

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

CALL TO ORDER

The Carroll County Public Service Authority held their meeting on Monday, June 8, 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, and Dr. Littrell. Also present were Interim Director, Dana Phillips, and Secretary/Treasurer, Debra Frost.

Citizens Time

No one present due to Covin-19

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by Mr. Garry Jessup, seconded by Dr. Littrell, and duly carried the Authority does hereby approve the consent agenda, sections A, B, and C. The May 11, 2020 minutes were also approved, they are on file in the PSA office. Claims are as follows:

Claims

Checks #24087-24111 Claims May 21, 2020 in the amount of \$56,320.00
Checks #24112-24127 Claims June 8, 2020 in the amount of \$28,809.82

Transfer for Claims

CCPSA to Operating Claims May 21, 2020 total \$56,320.00
CCPSA to Operating Claims June 8, 2020 total of \$28,809.82
Construction to CCPSA June 4, 2020 total of \$0.14

Transfer to Reserves

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

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(ORDER)

New Business

Mrs. Phillips – I don't have anything, but I will say the construction crew has been moving everything from the Airport. They worked on it a couple days last week and they're continuing to work this week. If everything goes well this week it should all be moved back to Senior Road by end of this week.

Mr. Jessup – What are we doing with the pipe that's out of date?

Mrs. Phillips – We're taking it to Senior Road and storing it there.

Mr. Winesett – You know it's not water pipe. I talked to Cellet about it some time ago and he said if it wasn't under pressure that he wouldn't be afraid to use it.

Mr. Jessup – Have him put it in writing and if he wants them have it. There are expiration dates on them for a reason.

Mr. Winesett – I don't know what we'll do with them. We've tried to sell them a few times, but we've never got our minimum bid on them. I don't know, I guess we could try putting them on gov-deals again.

Mrs. Phillips – We can if y'all would like to do that we'd be glad to.

Mr. Winesett – What do y'all think gentlemen?... I guess we'll put it back on again.

Mrs. Phillips – Okay we'll put it back on.

Mr. Jessup – What you gonna put on as minimum bid?

Mr. Winesett – What did he have it at before Dana? \$1,500? It was low for it. And the manholes, I can't remember. She'll have to look it up.

Mrs. Phillips – Yeah, I don't remember because that's been a while back. Shane was the one who put it on the site so he'll remember.

Mr. Jessup – We shouldn't sell them that old.

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Mr. Winesett – Well just get rid of the pipe then. If the manholes are the right you know, we'll need them at some point.

Mr. Jessup – We have a track hoe. We can make it right depth.

Mrs. Phillips – We'll put it on there.

Mr. Winesett – But counting what we already have over there, there's a pretty good quantity of that pipe.

Mrs. Phillips – Robbie we were down to project updates. What we were talking about right before you came in is that Dr. Littrell brought up last month that the pipe needed to be moved from the Airport. They've worked on it last week and should be finishing up this week. And they've asked for that sewer pipe to be put back on gov-deals. I guess we're ready for project updates.

Project Up-Dates

Mrs. Phillips – Like I said the construction crew has been working on moving the pipe. Debbie and Johns have been working on the CCR's which is the Consumer Confidence Reports and it's on the website for everyone to view. We have also mailed out the ones we needed to. John has worked a lot this past month to get numbers together. The New River Regional Water they had to update the withdrawal permit and he had to get ten years' worth of data for the engineer for the New River Regional Water so that's what he's been working on, but we've already submitted the application for that. You have any questions?

Dr. Littrell – Did we ever replace that valve that was one way or two way or whichever way it was?

Mrs. Phillips – We did. It is reading in both directions now.

Mr. Winesett – Are they in the process of reimbursing us?

Mrs. Phillips – Right now we're still doing invoices the way we had in the past. Which now we can calculate what backflows through.

Mr. Jessup – So we're taking it off?

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Mrs. Phillips – Yes, we submit that to them.

Mr. Jessup – No kickback?

Mrs. Phillips – No, not at all.

Dr. Littrell – Was it a significant amount?

Mrs. Phillips – It's not but unless they have a fire or something it won't be.

PSA Update:

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

- Total of 79 work orders in May (check pressure, check for leak, turn-off, turn-on, etc.)
- Construction, Maintenance and Operations items completed –*[ATTACHED DAILY SHEETS](#)

Miss Utility Markings (1 emergency, 77 water and 22 sewer tickets)

- 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

Mrs. Phillips – On old business we have equipment. We have typed up that agreement and I’ve notified the departments that have used the equipment in the past.

Dr. Littrell – Did anyone else hear any kickback on the equipment?

Mrs. Phillips – Not kickback, probably some disappointment from one entity that was using it. I know that that department had taken good care of the equipment and didn’t use it a whole lot but pretty much stored it for us, but they had us come pick it up.

Dr. Littrell – That the landfill?

Mrs. Phillips – Yes. It is.

Dr. Littrell – I had a comment about that is why I was curious.

Mrs. Phillips – Yes. Does anyone else have anything else for old business?

Mr. Winesett – I guess it’s time for us to go to our closed meeting, isn’t it?

(ORDER)

CLOSED SESSION – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711

Upon a motion by Mr. Winsett, seconded by Mr. Robbie McCraw, to enter Closed Meeting under Section 2.2-3711- A 8, at 3:45 pm.

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. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

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(ORDER)

COME OUT OF CLOSED SESSION

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

(ORDER)

CERTIFICATION OF CLOSED SESSION

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

WHEREAS, the Carroll County Board of Supervisors convened a Closed Session this date pursuant to an affirmative recorded vote and on the motion to close the meeting in accordance with the Virginia Freedom of Information Act;

WHEREAS, Section 2.2-3711(D) of the Code of Virginia requires a certification by the Board of Supervisors that such Closed Session was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Carroll County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the Closed Session to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

Mr. Moore seconded the motion. The certification was as follows:

Mr. Moore—yes

Mr. Robbie McCraw—yes

Mr. Jessup--yes

Mr. Hill—yes

Mr. Jessup—yes

Mr. Phillip McCraw-yes

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AUTHORITY MEMBER'S TIME

Mr. Phillip McCraw - Nothing

Dr. Littrell – I just appreciate the staff. I know it's been a struggle at times, but I appreciate it.

Mr. Jessup – Not really. Only thing I got, Debbie or Dana, whoever can look at over there near the Guynn house the hydrant is tore up over there.

Mrs. Phillips – The Guynn house?

Mr. Jessup – By the lumber yard.

Mr. Robbie McCraw – On Expansion Drive.

Mr. Jessup – That's all I got.

Mr. Winesett – I personally don't have anything today. We're working forward and I'd like to thank all the employees and all you gentlemen.

Mr. Robbie McCraw – I don't have anything. Thank you though.

Mr. Moore – I just want to echo the comments of the Board thanking everybody for all they've done. It's troubling times for a lot of people. I especially want to thank the locators; I think Darrell does it a lot and right now with all the fiber optics and different utilities he's been really strapped and doing a really good job making sure that they're marked and taken care of. Just wanted to thank them and all they're doing.

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(ORDER)

ADJOURNMENT

Upon a motion made by Mr. Jessup, Seconded by Mr. Winesett, The Authority does hereby adjourn at 4:25 pm until the next regularly scheduled meeting on June 13, 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, Executive Director