

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 1**

CALL TO ORDER

The Carroll County Public Service Authority held their regularly scheduled meeting on Monday, November 19, 2018 at 8:30 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Dr. Thomas Littrell, Chairman, Keith Meredith, Vice Chairman, Jeanette Dalton, Doug Winesett, Phillips McCraw, and Garry Jessup. Also present were Executive Director/PSA Engineer, Jessica Montgomery and Dana Phillips, Assistant Director, Secretary/Treasurer of the Authority.

Dr. Littrell- We've had a couple nice, pretty days out there after having such a bad ice storm and other problems around the county. I certainly hope everyone has electricity now. We're going to start off with citizen's time. I'll remind you, you are limited to 5 minutes per speaker and the first on the sign-up sheet is Benny Robinson.

CITIZENS' TIME

Benny Robinson - Thank you. Good evening Mr. Chairman and members of the board. I'm Benny Robinson and I live in the Pipers Gap District. Much has been predicted in the revenue shortfall regarding the differing opinions with the loss of the non-user revenue. Many believe any predictions coming out of the PSA are at best suspect. Mr. Chairman I want to go on record tonight as having advised you, the board, and the PSA Administrators public perception of the operations of the PSA of the PSA's undisclosed financials does not warrant even the slightest hint of water or sewer rate increases. Pending such time as the PSA Executive Director can show in good faith the efforts she and her department has taken to reduce operating costs. There's a plethora of opportunity to reduce costs that would absorb the loss of 79 non-users. You should stop the speculation and supposition of what-ifs to gain more revenue using such "the sky is falling" tactics to scare our citizens. Mr. Chairman troubling to us all is the wall that you have built between the citizens, the Board of Supervisors, and the PSA. It's time that wall of secrecy closed-minded uncooperative protection of information is tore down. It's time for full disclosure of all financials all agreements made for water purchases full disclosure of operating costs and transparency in any and all salaries and including any special employee salary guarantees made with employees. This information the public owns and believe it or not it is for their consumption. It is apparent you and the PSA do not know what is best for Carroll County. It's time for reform of this operation starting with you and your demeanor. No exclusionary emails no special secret meetings no excluding board members. It should be evident to

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 2**

you the citizens have awoken and are watching. And just for clarity Steve Gregson who's still with us here tonight at Fancy Gap recorded twice in the Supervisors Meeting that he was one of the 79 non-users and no one had contacted him. Why do I not find that name on this list of non-users that I had to invoke the Freedom of Information Act to get and pay five dollars for. Could it be that this record is also inaccurate or what is inaccuracy like? Thank you.

Dr. Littrell- Thank you. Judy Jones our next speaker.

Judy Jones- Judy Jones with the Cliffview water project. Repeal doesn't mean that projects will end. Water projects are gonna go forward, but you just need to go door to door have citizens sign up to receive water or sign up if they don't want to receive water. If enough citizens sign-up, then it should be self-supportive. Go forward with exact numbers not projected numbers. That's what got us into the issue with non-user fee was projected numbers. You didn't have enough so you just invented for non-user fee. And you should do that without acquiring too much debt to the citizens of Carroll County. Thank you.

Dr. Littrell- Those are the only two that had signed up. Is there anyone else that would like to speak? Steve come on forward please.

Steve Gregson- I just want to say I haven't heard my name in a positive light in many years. I was thankful to hear that this evening. To answer the gentleman's question earlier why I wasn't on the list. The part of due diligence when you do a FOIA request is checking those items back and forth. We've done FOIAs in the past and yet the information received it's also the person who does the FOIAs responsibility to verify the information and make sure it is correct and accurate. But it could have our company name on there. Obviously, they would do a name search through the Virginia that's where our name was. But I have been paying that and I'm one of the 79, to verify that. To ask for no rate change and ask for operational cost expenses I'm not sure if that's a wise thing to do at this point. There's many opportunities for this Board to deal with what we've heard already a decision of the Board of Supervisors giving until July first. But I think that there's multiple. They tell you that you have to do only one thing and that's reduce operations without any increases I think is very unethical and it's not proper without knowing what the financials are in any business or any company. So, I think there's reason due diligence in that. You all have those numbers you all can see it best on those things. But to eliminate staff this time of year would just be terrible, and I think that would be wrong to say the least. Full disclosure of financials the disclosures that have been mentioned already any salaries that is protected by the Code of Virginia that certain things in council can go into that but certain things on employee records are not disclosable and sometimes

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 3**

salaries are not. For somebody to ask for something illegal up here I'm concerned about that too. I also want to make note that again what we heard earlier for you ones that weren't there last month I heard a lot of talk from individuals who had served in the IDA for seventeen months. The gentleman spoke again tonight, and my question is if somebody could help me understand why something wasn't done during that period when that individual voted for over \$900,000 a year in set asides for the IDA but we're hear arguing about \$30,000 worth which was the original argument on the water side not the sewer side. I also want to challenge the Board, the PSA is a utility, you all can not go out to create hook-ups, you can't go out and create a marketing program or a plan. That responsibility comes from the County or some entity outside the County. I'm also hearing that under the BRCEDA project Wildwood that our partners in that are not getting their fair share. I would love to have somebody give some more detail on that if they are let's give our partners their pay of the fair share and paid up date as we've been paying it for so many years. As for separate meetings for all the years that I've been here in Carroll County that there's been any separate meetings other than maybe two supervisors meeting with staff at a time I think people have done that done a really good job at that. I would like to challenge y'all to do with the Board of Supervisors in the fashion to come to some happy point for everybody. I'm not one to do away with it 100% to take it down to zero because I think there are benefits and I've spoken of that earlier at the other meeting because we've had reduced on our liability policy insurance our property insurance policy have had reductions because of fire hydrants being close proximity to our property. Yes, it takes a fire department to get out there and to hook up it up. We're thankful for those first responders by all means but I also think there's a benefit. If our projects and our only one is on Frog Spur Road if we ever decide to hook up there's a benefit for me to hook up right there right away. Not have to spend \$5,000 on a well not have to spend on a sewer line which under the code now there's a new code out from years ago of what a sewer line can be and can't be and locations of it and there's more set aside reserves which causes for more land at the same time. It's gotten more expensive so I think that I'm glad I'm not making the decision y'all are doing it's a tough decision I know that you'll do a great job in it but I think that through lots of prayer and thought and using staff to give you those numbers y'all need to be able to make those proper decisions but I feel in the end it will be good for Carroll County and we can continue with growth. I feel the big emphasis what the PSA needs to take to the Board of Supervisors is y'all need help in marketing you can't create hookups you're a utility. You manage you build you manage you repair you run staff. You do not create in that type of fashion through our comprehensive plan through our planning committee through other people I feel we should have a dedicated person that should be out there to sell Fancy Gap with that thank you.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 4**

Dr. Littrell – Is there anyone else that didn't sign up that would like to speak? I don't see anyone. Our next item of business is closed session.

(ORDER)

CLOSED MEETING- PURSUANT TO VA CODE SECTION 2.2-3711 A (7) CONSULTATION WITH LEGAL COUNSEL AND BRIEFINGS BY STAFF MEMBERS OR CONSULTANTS PERTAINING TO ACTUAL OR PROBABLE LITIGATION A (8) CONSULTATION WITH LEGAL COUNSEL EMPLOYED OR RETAINED BY A PUBLIC BODY REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL

Upon a motion by Mr. Meredith, seconded by Mrs. Dalton and duly carried the Authority does hereby enter into closed meeting at 8:41 p.m. until 9:21 p.m. for the discussion Virginia Code 2.2-3711 A(7) Consolation with Legal Counsel and A(8) Consultation with Legal Counsel Employed or retained by a Public Body Regarding Specific Legal Matters.

(ORDER)

Upon motion by Mr. McCraw, seconded by Mr. Winesett and duly carried the Authority does hereby convent out of closed meeting.

Whereas the Authority has convened a Closed Meeting on this date pursuant an affirmative recorded vote and on the motion in close in accordance with Virginia Freedom of Information Act.

(ORDER)

CERTIFICATION OF CLOSED MEETING

Therefore, be it resolved that the Authority certified that to the best of each members knowledge (1) only public business lawfully exempt from open requirements by Virginia law were discussed in this Closed Meeting in which the certification as identified in the motion concerning the closed meeting were heard, or considered by the Authority certification resolution applies and (11) only such public matters as were identified in the motion concerning the Closed meeting were heard, or considered by the Authority.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 5**

APPROVAL OF CONSENT AGENDA

Upon a motion by Mr. Meredith seconded by Mr. Winesett, and duly carried the Authority does hereby approve the consent agenda, section A, B and C. The October 15, 2018 minutes were also approved, they are on file in the PSA office. Claims are as follows:

Claims

Check# 23004-23021 \$48,083.33
Check# 23022 \$7, 890.30
Check # 23023-23053 \$149,175.14

Transfer for Claims

CCPSA to Operating October 25, 2018 \$48,083.33
CCPSA to Operating November 8, 2018 \$149,175.14

Transfer for Reserve

CCPSA to Debt Reserve \$8,918.62

Project Up-Dates

PSA Update:

Canal/Meadowbrook Water – Planning Phase

PSA staff has requested engineering proposals for design of improvements to Well 8. The improvements are to be funded in part using the MRPDC grant funds (\$100,000). Proposals were due to be submitted to the PSA on October 24th.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 6**

Coulson Church Road/Ridge Road – Design Phase

The Environmental Review document for the project has been approved by the funding agency (VDH), and the Public Notice and comment process has commenced. Plans for the proposed work have been submitted to and approved by VDH. Working on securing regulatory permits. Plans and specifications have been submitted to the funding agency for biddability review, comments have been received, and have been responded to. Draft easement documents have been prepared for those locations where the water line would be installed off of VDOT r/w.

FUNDING APPLICATIONS

No active funding applications at this time.

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 14 people.

- Total of 107 work orders in October (check pressure, check for leak, turn-off, turn-on, etc)
- Construction items completed –
 - 5 new water connections
 - 1 new sewer connection
 - Leaks repaired – Woodlawn Road, Cana and Tower Road
 - Repair meters as needed
 - Installed new service taps for Shadetree
 - Repaired fire hydrants as needed
 - SCADA management
 - Miss Utility Markings

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 7**

- Maintenance items completed-
 - General repairs to buildings and site to prepare for winter. Begin organization shop. Mowing and general upkeep of properties. Inventory updates-weekly.
- Operations items completed-
 - Routine water flushing
 - Daily – sewer plant at Loves, check chemicals in water systems, wells, tanks, sewer pump stations, customer service, etc.
 - Tower Road sampling per VDH standards for main water leak after hurricane. Boil water notice was implemented.
- Office items completed-
 - Daily-customer service, deposits, review of payments, bills, invoices, scan checks, balance bank statements, close-outs, etc.
Monthly-meter reading (office staff and field staff), print bills, print late-bills, prepare cut-off list, close-out, balance bank statements, etc.
 - Continue Rate Study (categorizing customers and producing possible alternatives)

Mr. McCraw- Cana/Meadowbrook how many sign ups do we have on that project?

