

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2019
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA**

CALL TO ORDER

The Carroll County Public Service Authority held their regularly scheduled meeting on Monday, March 11, 2018 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Keith Meredith, Chairman, Jeanette Dalton, Dr. Thomas Littrell, Doug Winesett, Vice Chairman, Phillip McCraw, and Garry Jessup. Also present were Executive Director/PSA Engineer, Jessica Montgomery and Dana Phillips, Assistant Director, Secretary/Treasurer of the Authority.

Mr. Meredith – I'd like to welcome everyone to the PSA meeting today. It's good to see everyone in attendance. Don't have anyone signed up for Citizens Time so we will move on to the consent agenda.

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by Dr. Littrell, seconded by Mrs. Dalton, and duly carried the Authority does hereby approve the consent agenda, section A, B and C. The February 11, 2019 minutes were also approved, they are on file in the PSA office. Claims are as follows:

Claims

Check # 23212-23225 \$19,692.61
Check# 23226-23256 \$128,050.94

Transfer for Claims

CCPSA to Operating February 21, 2019 \$19,692.61
CCPSA to Operating March 11, 2019 \$128,050.94

Transfer for Reserve

CCPSA to Debt Reserve \$8,918.62

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2019
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 2**

(ORDER)

New Business

Mr. Meredith – We have the committee meeting. We met again last month a joint meeting between the Board of Supervisors representatives as well as representatives from the PSA myself included. I feel like we have made very good progress. We're getting close to establishing some rates that we can advertise for public hearing. I do want to thank the Board for their cooperation and look forward to getting resolve on the rates, so we can move forward. Doug, as the participating member from the Board do you have anything you would like to add?

Mr. Winesett – Well it's fairly complex. I've been with Mr. Meredith, Robby, Rex, and Joe Neil and we're working on it and we're a lot closer than we were. I will tell you folks that are sitting here that we don't have a magic bullet but we're moving things around in a positive manner I feel like. We're not done but we're making progress.

Mr. Meredith – Thank you. Is there any other new business that needs to come before the Board today?

Project Up-Dates

Cana Well Improvements Project

This project received a \$100,000 grant for the well improvements and finally the weather cooperated with us to go down there and drop the camera in well #8 which is the well located across from Oak Ridge Baptist Church. Speaking of that, those maps you requested Mr. McCraw, are in the board pack, did you see them, does that help? Those maps that you requested.

Mr. McCraw – Yeah.

Mrs. Montgomery – If that doesn't help and you need something further just let me know but we can include these in every time if you'd like or just every now and then. But it was dropped in there and we'll have those results soon. The camera, the recordings, if anyone is interested in seeing those, it did not show that anything looked worse than what we anticipated so the piping had been there since 1991. It was the original piping so that did have to be replaced because if we didn't then we'd end up pulling it all out in a couple of years. The well pump was replaced, and the iron content was measured and now the filtration system will be designed.

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2019
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 3**

Coulson Church Road/Ridge Road – Design Phase

This one is still on hold currently until we set these rates, look at the budget, and then decide if this project is cash flow positive at that time. So, once we set these new rates we'll evaluate the project and take another look at it.

FUNDING APPLICATIONS

There are no funding applications

PSA Updates:

- Total of 99 work orders in February (check pressure, check for leaks, turn-off, turn-on, etc.)
- Construction items completed –
 - 5 new water connections
 - 1 new sewer connection
 - 2 small leaks
 - SCADA management
 - Miss Utility Markings that our guys handle – 3 emergency markings, 48 markings for water and 21 sewer markings
 - Shop organization
- Maintenance items completed-
 - Replaced a motor and a pressure switch on an air compressor there at the shop
 - Replaced the vacuum pump at Gladeville pump station
 - Rebuilt one pump and pulled pump at Senior pump station
 - Reworked aeration system and the sledge return tank at wastewater treatment plant, this is to give it more air
 - Replaced the blower at that wastewater treatment plant
 - Replaced the pump in the EQ basin at the wastewater treatment plant
 - Worked with Commonwealth engineering on all the draw down tests, testing for the BRCD project all those sewer pump stations
 - Helped with meter reading

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2019
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 4**

- Turn on and turn offs
- Work orders
- 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.

- 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.

Mrs. Montgomery – Any questions or concerns?

Mr. Jessup – On these decals do you need a motion or just go ahead on these or what? For the trucks.

Mrs. Montgomery – Yes, so that was included there in the board pack too. Did you see the pricing and the logos for the trucks? I think Mr. McCraw requested that the trucks be labeled. Now they just have the County tag but they're all white trucks. I think it was the last item on the board pack. We have the money in the operating budget it doesn't require any kind of motion it's just one of those things that I wanted to be sure we were all in agreeance. If it's what you want just let me know and we'll make it happen.

Mr. Meredith – How many are we looking at?

Mrs. Montgomery – We have nine trucks in service and then two other vehicles that would need it too so eleven.

Mr. Meredith – I don't know how comfortable your guys feel with putting these on. I think we should be able to handle doing that rather than run all the trucks down and back.

Mr. McCraw – We don't have any new projects in the making but one thing I would like to suggest that in the future when we get signups we tell these people and have it in writing that they're signing just as

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2019
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 5**

much as if they took me to the bank and signed for me to get money that they're signing a loan. I have a neighbor he signed the paper he's not a user doesn't use it but he can not get it through his head that he's a non-user. When you sign that paper you're the cause of us having that debt. Right?

Mrs. Montgomery – Okay. That's something we can discuss.

Mr. Meredith – And that is one of the things we have discussed at the joint meeting is some language to that effect. Anyone else for Jessica? Thank you

OLD BUSINESS

Mr. Meredith – Gary?

Mr. Jessup – Haven't got nothing.

Mr. Meredith – That was old business, so we don't have anything with the fire department?

Mr. Jessup – We gonna have I'm going to Clarks this evening see if I can do something about it.

AUTHORITY MEMBER'S TIME

Mr. Jessup – Nothing

Mr. McCraw – Well what I already suggested I would like to see us get that and the rate and I'd like to see 85% sign up for a project. Those are things I'd like to see implemented before we consider any new projects. It's all I got.

Mr. Winesett – I don't really have anything.

Mrs. Dalton – You're doing a great job.

Dr. Littrell - I would just tell you what she said.

Mr. Meredith – Thank you to each of you. I've said this before to the group we do somewhat of a thankless job and it's difficult for me to get to spend a lot of time getting here to meetings, but I know for each of you it is as well, and I appreciate that. Appreciate the staff. Appreciate the concern for the citizens and it's good to see our Administrator here appreciate your attendance today. And I think Mr. McCraw to respond to your point about percentages those are things we are reviewing. There's some

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 11, 2019
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA
PAGE 6**

misconception with some of the numbers as far requirements between the projects to try to build a project but we want to be as transparent as we can. I know some of the things that have happened in the past we can't help what's happened, but we will try our best to make our best effort going forward. I would like to see some new projects I think as the PSA board goes we want to be stewards to the citizens as well as to the funding of those projects. Moving forward I would like everything to be understood and upfront as you said with the agreements. I know our staff is on board with that as well. Thank you for your comments.

(ORDER)

ADJOURNMENT

Upon a motion by Mrs. Dalton, seconded by Mr. Winesett, and duly carried the Authority does hereby adjourn at 3:00 p.m. until the next regularly scheduled meeting on April 08, 2019 at 3:00 p. m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

Mr. Keith Meredith, Chairman

Jessica Montgomery, Executive Director

Dana Phillips, Sec./Treasurer

