

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
DECEMBER 14, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA**

**CALL TO ORDER**

The Carroll County Public Service Authority held their meeting on Monday, December 14, 2020 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Robbie McCraw, Chairman, Tracy Moore, Vice-Chairman, Phillip McCraw, Garry Jessup, Rex Hill, and Dr. Thomas Littrell. Also present were Interim Director, Dana Phillips, and Secretary/Treasurer, Debra Frost.

**CITIZEN TIME**—No one present

**(ORDER)**

**APPROVAL OF CONSENT AGENDA**

Upon a motion by Mr. Moore, seconded by Dr. Littrell, and duly carried the Authority does hereby approve the Consent Agenda, sections A, B, & C. The November 9<sup>th</sup> & November 19<sup>th</sup>, 2020 minutes were also approved, and they are on file in the PSA office.

**NEW BUSINESS:**

**TRAINING DIRECTIONAL DRILL-** Ms. Phillips said that she had been in contact with Ditch Witch about training on the drill. Cost will be \$800 daily.

**(ORDER)**

**APPROVAL FOR TRAINING FOR DIRECTIONAL DRILL**

Upon a motion by Dr. Littrell, seconded by Mr. Hill and duly carried the authority does hereby approve to set up training for the Directional Drill with as many PSA employees, CC county maintenance employees and a Bowman/Griffin employee. Ditch Witch will require a 2 week notice to schedule.

**VML/VACO FINANCING**—Ms. Phillips stated that she had returned to engagement letter but believes it will probably be after the 1<sup>st</sup> of the New Year before we hear anything.

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**GENERAL PSA UPDATES:**

Bowman/Griffin has set a couple of meters. It has been a little quitter as for as general maintenance problems. We have had two visits from Health Department in the last two weeks. Preston has gone with them to Cana, Exit #1 and Regional Water. We will be getting comments back from those.

Mr. Hill-ask if we had figured out how much Wytheville owes us on regional?

Ms. Phillips-We are billing them.

Mr. Hill-But they used it way back.

Ms. Phillips-We have put it on the bill what Wytheville said that they used.

Mr. McCraw-I guess we could contact the County Administrator at Wytheville?

**OLD BUSINESS**

Mr. Durbin: Gentleman you have before you a proposed contract with Bowman/Griffin between the Authority and Bowman/Griffin General Contractors. Highlights are that this an independent contractor relationship. Services are to be provided on as needed basis. Authority does have the authority to terminate at any time upon 30-day notice, but the default term would be for 1 year with 4 protentional 1 year's renewal additional terms. It is a nonexclusive contract meaning that you can go out for other work at any time. Specific projects or issues that you would like to contract out. Incorporates all terms and references that were in the RFP and in Bowman/Griffin's RFP response. Especially the pricing, response times etc. etc. It would be my recommendation to go ahead and approve it, but if you have any questions or review, I would be happy too answer any questions that you might have.

Mr. Jessup-You stated that there was a 30-day notice, that we could pull out?

Mr. Durbin-That is standard to give the county or the Authority the 30 days.

Mr. Jessup-But if they buy \$100,000 of materials that wouldn't be fair to them?

Mr. Durbin-If it is for parts that they purchase and have been installed then the Authority pays for it. It is as needed arrangement. They presented their proposal with those terms.

Mr. Jessup-Don't think that 30 is right.

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Mr. Durbin-It is up to the Authority if you all want to change it to 90 or 180 days; it is your decision.

Mr. Hill-It they stock up materials would we have to pay for those? Only if the Authority ask them to stock those materials.

Mr. Jessup-If they don't stock up on parts and we have a major outage, we can't wait to see where the parts are.

Ms. Phillips-Currently the PSA has been supplying the parts and materials.

Mr. Jessup-Are we going to continue to provide?

Mr. Durbin-It is up to the Authority. If Bowman/Griffin provides the parts it is cost +20%.

Mr. Robbie McCraw-I think that the best way would be for the Authority to continue to provide the parts and materials, we need to keep our stock up also.

Mr. Durbin-The way it is set up is when we have a leak, we are to contact Bowman/Griffin in some way to document it, that it would say what we were asking for.

Ms. Phillips-That is what has happened in the past, we they must purchase or use their parts or materials, it is billed on the invoice.

Mr. Robbie McCraw-I suppose we try to keep a decent supply of parts on hand?

Mr. Phillips-Yes, we try to keep everything that we might need on hand for line breaks and to set meters for connections.

Mr. Jessup-Who keeps up with our inventory?

