

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JULY 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, July 8, 2019 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Keith Meredith, Chairman, Jeanette Dalton, Doug Winesett, Vice Chairman, Phillip McCraw, and Garry Jessup. Also present were Assistant Director, Secretary/Treasurer, Dana Phillips. Debra Frost was also present.

Mr. Meredith – I want to thank everyone for coming out today. We are getting that July heat so I hope our water systems hold up and we can give some folks relief and can enjoy the water we provide. I know Garry said even a little further south it is quite a bit hotter but fortunately up here on top it's not as bad. Moving along in the agenda there's no one signed up today for the public comment section, so we'll move on to the consent agenda.

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by Mr. Jessup, seconded by Mr. Winesett, and duly carried the Authority does hereby approve the consent agenda, section A, B and C. The June 12, 2019 minutes were also approved, they are on file in the PSA office. Claims are as follows:

Claims

Check #23446-23480 Claims in the amount of \$101,548.02
Check #23481-23500 Claims in the amount of \$116,884.29

Transfer for Claims

CCPSA to Operating Claims for June 25, 2019 \$71,548.02
Construction to CCPSA June 28, 2019 \$4,000.00
CCPSA to Operating July 8, 2019 \$116,884.29

Transfer to Reserves

CCPSA to Debt Reserve \$8,918.62

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(ORDER)

New Business

Mr. Meredith – We did conduct a public hearing last month regarding the water and sewer rates. I appreciate everyone's comments and input. There were a couple of valid points made. Mr. Edwards made a point regarding sewer connections. Staff went back through the regulations and we do have language in our regulations that cover those so I think we can answer that one satisfactorily. Regarding Mr. Handy's comments we will discuss that a little bit further. That really is not a fee schedule item, but I think that's something that this Board should evaluate as to the folks who have paid their mandatory fees that are not connected. If there is something that we can put in place that would allow those folks to apply that towards the cost of connection if they are in good standing with the PSA and we can discuss that with our attorney as well when we have that discussion. On hand right now we do need to address the water and sewer rates. We advertised rates, we had a public hearing, and just want to see what the Boards feelings are on the rates.

Mr. McCraw – Still got the \$6 availability fee?

Mr. Meredith – That was in the advertisement yes.

Mr. Jessup – Now that was what the committee came up with when y'all worked with the Supervisors?

Mr. Meredith – That's correct.

Mr. Jessup – And they good with it?

Mr. Winesett – I may be speaking out of order, but we go from \$28 to \$6?

Mr. Meredith – Yes

Mr. Winesett – And you know at the end of the year it's not something set in stone that we can't change but that's a decent reduction when you go from \$28 to \$6. I know it's not exactly what they asked for, but it is that much. It's over 75% reduction.

Mr. Jessup – When we approve it goes to them?

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Mr. Meredith – This is it.

Mrs. Dalton – Do you need a motion?

Mr. Meredith – We need a motion to approve the rates as advertised or if there are amendments, we can make those and approve those in the motion.

Mrs. Dalton - I so move.

Mr. Meredith – Okay

Mrs. Dalton - I think the committee worked hard on that, the Supervisor Committee and the PSA Committee and if that's what they came up with then I move to bid on.

Mr. Meredith – We have a motion

Mr. Winesett – I second it

Mr. Meredith – And a second. In the motion I think it needs to include that the rates will go into effect as of today and the fee schedule, I would like to allow folks a grace period if possible, to allow folks that might have been considering installing a meter to allow those folks ample time. So, with that being said the rates would go into effect today and as mentioned the fees would go into effect on October the 8, 2019, is there any other discussion? All in favor say Aye.

