which means \$1250 a piece for a hookup for water, hookup for sewer, then they're going to have to pay for the hookup from their house to the sewer lines too so going from paying \$25 to \$28 a month if it's water or sewer non-user fee now I'm going to have to pay approximately over \$5,000 That's not right. This is what I think you need to do. That the owner of any house, building, property situated so provided the public water is within the distance of 200 feet from the house, building, or property, and all I'm doing is copying from what the code says and to be served by the sanitary sewer within a distance of 150 feet from any house, building, property served within 90 days after date official notice would come from the Authority that they would have to directly connect to the public water line and/or sanitary because it's within those distances. So again, the effect that it took that you're dealing with now if you do nothing until July 1<sup>st</sup> those people paying non-user fees will be forced to pay hook-up fees. It's not that marketing plot program if you look at it one way but I don't think that's what needs to be done and I don't think that's a marketing program that we need to help those that need to have a lower non-user fee. Then the big issue of collection of fees you have a duty that you have to collect those fees. So, you're obligated by code to put them on notice and then you have to collect. To the citizen that thought you were going to help the non-users by taking away the non-user service charge thanks but no thanks. You just made those non-user fees go away and you left those people with a mandatory connection. Now I'm not saying you I'm saying the citizens input from this thing that rammed this down people's throats saying this is the way we do it we're going to do away with non-user fees but what in effect it did under the Code is that you have take the ability to pay a non-user fee and not hook up now we're going to have to mandatory hook up with the language that's left in the code. So, the big question is who is still unethical, unbiblical is basically just a question. What I would ask you to do is to take very careful and allow direct counsel

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because counsel rewrite the code when you come together with the Board of Supervisors but at the same time we need to keep water in water and sewer in sewer. It just cleans it up easily and better understanding. Other counties have done that. I looked up the Wythe County they have done that. We don't have to be like Wythe I'm not saying that, but they have a good example of keeping it separate. And then as for the non-user fee I feel there's a non-user fee I feel it does need to go down in retrospect but I still feel whether you have a meter or not there needs to be a non-user fee because there's the ability for me in my situation, I'm speaking for myself, that if I ever do want to hook up I can hook up to that that's a fee that I think that I should pay for a privilege to be able to hook up down the road. Thank you.

Mr. Meredith – Thank you. We appreciate your input. And I can't speak for the Board of Supervisors, but I don't feel like that was the intent. But that is something we will work on for the next meeting. Thanks for bringing that to us today.

**(ORDER)**

**APPROVAL OF CONSENT AGENDA**

Upon a motion by Mr. Jessup, seconded by Mr. Winesett, and duly carried the Authority does hereby approve the consent agenda, section A, B and C. The December 17, 2018 minutes were also approved, they are on file in the PSA office. Claims are as follows:

**Claims**

Check # 23101 \$5,313.96  
Check# 23102-23127 \$35,147.73  
Check# 23128-23129 \$4,129.03  
Check# 23130-23158 \$164,481.67

**Transfer for Claims**

CCPSA to Operating \$35,147.73  
CCPSA to Operating \$164,481.67

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**Transfer for Reserve**

CCPSA to Debt Reserve 8,918.62

**(ORDER)**

**Project Up-Dates**

**Cana Well Improvements Project**

SCADA prices have been received and that is to keep a check on the tank in Cana as well as well #8. We have the prices for that work. And the work is scheduled to have the camera dropped in well #8 hopefully this month weather permitting of course. The Lane Group has been selected to design the filtration system on well #8 after the camera results are back in. Out of the 4 engineers that we had on call for two years only two responded and theirs was the cheapest by far of the two engineers that responded. Mount Rogers will gladly accept any well related repair expenditures that we've had within the last 12 months as well to go towards this grant if needed.