Mrs. Montgomery– On that project specifically I'd have to go back and look I can't remember those numbers now.

Mr. McCraw- What percent would it be?

Mrs. Montgomery– It was seventy I believe. Seventy-one seventy something but I will verify and get back to you.

Mr. McCraw- That's big money you know for you don't know how many customers.

Mrs. Montgomery– It's seventy-five potential out there.

Mr. McCraw- How many are we gonna have paying?

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 8**

Mrs. Montgomery- That project isn't even on here. When I say Cana/Meadowbrook water we're calling it that because we're trying to get the wells approved. We had a hundred thousand dollars grant for that but we're not doing any extensions there we're not even looking at Meadowbrook. When those folks call and ask me if they're getting water I tell them right now it's tabled so you don't have to worry about that until it's motioned to move forward.

OLD BUSINESS

Dr. Littrell- Under old business we have the Hillsville Fire Department do you want to update on that?

Mrs. Montgomery- Anything with the propane tanks?

Mr. Jessup- Just as quick as they get cleaned out we'll be ready to move and go with it and I'll let you know. We on natural gas now. Just waiting on Clarks to move the tank.

Mrs. Montgomery- So as soon as we hear from him we'll begin testing to see if the leak is under the parking lot or not.

Dr. Littrell- The Board of Supervisors has asked that the PSA have a joint meeting with them. It will be a workshop type meeting which means no comments from the citizens it would just be among the members of the PSA and the Board, but the public is certainly invited to attend and listen to the discussion. This would have to be approved by the Board of Supervisors and then work with our schedule but what I'm proposing is that it would happen on January the 14th, 2019 and rather than the PSA meeting at it's normal time of 3 that it convene at 2:30 and the joint meeting begin at 3 o'clock. If that suits the PSA members can I have a motion. Then we can take it to the Board of Supervisors and check with their schedule.

(ORDER)

Upon a motion by Mr. Meredith, seconded by Mrs. Dalton and duly carried the Authority does hereby approve the January 14, 2019 meeting time to be change to 2:30 p.m. and the joint meeting with the Board of Supervisor began at 3:00 p.m.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 8**

AUTHORITY MEMBER'S TIME

Mr. Jessup- I don't have nothing.

Mr. McCraw- I'd like to thank everybody for being here taking part in it have I'd like to wish them some very blessed Holidays and look forward to seeing you again. Thank you

Mr. Winesett- Thank you everybody for coming out. And I guess we'll work our way through this together.

Mrs. Dalton- I don't have anything.

Mr. Meredith- I'm good thank you.

Dr. Littrell- Well I don't have much to say either just wanted to wish everybody a Happy Thanksgiving and hope you have a good Holiday and if you're traveling have safe travels.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Meredith, seconded by Mr. Winesett and duly carried the Authority does hereby adjourn at 9:33p.m. until the next regularly scheduled meeting on December 10 ,2018 at 3:00 p. m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

Dr. Thomas Littrell, Chairman

Jessica Montgomery, Executive Director

Dana Phillips, Sec./Treasurer

CARROLL COUNTY PUBLIC SERVICE AUTHORITY

APPROVAL ITEM

AGENDA TITLE: PSA Rules of Procedure	AGENDA DATE: December 10, 2018
STAFF CONTACTS: Jessica Montgomery	LEGAL REVIEW: None

Background: Public Service Authority Rules of Procedure

Budget Impact: None

Recommendations: The staff recommends that the Authority approve the Rules of Procedure.

PUBLIC SERVICE AUTHORITY RULES OF PROCEDURE

§ A248-1. Purpose.

The Carroll County Public Service Authority does hereby accept and adopt these rules of procedure in order to facilitate its powers and duties in accordance with the provisions of Title 15.2, Code of Virginia 1950, as amended.

§ A248-2. Official title.

The official title of this Authority shall be the "Carroll County Public Service Authority."

§ A248-3. Membership; terms of office.

- A. The Carroll County Public Service Authority shall consist of six members, one appointed from each of the five election districts and one at large.
- B. The term of office of the Authority members shall be four years, provided that in order to commence staggered terms for the Public Service Authority, for the term of office beginning January 1, 2012 (initial term) three members shall be elected for a term of two years and three members shall be elected for a term of four years. On November 9, 2011 the Carroll County Electoral Board in compliance with State Law determined that the members of the Board representing Laurel Fork, Fancy Gap and Pipers Gap will serve the initial term of two years with all other members serving the initial term of four years.

§ A248-4. Officers.

- A. Enumeration of officers.
 1. Chairman. A Chairman of the Authority shall be elected from its members at the first meeting of each calendar year. The Chairman shall preside over all meetings and represent the Authority at official functions and ceremonial events.
 2. Vice Chairman. A Vice Chairman of the Authority shall be elected from its members at the first meeting of each calendar year. He shall preside in the absence of the Chairman and perform such other duties as may be assigned by the Authority.
 3. Chairman Pro Tern. The Chairman Pro Tern shall be appointed by the Chairman or Vice Chairman in the absence of the other, before he leaves the room. In the event that no Chairman Pro Tern has been appointed, one shall be selected by the members remaining. This person shall preside in the absence of the foregoing officers.
- B. Term of office. The Chairman and the Vice Chairman shall be elected for one-year terms. Either or both may be reelected for one or more additional one-year terms.

PUBLIC SERVICE AUTHORITY RULES OF PROCEDURE

§ A248-5. Other officers.

There shall be an Executive Director, a Secretary/Treasurer and a PSA Attorney, appointed by the Public Service Authority, each of whom shall serve at the pleasure of the Authority. The appointees to those offices as of the date of the approval of these amendments, November 19, 2018, shall continue in office until removal or resignation.

§ A248-6. Meetings.

- A. Annual meeting. The first meeting held after the newly elected members of the Authority have qualified and the first meeting held in each succeeding year shall be known as the "annual meeting." At such annual meeting, the Authority shall establish the days, times and places for the regular meetings of the Authority for the ensuing 12 months.
- B. Regular meetings. The Authority shall meet in regular session at least once each month upon such days or days as have been established. The Authority may subsequently establish different days, times or places for such regular meetings by passing a resolution to that effect. However, when the day established as a regular meeting day falls on a legal holiday, the meeting shall be held on the next following regular business day, without action of any kind by the Authority.
- C. Special meeting. A special meeting of the Authority may be called by the Chairman or at the request of two or more members. The Secretary/Treasurer shall immediately notify each member of the Authority and the PSA Attorney, in writing or by electronic means. No matter other than those specified in the notice shall be considered at such meeting unless all members are present and agree to such action.
- D. Notice to public. The Secretary/Treasurer shall notify the general news media of the time and place of all such meetings and the matters to be considered in writing or by electronic means.
- E. Public hearings. Public Hearings shall be held after proper public notice has been given.
- F. Adjourned meetings. Any regular or special meeting may be adjourned by a majority of the members of the Authority present to a day and time prior to the next meeting.
- G. Place of meetings. All meetings shall be held in the Carroll County Governmental Center, Hillsville, Virginia, unless a different meeting place shall have been established and notice published.
- H. Open meetings. All meetings shall be open to the public, provided that the Authority may, for purposes provided for in the Virginia Freedom of Information Act, upon motion made, seconded and duly adopted, meet in executive session. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in an executive or closed meeting shall become effective unless following such meeting in Authority reconvenes in

PUBLIC SERVICE AUTHORITY RULES OF PROCEDURE

open meeting and takes a vote of the membership on such resolution, ordinance, rule, order, regulation or motion.

§ A248-7. Quorum; actions of Authority.

- A. Quorum. A majority of all the members of the Authority shall constitute a quorum. The Chairman shall be included and counted in determining the presence or absence of a quorum.
- B. Required absence. No action shall be taken by the Authority unless there shall be present at least a quorum; provided, however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations of the discussion of matters submitted to the Authority. The Secretary/Treasurer or Executive Director shall suggest the absence of a quorum prior to taking any action by the Authority. Failure of the Secretary/Treasurer, the Executive Director or any other member to suggest the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as prerequisite to any action.
- C. Voting. Votes shall be taken on all motions made and seconded. However, a vote must be taken if the question is called even if a motion has not been seconded.
- D. Roll call vote. A roll call vote shall be taken at the request of any member when such a request is made. A roll call vote shall be taken in the final vote on any ordinance or resolution.
- E. Restating the question. The Chairman shall restate the question prior to the taking a vote; provided, however, that he may request that another member restate the question if, in his opinion, there is a necessity for clarification.
- F. Unanimous consent. Where no formal action is required, and no objection is heard, the Authority may direct and advise the Executive Director by unanimous consent. If there is an objection or difference of opinion, however, the matter shall be presented for formal action.
- G. Tie votes. When a tie vote occurs:
 1. If one or more Authority Members are absent, the question shall be passed by until the next meeting, regular or special, at which time it must be put to a vote again.
 2. If all Authority Members are present when the tie vote occurs, even if one or more Authority Members abstain, the tie vote shall defeat the motion voted upon.
- H. Reconsideration. An action may be reconsidered only upon a motion of a member voting with the prevailing side on the original vote. A motion to reconsider may be seconded by

PUBLIC SERVICE AUTHORITY RULES OF PROCEDURE

any member. Reconsideration of action that required notice before adoption shall be taken only after notice equal to that given on the original action.

§ A248-8. Order of business.

- A. Commencement of meeting. At the specified hour for the annual, regular, adjourned or special meeting, the presiding officer shall call the meeting to order and direct the Secretary/Treasurer to note the presence or absence of members. A quorum shall be required to commence the meeting.
- B. Agenda. The Executive Director shall prepare an agenda for each meeting. Any Authority Member having matters he desires to have considered at a meeting shall submit them to the Executive Director for inclusion in the agenda.
- C. Citizen's time. There shall be an agenda item known as "citizen's time" to allow citizens to address the Authority.
- D. Other items to be considered. Miscellaneous items to be presented to the Authority for action shall be placed on the agenda. This shall include routine, old and new business.
- E. Supervisor's time. The Executive Director shall provide in each regular meetings agenda a period during which each Authority member shall be entitled to unrestricted use of time for such purposes as each member may deem appropriate.
- F. Informational matters. The Executive Director shall schedule a time on the agenda to present explanatory and informational items to the Authority that do not require action. This shall consist of such items as mail, reports, financial reports, etc.
- G. Order on agenda. The Chairman, in consultation with the Executive Director, shall establish the order of the agenda, taking into account the need for staff or other presentations and probable public interest in order to maximize convenience to the public and minimize adverse impact on the performance of normal staff functions, insofar as it is practicable.
- H. Minutes. The Secretary/Treasurer shall keep the minutes of the meeting of the Authority.
- I. Approval of minutes. The Secretary/Treasurer shall prepare the minutes for distribution to the Authority on or before the Friday preceding the meeting at which its approval will be on the agenda. Approval of the minutes shall be the first item on the agenda, following the invocation, and shall be approved, or corrected and approved, without reading.