(ORDER)

SET EFFECTIVE DATES FOR NEW RATES & FEES

Upon a motion by Mrs. Dalton, seconded by Dr. Littrell and duly carried the Authority does hereby approve for the new rates to go into effect today, July 8, 2019 and for the new fees to become effective on Oct. 8, 2019. The vote was as follows:

Dr. Littrell-yes
Mr. McCraw-no
Mr. Meredith-yes

Mrs. Dalton-yes
Mr. Jessup-no
Mr. Winesett-yes

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Project Up-Dates

Cana Well Improvements Project

We are still working on the wells in Cana. We currently have \$72,321 left in the grant we have from Mount Rogers to work on those wells. Currently the Lane Group is working on well #8. They did some tests on that well and they've also had the camera ran on that well and the results are not back. Once they're back they will move forward with #8.

Coulson Church Road/Ridge Road

We do have a little information this time in your board pack on that. We had that on hold and our funding agency is asking if we want to move forward. We have with the new rates what the outcome would be with that with 42 customers. So, if y'all would like to look at that and think about that. Maybe next month be able to figure out if we want to move forward. I have the maps for each road and what the signups are. This funding will be a little different. The funding is for the materials and we would have to install the water lines ourselves. So, the loan is only to pay for materials.

Mr. Meredith – Do we have a hard deadline?

Mrs. Phillips – We do not. They're just asking for an update at this point to see where we're at on the project.

Mr. Meredith – The numbers that I recall seeing showed a potential 42 customers?

Mrs. Phillips – Currently we have 39 customers that have signed an agreement but this has been quite a while since we did that so I think we need to go back and have a community meeting, contact each of the folks that did sign up and see if they are still needing the water and wanting the water to see where we're at this point because it has been a year or so since we've looked at this.

Mr. Meredith – The numbers that Kevin Heath with the Lane Group shows this project to be cash positive.

Mrs. Phillips - It is with the new rates. Yes.

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Mr. Meredith – With the new rates. So, to me the question to me would be if those same folks are still interested and I think it would be appropriate to conduct that meeting and gauge the interest. And there may be some more folks. Prior to taking Board action I know there's an Environmental Impact Study. I guess what I'm saying is before we spend any money getting permits and so forth, we make sure the project is viable. Do we need a board motion to conduct that with staff?

Mrs. Phillips – I don't think we'd have to have a board motion. We would just contact either Coulson Church or the Laurel Rescue to see if we can have a meeting there. And we'll mail everyone on this project a letter.

Mr. Meredith – And also these folks that signed their agreements initially signed up at a fee of \$750 per meter.

Mrs. Phillips – Now I do think we would need a motion to keep that same fee.

Mr. Meredith – I think that if those folks were still good with that, I think that we would need to grandfather that system in. This is in essence no fault of theirs because we delayed any action until we established the rates.

Mrs. Phillips – Yes, that's correct.

Mr. Meredith – Okay so what's the Board's thinking?

Mr. Winesett – I think it's fair because that's what the folks signed up for that signed up for water.

Mrs. Phillips – And the reason we looked at this area was because we had residents that needed water there. So that's the reason we even looked at this project at all. We've been approached by several of them. On Somerset, on Coulson Church, and Ridge Road.

Mr. Meredith - Does this meet the growth tier that the County has established?

Mrs. Phillips – That I do not know. I'll have to check on that. I would say portions of it are in the growth tier.

Mr. Meredith – Because we would need to get that approved as well.

Mrs. Phillips – Yes.

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Mr. Meredith – I would like to see the project viable and doable. I know this Board we've discussed it on other projects that it does need to be cashflow positive obviously. The other concern I have is staff. I know we're down a couple from what we were. It's getting it installed in a timely manner with the folks that we have as well.

Mrs. Phillips – That would be something I think we would need to look at very closely at this point. It wouldn't happen very fast. If it was anything, we could do it would be small portion at a time. Because we're installing a lot of new meters right now and sewer connections. We only have 3 currently that work on the construction side and 1 not all the time because they're training as a water operator.

Mr. Meredith – Okay so with that being said if you folks want to allow those that did sign up originally at \$750, we would need a motion to allow that to happen I suppose.

(Attorney – Chairman, I don't know that I would pass that until you've determined the project will be viable.....)

