

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 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, September 14, 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, Tracy Moore, and Dr. Thomas Littrell. Also present were Interim Director, Dana Phillips, and Secretary/Treasurer, Debra Frost.

(ORDER)

ELECTION OF CHAIRMAN

Mr. Hill nominated Mr. McCraw.

Mr. Moore seconded the nomination.

There being no other nominations, Mr. McCraw call for the vote on Mr. McCraw as Chairman.
The vote was as follows:

Mr. Phillip McCraw—yes
Dr Littrell—yes

Mr. Hill—yes
Mr. Moore—yes

Mr. Jessup--yes
Mr. Robbie McCraw—abstained

ELECTION OF VICE-CHAIRMAN

Mr. Hill nominated Mr. Moore

Mr. Littrell seconded the nomination

There being no other nominations Mr. McCraw call for the vote on Mr. Moore as Vice-Chairman.
The vote was follows:

Mr. Phillip McCraw—yes
Mr. Hill—yes

Dr. Littrell—yes
Mr. Robbie McCraw—yes

Mr. Jessup—yes
Mr. Moore--abstained

CITIZENS TIME

No one present

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2020
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 2**

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by Mr. Garry Jessup, seconded by Mr. Robbie McCraw, and duly carried the Authority does hereby approve the consent agenda, sections A, B, and C. The August 10, 2020 & August 24, 2020 minutes were also approved, they are on file in the PSA office. Claims are as follows:

Claims

Checks #24241-24243 August 20, 2020 in amount of \$3723.53

Checks #24244-24249 August 27, 2020 in amount of \$56,225.78

Checks #24250-24286 September 14, 2020 in amount of \$115,332.17

Transfer for claims

CCPSA to Operating Claims August 31, 2020 \$56,225.78

CCPSA to Operating Claims September 14, 2020 \$115,332.17

Transfer to Reserves

CCPSA to O & M Reserve \$5,000.00

CCPSA to Short Lived Assets Reserve \$5,000.00

EXIT #1 WASTEWATER PLANT UPDATE

Ms. Phillips stated that Mr. Johnson had been gracious enough to help with the wastewater plant at Exit #1 and thank him very much for his service.

Gary Johnson: Good afternoon to all, nice to see you. As Dana said I was called in when we lost John. I have been coming picking up samples and have been around the operators for quite a few years. I have never operated a treatment plant and never been asked to evaluate the operation of it. After studying the permit and doing some research and talking to the staff that is left, with Rick being the main one. Rick has the license but understand he will be leaving. There a couple of issues with the plant and Shane has been helping to get some things that need to be fixed.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2020
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 3**

The plant needs to be proper operating order. This would leave two options: either contraction out the operations or training the remaining staff to operate it. You all need to look at these options and decide. That is my opinion looking at the O & M operating manual. Some of the findings are that the floats need to be utilized, we have put them back in and it seems to be working better. Basically, that is where we are right now and need to know what direction you what to go in.

Mr. Moore: Is all the pumps working? I worked for the PSA.

Mr. Johnson: One of the pump stations that has a lift, went down last weekend. We are working on getting it pumped down so we can put the basket back in to get it to levels down. Shane is working on it now.

Mr. Moore: Just wondering about the pump stations, when I worked there each operator had they're on way of running it. That is one thing I think we as a board should look at is working on is having a standard plan of operating and everyone be trained to that plan instead of everyone ideas.

Mr. Johnson: A little big further of what you are saying is make sure that we comply the operating permit and DEQ operations maintenance manual; it recommends how many hours to run per day and that you need at least one class IV operator. Being in charge of the plant and doing monthly reports, which we got all caught up right Dana?

Ms. Phillips: they are.

Mr. Johnson: How you move forward, I know that is not easy task. I have been around a lot of situations like this and staffing is hard to come up with epically with license. One reason is that we don't have many new people coming into the field, and a lot of people are retiring now. The certification test is now closed book and added more question and cut down on time to take the test.

Mr. Moore & Mr. McCraw: thanks for coming in today.

Mr. McCraw: so over all you see no major problems?

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2020
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 4**

Mr. Johnson: I think if you take care of the maintenance issues, stay on top of them, just like a car you must take care of it and know how to run it. New employees who have no experience, and when Rick retires that will leave low experience levels or licenses if you don't get anyone hired or go another route.

