

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JANUARY 11, 2021
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA**

CALL TO ORDER

The Carroll County Public Service Authority held their organization and regular meeting on Monday, January 11, 2021 at 2:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Robbie McCraw, Chairman, Phillip McCraw, Garry Jessup, Tracy Moore, Vice Chairman and Dr. Thomas Littrell. Also present were Interim Director, Dana Phillips, and Secretary/Treasurer, Debra Frost.

William Strauss-Fairhaven Subdivision-Good afternoon gentlemen, I come before you today regarding the Fairhaven Subdivision that I own. This originally was 2008 when everything was signed off on and we did not believe that we would have fire protection in the community. Later a study was done and there are two locations that fire hydrants could be placed. So, then we looked at the difference upgrading the line to a 6 in to provide fire protection. There is a large cost difference in a 2 in and a 6 inch. At that time, I ask if there was any fund sharing that could be done in the tap fee. That is where we basically stopped at. At the time of 2008 or 2009 we were at the time where anyone could get a loan. What has really got my interest up now is I believe that the county has a great opportunity with the mass excesses of urban areas and heavy development of suburban areas. This is currently the situation that most of the people buying have never lived here and they are generally more mature and financially secure. I have seen this firsthand; I originally came from Baltimore and still travel up there about every other week. The reason I am trying to do this is not only would it improve the development that I am making and make it a safer development. It would also allow the people and the PSA to not have as many leaner lines to serve adjacent properties.

Mr. Robbie McCraw: Does Dana has your contact info?

Mr. Strauss-Yes, I am not trying to push or hurry anyone but I have made the decision to move forward. Not saying I will be out there tomorrow, for I will be out of the county until early February. I just wanted to make sure everyone had the opportunity before I started construction and start laying 2 in line and then go back and wish I had done 6 in.

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Mr. Jessup: how many lots?

Mr. Strauss: 39. I do have a larger map what is disappointing about his one it isn't showing the water line diameter, which in 2008 was 2 inches. I hired Bunn Engineering and they did determine that there two places sufficient for hydrants as long as they were placed in the lower sections of the land.

Mr. Jessup: Would we be putting meters at each residence on the 6 in line and then the PSA would be taking over the line after construction.

Mr. Strauss: That would be correct.

Mr. Jessup: So, the Board understands that the PSA would own the line? Yes.

ELECTION OF CHARIMAN

Ms. Phillips opened the floor for nominations for Chairman of the PSA 2021-2022.

Mr. Moore nominated Mr. Robbie McCraw.

Mr. Hill seconded Mr. Robbie McCraw.

The vote was as follows:

Mr. Moore—yes

Dr. Littrell—yes

Mr. Robbie McCraw—abstain

Mr. Hill—yes

Mr. Phillip McCraw—yes

Mr. Jessup—yes

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Ms. Phillips turned the meeting back over to Chairman Robbie McCraw.

Mr. McCraw opened the floor for nominations for Vice-Chairman:

Mr. Jessup nominated Mr. Moore.

Mr. Hill seconded Mr. Moore.

Any other nominations? Being none, I will ask for a vote.

The vote was as following:

Mr. Jessup—yes

Mr. Phillip McCraw—yes

Mr. Hill—yes

Mr. Robbie McCraw—yes

Dr. Littrell—yes

Mr. Moore—abstain

(ORDER)

ADOPT CODE OF ETHIC

Upon a motion by Dr. Littrell, seconded by Mr. Phillip McCraw and duly carried the Authority does hereby adopt the Code of Ethics. (Copy attached to these minutes).

(ORDER)

SETTING MEETING TIME, DATE/LOCATION

Upon a motion by Mr. Moore, seconded by Dr. Littrell and duly carried the Authority does hereby approve to keep the meeting, time, date and location the same as now, 2nd Monday of each month at 3 pm in Board of Supervisors Meeting Room, Carroll County Governmental Center 2nd floor.