Mr. Meredith – That's fine.

Mrs. Phillips – At the point we have the meeting the first question is gonna be "what is the connection fee?" And if they sign a user agreement at that time, we'll have to have a dollar amount in that slot for the connection. So, have them sign at the \$750?

(Attorney – That's fine.... (Inaudible))

Mrs. Phillips – So we'll do it at \$750 and then if it doesn't go at \$750 it doesn't. That's what you're saying. The motion hasn't been approved.

Mr. Meredith – Well, I do want to try to help those folks if we can.

Mrs. Phillips – Yes. We had one lady that had to run water hoses to fill up her pool out there on one of those streets from her neighbor. Several water hoses. She's one of them that really got this going trying to get water.

Mr. Winesett – Out on Ridge Road?

Mrs. Phillips – Yes.

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PSA Updates:

- Total of 89 work orders in June (check pressure, check for leaks, turn-off, turn-on, etc.)
- Construction items completed
 - 8 new water connections
 - 2 sewer connections
 - 2 leaks – 1 at Pleasant view and 1 at Blackberry
 - SCADA management
 - Miss Utility Markings that our guys did – 44 markings for water and 105 sewer markings
- Maintenance items completed
 - Regular daily maintenance
 - Mowing
 - Work orders
 - Cut-offs
 - Weekly 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, preparing everything for this public hearing and board meeting, etc.

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OLD BUSINESS

Mr. Meredith - Fire department.

Mr. Jessup – We need to borrow the track hoe and the dump truck. We’ve got certified operators for both. The highway department crew the bridge crew are gonna put it in. They’re gonna take a day off. We need to borrow equipment for however long it takes. It’ll be available if y’all need it.

Mrs. Phillips – Now that’s for the culvert, right?

Mr. Jessup – Yeah, the culvert and we’re gonna put a water line in in the same ditch. Some of your people will need to be available when we’re ready for it.

Mrs. Phillips – So did the insurance take care of that?

Mr. Jessup – No insurance.

Mr. Meredith – So does the fire department furnish the materials is what you’re saying?

Mr. Jessup – So far. We haven’t furnished anything for the PSA that’s y’all.

Mr. Meredith – My recollection was we were gonna get a cost estimate on it.

Mr. Jessup – She’ll have to do that.

Mr. Meredith – On the materials before the Board can take action.

Mr. Jessup – Scotty looked at it this morning didn’t he?

Mrs. Phillips – Yes, but I don’t think he was getting a cost estimate. I think what happened was somewhere along the line that we missed out on who was going to purchase the materials, what the cost was gonna be, and who was gonna take care of the cost of the material. The PSA is not financially able to do that by themselves. I don’t think we had an update at the last meeting but at the previous one wasn’t it that the insurance was gonna pay it?

Mr. Jessup – No insurance

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Mrs. Phillips – So if there's no insurance we can't do it. At this point we're back to where we were before.

Mr. Jessup – We're back to who's gonna pay for the pipe. All we're furnishing is the labor. If y'all can furnish the equipment we can furnish the labor.

Mr. Meredith – I don't know if we have a precedent on loaning the equipment out. I do know that other County employees, I think the maintenance department has used our equipment before as well as the landfill. I don't know if there's any liability.

Mr. Jessup – The County still owns it. The County owns both the equipment and the Fire Department.

Mrs. Phillips – Who did you say would be operating the equipment?

Mr. Jessup – The bridge crew from the highway department.

Mr. Winesett – All qualified operators.

Mr. Jessup – Yeah.

(Attorney – As long as there's a liability policy in place for the operators, that covers the operators during the use, I don't see a problem with allowing the use.)

Mr. Jessup – Yeah, the County's got insurance for that. Anybody on the premises is insured.

(Attorney – So would it be County staff that's actually performing the work?)

Mr. Jessup – Nope

(Attorney - The County covers the Fire Department, is that what you are saying?)