Ms. Phillips-We do.

Mr. Jessup-I don't want to hear at Hardees on Monday that my water has been off because they don't have the parts to fix it.

Mr. Phillip McCraw-That would get us around purchasing +10% if we supply the materials, right?

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Mr. Durbin-Correct they do not invoice if we provide materials.

**(ORDER)**

**APPROVAL TO ACCEPT THE CONTRACT WITH BOWMAN/GRIFFIN**

Upon a motion by Mr. Hill, seconded by Dr. Littrell and carried the Authority does hereby accept the contract as presented with Bowman/Griffin. The vote was as listed below:

Mr. Moore-yes	Dr. Littrell—yes	Mr. Hill—yes
Mr. Phillips McCraw-yes	Mr. Jessup—no	Mr. Robbie McCraw-yes

\*Mr. Hill-do we have an equipment scanner for barcodes. If not, that might be something we need to look at.

**(ORDER)**

**CLOSED MEETING – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711 A1 PERSONAL & A-7  
CONSULT WITH LEGAL COUNSEL**

Upon a motion by Mr. Moore, seconded by Mr. Phillip McCraw, and duly carried the Authority does enter Closed Meeting under Section 2.2-3711- A1, Personal at 3:16 pm. Dr. Littrell requested that 2.2-3711-A7 Consult with legal counsel be added to the agenda.

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**(ORDER)**

**COME OUT OF CLOSED MEETING**

Upon a motion by Dr. Littrell, seconded by Mr. Hill and duly carried the Authority does hereby come out of Closed Meeting at 3:27 pm.

**(ORDER)**

**CERTIFICATION OF CLOSED MEETING**

Mr. Robbie McCraw made a motion to certify Closed Meeting 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 PSA that such Closed Meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED** that the Carroll County PSA 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 Meeting to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Meeting 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

Dr. Littrell—yes

Mr. Hill—yes

Mr. Jessup—yes

Mr. Phillip McCraw—yes

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Ms. Phillips-PSA has received some funding for the COVID in the amount of \$9,276.76 to assist customers that have been effective during this time.

Dr. Littrell-Is there a limit per person?

Ms. Phillips-No limit but there must be a 60 days arrearage outage from March – December 2020. Basic form to complete.

Mr. Moore-Time table to use funds?

Ms. Phillips-Yes by Jan 29, 2021, we must return funds to DCHD.

Mr. Moore-Will people who are behind 60 will they receive a letter?

Ms. Phillips-We are trying to determine who is behind, we do have some that have already been on payment plan due to COVID. We will be sending out notices on bills.

**AUTHORITY MEMBER' TIME**

Mr. Jessup-Down at Lambsburg at the Fire house we are getting sand, got it in all 4 trucks. We were moving so much water we probably broke it loose, may have it all out now. We have some places that don't have meter, what are we doing about that? Do we have a right-of-way there?

Ms. Phillips-Blueberry, 20 houses

Mr. Durbin-We have not seen a plat or survey, but don't think that would prevent us putting meters for each house.

Mr. Jessup-Are we legal to go on property? How may houses are we talking about? Who's district is that in?

Mr. Jessup-Dr. Littrell it is your district; do you think they need meters?

Dr. Littrell-Yes, I think they need meter.

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Mr. Durbin-If we are serving the house then we would have state of right-of-way to put in meters. I reviewed when this became apart of the PSA then there is nothing stopping you to put meters in that system.

Ms. Phillips-How about this could we plan on this being a project for the PSA to do in the Spring? With the radio read and meters that we will be replacing soon, there may be some meters left that we would not have to purchase any.

**AUTHORITY MEMBERS TIME**

Mr. Phillip McCraw-Don't have anything.

Mr. Hill-Don't have anything either.

Dr. Littrell-Wish everyone a very Merry Christmas and hopefully that 2021 will be a better year.

Mr. Moore-Merry Christmas and anyone that can help with Food Banks and thank the PSA crew for all they do.

Mr. Robbie McCraw-Wish everyone a Merry Christmas, hope everyone get to spend time with their family and enjoy. Our next meeting will be January 11, 2021 for the organizational meeting at 2:00 pm.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Dr. Littrell, seconded by Mr. Moore and duly carried the Authority does hereby adjourn at 3:43 pm until their next meeting on November 11, 2021 at 2:00 pm for organizational.

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Mr. Robbie McCraw, Chairman

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Debra Frost, Secretary/Treasurer

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Dana Phillips, Interim Director