

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
FEBRUARY 10, 2020
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA**

CALL TO ORDER

The Carroll County Public Service Authority held their meeting on Monday, February 10, 2020 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Doug Winesett, Chairman, Robbie McCraw, Vice-Chairman, Phillip McCraw, Garry Jessup, and Tracy Moore. Not present was Dr. Littrell. Also present were Interim Director, Dana Phillips, and Secretary/Treasurer, Debra Frost.

Citizens Time

No one present

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by Mr. Garry Jessup, seconded by Mr. Robbie McCraw, and duly carried the Authority does hereby approve the consent agenda, section A, B and C. The January 16, 2020 minutes were also approved, they are on file in the PSA office. Claims are as follows:

Claims

Check # 23866- 23888 Claims for January 24, 2020 \$42,503.72
Check # 23889-23917 Claims for February 10, 2020 \$62,048.40

Transfer for Claims

CCPSA to Operating Claims for January 24 ,2020 \$42,503.72
CCPSA to Operating Claims for February 10, 2020 \$62,048.40

Transfer to Reserves

CCPSA to O & M \$5,000.00
CCPSA to Short Lived Assets \$5,000.00

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(ORDER)

New Business

None

Project Up-Dates

Cana Well Improvements Project

Mrs. Phillips – We did get our pump put in at Pleasant View this past week. So, we're thankful for that. Also, the Lane Group was at Cana #8 to start the design of the filtration system. We've been waiting a little on that and we're glad it's been started. That's all as far as project updates. But in your board packet you did have a couple of things under information and one of those was how much interest we have accrued this year on our bank account. That was \$30,084.83 so that helps our budget out quite a bit each year, so I wanted you be aware of that. Also, did you notice how much business we do in credit cards each month or each year? Each month is around \$30,000 to \$40,000 but for the year we did \$463,701.34 in credit cards and debit cards. So that's a lot of payments with debit and credit cards. Also, we use Paymentus which is an online service that they can use. Customers can go on our website to pay their bill. We don't see that charge that the customer pays. They just pay it directly to Paymentus. That was \$131,505.25 so that's quite a bit of business for online also. That's all I have for updates. Do you all have any questions?

PSA Update:

The PSA has approximately 200 miles of water lines, 50 miles of gravity sewer lines, 25 miles of force main sewer line, 795 fire hydrants, 12 sewer pump stations, 12 water storage tanks, several wells and several water booster pump stations. The PSA's Water systems are as follows: Cana, Exit 1, Fancy Gap, Regional, Tower Road and Hillcrest Estates. The PSA's Sewer systems are as follows: Fancy Gap, Woodlawn, Gladeville/Cranberry, Hillsville and Loves. All of this is operated and maintained with a staff of 13 people.

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- Total of 79 work orders in January (check pressure, check for leak, turn-off, turn-on, etc)
- Construction items completed –
 - Jan. 2 Work orders, markings, truck to garage
 - Jan. 3 Set meter Sherman Drive, work orders, picked up truck
 - Jan. 6 Sick day
 - Jan. 7 Work orders, markings
 - Jan. 8 Work orders, markings
 - Jan. 9 Firehouse line/leak on Commonwealth
 - Jan. 10 Finish Firehouse line/turned on
 - Jan. 13 Fixed Fire hydrants, Hebron Rd (Carl Delp), Littlevine Church, Leak on Littlevine
 - Jan. 14 FH work/markings, work orders/cut offs
 - Jan. 15 Markings, work orders/turn on's
 - Jan. 16 Fixed leak at Rio Grande, markings, work orders
 - Jan. 17 Off
 - Jan. 20 Darrell fixed sewer line at Rio Grande 2" pump line hit by Mastec
 - Jan. 21 Markings, re-reads
 - Jan. 22 Re-reads, markings, work orders
 - Jan. 23 Fixed service line leak/checked cut offs/work orders
 - Jan. 24 Work orders/markings
 - Jan. 27 Work orders/ markings
 - Jan. 28 Set meter at Live Oak/open cut road/markings/work orders
 - Jan. 29 Darrell fixed sewer line Mastec hit
 - Jan. 30 Markings/work orders
 - Jan. 31 Markings/work orders
 - Miss Utility Markings (1 emergency, 41 water and 17 sewer tickets)

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- Maintenance items completed-
 - Replaced pump motor at Senior Road
 - Pulled and sent motor to repair shop at Gladeville
 - Replaced motor at Gladeville
 - Pulled and replaced seal on pump at Gladeville
 - Repaired hood at Reedside Pump Station
 - Changed valves at Loves WWTP
 - Repaired clogged airline in clarifier at WWTP
 - Removed and cleaned ionic mixer motors at WWTP
 - Rewired ionic mixer motors at WWTP
 - Read meters 2 days
 - Performed work orders
 - Changed motor start contact at Kelly Road Pump Station
 - Rebuilt and replaced vacuum pump at Hills Pump Station

- Operations items completed-
 - Routine water flushing
 - Daily – sewer plant at Loves, check chemicals in water systems, wells, tanks, sewer pump stations, customer service, etc.
 - Tank wash-out for Expansion Drive and Tower Road

- 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.
 - Rate study-continue
 - Researching new cloud-based billing software

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Old Business

Mr. Jessup – You and someone was going to get together on the two people that spoke to us last month about water hookup. What did you come up with?