Mr. Jessup – Yes

Mr. Meredith – I'll accept a motion to let the Fire Department to use the equipment. And I know you said as long as it takes but do you have any idea on time frame?

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Mr. Jessup – We can probably get the ditch dug pretty quick as quick as we can get the track hoe there but then the PSA is gonna have to get in there to get their pipe in.

Mr. Meredith – Well, I think we're back at that same issue with the pipe.

Mr. Jessup – Well the PSA or the County is gonna have to pay for it. Fire Department don't own no pipe.

Mr. Meredith – My recollection Garry and I'm not trying to be difficult is that we were going to get an estimate to see what that pipe was gonna cost. Then share in the expense.

Mr. Jessup – They'll have to do that. Cause we gotta cross the creek and it's all got to be put in new.

Mr. Meredith – That was the concern, the cost.

Mr. Jessup – Well Jessica was supposed to work on all that for crossing the creek and everything.

Mr. Meredith – With that being said I don't think it's going to happen very quickly. Cause I don't think we have the funds to just do that right now.

Mr. Jessup – Well we can't leave the driveway all dug up when we put the big pipe the creek's gonna go through it. If there comes a flood it'll wash it right back out. So, we got to do it all at once. So how you want to do it?

Mr. Meredith – I think we need the cost on the pipe and going into the creek.

Mr. Jessup – Okay. Ya'll gonna have to do that. We can't wait 30 days y'all gonna have to do something. Cause they got the asphalt all ripped out.

Mr. Meredith – I know this has been going on for at least, how long?

Mr. Jessup – Three or four months

Mr. Meredith – Yeah. So, if someone wants to make a motion, they can use the equipment that's fine, but I think we need get a scope on the price of water line.

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Mr. Meredith – What size line is that out there?

Mr. Jessup – Eight inch

Mr. Meredith – Is it a situation, I haven't seen it Garry, where we can put the pipe in under the driveway and get an estimate for going under the creek?

Mr. Jessup – Yep

Mr. Meredith – In construction it just makes more sense while the ditch is open if we can lay the pipe in there. How many feet are we talking?

Mr. Jessup – Sixty, eighty, a hundred.

Mr. Meredith – Do we know if we might have the materials on hand?

Mrs. Phillips – We'll check.

Mr. Meredith – Sixty feet of eight-inch pipe shouldn't be that expensive. My concern is going under the creek, I guess. But we have a motion to allow them to use the equipment and Doug if, I'm not trying to put words in your mouth, but if we can work it out with staff to get the pipe in I think it's just prudent to do that.

Mr. Winesett – Yeah do it all at one time.

Mr. Meredith – The thing here again is timing. If the staff is available to do that. Cause I think this just came up today. Is that my understanding? To do it when?

Mr. Jessup – Well it's gonna be easier to do it with one ditch than it is two.

Mr. Meredith – Yeah but when do you have the work scheduled?

Mr. Jessup – They done started on it. Had to dig both ends out cause it fell in.

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Mr. Meredith – I think there needs to be some coordination with staff to even get this section under the driveway.

Mr. Jessup – That was supposed to be done. Jessica was supposed to have done all that. She told us just call and she'd make it happen.

Mr. Meredith – Well, we don't have anything as far as cost. That's my concern. I'm just trying in good faith to get the driveway back open. Try to make that happen. But I think there needs to be some coordination even with the timing. But we do have a motion regarding the equipment, if there's a second on the equipment we can address the pipe.

Mr. Winesett – When we find out how much and as far as equipment that shouldn't be a problem you think?

Mr. Meredith – I just think the timing it all needs to happen at the same time.

Mr. Winesett – That's true. You need the large track hoe?

Mr. Jessup – Yep

Mr. Winesett – Where's it at? The County? At the Farmers Market?

Mrs. Phillips – We'll have to check. You're saying put the pipe in and leave the bore for later for getting under the creek later. Because that may actually be procured.

