

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
NOVEMBER 9, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA**

**CALL TO ORDER**

The Carroll County Public Service Authority held their meeting on Monday 9, 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, Phillips McCraw, Garry Jessup, Rex Hill, and Dr. Thomas Littrell. Also present was Interim Director, Dana Phillips and Sec./Treasurer Debra Frost.

**CITIZEN TIME**—No one present

**(ORDER)**

**APPROVAL OF CONSENT AGENDA**

Upon a motion by Mr. Hill, seconded by Mr. Moore and duly carried the Authority does hereby approve the Consent Agenda, sections A, B, & C. The October 7, 2020 minutes and October 14, 2020 were also approved, and they are on file in the PSA office.

**Claims:**

Check #24334 on 10/22/2020 in the amount of \$3276.95

Check #24335-24342 on 10/30/2020 in the amount of \$20,174.63

Check #24343-24378 on 11/09/2020 in the amount of \$172,958.08

**Transfers for Claims:**

CCPSA to Operating Claims 10/15/2020 \$10,000.00

CCPSA to Operating Claims 10/29/2020 \$7,623.08

CCPSA to Operating Claims 10/30/2020 \$20,174.63

CCPSA to Operating Claims 11/09/2020 \$172,958.08

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
NOVEMBER 9, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 2**

**Transfer to Reserves:**

CCPSA to O & M Reserve \$5,000.00

CCPSA to Short Lived Assets Reserve \$5,000.00

**NEW BUSINESS**

**VMI/VACO FINANCE**

Mr. Rex updated the Authority that there was it was possible that VMI/VACO could get the PSA a zero-interest loan to consolidate all the PSA loans. At the very minimum it would be a very low interest rate. The caveat that they would do a study, we would get a grant to cover part of that study. They would do a rate study and then we would have to agree to the rates to get the interest rate.

Ms. Phillips said that the initial cost of the study is \$7,500 for implementation.

Mr. Hill stated the minimum was \$2,500 grant?

Ms. Phillips said that in some cases it could be up to \$5,000. This could be for up to 6 RD loans, so if it was for 20 years it would not save us any money, they would put them out for bank loans. It stated for two of those but when I look at it possibly, it could be 4 of them.

Mr. Robbie McCraw: So, it would get rid of our availability fee, plus reducing our debt.

Ms. Phillips said that was her understanding also. But there is a couple of things that Celle and I had talked about, this isn't something that is going to happen quickly, there is also going to have to be some EDA availability fees to make to make the rate pan out. It will take a few years to get there even with the re-financing. Also, we can't have the payments be more that we are paying now which is \$90,222.00 total. Those are some of the facts that we will have to look at if we approve to move forward.

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
NOVEMBER 9, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 3**

Mr. Jessup: Did I see where that we must take away the user fees?

Mr. McCraw and Mr. Hill said they didn't see it.

Mr. Hill they would be making a rate that would increase to over time. Also, we would use some of our debt reserve to pay down some of the debt.

Mr. Robbie McCraw: So, do we need a motion to institute an engagement letter.

Mr. Durbin: Yes, you want that to just clarify this is \$7500 and that is under our small purchase guidelines.

Ms. Phillips: It states that our fee for VRA loan implementation fee is \$7,500 but additional fees may incur if VRA requires a rate certification or addition studies. So, it could be more. So, you will be getting for \$7500 would be 6 loans with VRA. I think there are more that could qualify.

**(ORDER)**

**ENGAGEMENT LETTER FOR RE-FINANCING**

Upon a motion by Mr. Hill, seconded by Mr. Phillip McCraw and duly carried the Authority does hereby approve to send the engagement letter for \$7500 for them to negotiate with VRA for refinancing of loans. Since Dr. Littrell arrived late he abstained from the vote.

\*Ms. Phillips then review the discussion and motion for the engagement letter to bring Dr. Littrell up to date.

**PROJECT UP-DATES:**

Ms. Phillips: We are keeping Bowman/Griffin very busy, you can see by the schedule that was in your board packet. They had been caught up with meters, but we had 3 water meters and 2 sewer connections come in. I will be passing that list on to them. Hoping that the leaks will not be as bad this month as they were last month.

Mr. Robbie McCraw: the leak on Poplar Camp was that due to the construction going on?

Ms. Phillips: It was, and we will be preparing an invoice to pass on to the contractor.

Mr. Jessup: How is it working out money wise with them doing the repairs and meter sets?

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
NOVEMBER 9, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 4**

Ms. Phillips: I can't answer because right now it is working well because we haven't gotten any invoices. Hopefully by next month we will have a better idea of how it is working.

Mr. Jessup: Did we contract them by the hour or contract?