§ A248-9. Conduct of business.

- A. Persons addressing the Authority. These persons shall limit their presentations to the time allocated by the Executive Director on the agenda, unless the Authority extends such time. The Executive Director, in fixing such time, shall take into account the

PUBLIC SERVICE AUTHORITY RULES OF PROCEDURE

complexity of the matter, its importance in relation to other business of the Authority and the time available on the meeting date sought.

- B. Recognition. Recognition shall be given only by the presiding officer. No person shall address the Authority without having first been recognized. When all public testimony has concluded, and the Authority is considering and discussing the matter, no person shall thereafter be recognized to address the Authority.
- C. Public hearings. In instances in which a public hearing has been scheduled by the Authority, persons may address the Authority without having been placed on the agenda. No person, however, may address the Authority without having first been recognized by the presiding officer. When all public testimony has concluded, the Authority shall consider and discuss the matter without interruption from the audience.
- D. Cumulative or repetitive testimony. Cumulative or repetitive testimony or discussion shall not be permitted on any matters within a six-month period by the same individual. Persons of the same position as a previous speaker shall state their names and positions of which they agree.
- E. Questions. Questions by the Authority members shall be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the timekeeping process and duplicating ground the speaker may cover.
- F. Oaths and affirmations. Oaths and affirmations may be administered by the Chairman or person presiding in his stead. When a majority of the Authority deem it appropriate to take sworn testimony, such action may be taken by the adoption of a motion to place a specific individual under oath or to place all of those who will speak to a given item of business under oath. The Chair may place an individual under oath at any time before or during his presentation. Any such person shall be deemed to remain under oath as to the matter with respect to which he was sworn for the remainder of the duration of the meeting.
- G. Discussion and debate by the Authority. Discussion and debate by the Authority shall be conducted following the presentation on the item of business pending. A member who has spoken to the item shall not speak again until each other member desiring to speak shall have an opportunity to speak. After Authority shall have acted, any member shall have the right to state a protest against the action and his reasons therefor.

§ A248-10. Decorum.

- A. Decorum of Authority members shall be maintained in order to expedite disposition of the business before the Authority. Questions and remarks shall be limited to those relevant to the pending business. Members shall not converse with other members or with other persons in any matter having a disturbing effect on the conduct of business.

PUBLIC SERVICE AUTHORITY RULES OF PROCEDURE

- B. Persons addressing the Authority shall limit their remarks to those relevant to the pending items and to answering questions. They shall address the Authority as a whole, unless answering an individual member's questions. The presiding officer shall call the speaker to order; if out-of-order remarks or other indecorous conduct persists, the presiding officer shall order the speaker from the room. The order with gavel, if not heeded, will then cause the Sheriff to carry out the order. A person whose allotted time to speak has expired shall be warned by the presiding officer to conclude in one minute, after which such person shall cease his presentation, unless he is asked to remain to answer questions from the Authority.
- C. No persons in attendance shall be allowed to voice remarks except as recognized by the presiding officer after audibly stating their names and who they represent.
- D. Groups in the audience creating an atmosphere detrimental or disturbing the conduct of the meeting will be asked to leave by the presiding officer.
- E. No person shall bring into the Authority room any sign, banner or other such item, provided the models, photos, maps, charts, drawings and other such demonstrative materials intended for use in a presentation by a specific person shall be permitted.

§ A248-11. Amendment or suspension of rules.

- A. Amendment of the rules may be accomplished by a majority vote of the membership. Any proposed amendment shall be subject to further amendment at the meeting at which the vote is taken.
- B. Suspension of the rules may occur whenever the Authority shall, by majority vote, adopt a motion to suspend the rules. In such event, the rules shall be deemed suspended only with respect to the specific matter or question not then in accord with the rules.

§ A248-12. Items not addressed by rules.

Any item not addressed by these rules of procedure shall be dealt with according to Robert's Rules of Order for small groups.

§ A248-13. Code of Ethics.

The Carroll County Public Service Authority adopts the Carroll County Board of Supervisor's Code of Ethics. These are attached to these Rules of Procedure as Exhibit A.

Cana Well Improvements – Planning Phase

The CCPSA has received a MRPDC grant (\$100,000) to be used toward well improvements. The grant amount is a 50% match, so a dollar for dollar match is required to access those funds. MRPDC will accept well-related repair expenditures (pump replacements, electrical work, engineering services, etc.) paid within the past 12 months to be counted toward the match requirement.

Coulson Church Road/Ridge Road – Design Phase

Plans for the proposed work have been submitted to and approved by VDH. Working on securing other regulatory permits. Plans and specifications have been submitted to the funding agency for biddability review, comments have been received, and have been responded to. Draft easement documents have been prepared for those locations where the water line would be installed off of VDOT r/w, and the draft easements have been provided to the CCPSA.
Project on hold.

FUNDING APPLICATIONS

No active funding applications at this time.

CARROLL COUNTY PUBLIC SERVICE AUTHORITY

Final Check Register

Date : 12/5/2018 9:10:02 AM

User Name : DANA

Fund	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
Check Number : 23071 Check Date : 12/10/2018						
Vendor : 857 AARON'S AUTO CARE						
200	39180	12/20/2018	19313	WRECKER SERVICE, REPLACED SI		302.64
Invoice Amount : 302.64 Discount Amount : 0.00 Check Amount : 302.64						
Check Number : 23072 Check Date : 12/10/2018						
Vendor : 1936 ADVANCE AUTO PARTS						
200	39181	12/13/2018	2117831766057	SUPPLIES FOR VECHILES	7551152	70.20
Invoice Amount : 70.20 Discount Amount : 0.00 Check Amount : 70.20						
Check Number : 23073 Check Date : 12/10/2018						
Vendor : 110 APPALACHIAN POWER						
300	39155	12/29/2018	026-795-896-0-23104	AIRPORT ROAD SEWER PUMF		199.83
200	39156	12/29/2018	022-750-165-0-55031	COULSON CHURCH ROAD WA		18.29
200	39157	12/20/2018	025-709-501-0-12671	PLEASANTVIEW ROAD		3,241.09
200	39158	12/20/2018	027-477-104-0-45035	COULSON CHURCH ROAD WE		235.38
Invoice Amount : 3,694.59 Discount Amount : 0.00 Check Amount : 3,694.59						
Check Number : 23074 Check Date : 12/10/2018						
Vendor : 506 B & B TIRE SERVICE, INC.						
200	39182	12/28/2018	58339	MISCELLANEOUSE LABOR FLAT RE		10.00
Invoice Amount : 10.00 Discount Amount : 0.00 Check Amount : 10.00						
Check Number : 23075 Check Date : 12/10/2018						
Vendor : 412 BANK OF FLOYD						
300	39183	12/28/2018	176	MONTHLY SEWER EXTENSION		1,543.14
Invoice Amount : 1,543.14 Discount Amount : 0.00 Check Amount : 1,543.14						
Check Number : 23076 Check Date : 12/10/2018						
Vendor : 508 CARTER MACHINERY COMPANY, INC.						
200	39175	12/29/2018	0528132	REEDSIDE PUMP STATION TROUBL		270.73
Invoice Amount : 270.73 Discount Amount : 0.00 Check Amount : 270.73						
Check Number : 23077 Check Date : 12/10/2018						
Vendor : 121 CENTURYLINK						
300	39154	12/20/2018	414637993	SENIOR ROAD SEWER STATION PI		55.16
300	39184	12/16/2018	309369862	GLAD/CRAN SEWER STATION PHO		97.42
300	39185	12/16/2018	309647635	FADIS HILL/AIRPORT ROAD SEWEF		175.37
Invoice Amount : 327.95 Discount Amount : 0.00 Check Amount : 327.95						
Check Number : 23078 Check Date : 12/10/2018						
Vendor : 500 CLARK GAS & OIL, INC.						
200	39147	12/30/2018	12032018	FUEL PURCHASED NOV 1-30 2018		1,221.20
300	39147	12/30/2018	12032018	FUEL PURCHASED NOV 1-30 2018		407.06
Invoice Amount : 1,628.26 Discount Amount : 0.00 Check Amount : 1,628.26						

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Final Check Register

Date : 12/5/2018 9:10:02 AM

User Name : DANA

Fund	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
Invoice Amount : 61.25		Discount Amount : 0.00		Check Amount : 61.25		
Check Number : 23087		Check Date : 12/10/2018				
Vendor : 217		KEY PLUMBING				
300	39199	12/30/2018	2123	PUMP/HAUL EXIT#1		450.00
300	39200	12/21/2018	2124	PUMP/HAUL EXIT #1		900.00
Invoice Amount : 1,350.00		Discount Amount : 0.00		Check Amount : 1,350.00		
Check Number : 23088		Check Date : 12/10/2018				
Vendor : 167		LOWE'S COMPANY INC.				
200	39159	12/29/2018	24570	HARDWARE FOR BLUEBERRY PUM		26.79
200	39160	12/30/2018	24840	BLUE BERRY REPAIRS		183.95
200	39178	12/29/2018	24566	DOOR AND HARDWARE FOR BLUEI		281.44
300	39179	12/29/2018	24586	TOOLS		28.49
200	39201	12/15/2018	24020	HEATERS TOLIT SEAT SEWER PLA		153.77
200	39202	12/20/2018	24314	ELECTRIC FOR WELL HOUSES		27.31
300	39203	12/21/2018	25928	HEATERS, TOOLS		123.38
Invoice Amount : 825.13		Discount Amount : 0.00		Check Amount : 825.13		
Check Number : 23089		Check Date : 12/10/2018				
Vendor : 401		MERRITT SUPPLY, INC.				
200	39204	12/29/2018	699826	GFI DUPL REC/WR/TR, TOG WH CT		48.21
Invoice Amount : 48.21		Discount Amount : 0.00		Check Amount : 48.21		
Check Number : 23090		Check Date : 12/10/2018				
Vendor : 1005		MIDWAY FAST LUBE				
200	39205	12/30/2018	PT113018B	FULL SERVICE OIL CHANGE, FLUID		46.95
200	39206	12/29/2018	PT112918B	FULL SERVICE OIL AND FLUIDS CH		46.95
Invoice Amount : 93.90		Discount Amount : 0.00		Check Amount : 93.90		
Check Number : 23091		Check Date : 12/10/2018				
Vendor : 1436		NATIONAL BANK				
200	39171	12/15/2018	004119	STOCK OFFICE		126.66
300	39172	12/30/2018	3110484	OFFICE SUPPLIES INK, TONER		216.95
200	39173	12/30/2018	3077330	OFFICE SUPPLIES TONER		655.70
200	39207	12/30/2018	030812	OFFICE SUPPLIES		82.88
Invoice Amount : 1,082.19		Discount Amount : 0.00		Check Amount : 1,082.19		
Check Number : 23092		Check Date : 12/10/2018				
Vendor : 188		NORTHERN TOOL & EQUIPMENT				
200	39208	12/6/2018	58129145	CEILING MOUNTED GARAGE HEATI		426.45
Invoice Amount : 426.45		Discount Amount : 0.00		Check Amount : 426.45		
Check Number : 23093		Check Date : 12/10/2018				
Vendor : 4943		RACHEL LONG				
200	39145	12/21/2018	10070185	DEPOSIT REFUND		33.80