Mr. Winesett – Well, Robbie and I explored it and looked at it. We spoke with Dana. Mr. Jessup several individuals have signed up and paid the full rate of \$3,000 since we instituted it. And as for the young lady to the best of my memory Cellell made a statement and we recommended to the young lady she could make payments. It'll be a while before she's ready to get into her house if she'd come and set it up then she could make payments.

Mr. Jessup – Okay so did you go talk to the man?

Mr. Winesett – No I haven't gone to talk to Bob but in our defense I think we were tardying raising that fee for the meter and stuff cause when we did we were basically getting our money for the materials and 3 guys were going out there and spending half a day, what do you say Dana?

Mrs. Phillips – Depending on if it was a bore or not.

Mr. Winesett – Yeah depending on how difficult it was really; they all have different cost. And one gentleman, Cellell suggested to me that before we did one, that we went out to look at it and saw how much it cost. Then charge a certain percentage above our cost. I don't know if that's doable or not, but we probably should have increased incrementally before we did but if you look at the cost of a well and bringing water into your house, I still believe it's a pretty good alternative. I'd like to have it personally if a line went by my house. Anybody else?

Mr. Jessup – So all going to talk to them?

Mr. Winesett – Yeah, I'll call Bob.

Mr. Moore – I spoke with him. Told him I'd call him after we met today.

Mr. Jessup – The fire hydrant down at the fire house you get gallons per minute on that?

Mrs. Phillips – Yes, I do. It's 528 gallons per minute and it's 63 psi.

Mr. Jessup – Thank you.

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(ORDER)

CLOSED MEETING-PURSUANT TO VA CODE SECTION 2.2-3711 A (7) CONSULTATION WITH LEGAL COUNSEL

Upon a motion by Mr. Robbie McCraw, seconded by Mr. Jessup and duly carried by the Authority does hereby enter into closed meeting at 3:10 p.m. until 4:08 p.m. for the discussion of VA code 2.2-3711 A (7) consultation with legal counsel.

(ORDER)

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

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

(ORDER)

Upon a motion by Mr. Robbie McCraw, seconded by Mr. Winsett, and duly carried the PSA Authority does certify the Closed Meeting as followings

CERTIFICATION OF CLOSED MEETING

Therefore, be it resolved that the Authority certifies that to the best of each members knowledge (1) only public business lawfully exempt from open requirements by Virginia law were discussed in the Closed Meeting in which the certification as identified in this 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.

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Mr. Winesett – We want to form a finance committee from our members to do some work on possible refinances and loans. Would anyone like to volunteer to be in the committee?

Mr. Jessup – Tracy would.

Mr. Winesett – Mr. Moore would you like to respond to that?

Mr. Moore – Thank you Garry.

Mr. Winesett – That’s one. Who’s number two? Mr. R. McCraw is it possible for you to do that?

Mr. R. McCraw – I guess.

Mr. Winesett – Well that was simple, wasn’t it? Mr. Moore and Mr. R. McCraw will pursue this.

AUTHORITY MEMBER’S TIME

Mr. Moore – I would just like to thank everyone for coming out. Thanks to Dana, Debbie, and Cellell for your hard work on things and the Board Members and one of them for believing in me enough to help with the finances.

Mr. R. McCraw – I would just like to reiterate what Tracy said and thank everybody for the work. Thank staff for getting out here and beating the bushes every day and doing what they do. Dana, Debbie, and Cellell they do a great job and work together well. They provide us a lot of good information.

Mr. Winesett – Well, I’d like to say that I think we’ve made some good strides. Cellell has really good insight for us, insightful information. And I feel we’re going to move forward in a positive way. Everyone is pulling together and that’s what we need to do.

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Mr. P. McCraw – I'd like to thank the ones doing the work digging and looking into everything. I appreciate it. Also, the ones that come out and support us and the meetings appreciate that. Thank everybody.

Mr. Jessup – Nothing really for me to say. I've already said all I was going to say. Thank you

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Winsett, seconded by Mr. Jessup and duly carried the PSA Authority does hereby adjourn at 4:13 pm until their next regularly scheduled meeting on March 9, 2020 at 3:00 p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

Mr. Doug Winesett, Chairman

Debra Frost, Secretary/Treasurer

Dana Phillips, Interim Director