Ms. Phillips: Currently we are working on Emergency, now we do have what is coming up on old business and RFP for general water/sewer services.

Mr. McCraw: The RFP went out didn't it? Will it be open on Friday?

Ms. Phillips: Yes, and there are some dates that will have to set with RFP.

Mr. Hill: Have we done any contracts for meter sets or is that in the RFP.

Ms. Phillips: It is.

Mr. Robbie McCraw: have you have any feedback?

Ms. Philips: I have had a couple of people asking for the RFP. I really don't think we will get many.

Mr. Moore: Mr. Chairman may I say one thing about the projects with Bowman/Griffin, I just want to make the Authority aware of the leak that was on Floyd Pike. It was late at night and it was a long process of getting the deputy on seen for the flashing lights. We need to contact the Sherriff Department to see if there would be a deputy that we could maybe have on stand-by for emergencies?

Mr. Robbie McCraw: That is something we need work out and establish a rate that the Authority would be charged.

Mr. Moore: It is \$25.00 per hour for a deputy.

Ms. Phillips: We haven't ever run into this situation.

Mr. Moore: Said he was on site and the repair crew was only 2 foot of the road, dark and very dangerous. I know our guys have done it and it is just not a safe situation.

Mr. Hill: That's not a bad protocol to have with any of our repairs done so close to the road.

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
NOVEMBER 9, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 5**

Mr. Moore: Anyone would pay \$100 for the lights to be there instead of losing a life.

Mr. McCraw: Dana would you prepare a letter to Sherriff Kevin Kemp ask how we would establish and go about getting this set up?

Mr. Jessup: What would have happened if it had been a PSA crew?

Mr. Moore: They probably would have gone ahead and worked.

Mr. Robbie McCraw: I would like to see up have something set up for anytime we work in a high traffic area. We want the workers to be as safe as they can be, and if that makes them feel safer by putting someone out there.

Mr. Moore: Just having the car with flashing light helps.

Mr. Hill and Mr. Robbie McCraw: the blue lights really make them slow down.

Ms. Phillips: RFP for Water/Sewer Services: As you can see in your board packet there are some dates we need to set, so we can move forward. They are due next Friday, November 20, 2020. Also, you will need to choose who is going to interview and review the proposals that we do receive.

Mr. Jessup: The whole board need to review.

Mr. Robbie McCraw: Yes, the entire board needs to be a part of it.

Ms. Phillips: You all need to choose the dates for interview, that work best for you.

Mr. Robbie McCraw: Why don't you get them on Friday, open and scan to all board members. Then we will be met at November 18, 2020 at 5:30 pm. Can everyone do that?

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
NOVEMBER 9, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 6**

Mr. Jessup: Back to old business, where do we stand on the Hazard Pay?

Mr. Robbie McCraw: That is something we are going to address in closed session today.

Ms. Phillips: Regarding changing out meters and radio read, we are looking into whether it will require a new meter. Also, there is a rate in the proposals for areas that don't have meters now.

**(ORDER)**

**SPECIAL CALLED MEETING**

Upon a motion by Mr. Jessup, seconded by Dr. Littrell and duly carried the Authority does hereby approve for a special called meeting on Wednesday, Nov. 18, 2020 at 5:30 pm.

**(ORDER)**

**CLOSED MEETING -PURSUANT TO VIRGINIA CODE SECTION 2.2-371 A1 & A8**

Upon a motion by Mr. Jessup, seconded by Mr. Hill and duly carried the Authority does hereby enter Closed Meeting under Section 2.23711-A1 & A8 at 3:28 p.m.

**(ORDER)**

**COME OUT OF CLOSED MEETING**

Upon a motion by Mr. Moore, seconded by Mr. Hill and duly carried the Authority does hereby come out of Closed Meeting at 4:02 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;

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
NOVEMBER 9, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 7**

**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.

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

**AUTHORITY MEMBERS TIME:**

Mr. Phillip McCraw: Thanks to workers out in the field, they certainly have my respect for the job they do.

Dr. Littrell: I dido what Mr. McCraw said.

Mr. Jessup: I have anything.

Mr. Hill: Ditto

Mr. Moore: Ditto, I would like to thank Dana and Debbie for the work they do.

Mr. Robbie McCraw: I just restate everything everyone has said.

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CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
NOVEMBER 9, 2020  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 8**

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. Moore, seconded by Dr. Littrell and duly carried the Authority does hereby adjournment until Wednesday, Nov.18, 2020 at 5:30 pm.

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Mr. Robbie McCraw, Chairman

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Debra Frost, Secretary/Treasurer

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Dana Phillips, Interim Director