CARROLL COUNTY PUBLIC SERVICE AUTHORITY

Final Check Register

Date : 12/5/2018 9:10:02 AM

User Name : DANA

Fund	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
Invoice Amount : 33.80		Discount Amount : 0.00		Check Amount : 33.80		
Check Number : 23094		Check Date : 12/10/2018				
Vendor : 4944		SHANNON CROWDER				
200	39146	12/19/2018	11122320	DEPOSIT REFUND		92.54
Invoice Amount : 92.54		Discount Amount : 0.00		Check Amount : 92.54		
Check Number : 23095		Check Date : 12/10/2018				
Vendor : 111		TOWN OF HILLSVILLE				
300	39209	12/20/2018	030-0000750-1	SEWER JAMES BENNETT		41.38
300	39210	12/20/2018	030-0000800-1	SEWER HES		1,116.09
300	39211	12/20/2018	030-0000650-1	SEWER MAGNOLIA MANUF		13,347.92
300	39212	12/20/2018	030-0000700-1	SEWER MAGNOLIA MANUF		8,816.90
300	39213	12/30/2018	030-0000500-1	SEWER CARLIE LARGEN		41.38
300	39214	12/20/2018	030-0000600-1	SEWER RONALD WOODS		54.97
300	39215	12/20/2018	030-0000400-1	SEWER MARK HORTON		66.09
300	39216	12/20/2018	030-0000450-1	SEWER CHARLENE HALL		76.60
300	39217	12/20/2018	030-0000350-1	SEWER CHRISTOPHER MCMORRO'		73.51
300	39218	12/30/2018	030-0000050-1	SEWER PSA/EMS SHOP		65.65
300	39219	12/20/2018	030-0000250-1	SEWER TAZZ CONVEYOR CORP		125.80
300	39220	12/20/2018	030-0001050-1	SEWER B & P DRIVE INN		107.67
300	39225	12/20/2018	030-0000300-1	SEWER RICHARD LARGEN		41.38
Invoice Amount : 23,975.34		Discount Amount : 0.00		Check Amount : 23,975.34		
Check Number : 23096		Check Date : 12/10/2018				
Vendor : 191		TREASURER OF CARROLL COUNTY				
200	39148	12/15/2018	043160	SALARIES NOVEMBER 2018		43,206.93
300	39148	12/15/2018	043160	SALARIES NOVEMBER 2018		5,412.93
200	39149	12/15/2018	043160	FICA NOVEMBER 2018		2,948.04
300	39149	12/15/2018	043160	FICA NOVEMBER 2018		442.48
200	39150	12/15/2018	043160	VRS/VRS INSURANCE/HYBIRD DIS/		5,060.93
300	39150	12/15/2018	043160	VRS/VRS INSURANCE/HYBIRD DIS/		756.23
200	39151	12/15/2018	043160	HEALTH INSURANCE NOVEMBER 2		9,874.11
300	39151	12/15/2018	043160	HEALTH INSURANCE NOVEMBER 2		1,220.39
200	39152	12/15/2018	043160	TELECOMMUNICATIONS NOVEMBE		72.91
200	39153	12/15/2018	043160	OFFICE SUPPLIES ESRI, INC. NOVE		900.00
300	39153	12/15/2018	043160	OFFICE SUPPLIES ESRI, INC. NOVE		900.00
Invoice Amount : 70,794.95		Discount Amount : 0.00		Check Amount : 70,794.95		
Check Number : 23097		Check Date : 12/10/2018				
Vendor : 1062		UNIFIRST CORPORATION				
300	39221	12/8/2018	2070695417	UNIFORMS		70.08
200	39222	12/15/2018	2070696573	UNIFORMS		70.30
Invoice Amount : 140.38		Discount Amount : 0.00		Check Amount : 140.38		
Check Number : 23098		Check Date : 12/10/2018				
Vendor : 549		UTILITY SERVICE CO. INC.				
200	39161	12/23/2018	462045	TANK MAINTENANCE LINHAVEN RC		3,739.36
200	39162	12/23/2018	462042	TANK MAINTENANCE COULSON CF		507.55
200	39163	12/23/2018	462031	TANK MAINTENANCE DEER RIDGE		2,077.40

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Final Check Register

Date : 12/5/2018 9:10:02 AM
 User Name : DANA

Fund	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
200	39164	12/23/2018	462048	TANK MAINTENANCE MONTGOMER		2,456.27
200	39165	12/23/2018	462043	TANK MAINTENANCE EXPANSION F		2,326.91
200	39166	12/23/2018	462047	TANK MAINTENANCE HILLCREST		507.55
200	39167	12/23/2018	462041	TANK MAINTENANCE PLEASANT VI		507.55
200	39168	12/23/2018	462039	TANK MAINTENANCE SPRINGWILLC		507.55
200	39169	12/23/2018	462044	TANK MAINTENANCE FRANCES LAI		2,399.35
200	39170	12/23/2018	462046	TANK MAINTENANCE STONEMAN K		507.55

Invoice Amount : 15,537.04 Discount Amount : 0.00 Check Amount : 15,537.04

Check Number : 23099 Check Date : 12/10/2018
 Vendor : 458 VERIZON WIRELESS
 300 39223 12/22/2018 342065817-000C EXIT #1 SEWER STATION PHONE S 70.63

Invoice Amount : 70.63 Discount Amount : 0.00 Check Amount : 70.63

Check Number : 23100 Check Date : 12/10/2018
 Vendor : 810 VIRGINIA UTILITY PROTECTION SERVICE
 200 39176 12/30/2018 11180065 TRANSMISSIONS NOVEMBER 2018 75.60

Invoice Amount : 75.60 Discount Amount : 0.00 Check Amount : 75.60

Total Number of Checks : 30
 Largest Check Amount : 70,794.95
 Total for all Checks Printed : 133,634.49

Summary

Fund	Amount
200 WATER	90,372.99
300 SEWER FUND	43,261.50

**CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Final Check Register**

Date : 11/30/2018 2:19:26 PM
User Name : DANA

Fund	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
Check Number : 23069		Check Date : 11/30/2018				
Vendor : 110		APPALACHIAN POWER				
200	39120	12/10/2018	025-038-0109-0	CANA WELL #4		253.93
200	39121	12/10/2018	029-641-384-0-4	CANA WELL #3		24.39
200	39122	12/10/2018	022-627-715-0-0	CANA WELL #1		99.58
200	39123	12/10/2018	022-893-559-0-7	CANA WELL #2		468.41
300	39124	12/11/2018	025-094-460-0-75	BEAUTY SHOP ROAD SEWER TRI		74.66
200	39125	12/11/2018	020-152-071-0-996	SURRATT DRIVE		23.07
200	39126	12/10/2018	021-010-059-1-294	HEATHER TRL HILLCREST WELL		95.07
200	39127	12/5/2018	024-789-256-0-11102	INDUSTRIAL PARK DRIVE PAR		10.52
200	39128	12/17/2018	028-447-971-1-4	PSA/EMS BUILDING		285.29
200	39129	12/17/2018	027-578-441-0-1385	SPRINGWILLOW DRIVE		100.81
200	39130	12/17/2018	029-508-971-0-4349	LINHAVEN ROAD		144.82
200	39131	12/17/2018	025-967-971-0-6	CARROLL COUNTY WELL #2		566.08
200	39132	12/17/2018	026-257-971-0-1	FLOYD PIKE HWY 221 PUMP		7.99
200	39133	12/18/2018	027-524-859-0-0	CC WELL #4		9.54
200	39134	12/18/2018	021-328-190-0-02471	FLOYD PIKE PSA PUMP		68.61
200	39135	12/18/2018	021-667-878-0-0	CC WELL #9		72.28

Invoice Amount : 2,305.05 Discount Amount : 0.00 Check Amount : 2,305.05

Total Number of Checks : 1
Largest Check Amount : 2,305.05
Total for all Checks Printed : 2,305.05

Summary

Fund	Amount
200 WATER	2,230.39
300 SEWER FUND	74.66

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Final Check Register

Date : 11/20/2018 11:26:46 AM

User Name : DANA

Fund	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
Check Number : 23054		Check Date : 11/20/2018				
Vendor : 110		APPALACHIAN POWER				
200	39044	12/5/2018	027-718-767-1-7 18	KELLY ROAD WELL #3 FANCY G,		178.93
200	39045	12/5/2018	027-532-928-1-8210	TRINITY WAY		210.58
200	39046	12/5/2018	025-113-458-0-9431	REEDSIDE DRIVE		518.75
200	39047	12/5/2018	022-6041-327-0-33	TRINITY WAY		46.89
200	39048	12/3/2018	029-089-256-0-138	INDUSTRIAL PARK DRIVE 1-77 P.		11.72
200	39049	12/3/2018	027-913-901-0-3309	EXPANSION DRIVE WELL STOF		23.84
200	39050	12/3/2018	027-071-356-0-0	WOODLAWN WELL #2		46.48
200	39051	12/4/2018	029-628-035-0-433	TRINITY WAY OUTDOOR LIGHT		15.25
300	39052	11/28/2018	029-770-294-1-88103	FANCY GAP HWY SEWER PUM		14.44
200	39053	11/28/2018	024-041-215-0-7 139	OAK RIDGE ROAD WATER PUM		410.56
300	39054	11/28/2018	024-163-315-0-84528	GLENDALE ROAD SEWER PUM		735.87
300	39055	11/28/2018	029-780-128-0-13121	GLENDALE ROAD SEWER PUM		1,484.57
200	39056	11/26/2018	024-940-432-0-7	SUMMER WELL #1		9.54
300	39057	12/3/2018	023-801-356-0-4558	SENIOR ROAD SEWER PUMP S		11.92
300	39058	12/3/2018	020-713-869-1-2558	SENIOR ROAD SEWER PUMP S		762.18
200	39059	12/3/2018	025-871-356-0-5	WOODLAWN WELL #3		36.15
200	39060	12/3/2018	023-290-502-0-3451	TRAINING CENTER ROAD WATI		9.54
300	39061	12/3/2018	020-300-356-0-01473	CARROLLTON PIKE WASTEWA		647.41
200	39068	11/27/2018	020-644-274-0-0163	DEER RIDGE ROAD PUMP HOU		31.10
200	39070	11/27/2018	025-608-188-0-5227	IRON RIDGE ROAD		31.38