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

This project is still on hold while we review the budge and other items

**FUNDING APPLICATIONS**

No active funding applications active at this moment

**PSA Updates:**

- Total of 109 work orders in December (check pressure, check for leak, turn-off, turn-on, etc)
- Construction items completed –
  - 4 new water connections



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- 3 new sewer connections
  - No leaks
  - SCADA management
  - Miss Utility Markings
- Maintenance items completed-
  - Raintree Road repair management
  - Finished winterization on wells and booster pump stations
  - Replaced booster pump motor in well #8 in Cana
  - Repaired motor on booster pump in well #1 in Cana
  - Maintenance guys also helped do work orders
  - Repaired blowers at Love's wastewater treatment plant
  - Replaced motor starter at Love's wastewater treatment plant
  - Replaced ionic mixer at the Love's wastewater treatment plant
  - Shop organization and moving of equipment, relocation of materials
  - 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.
  - Hillcrest water tank was washed out and inspected
  - Worked on down-sizing the shop space and began moving office material to the complex
- 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.
  - Continue Rate Study (categorizing customers and producing possible alternatives)

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Mrs. Montgomery – Any questions?

Mr. McCraw – How many booster pumps do we have?

Mrs. Montgomery – About a dozen or so.

Mr. McCraw – What is the cost of replacing one of them?

Mrs. Montgomery – Every cost is different depending on what the head level is on that particular booster pump. For Cana they're a lot cheaper than for Austinville such a place like that where they're pushing a lot more water. Just all depends on the volume of water. We need to have spares. Even though you do have a redundant series of pumps you also have to have spares because you never know when those redundancies will fail you. In this case we had both of them fail and we happened to have a spare on the shelf. They're not a cheap item to keep it does use a lot of power but it's something we have to have with all these hills here in Carroll County to push the water up and over.

Mr. Winesett - Can those motors on them be rewound.

Mrs. Montgomery – Yes. Like the ones in Cana they can be.

Mr. Winesett – So as we have them fail do we ever rewind them and have them in place to reuse.

Mrs. Montgomery – We do yes. We do a lot of the repairs.

Mr. Meredith – Anyone else? Thank you, Jessica.

**OLD BUSINESS**

Mr. Meredith – The only thing we have is your item Gary.

Mr. Jessup – Still waiting on the gas to come move their tank. Problem is tanks full and they don't want to buy it back. It's gonna have to come to head some time.

Mr. Meredith – Okay. Well just let us know what's going on there.

Mr. Jessup I'll let Jessica know when it's ready

Mr. Meredith – Thank you. Any other old business that's not on the agenda?

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Mr. McCraw – How much water are we losing at that leak per month?

Mrs. Montgomery – Which leak are you talking about?

Mr. McCraw – The Hillsville station.

Mrs. Montgomery – There's not a leak there. Everything is cut off. The water is off there's no leak.

Mr. McCraw – The line is off. We don't need it then do we?

Mrs. Montgomery – They're currently getting water from the Town of Hillsville. Gary is just wanting the supply from Carroll County to come there as well just for the redundancy factor and also if there's a Carroll fire they can pull for Carroll as opposed to pulling from the Town. Am I correct on that Mr. Jessup?

Mr. Jessup – Yes. It's the way it's always been. Sometimes we need to load off of both systems at the same time.

Mr. McCraw – Sounds like an expensive project don't it. PSA workers wouldn't be able to handle it. We'll get a swamp of a bill.

Mrs. Montgomery – That's why we're discussing it with the Board. It will be up to you all but first the tanks will have to be removed for us to check see where the leak is. Then we can get the cost and bring it back to you. Then it would be up to the Board to decide.

Mr. Meredith – Anyone else?

**AUTHORITY MEMBER'S TIME**

Mr. Jessup – I haven't got nothing.

Mr. McCraw – Nothing

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

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Dr. Littrell – I want to thank the members for letting me be Chairman for the past year and I know the Authority is in good hands with the two of you. I just look forward to working with you throughout the year.

Mrs. Dalton – I just want to say congratulations to our new Chair and Vice Chair. I will support you all the way. And thanks to the staff for what they do.

Mr. Meredith – And I just want to thank once again Dr. Littrell for serving as Chair. Thanks to Jessica and Dana and the remainder of the staff. It's getting to that time of year when we'll have freezing thaw and with that comes water breaks and other challenges. Looking forward to getting the SCADA on the tank in Cana. Hopefully we can prevent the huge water loss that we had just a couple months ago. With that I will accept a motion to adjourn.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Dr. Littrell, seconded by Mr. Winesett, and duly carried the Authority does hereby adjourn at 3:00 p.m. until the next regularly scheduled meeting on February 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