

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
APRIL 8, 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, April 08, 2019 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 here this afternoon. I want to thank the Board Members for being here today. At this time, Citizen's Time which we don't have anyone signed up. We don't have but a couple supervisors and the media but if any of you gentleman would like to share some knowledge with us today we'd appreciate it. Not today? If not, we have a closed meeting today and I hope we don't take too long with that. I'll take a motion to go into closed meeting.

(ORDER)

CLOSED MEETING-PURSUANT TO VA CODE SECTION 2.2-3711 A (1) DISCUSSION OF PERSONNEL

Upon a motion by Dr. Littrell, seconded by Mr. Winesett and duly carried by the Authority does hereby enter into closed meeting at 3:02 p.m. until 3:16 p.m. for the discussion of VA Code 2.2-3711 A (1) discussion of personnel.

(ORDER)

Upon a motion by Dr. Littrell, seconded by Mr. Jessup 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)

CERTIFICTION 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

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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.

(ORDER)

APPROVAL OF CONSENT AGENDA

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

Claims

Check # 23257-23280 \$66,982.68
Check# 23281-23292 \$13,550.98
Check# 23293-23318 \$174,397.85

Transfer for Claims

CCPSA to Operating March 12, 2019 \$66,982.68
CCPSA to Operating March 25, 2019 \$13,550.98
CCPSA to Operating April 8,2019 \$174,397.85

Transfer for Reserve

CCPSA to Debt Reserve \$8,918.62

New Business

The one item that I have, and we've been working with the Board of Supervisors, a small group committee meeting regarding rate structure. We met again last week; I think we've made considerable strides in coming to a resolution. There are still a few things up in the air, but I would like to thank the Board of Supervisors for their cooperation and hopefully by next meeting if not sooner we will have a fee schedule that we can all present in a public hearing for the near future and I want to thank Doug for sitting in the

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committee with me. And Robbie and Joe Webb and Rex are actually sitting on a couple of those; we appreciate that. Is there any other new business that we need to bring before the group?

Project Up-Dates

Cana Well Improvements Project

Cana water is pretty much same as last month. We have looked at the well, the video and the information has been sent to the Lane Group and they're starting their design process.

Coulson Church Road/Ridge Road

This one is waiting on the rates to be set. Once that is done we'll take a look and see if the project is still feasible to do if it's cash flow positive at that point. I will report to you as soon as we have those rates.

FUNDING APPLICATIONS

There are no active funding applications at this time.

PSA Updates:

- Total of 90 work orders in March (check pressure, check for leaks, turn-off, turn-on, etc.)
- Construction items completed –
 - 1 new water connections
 - 1 new sewer connection
 - Didn't have any leaks
 - SCADA management
 - Miss Utility Markings that our guys handle – 2 emergency markings, 57 markings for water and 16 sewer markings
- Maintenance items completed-
 - Worked at the Hanes Well
 - Cana #8
 - Camera work
 - Pump and pipe replacement

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- Site clean-up at well #8
- Gladeville pump station meter calibration and repair
- Pulled a meter and pump at Crooked Creek pump station for warranty repairs
- Started work in work for Cana Well #1 upgrade
- Help with removal of booster pump and motor at Lynnhaven pump station
- Repaired the gate at the Lynnhaven pump station
- Repaired the gate at the Carroll County Well #3
- Repaired Industrial Park pump station
- Replaced the pump in the EQ Basin at the wastewater treatment plant
- Helped with turn-offs
- Performed 3 work orders
- Moved the excavator to the Farmers Market
- Installed decals to the vehicles (as time and weather permits)
- Built shelves at the shop
- Regular routine sewer pump station maintenance
- 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 – Speaking of moving the excavator to the Farmers Market, the PSA now has a resource request form that's online. When another department within the County calls and asks to use the excavator or dump truck or even an employee for something it is noted and documented and kept on file. If you ever want to see that just let me know. Also, I have put a copy in each of your spots

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of the presentation that I took to the Board of Supervisors for the budget. You have the budget last month in your packet the proposed budget but this I just tried to simplify it a little bit and make it more visual. What our computer program prints out sometimes can be a little cumbersome to look at, so I tried to make it a little easier and we'll be approving that here in the next couple months. If you have any questions or any comments regarding this budget, please let us know.

Mr. Meredith – Thank you Jessica. Does anyone have any questions?

Mr. Jessup – Do we approve the budget before it goes to the Board of Supervisors?

Mrs. Montgomery – The PSA's budget is separate.

Mr. Jessup – That wasn't what I asked. Do we approve the PSA budget before it goes to the Supervisors for them?

Mrs. Montgomery – We looked at the budget it was in your board packet last month and we showed them what our projected revenue and expenditures were at their last budget meeting but then we approve it sometime before July 1.

Mr. Jessup - Okay

OLD BUSINESS

Mr. Meredith – Gary we're under old business and I understand that the tank has been moved.

Mr. Jessup – Yeah gonna work on it tomorrow. According to Jessica we're gonna work on it tomorrow.

Mr. Meredith – Is there any other old business?

AUTHORITY MEMBER'S TIME

Mrs. Dalton – I don't have anything. I do think the staff is doing a great job. Thank you

Dr. Littrell - I don't have anything today.

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Mr. Winesett – No sir I don't have anything today.

Mr. McCraw – Nah

Mr. Jessup – Yeah on the budget all this is projected and if we don't have a user fee are we gonna have enough money to operate?

Mr. Meredith – We will have to adjust rates to match expenditures.

Mr. Winesett – What we're gonna do is set the budget we're working on to where it comes out even.

Mr. Meredith – The expenditures are the cost of doing business, so we have to generate enough revenue to cover expenses. The Supervisors have a taxing mechanism, property taxes, real estate taxes, personal property taxes, the only thing we have is rates for users so those would have to be adjusted to cover costs.

Mr. Jessup – But nothing says we're gonna get this projected number.

Mr. Meredith – For?

Mr. Jessup – Income

Mr. Meredith – We have to generate the income through rates.

Mr. Jessup – I know that but all those contractors out there but those contractors out there \$300 a month they can go away.

Mr. Meredith – Who's that?

Mr. Jessup – Don't we have contractors out there where we have meters they walk in and hand them to you at the end of that contract and no revenue then?

Mr. Meredith – These are the things the rate committee is looking at. I understand what you're saying now. There are those folks that could terminate their service we hope that's not the case. If it is the case

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and we have a mass exodus, then we would have to meet again to adjust rates accordingly, but we certainly hope that's not the case.

Mr. Jessup – I wouldn't bet on it.

Mr. Meredith – Anything else? Well, I would like to thank the staff and everyone else.

(ORDER)

ADJOURNMENT

Upon a motion by Dr. Littrell, seconded by Mr. Winesett, and duly carried the Authority does hereby adjourn at 3:27 p.m. until the next regularly scheduled meeting on May 13, 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