Invoice Amount : 5,237.10 Discount Amount : 0.00 Check Amount : 5,237.10

Check Number : 23055		Check Date : 11/20/2018				
Vendor : 543		AQUA AZUL CORPORATION				
300	39076	12/5/2018	16713	ULTRAVIOLET LAMPS, QUATZ SLEE		604.03

Invoice Amount : 604.03 Discount Amount : 0.00 Check Amount : 604.03

Check Number : 23056		Check Date : 11/20/2018				
Vendor : 209		ARARAT ROCK PRODUCTS, INC.				
200	39071	11/9/2018	73658	CRUSHER RUN		420.56

Invoice Amount : 420.56 Discount Amount : 0.00 Check Amount : 420.56

Check Number : 23057		Check Date : 11/20/2018				
Vendor : 121		CENTURYLINK				
300	39079	12/7/2018	310220052	EXIT #1 SEWER STATION PHONE S		102.56

Invoice Amount : 102.56 Discount Amount : 0.00 Check Amount : 102.56

Check Number : 23058		Check Date : 11/20/2018				
Vendor : 297		COBB TECHNOLOGIES				
200	39072	12/14/2018	1009727	COPIER RENTAL FOR OFFICE		196.48

Invoice Amount : 196.48 Discount Amount : 0.00 Check Amount : 196.48

Check Number : 23059		Check Date : 11/20/2018				
Vendor : 291		CORE & MAIN				
200	39062	12/5/2018	J802068	CHARGER		260.00
200	39082	12/12/2018	J745527	SMARTPOINT 45 HRLD		4,500.00
200	39083	12/12/2018	J745529	SMARTPOINT 45 HRLD		4,500.00

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Final Check Register

Date : 11/20/2018 11:26:46 AM

User Name : DANA

Fund	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
200	39084	12/12/2018	J745525	SMARTPOINT HRLD 45		4,500.00

Invoice Amount : 13,760.00 Discount Amount : 0.00 Check Amount : 13,760.00

Check Number	Check Date	Vendor	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
23060	11/20/2018	176				EMS, INC.		
200		39063	11/25/2018	35697		TEST CANA WWTP AND DRINKING		40.00
300		39063	11/25/2018	35697		TEST CANA WWTP AND DRINKING		530.00

Invoice Amount : 570.00 Discount Amount : 0.00 Check Amount : 570.00

Check Number	Check Date	Vendor	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
23061	11/20/2018	162				FERGUSON ENTERPRISES, INC. #11 #75		
200		39073	12/6/2018	5285608-1		PVC GJ PIPE	637841	120.08
200		39074	12/6/2018	5303237		MONITOR FLG, MNTR FRAMING CV	637848	872.89
300		39075	12/6/2018	5306144		HYMAX REP COUP, HNGD BRS SDL	637849	896.09
300		39077	12/14/2018	5322029		CTS SS INS, COMP UNION, CTS CO		262.73
200		39078	11/20/2018	5285654		TANDEM SETTER W/CHK	637841	1,082.92

Invoice Amount : 3,234.71 Discount Amount : 0.00 Check Amount : 3,234.71

Check Number	Check Date	Vendor	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
23062	11/20/2018	174				FIELDER ELECTRIC MOTOR REPAIR		
200		39069	12/9/2018	191421		EJO5W-2 208-230-20		901.50

Invoice Amount : 901.50 Discount Amount : 0.00 Check Amount : 901.50

Check Number	Check Date	Vendor	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
23063	11/20/2018	167				LOWE'S COMPANY INC.		
200		39065	12/13/2018	24509		STOCK FLEX, CIRCUIT BREAKERS I		304.64

Invoice Amount : 304.64 Discount Amount : 0.00 Check Amount : 304.64

Check Number	Check Date	Vendor	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
23064	11/20/2018	1436				NATIONAL BANK		
200		39064	12/14/2018	04968		FUEL PURCHASE		38.14
200		39067	12/9/2018	009975		STOCK FOR OFFICE		104.44

Invoice Amount : 142.58 Discount Amount : 0.00 Check Amount : 142.58

Check Number	Check Date	Vendor	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
23065	11/20/2018	3642				NEW RIVER REGIONAL WATER AUTHORITY		
200		39081	12/15/2018	339		WATER CONSUMPTION 10/15-11/15		21,348.75

Invoice Amount : 21,348.75 Discount Amount : 0.00 Check Amount : 21,348.75

Check Number	Check Date	Vendor	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
23066	11/20/2018	227				SANDS ANDERSON PC		
200		39066	12/12/2018	335342		GENERAL REPRESENTATION		1,276.00

Invoice Amount : 1,276.00 Discount Amount : 0.00 Check Amount : 1,276.00

Check Number	Check Date	Vendor	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
23067	11/20/2018	120				UNITED STATES CELLULAR		

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Final Check Register

Date : 11/20/2018 11:26:46 AM

User Name : DANA

Fund	Trans. #	Due Date	Invoice #	Description	PO Number	Amount
200	39080	12/2/2018	0276994788	MONTHLY CELL BILL		795.19

Invoice Amount : 795.19 Discount Amount : 0.00 Check Amount : 795.19

Check Number	Check Date	Vendor	Invoice #	Description	Amount
23068	11/20/2018	549		UTILITY SERVICE CO. INC.	
200	39085	12/2/2018	461353	TANK MAINTANENCE DEER RIDGE	2,077.40
200	39086	12/2/2018	461360	TANK MAINTANENCE SPRINGWILL	507.55
200	39087	12/2/2018	461362	TANK MAINTANENCE PLEASANT VI	507.55
200	39088	12/2/2018	461363	TANK MAINTANENCE COULSON CH	507.55
200	39089	12/2/2018	461364	TANK MAINTANENCE EXPANSION F	2,326.91
200	39090	12/2/2018	461365	TANK MAINTANENCE FRANCES LAI	2,399.35
200	39091	12/2/2018	461366	TANK MAINTANENCE LINHAVEN RC	3,739.36
200	39092	12/2/2018	461367	TANK MAINTANENCE STONEMAN K	507.55
200	39093	12/2/2018	461368	TANK MAINTANENCE HILLCREST A	507.55
200	39094	12/2/2018	461369	TANK MAINTANENCE MONTGOMER	2,456.27

Invoice Amount : 15,537.04 Discount Amount : 0.00 Check Amount : 15,537.04

Total Number of Checks : 15
Largest Check Amount : 21,348.75
Total for all Checks Printed : 64,431.14

Summary

Fund	Amount
200 WATER	58,379.34
300 SEWER FUND	6,051.80

NATIONAL BANK ON LINE TRANSFERS

December 10, 2018

Transfer for claims

CCPSA to Operating November 20, 2018 \$64,461.14

CCPSA to Operating December 10, 2018 \$133,634.49

Transfer to Reserves

CCPSA to Debt Reserve \$8,918.62

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 14 people.

- Total of 101 work orders in November (check pressure, check for leak, turn-off, turn-on, etc)
- Construction items completed –
 - 2 new water connections
 - 0 new sewer connections
 - Leaks repaired – Raintree
 - SCADA management
 - Miss Utility Markings
 - Shop organization-moving of equipment.
- Maintenance items completed-
 - Installed permanent heat source in Spring Willow and Lynnhaven Booster pump station buildings.
 - Replaced door and installed new lighting in Blueberry booster pump station.
 - Patched interior ceiling in Carroll County Well #2.
 - Replaced timer control panel at Carroll County #3 well.
 - Replaced GFCI receptacle at Carroll County #3.
 - Installed a new booster pump in Cana well #1.
 - Repaired controls for UV light system at Loves WWTP.
 - Installed new pump in EQ basin at Loves WWTP.
 - Replaced ionic mixer at Loves WWTP.
 - Installed GPS controllers in PSA fleet trucks.
 - Shop organization and relocation of materials.
 - Inventory updates-weekly.
- Operations items completed-
 - Routine water flushing
 - Daily – sewer plant at Loves, check chemicals in water systems, wells, tanks, sewer pump stations, customer service, etc.
 - VDH inspection
- Office items completed-
 - 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.
 - Continue PSA Rate Study and answering BOS questions