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CITIZEN TIME

No one present

(ORDER)

CONSENT AGENDA

Upon a motion by Dr. Littrell, seconded by Mr. Moore, and duly carried the Authority does hereby approve the Consent Agenda, Section A, B & C. The December 14, 2020 minutes were also approved, they are on file in the PSA office. Claims are as follows:

Claims

Checks #24379-11/23/2020 in amount of \$25,038.75

Check #24383- 12/1/2020 in amount of \$2,250.21

Checks #24384-24428-12/14/2020 in amount of \$158,819.99

Transfer for Claims

CCPSA to Operating Claims November 23, 2020 \$25,038.75

CCPSA to Operating Claims December 1, 2020 \$2,250.21

CCPSA to Operating Claims December 14, 2020 \$158,819.99

Debt Reserve to CCPSA November 12, 2020 \$70,000.00

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Transfer to Reserves

CCPSA to O & M Reserve \$5,000.00

CCPSA to Short Lived Assets Reserve \$5,000.00

NEW BUSINESS

Utility Relief Program

Ms. Phillips: The PSA was privileged to receive some Utility Relief money to be able to help customers that over 60-90 days arrear. As of today, we have a remaining balance of \$4,242.85. The cutoff date was originally January 22, 2021 but there is talk of that being extended until the end of the year.

Mr. Moore: Is this for only residential?

Ms. Phillips: It does include commercial also.

Mr. Littrell: If it is extended would there be additional funds?

Ms. Phillips: Not right now we don't think there will be anymore.

Mr. Robbie McCraw: Has the PSA had contacted anyone?

Ms. Phillips: We had and put a message on bills, and several customers had called. Several customers have received a lot of help and are really excited.

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Michael Marshall Request

Ms. Phillips said that the PSA had received a request for Mr. Marshall to have permission to use the driveway at the tank on Deer Ridge. He will be doing timbering. Will with VDOT has contacted Mr. Moore. The problem is with the sight distance in that area.

Mr. Jessup ask that if he is going to use it the why doesn't he have to put board or large rocks down. Also, would it be across the water line.

Mr. Moore: I don't think that would the issue, but Will stressed to PSA about the liability with the trucks coming into the highway and possible damage to the pavement would be the responsibility of the PSA. So, if anything happen it would come back to the PSA. Mr. Moore will be meeting with him this week.

Ms. Phillips stated that VDOT would not tell him no, but everything would fall back to the PSA.

Mr. Moore said that really the sight distance will be the issue.

Mr. Robbie McCraw and Mr. Moore agreed that the PSA needs to meet with Mr. Durbin about maybe getting a Security Bond if Mr. Marshall can proceed.

Ms. Phillips said that she would get with Mr. Durbin regarding Mr. Marshall request.

Project Up-dates

General PSA

Leak that drained tank at Industrial park that put the boil advisory into effect.

Leak on Lincoln that had 6 customers out for less than 24 hours.

Radio Read

Radio Read we was supposed to have started installing the radio reads today but due to the weather the company has decided to start on Wednesday, Jan 13, 2021. We will meet with them and then they will start installing. We will be working our reading schedule around their installation schedule.

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Mr. Robbie McCraw: The big leak at Vanguard, that was their line correct?

Ms. Phillips: From my understanding it was Vanguards fire line, but the responsibility comes back to the PSA to take care of that fire line.

Mr. Robbie McCraw: Do you know if that is in writing?

Ms. Phillips: I don't know if that is in writing.

Mr. Jessup: It is the county or PSA responsibility to take care of the whole building if you all don't know it.

Mr. Robbie McCraw: There are certain things that the county and PSA are responsibility for but not the whole building.

Mr. Jessup: Heating, cooling, water & sewer, we take care of all of it.

Ms. Phillips: I will check with Mr. Watson to see what we are responsibility for.

Mr. Moore: Do we have that bill yet?

Ms. Phillips: We have but haven't paid yet, didn't receive in time for claims.

