

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
NOVEMBER 18, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA**

**CALLED BACK TO ORDER:**

Chairman Mr. McCraw called the meeting from November 9, 2020 back to order at 5:30 pm. Item for discussion of RFP. Members present included: Robbie McCraw, Chairman, Tracy Moore, Vice Chairman, Phillips McCraw, Garry Jessup, Rex Hill, and Dr. Thomas Littrell. Also present was Interim Director, Dana Phillips.

Question before closed meeting, Mr. McCraw ask if we only received 1 proposal?

Ms. Phillips yes.

Mr. Hill ask how much was a connection fee for water and sewer? Ms. Phillips said that \$3,000 each.

Dr. Littrell ask the difference between a near side and far side set of meters?

Ms. Phillips just the location of the water line verses the side of the property, whether it requires a bore or not.

Mr. Hill ask if we have anyone that can operate our bore machine now?

Ms. Phillips the two that were trained are no longer with us.

Mr. Robbie McCraw ask Bowman/Griffin if they have access to a bore machine or must rent one?

Mr. Bowman said they do not own one but have to sub-contact it out.

Mr. Robbie McCraw ask if they would be willing to train?

Mr. Bowman said yes and ask how long the training is? They would definitely be willing to train.

Mr. Moore said that training was 40 hours.

Mr. Moore said that though the Ditch Witch would probably be willing to come and work with training.

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**(ORDER)**

**CLOSED MEETING -PURSUANT TO VIRGINIA CODE SECTION 2.2-371 A1 PERSONNEL & A29 DISCUSSION OF THE AWARD OF A PUBLIC CONTRACT INVOLVING THE EXPENDITURE OF PUBLIC FUNDS, INCLUDING INTERVIEWS OF BIDDERS OR OFFERORS, AND DISCUSSION OF THE TERMS OR SCOPE OF SUCH CONTRACT, WHERE DISCUSSION IN AN OPEN SESSION WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE PUBLIC BODY.**

Upon a motion by Mr. Moore, seconded by Mr. Hill and duly carried the Authority does hereby enter Closed Meeting under Section 2.23711-A1 & A29 at 5:35 p.m.

**(ORDER)**

**COME OUT OF CLOSED MEETING**

Upon a motion by Mr. Jessup, seconded by Mr. Moore and duly carried the Authority does hereby come out of Closed Meeting at 6:25 p.m.

**(ORDER)**

**CERTIFICATION OF CLOSED MEETING**

Mr. Robbie McCraw made a motion to certify Closed Meeting with the following Resolution:

**WHEREAS**, the Carroll County Public Service Authority convened a Closed Meeting this date pursuant to an affirmative recorded vote and on the motion to close the meeting in accordance with 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 Meeting was conducted in conformity with Virginia law.

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NOW, THEREFORE, BE IT RESOLVED that the Carroll County Public Service Authority hereby certifies that, to the best of each member's knowledge, (1) 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

**(ORDER)**

**HIRE WATER OPERATOR**

Upon a motion by Mr. Moore, seconded by Mr. Jessup and duly carried the Authority does hereby give Ms. Phillips the authorization to hire a Water Operator.

**(ORDER)**

Upon a motion by Mr. Moore, seconded by Mr. Jessup and approved the Authority does hereby approve a one-time supplement pay to PSA employees. The vote is listed below:

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

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(ORDER)

**CARES ACT FUNDING MONEY TO PURCHASE PROGRAMMING EQUIPMENT, RADIO READ METERS AND EMERGENCY CONTRACTOR WORK**

Upon a motion by Mr. Moore, seconded by Mr. Jessup and duly carried the authority does hereby approve for the Cares Act Funding Money received be used to purchase Programming Equipment, Radio Read Meter and Emergency Contactor Work.

Mr. Bowman/ Mr. Griffin answered questions and concerns with the Authority about the proposal and Emergency work that Bowman/Griffin has and will continue to do on an as needed basic. Also discussed was the length and review of contract with the PSA.

(ORDER)

**AGREEMENT CONTRACT WITH BOWMAN/GRIFFIN FOR GENERAL WATER & SEWER GENERAL SERVICES AND PSA WILL SUPPLY THEM AN ELECTRONIC DEVICE**

Upon a motion by Mr. Moore, seconded by Mr. Hill and duly carried the Authority does hereby approve a 2-year contact with the option to extend to 5 years with Bowman/Griffin Contractors. The Authority will also supply them with the necessary electronic devices.

**AUTHORITY MEMBER'S TIME**

Mr. Moore-thanked Bowman/Griffin for the work they have been doing with the PSA, help us out a great deal. Wish everyone has a good Thanksgiving.

Mr. Phillip McCraw-Thanked Bowman/Griffin for coming to our rescue with the emergencies we have had. PSA is in debt and we are entering into something that we have never dealt with before. So, may this we be something that we can continue.

Dr. Littrell-I saw the picture of you all fixing that at Woodlawn, looked like a mess.

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Mr. Jessup: Thank y'all for all your do appreciate everything.

Mr. Hill: I want to appreciate everything you have done and think the contract will be good for both of us.

Mr. Robbie McCraw: Looking forward to this agreement between us. I think this a start to make things better for the PSA. Hope everyone has a great Thanksgiving. Also, thanks for being here today.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. Jessup, seconded by Mr. Moore and duly carried the Authority does hereby adjourn at 7:00 p.m. until their next regular schedule meeting on Monday, Dec. 14, 2020 at 3:00 p.m.

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Mr. Robbie McCraw, Chairman

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Debra Frost, Secretary/Treasurer

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Dana Phillips, Interim Director