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Trial Balance

Date : 12/5/2018 10:30:27 AM

User Name : DANA

Fund : 100 GENERAL

Fiscal Year : 2018 - 2019

Period Ending as of November		Year to Date		Current Month	
		Debit	Credit	Debit	Credit
00.000100	NATURAL GAS.....	0.00	0.00	0.00	0.00
00.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
10.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
25.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
45.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
70.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
84.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
85.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
86.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
95.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
98.000999	Sewer Service Fee.....	0.00	0.00	0.00	0.00
40.004028	Turn off/Turn on Fee.....	0.00	0.00	0.00	0.00
65.004028	Turn off/Turn on Fee.....	0.00	0.00	0.00	0.00
00.004065	Fire Service.....	0.00	0.00	0.00	0.00
10.004065	Fire Service.....	0.00	0.00	0.00	0.00
15.004065	Fire Service.....	0.00	0.00	0.00	0.00
40.004065	Fire Service.....	0.00	0.00	0.00	0.00
00.004075	Inspection Fee.....	0.00	0.00	0.00	0.00
15.004075	Inspection Fee.....	0.00	0.00	0.00	0.00
20.004075	Inspection Fee.....	0.00	0.00	0.00	0.00
95.004093	WYTHE CO REIMBURSE.....	0.00	0.00	0.00	0.00
95.004095	Transfer Fee.....	0.00	0.00	0.00	0.00
00.100300	PETTY CASH ACCT.....	0.00	0.00	0.00	0.00
00.100400	EXIT 1 WATER/SEWER CONST. LOVES.....	0.00	0.00	0.00	0.00
00.100500	Operating Account - CB.....	5,795.50	0.00	0.00	0.00
00.100600	OPERATING (NB).....	924.53	0.00	0.00	0.00
00.101000	Gladeville/Cranberry FMHA Revenue.....	0.00	0.00	0.00	0.00
00.101100	CCPSA.....	6,013.71	0.00	0.00	0.00
00.101200	FANCY GAP WATER CONSTRUCTION.....	0.00	0.00	0.00	0.00
00.101300	FANCY GAP SEWER CONSTRUCTION.....	0.00	0.00	0.00	0.00
00.101400	CLIFFVIEW CONST.....	0.00	0.00	0.00	0.00
00.101500	Gladeville/Cranberry Sewer Revenue.....	0.00	0.00	0.00	0.00
00.101600	GLADEVILLE/CRANBERRY SEWER (NB).....	0.00	0.00	0.00	0.00
00.103100	COON RIDGE.....	0.00	0.00	0.00	0.00
00.104000	Woodlawn FMHA Project Revenue.....	0.00	0.00	0.00	0.00
00.104100	WOODLAWN WATER (NB).....	0.00	0.00	0.00	0.00
00.104900	RT. 100 WATER (NB).....	0.00	0.00	0.00	0.00
00.105000	Rt 100 FMHA Project Revenue.....	0.00	0.00	0.00	0.00
00.105100	RT. 100 WATER.....	0.00	0.00	0.00	0.00
00.106000	Debt Revenue Account.....	529,527.13	0.00	0.00	0.00
00.106100	O & M RESERVE.....	121,386.53	0.00	0.00	0.00
00.106200	SHORT LIVED ASSETS.....	118,511.15	0.00	0.00	0.00
00.106500	Cana Water Revenue.....	0.00	0.00	0.00	0.00
00.106600	CANA WATER (NB).....	0.00	0.00	0.00	0.00
00.107000	620 AIRPORT ROAD REVENUE.....	0.00	0.00	0.00	0.00
00.107100	AIRPORT/620 WATER (NB).....	0.00	0.00	0.00	0.00
00.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	637,712.13	0.00	0.00	0.00
00.107500	Honeycutt Dam Water Project (NB).....	0.00	0.00	0.00	0.00
00.108000	620/AIRPORT ROAD CONST. (NB).....	0.00	0.00	0.00	0.00
00.108200	HAPPY HOLLOW CONSTRUCTION.....	0.00	0.00	0.00	0.00

CARROLL COUNTY PUBLIC SERVICE AUTHORITY

Trial Balance

Date : 12/5/2018 10:30:27 AM
 User Name : DANA

Fund	: 200 WATER	Year to Date		Current Month	
Fiscal Year	: 2018 - 2019	Debit	Credit	Debit	Credit
Period Ending as of November					
00.000100	NATURAL GAS.....	0.00	0.00	0.00	0.00
27.000100	NATURAL GAS.....	0.00	0.00	0.00	0.00
86.000100	NATURAL GAS.....	0.00	0.00	0.00	0.00
95.000100	NATURAL GAS.....	0.00	0.00	0.00	0.00
00.000101	CASH-WATER.....	0.00	0.00	0.00	0.00
95.004093	WYTHE CO REIMBURSE.....	0.00	0.00	0.00	0.00
00.004094	WYTHECO WATER PURCHASES.....	0.00	0.00	0.00	0.00
95.004094	WYTHECO WATER PURCHASES.....	0.00	0.00	0.00	0.00
00.100000	Pooled Allocation.....	0.00	297.07	0.00	0.00
00.100400	EXIT 1 WATER/SEWER CONST. LOVES.....	0.00	0.00	0.00	0.00
90.100400	EXIT 1 WATER/SEWER CONST. LOVES.....	0.00	0.00	0.00	0.00
00.100500	Operating Account - CB.....	16.19	0.00	0.00	0.00
95.100500	Operating Account - CB.....	54.84	0.00	0.00	0.00
00.100600	OPERATING (NB).....	6,920,171.60	0.00	89,673.73	0.00
27.100600	OPERATING (NB).....	0.00	29,702.88	0.00	0.00
95.100600	OPERATING (NB).....	0.00	6,906,620.41	0.00	91,904.12
00.101000	Gladeville/Cranberry FMHA Revenue.....	0.00	0.00	0.00	0.00
95.101000	Gladeville/Cranberry FMHA Revenue.....	0.00	0.00	0.00	0.00
00.101100	CCPSA.....	0.00	2,274,443.56	0.00	27,686.83
27.101100	CCPSA.....	3,904.00	0.00	0.00	0.00
95.101100	CCPSA.....	2,692,977.43	0.00	0.00	27,471.70
98.101100	CCPSA.....	0.00	0.00	0.00	0.00
00.101200	FANCY GAP WATER CONSTRUCTION.....	0.00	0.00	0.00	0.00
84.101200	FANCY GAP WATER CONSTRUCTION.....	0.00	0.00	0.00	0.00
86.101200	FANCY GAP WATER CONSTRUCTION.....	0.00	0.00	0.00	0.00
95.101200	FANCY GAP WATER CONSTRUCTION.....	0.00	0.00	0.00	0.00
84.101300	FANCY GAP SEWER CONSTRUCTION.....	0.00	0.00	0.00	0.00
95.101300	FANCY GAP SEWER CONSTRUCTION.....	0.00	0.00	0.00	0.00
00.101400	CLIFFVIEW CONST.....	0.00	0.00	0.00	0.00
27.101400	CLIFFVIEW CONST.....	0.00	0.00	0.00	0.00
95.101400	CLIFFVIEW CONST.....	0.00	0.00	0.00	0.00
00.103100	COON RIDGE.....	0.00	0.00	0.00	0.00
27.103100	COON RIDGE.....	0.00	0.00	0.00	0.00
93.103100	COON RIDGE.....	0.00	0.00	0.00	0.00
00.105900	620 DEBT RESERVE.....	140,372.40	0.00	0.00	0.00
65.105900	620 DEBT RESERVE.....	0.00	0.00	0.00	0.00
95.105900	620 DEBT RESERVE.....	3,930.00	0.00	0.00	0.00
00.106000	Debt Revenue Account.....	154,910.99	0.00	5,300.22	0.00
95.106000	Debt Revenue Account.....	22,419.60	0.00	0.00	0.00
00.106100	O & M RESERVE.....	0.00	82,822.00	0.00	0.00
95.106100	O & M RESERVE.....	2,983.40	0.00	0.00	0.00
00.106200	SHORT LIVED ASSETS.....	0.00	137,451.21	0.00	0.00
95.106200	SHORT LIVED ASSETS.....	3,906.44	0.00	0.00	0.00
95.107000	620 AIRPORT ROAD REVENUE.....	0.00	0.00	0.00	0.00
00.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	50,345.15	0.00	0.00
11.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	0.00	0.00	0.00
27.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	373,249.71	0.00	0.00	0.00
85.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	48,988.00	0.00	0.00
86.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	158,008.35	0.00	0.00
90.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	81,656.03	0.00	0.00

CARROLL COUNTY PUBLIC SERVICE AUTHORITY

Trial Balance

Date : 12/5/2018 10:30:27 AM
 User Name : DANA

Fund	Fiscal Year	Period Ending as of November	Year to Date		Current Month	
			Debit	Credit	Debit	Credit
	200 WATER	2018 - 2019				
93.107300	CONSTRUCTION ACCOUNTS PAYABLE.....		0.00	175,955.29	0.00	0.00
95.107300	CONSTRUCTION ACCOUNTS PAYABLE.....		0.00	296,029.90	0.00	0.00
00.108700	REGIONAL WATER CONST.....		0.00	0.00	0.00	0.00
85.108700	REGIONAL WATER CONST.....		0.00	0.00	0.00	0.00
95.108700	REGIONAL WATER CONST.....		0.00	0.00	0.00	0.00
95.110000	A/R WATER.....		375,649.43	0.00	47,388.27	0.00
95.110001	A/R SEWER.....		0.00	116.10	0.00	0.00
98.110001	A/R SEWER.....		0.00	0.00	0.00	0.00
95.110002	A/R STATE FEE.....		1,024.42	0.00	0.00	77.81
95.110003	A/R WATER DEPOSIT.....		0.00	5,724.50	25.00	0.00
95.110005	A/R FIRE SERVICE FEE.....		5,227.15	0.00	510.05	0.00
00.110008	A/R OTHER.....		0.00	0.00	0.00	0.00
95.110008	A/R OTHER.....		10,676.70	0.00	3,221.90	0.00
00.110009	A/R WATER PENALTY.....		0.00	62.48	0.00	0.00
95.110009	A/R WATER PENALTY.....		0.00	36,045.92	0.00	4,915.40
95.110010	A/R SEWER PENALTY.....		0.00	0.00	0.00	0.00
95.110020	GRANTS R WATER.....		35,994.24	0.00	0.00	0.00
95.110021	OTHER RECEIVABLE.....		95,876.60	0.00	0.00	0.00
95.110026	ALLOW BAD DEBT WATER.....		0.00	136,457.27	0.00	0.00
95.110028	PREPAID EXPENSES WATER.....		33,534.00	0.00	0.00	0.00
95.110032	FIXED ASSETS WATER.....		37,796,327.84	0.00	0.00	0.00
95.110034	CONSTRUCTION IN PROCESS WATER.....		44,357.05	0.00	0.00	0.00
95.110036	ACCUMULATED DEPRECIATION WATER.....		0.00	9,567,425.38	0.00	0.00
95.110040	DUE TO CARROLL COUNTY WATER.....		0.00	55,848.12	0.00	0.00
95.110041	DUE TO CARROLL COUNTY SEWER.....		0.00	0.00	0.00	0.00
95.110042	DEBT WATER.....		0.00	17,118,582.20	0.00	0.00
95.110044	INTEREST PAYABLE WATER.....		0.00	63,758.50	0.00	0.00
95.110048	CONSUMER DEPOSITS WATER.....		0.00	71,733.75	0.00	0.00
95.110051	ACCRUED LEAVE SEWER.....		0.00	64,348.07	0.00	0.00
95.110100	NOTE RECEIVABLE.....		362,720.81	0.00	0.00	0.00
00.201000	Accounts Payable.....		0.00	32,763.93	0.00	0.00
11.201000	Accounts Payable.....		0.00	0.00	0.00	0.00
27.201000	Accounts Payable.....		0.00	0.00	0.00	0.00
85.201000	Accounts Payable.....		0.00	0.00	0.00	0.00
86.201000	Accounts Payable.....		0.00	0.00	0.00	0.00
90.201000	Accounts Payable.....		0.00	0.00	0.00	0.00
93.201000	Accounts Payable.....		0.00	0.00	0.00	0.00
95.201000	Accounts Payable.....		0.00	0.00	0.00	0.00
95.220003	WATER LIABILITY.....		1,500.50	0.00	0.00	25.00
95.230001	CONSTRUCTION PAYABLE WATER.....		0.00	0.00	0.00	0.00
95.231000	Net Pension Liability.....		0.00	480,819.00	0.00	0.00
95.290000	Deferred unflows-VRS.....		44,893.13	0.00	0.00	0.00
95.290001	Deferred Inflows- VRS.....		85,939.00	0.00	0.00	0.00
95.299999	TRANSFER CASH.....		884,286.08	0.00	0.00	0.00
95.300000	Retained Earning.....		0.00	0.00	0.00	0.00
00.310000	Retained Earnings.....		0.00	120,532.48	0.00	0.00
11.310000	Retained Earnings.....		0.00	0.00	0.00	0.00
27.310000	Retained Earnings.....		0.00	788,966.20	0.00	0.00
84.310000	Retained Earnings.....		0.00	20.07	0.00	0.00
85.310000	Retained Earnings.....		91.25	0.00	0.00	0.00