Mr. Hill: We need to have all this in writing when we are dealing with companies, the Town should be included also.

Ms. Phillips: We did pay that bill this time; it is on the claims. The cost was \$5,468.00.

Ms. Phillips: On the COVID care, I paid Bowman/Griffin the entire amount. So, on the budget it breaks it down to Contract Work and COVID care. Since we were using that money due to shortage of staff, we took all the materials cost out and charged it to operating of PSA.

Mr. Phillip McCraw: How is the repair cost running, are they in line with what we expected.

Ms. Phillips: They are.

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Mr. Robbie McCraw: How is the Sewer Plant at Exit #1 doing?

Ms. Phillips: It is not going well; we have had to do two letters to DEQ for trouble. It is nice to have the extra help with plant knowledge working.

VMI/VACO Refinancing

Ms. Phillips: We do have a tentative schedule for getting the proposals in. We may have to change some of the dates depending on Board and PSA. The February date may change.

Wythe County

Ms. Phillips: Mr. Hill had asked about a letter to Wythe Co. billing last month. I have talked to Mr. Dalton and he is going to prepare one, as soon as we get it we will get it to you all first and then to Wythe Co.

EDA Invoices

Ms. Phillips: We have sent the bill for last year, 1st quarter and 2nd quarter. One thing I am working on is the number of connections that we have done since we closed those bonds. So, we have had to pull all of the user agreement. Doing an average of 3 months to see what that amount of revenue that was not in the bonds.

EDA New River Polymers

Ms. Phillips: Also, under the EDA we did have a water connection for New River Polymers. Mr. Watson told us to submit the invoice for the 2-inch meter to the EDA. This was for the meter, pipe and fittings and for crusher run. This was an upgrade for sprinklers to this building.

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Emergency Water Repair Traffic Control

Ms. Phillips: Sherriff Kevin Kemp stated that it would be \$30 per hour and we would need to contact Donnie Spangler.

(ORDER)

EMERGENCY WATER REPAIR TRAFFIC CONTROL

Upon a motion by Mr. Hill, seconded by Mr. Moore, and duly carried the Authority does hereby approve to contact with the Sherriff Department, Donnie Spangler to get this into action.

Authority Member's Time

Mr. Jessup: What has been decided on Town? Hooking sewer up.

Mr. Moore: I talked to Preston, Retta and Derrick today and they said they would try to get something together to see if the PSA would agree. Everything seems good, but there would need to be legal documents draw up.

Mr. Moore: Lowell wants to come and do an inventory count with Preston.

Dr. Littrell: Nothing but 2 o clock running in my head. Congratulation to Mr. McCraw and Mr. Moore and looking forward to a good year.

Mr. Hill: Nothing, O yea. I think Dana is doing a great job as Interim Director but I think it is time to move on with filling that position. My recommendation is for the Chairman and Vice-Chairman to bring back a recommendation on how we should proceed.

Mr. Phillip McCraw: Nothing.

Mr. Jessup: I must have been asleep when we were in old business, on the EDA, what did we do about that bill. Mr. Robbie McCraw stated that the EDA was still getting it.

Mr. Jessup: All of you but one are here are we going to get it or not.

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Mr. Hill and Mr. Robbie McCraw: The BOS is still working on that.

Mr. Jessup: But the PSA is the one that is hurting on financial.

Mr. Robbie McCraw: Thanks, I think for electing me as Chairman again. Thanks to the staff for their hard work.

Mr. Jessup: I do have something else, all the new employees that the PSA is hiring are agreeing to get their license, right.

Ms. Phillips: Yes, even the ones that have license in different states are updating theirs to Virginia.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Moore, seconded by Dr. Littrell and duly carried the PSA Authority does hereby adjourn at 3:14 pm until their next scheduled meeting on February 8, 2021 at 3:00 pm.

Mr. Robbie McCraw, Chairman

Debra Frost, Secretary/Treasurer

Dana Phillips, Interim Executive Director