Mr. Hill: If you would, I would like to see you do an analysis of the Exit #1 Sewer system and provide us with some recommendations that we could look at. Just pass them to Dana and she can forward them to us.

Mr. Johnson: Sure, I will look at it and maybe that can help you all make some decisions.

Ms. Phillips: One thing that I did do an RFP for two options, one operating the plant and the other for operation and maintenance of the plant. I don't think it would be a bad ideal to put it out there, don't have any idea of what it might cost. I can give them out or e-mail it to you all after the meeting. Will get Gary to look at it also.

Mr. Moore: how has Shane been as far a mechanical mind?

Mr. Johnson: he has been very helpful and ask me some questions about why it was run a certain way, it opened my eyes, example the floats. There might have been a good reason but trying to get it back to the way it used to be.

Mr. McCraw: thank you for your time.

Mr. Johnson: thank you.

NEW BUSINESS

Rate Workshop

Ms. Phillips: I apologize for being late with the rates but since John passed away, we have been trying to catch up with the Health Department on testing that we were behind on. The rates I sent you was a combination of what Dr. Littrell and Mr. Robbie McCraw had requested. I did the Industrial on water and sewer also. This was a high usage month from August. As you can see on the totals what the different revenue would be for water and sewer. New rater for no meter, we do have 17 that just pay the minimum.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2020
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 5**

I know you all seen the letter that went to Rural Development, that was due by September 31, 2020. It just said that the PSA are working on rates. Fortunately, we have had not had to pull from debit reserve for July and August.

UP-DATES

Mr. Moore: How are we on turn-offs?

Ms. Phillips: We have a lot of turn-offs.

Mr. Jessup: Can you turn them off?

Ms. Phillips: Yes, Mr. Robbie McCraw had sent out the compliance, if they can't pay, they must provide proof of COVIN and then we set up a payment plan. Last month we did do some of the largest amount and we worked with them on payments plans. One think that we haven't been able to do is Warrant & Debts, because of Court Systems and not getting dates.

General PSA 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 59 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, 116 water and 60 sewer tickets)
- Office items completed-

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2020
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 6**

- 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

The sheets of employee's duties for the month, we have had a several leaks again. Cana, Interstate, Sylvatus and Rt. 100.

OLD BUSINESS

Ms. Phillips: On the IDA/EDA invoice, we sent the invoice the end of June with no response. I do have a new invoice for first quarter of this year. Wanted to know if you want to mail it out of how to handle it?

Mr. Hill: The IDA is the county's responsibility.

Mr. McCraw: It is formality, is everyone is agreement with that?

Mr. Jessup: So, the board is going to pay the big bill?

Ms. Phillips: It was broken down by each monthly amount for the quarterly. So, each 3 month we will sending the invoice.

(ORDER)

CLOSED SESSION – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711 A1

Upon a motion by Mr. Moore, seconded by Mr. Hill, to enter Closed Meeting under Section 2.2-3711- A1, Personal at 3:27 pm.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2020
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 7**

(ORDER)

COME OUT OF CLOSED SESSION

Upon a motion by Mr. Moore, seconded by Mr. Jessup and duly carried the Authority does hereby come out of Closed Session at 4:15 pm.

(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

Dr. Littrell—yes

Mr. Hill—yes

Mr. Jessup—yes

Mr. Phillip McCraw—yes

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 14, 2020
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 8**

(ORDER)

PSA BECOMING A DEPARTMENT OF COUNTY

Upon a motion by Mr. Hill, seconded by Mr. Phillip McCraw that the PSA Authority request that the lawyer look into making the PSA a department under the county. The vote was as follows:

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

Dr. Littrell commented that we need to make sure we can do that, with all the codes when it was established. Mr. Moore said that is what the lawyers would be looking at.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Moore, seconded by Mr. Hill and duly carried the PSA authority does hereby adjourn at 4:25 pm until their next regular scheduled meeting on October 13, 2020 at 3:00 pm.

Mr. Robbie McCraw, Chairman

Debra Frost, Secretary/Treasurer

Dana Phillips, Interim Executive Director