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Trial Balance

Date : 12/5/2018 10:30:27 AM
User Name : DANA

Fund : 300 SEWER FUND		Year to Date		Current Month	
Fiscal Year : 2018 - 2019		Debit	Credit	Debit	Credit
Period Ending as of November					
00.000100	NATURAL GAS.....	0.00	0.00	0.00	0.00
98.000100	NATURAL GAS.....	388.38	0.00	0.00	0.00
00.100600	OPERATING (NB).....	2,683,409.76	0.00	59,501.41	0.00
98.100600	OPERATING (NB).....	0.00	2,660,218.01	0.00	59,576.07
00.101000	Gladeville/Cranberry FMHA Revenue.....	0.00	0.00	0.00	0.00
00.101100	CCPSA.....	0.00	1,202,889.02	0.00	49,480.47
95.101100	CCPSA.....	649.00	0.00	0.00	0.00
98.101100	CCPSA.....	789,698.19	0.00	24,846.29	0.00
00.101200	FANCY GAP WATER CONSTRUCTION.....	0.00	0.00	0.00	0.00
00.101300	FANCY GAP SEWER CONSTRUCTION.....	0.00	0.00	0.00	0.00
84.101300	FANCY GAP SEWER CONSTRUCTION.....	0.00	0.00	0.00	0.00
00.101400	CLIFFVIEW CONST.....	0.00	0.08	0.00	0.00
98.101400	CLIFFVIEW CONST.....	0.00	0.00	0.00	0.00
00.103100	COON RIDGE.....	0.00	0.00	0.00	0.00
98.105900	620 DEBT RESERVE.....	0.00	0.00	0.00	0.00
00.106000	Debt Revenue Account.....	188,097.68	0.00	3,618.40	0.00
98.106000	Debt Revenue Account.....	22,419.36	0.00	0.00	0.00
00.106100	O & M RESERVE.....	33,687.38	0.00	0.00	0.00
98.106100	O & M RESERVE.....	2,983.24	0.00	0.00	0.00
00.106200	SHORT LIVED ASSETS.....	105,338.75	0.00	0.00	0.00
98.106200	SHORT LIVED ASSETS.....	3,906.19	0.00	0.00	0.00
00.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	47,853.27	0.00	0.00
80.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	11,921.94	0.00	0.00
84.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	115,377.86	0.00	0.00
90.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	10,149.73	0.00	0.00
98.107300	CONSTRUCTION ACCOUNTS PAYABLE.....	0.00	10,191.66	0.00	0.00
95.110000	A/R WATER.....	0.00	0.00	0.00	0.00
98.110000	A/R WATER.....	4,042.64	0.00	4,058.64	0.00
98.110001	A/R SEWER.....	219,235.07	0.00	19,601.19	0.00
95.110002	A/R STATE FEE.....	0.00	0.00	0.00	0.00
98.110002	A/R STATE FEE.....	0.00	0.00	0.00	0.00
98.110003	A/R WATER DEPOSIT.....	0.00	0.00	0.00	0.00
98.110004	A/R SEWER DEPOSIT.....	8,750.00	0.00	600.00	0.00
95.110008	A/R OTHER.....	6,810.30	0.00	0.00	0.00
98.110008	A/R OTHER.....	0.00	56,197.62	14.00	0.00
98.110009	A/R WATER PENALTY.....	61,014.41	0.00	0.00	0.00
98.110010	A/R SEWER PENALTY.....	4,393.15	0.00	4,630.65	0.00
98.110020	GRANTS R WATER.....	0.00	0.00	0.00	0.00
98.110021	OTHER RECEIVABLE.....	37,514.00	0.00	0.00	0.00
98.110026	ALLOW BAD DEBT WATER.....	0.00	86,681.01	0.00	0.00
98.110028	PREPAID EXPENSES WATER.....	5,356.00	0.00	0.00	0.00
98.110032	FIXED ASSETS WATER.....	18,968,447.09	0.00	0.00	0.00
98.110036	ACCUMULATED DEPRECIATION WATER.....	0.00	4,748,089.86	0.00	0.00
98.110040	DUE TO CARROLL COUNTY WATER.....	0.00	10,094.26	0.00	0.00
98.110043	DEBT SEWER.....	0.00	8,330,559.53	0.00	0.00
98.110045	INTEREST PAYABLE SEWER.....	0.00	9,381.17	0.00	0.00
98.110048	CONSUMER DEPOSITS WATER.....	0.00	36,953.75	0.00	0.00
98.110051	ACCRUED LEAVE SEWER.....	0.00	15,445.07	0.00	0.00
00.201000	Accounts Payable.....	0.00	64,798.28	0.00	0.00
27.201000	Accounts Payable.....	0.00	0.00	0.00	0.00

CARROLL COUNTY PUBLIC SERVICE AUTHORITY

Yearly Budget Summary by Department

200 WATER

For Month Ending: Friday, November 30, 2018

Date : 12/5/2018 10:33:57 AM

User Name : DANA

	Total Budget	YTD Total	% of Budget	Remaining Budget	Current Month This Year
95 CCPSA WATER					
004093 - WYTHE CO REIMBURSE	0	0	0	0	0
004094 - WYTHECO WATER PURCH	0	0	0	0	0
REVENUES					
400000 - Grant Revenue	0	0	0	0	0
400200 - Service Fee Revenue	1,914,200	922,734	48	991,466	178,906
400210 - Hook Up Fee Revenue	35,000	24,650	70	10,350	2,425
400220 - Deposits	0	(150)	0	150	0
400230 - Fire Service Revenue	21,000	9,659	46	11,341	1,910
400240 - State Fee Revenue	12,000	11,125	93	875	6
400250 - Penalty Revenue	10,000	(3,427)	(34)	13,427	(16)
400260 - Interest Revenue	7,000	4,710	67	2,290	0
400270 - Miscellaneous Revenue	10,000	34,973	350	(24,973)	6,911
400280 - Wythe Co. Reim. Debt LRW	16,000	0	0	16,000	0
400300 - Carryover	80,000	0	0	80,000	0
402600 - Water Service Fee	0	0	0	0	0
405000 - Interest Revenue	0	0	0	0	0
410000 - Transfer From County	266,701	283,553	106	(16,852)	0
412000 - AVAILABILITY FEE	549,972	152,139	28	397,833	30,898
412500 - RECOVERED PROJECT EXPE	0	0	0	0	0
420000 - FMHA Loan/Grant Proceeds	0	0	0	0	0
440000 - Other Collections	2,000	5,916	296	(3,916)	0
450000 - County Contributions	0	0	0	0	0
TOTAL REVENUES	2,923,873	1,445,881	49	1,477,992	221,041
500020 - Advertising Expense	1,000	0	0	1,000	0
500030 - Capital Improvement	0	0	0	0	0
500035 - Capitol Projects	0	0	0	0	0
500040 - Contingency	10,000	0	0	10,000	0
500080 - Audit Expense	12,000	7,500	63	4,500	0
500220 - Chemical Expense	12,000	4,726	39	7,274	1,588
500230 - Compensation Board Expen	7,500	3,125	42	4,375	625
500320 - Deposits Refund Expense	3,000	1,346	45	1,654	328
500360 - Diesel Expense	0	0	0	0	0
500370 - Due to County	0	0	0	0	0
500420 - Electrical Expense	130,500	49,739	38	80,761	10,438
500450 - Equipment Maintenance Exp	76,228	39,610	52	36,618	2,167
500520 - FICA Expense	38,601	15,174	39	23,427	2,783
500550 - Fuel Expense	25,000	11,560	46	13,440	1,538
500620 - Health Insurance Expense	131,814	50,351	38	81,463	9,874
500625 - Insurance Deductible	5,000	0	0	5,000	0
EXPENDITURES					
501120 - Lab Testing Expense	16,000	2,743	17	13,257	0
501130 - Legal Expense	2,000	2,875	144	(875)	1,276
501150 - Liability Insurance Expense	28,000	0	0	28,000	0
501250 - Miscellaneous Expense	0	0	0	0	0
501260 - Miss Utility	1,200	419	35	781	96
501420 - Office Supply Expense	7,000	1,809	26	5,191	0
501440 - Operation Supply Expense	115,000	75,522	66	39,478	21,400
501520 - Personal Contingency Expe	10,500	0	0	10,500	0