Mr. Meredith – Yes depending on cost. Now we still have a motion on the floor. It all kind of goes hand in hand.

Mr. Jessup – Well I can't second it. So, somebody else is gonna have to do something.

Mr. Meredith – Do we have a second?

Mr. Jessup – If you don't, you're not going to have any fire protection.

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Mr. McCraw – I second it.

Mr. Meredith – So we have a motion to second. Is there any other discussion? If not all in favor say aye.

(ORDER)

FIRE DEPARTMENT PERMISSION TO USE PSA EQUIPMENT

Upon a motion by Mr. Winesett, seconded by Mr. McCraw and duly carried the Authority does hereby approve for the Hillsville Fire Department to use the PSA equipment for excavation and then when we get a handle on how much it's going to cost figure out who's is going to pay for it.

The vote was as follows:

Mr. Jessup-Abstained

Mr. McCraw- Yes

Mr. Winesett- Yes

Dr. Littrell-Yes

Mrs. Dalton-Yes

Mr. Meredith-Yes

Mr. Jessup- I abstained.

Mr. Meredith- I understand.

Mr. Meredith - I think we need to coordinate with the staff on the pipe and timing as well. We can try to make that happen if we need to call a short meeting and I know it's important to the fire department and it's important to the citizens that we get it going. But we need to know what it's going to cost us.

Mr. Meredith- Is there any other old business?

Mr. Jessup – You did find something in the wording about Mr. Edwards on the sewer?

Mr. Meredith – Yes

Mr. Jessup – That's all I got.

Mr. Meredith – Next on the agenda is the Closed Meeting for Personnel. This is Virginia Code Section 3711 A1, and A8.

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(ORDER)

CLOSED MEETING-PURSUANT TO VA CODE SECTION 2.2-3711 A (1) DISCUSSION OF PERSONNEL AND A (8) CONSULTING LEGAL COUNSEL REFERENCING A SPECIFIC LEGAL MATTER INCLUDING PERSONNEL LEGAL ADVICE.

Upon a motion by Mr. Littrell, seconded by Mr. Winesett and duly carried the Authority does hereby enter into closed meeting at 3:34 p. m. until 4:00 p.m. for the discussion of VA code 2.2-3711 A (1) personnel and A (8) Counsel specific legal matter including personnel legal advice.

(ORDER)

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

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.

Mr. Meredith – With the absence of Jessica we do have an opening for Executive Director. Do you want to address that?

(ORDER)

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APPOINTMENT OF EXECUTIVE DIRECTOR AND SECRETARY/TREASURER

Upon a motion by Mr. Winesett, seconded by Mr. Jessup and duly carried the Authority does hereby appoint Dana Phillips as the acting Executive Director and also appoint Debbie Frost as the Secretary/Treasurer. They are already in the organization just moving up.

AUTHORITY MEMBER'S TIME

Mrs. Dalton – I don't have anything.

Dr. Littrell – It's good to be back. I'm sorry I missed Jessica's going away party.

Mr. Winesett – I don't have anything.

Mr. McCraw – On these proposed additions here, I would like to see that we have 85% sign ups. I would like to see it made clear that we are not just signing for our neighbor to have a hook up we are signing to hook up. I get hit with that at the service station I only signed up so my neighbor would have water. I have been stuck with that \$28.00, let make them know that they, they will have a bill. That is all I have.

Mr. Jessup – I don't have anything

Mr. Meredith- I appreciate everyone in attendance. I appreciate the board, appreciate Dana willing to take this position on and Debbie. With that being said hope everyone had a happy 4th and a good rest of the summer.

(ORDER)

ADJOURNMENT

Upon a motion by Dr. Littrell, seconded by Mr. McCraw, and duly carried the Authority does hereby adjourn at 4:10 p.m. until the next regularly scheduled meeting on August 12, 2019 at 3:00 p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

Mr. Keith Meredith, Chairman

Debra Frost, Secretary/Treasurer

Dana Phillips, Executive Director