CARROLL COUNTY PUBLIC SERVICE AUTHORITY

Yearly Budget Summary by Department

200 WATER

For Month Ending: Friday, November 30, 2018

Date : 12/5/2018 10:33:57 AM

User Name : DANA

	Total Budget	YTD Total	% of Budget	Remaining Budget	Current Month This Year
95 CCPSA WATER					
501540 - Postage Expense	20,000	6,250	31	13,750	0
501720 - Salary Expense	517,775	225,712	44	292,063	41,233
501820 - Tank Maintenance Expense	80,000	15,537	19	64,463	15,537
501840 - Telephone Expense	20,000	7,908	40	12,092	3,758
501860 - TOH Supplies Expense	1,000	0	0	1,000	0
501870 - Tools & Equipment Expense	20,000	16,187	81	3,813	4,500
501880 - Travel Expense	1,500	545	36	955	0
501890 - Tuition Expense	2,000	225	11	1,775	0
501920 - Unemployment Insurance E:	700	0	0	700	0
501940 - Uniform Expense	8,500	2,274	27	6,226	70
502020 - VDH Fee Expense	11,000	11,266	102	(266)	0
502040 - Vehicle Maintenance Expen:	8,000	5,570	70	2,430	1,549
502050 - Vehicle Expense	26,000	0	0	26,000	0
502060 - VRS Expense	63,929	25,241	39	38,688	5,306
502120 - Water Purchase Expense	320,000	136,623	43	183,377	26,215
502125 - Sewer Treatment	0	0	0	0	0
502150 - WorkerCompensation Insura	11,000	0	0	11,000	0
502600 - Workers Comp. Ins.	0	0	0	0	0
506600 - Engineering	0	0	0	0	0
514500 - Oper. Supplies	0	0	0	0	0
516000 - Debt Retirement	0	0	0	0	0
516100 - INTEREST ONLY PAYMEN	0	0	0	0	0
518600 - NRRW Debt Service	0	0	0	0	0
522500 - CONTRACTOR PAY REQU	0	0	0	0	0
550000 - Depreciation Expense	0	0	0	0	0
900000 - Construction Payments	0	0	0	0	0
900100 - Debt Payments	1,180,126	663,066	56	517,060	76,711
TOTAL EXPENDITURES	2,471,230	1,199,772	49	1,271,458	197,652

CCPSA WATER Summary

	Total Budget	YTD Total	% of Budget	Remaining Budget	Current Month This Year
Total Revenues	2,923,873	1,445,881	49	1,477,992	221,041
Total Expenditures	2,923,873	1,382,903	47	1,540,970	226,995
Total Other	0	0	0	0	0
Totals	0	62,978	0	(62,978)	(5,954)

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Yearly Budget Summary by Department
300 SEWER FUND
For Month Ending: Friday, November 30, 2018

Date : 12/5/2018 10:33:57 AM
User Name : DANA

	Total Budget	YTD Total	% of Budget	Remaining Budget	Current Month This Year
98 CCPSA SEWER					
REVENUES					
400200 - Service Fee Revenue	890,000	409,587	46	480,413	78,315
400210 - Hook Up Fee Revenue	5,000	3,450	69	1,550	0
400220 - Deposits	0	0	0	0	0
400250 - Penalty Revenue	5,000	(749)	(15)	5,749	0
400260 - Interest Revenue	10,000	3,817	38	6,183	0
400270 - Miscellaneous Revenue	2,000	1,045	52	955	0
400290 - BRCDs SEWER EASEMEN	0	0	0	0	0
400300 - Carryover	98,850	0	0	98,850	0
402600 - Water Service Fee	0	0	0	0	0
405000 - Interest Revenue	0	0	0	0	0
410000 - Transfer From County	0	0	0	0	0
412000 - AVAILABILITY FEE	204,332	152,139	74	52,193	30,898
412500 - RECOVERED PROJECT EXPE	0	0	0	0	0
420000 - FMHA Loan/Grant Proceeds	0	0	0	0	0
425000 - SER-CAP Loan/Grant	0	0	0	0	0
440000 - Other Collections	0	171	0	(171)	0
TOTAL REVENUES	1,215,182	569,461	47	645,721	109,213
500020 - Advertising Expense	0	453	0	(453)	0
500030 - Capital Improvement	0	0	0	0	0
500035 - Capitol Projects	0	0	0	0	0
500040 - Contingency	2,000	0	0	2,000	0
500080 - Audit Expense	3,000	0	0	3,000	0
500220 - Chemical Expense	5,000	1,510	30	3,490	824
500230 - Compensation Board Expen	1,800	750	42	1,050	150
500320 - Deposits Refund Expense	500	0	0	500	0
500360 - Diesel Expense	0	0	0	0	0
500370 - Due to County	0	0	0	0	0
500420 - Electrical Expense	55,000	21,844	40	33,156	6,156
500450 - Equipment Maintenance Exp	20,000	3,735	19	16,265	604
500520 - FICA Expense	7,100	3,008	42	4,092	491
500550 - Fuel Expense	7,000	3,068	44	3,932	434
500620 - Health Insurance Expense	18,000	6,722	37	11,278	1,220
EXPENDITURES					
501120 - Lab Testing Expense	7,000	1,870	27	5,130	0
501130 - Legal Expense	0	0	0	0	0
501150 - Liability Insurance Expense	0	0	0	0	0
501250 - Miscellaneous Expense	0	0	0	0	0
501260 - Miss Utility	200	0	0	200	0
501420 - Office Supply Expense	1,900	1,046	55	854	0
501440 - Operation Supply Expense	42,452	12,980	31	29,472	4,303
501520 - Personal Contingency Expet	0	0	0	0	0
501540 - Postage Expense	4,500	4,250	94	250	0
501560 - Pump & Haul Expense	20,000	3,150	16	16,850	450
501700 - Comp. Board	0	0	0	0	0
501720 - Salary Expense	77,000	29,485	38	47,515	5,096
501820 - Tank Maintenance Expense	0	0	0	0	0
501840 - Telephone Expense	5,000	1,943	39	3,057	476

CARROLL COUNTY PUBLIC SERVICE AUTHORITY
Yearly Budget Summary by Department
300 SEWER FUND
For Month Ending: Friday, November 30, 2018

Date : 12/5/2018 10:33:57 AM
 User Name : DANA

	Total Budget	YTD Total	% of Budget	Remaining Budget	Current Month This Year
98 CCPSA SEWER					
501850 - BRCDA Sewer easement	0	0	0	0	0
501860 - TOH Supplies Expense	230,000	123,807	54	106,193	0
501870 - Tools & Equipment Expense	9,000	116	1	8,884	0
501880 - Travel Expense	0	0	0	0	0
501890 - Tuition Expense	0	0	0	0	0
501920 - Unemployment Insurance E:	0	0	0	0	0
501940 - Uniform Expense	0	0	0	0	0
502040 - Vehicle Maintenance Expen:	3,000	1,657	55	1,343	200
502050 - Vehicle Expense	0	0	0	0	0
502060 - VRS Expense	11,000	4,488	41	6,512	590
502120 - Water Purchase Expense	0	0	0	0	0
502125 - Sewer Treatment	230,000	118,378	51	111,622	43,090
502150 - WorkerCompensation Insur:	2,000	0	0	2,000	0
502500 - Health Ins.	0	0	0	0	0
502600 - Workers Comp. Ins.	0	0	0	0	0
506600 - Engineering	0	0	0	0	0
516000 - Debt Retirement	0	0	0	0	0
518600 - NRRW Debt Service	0	0	0	0	0
550000 - Depreciation Expense	0	0	0	0	0
900000 - Construction Payments	0	0	0	0	0
900100 - Debt Payments	452,730	201,031	44	251,699	37,727
TOTAL EXPENDITURES	1,095,782	504,200	46	591,582	91,933

CCPSA SEWER Summary

	Total Budget	YTD Total	% of Budget	Remaining Budget	Current Month This Year
Total Revenues	1,215,182	569,461	47	645,721	109,213
Total Expenditures	1,215,182	545,290	45	669,892	101,812
Total Other	0	0	0	0	0
Totals	0	24,170	0	(24,170)	7,401



CITY OF MOUNT AIRY
PUBLIC WORKS DEPARTMENT
Post Office Box 70
Mount Airy, North Carolina 27030
Phone: 336-786-3580
Fax: 336-719-7540

November 13, 2018

Mr. Michael Pettyjohn, PE
Division 11 Engineer
North Carolina Department of Transportation
801 Statesville Road
North Wilkesboro, NC 28659

RE: NCDOT-VDOT-City of Mount Airy Utility Agreement

Dear Mr. Pettyjohn,

On April 14, 2004, the North Carolina Department of Transportation, the Virginia Department of Transportation, and the City of Mount Airy executed an agreement for the installation of water lines to serve both the North Carolina and Virginia Welcome Centers. The water lines were installed and the project was put into service in 2008.

The contract includes Item 16, which states the following. *"In the event that a customer with usage of 10,000 gal./day or greater is connected to the water and/or sewer line within 10 years from the date of acceptance of the project, the city shall charge the customer a tap on fee equal to the prorated cost of the line from its tap on point to the cities original line location. The City shall then reimburse NCDOT and VDOT one half of the tap on fee."*

According to city records, the Date of Substantial Completion was February 4, 2008. In a meeting with Mr. Wayne Atkins of NCDOT several years ago he said NCDOT had determined the "date of acceptance" to be November 10, 2008.

Using either date referenced above the 10 year period is now complete and the provision of Item 16 of the contract is no longer in effect. Please contact me if you have any questions or disagree with this assertion. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Boyles".

Jeff Boyles, PE
Public Works Director

Jessica Montgomery

Subject: FW: Welcome Centers Water Provision
Attachments: Welcome Centers Water Letter.pdf

From: Boyles, Jeff <jboyles@mountairy.org>
Sent: Tuesday, November 20, 2018 11:45 AM
To: Chris Knopf <knopfc@co.surry.nc.us>; Laura Neely (laura.neely@dobson-nc.com) <laura.neely@dobson-nc.com>; Jessica Montgomery <jessica.montgomery@carrollcountyva.gov>
Cc: Williams, Mitch <mwilliams@mountairy.org>
Subject: FW: Welcome Centers Water Provision

All,

I sent this letter to Mr. Pettyjohn last week. Although I have not received a formal response, I later spoke with NCDOT representative Wayne Atkins who confirmed the agency agreed with the date and that the time period for the clause has lapsed.

*Jeff Boyles, PE
Public Works Director
City of Mount Airy
336-786-3590*

MISSION STATEMENT: *We, the employees of the Public Works Department, are dedicated to enhancing the quality of life for our community. We accomplish this in a safe, professional and cost-effective manner by focusing on public needs through the teamwork of water and wastewater services, street maintenance, sanitation collections, fleet maintenance and engineering.*

From: Boyles, Jeff
Sent: Tuesday, November 13, 2018 4:35 PM
To: 'mpettyjohn@ncdot.gov'
Cc: Jones, Barbara; Stone, Pam
Subject: Welcome Centers Water Provision

Mike,

I hope you are doing well. Please see the attached letter concerning the Welcome Centers Water project. Let me know if you have any questions or comments. Thank you.

*Jeff Boyles, PE
Public Works Director
City of Mount Airy
336-786-3590*

MISSION STATEMENT: *We, the employees of the Public Works Department, are dedicated to enhancing the quality of life for our community. We accomplish this in a safe, professional and cost-effective manner by focusing on public needs through the teamwork of water and wastewater services, street maintenance, sanitation collections, fleet maintenance and engineering.*

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