

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
AUGUST 12, 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, August 12, 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, Dr. Thomas Littrell and Garry Jessup. Also present were Executive Director Dana Phillips and Secretary/Treasurer Debra Frost.

Mr. Meredith – It's been a busy month for the PSA. I know the summer months, vacations, and short staff trying to cover for everything and making repairs, but we sure do appreciate what the PSA staff has been doing. Hopefully the citizens can appreciate what you're doing as well. I know some of the phone calls aren't so nice, but we do appreciate that. There's no one signed up for citizen's time. I kind of got briefed on this little topic Thursday. When you go to the doctor, you're sometimes captive audience. So, Dr. Williams had me backed into a chair, but it was nice to hear from you. At this time would you like to address the Board with your concerns?

Dr. Williams – I have a 39-unit townhome complex over on Brookstone Ct just off Glendale. I've been thinking for some time of individual metering each unit. Right now, we just have one big meter for all the units. Of course, thinking about the raise in connection fees and things has really got us thinking harder about going ahead and getting that done. So, I'm hoping, that's a big expense to do 39 units all at one time was wanting to inquire to see if you would consider helping me in some way with those fees and inquire about reducing those fees. Helping us with that expense. Think in the long run it will make it easier for us to administer that with our tenants. If my calculations are right, it should be more profitable to the PSA. You'll have more people to deal with but would be more profitable for y'all in the long run. And we haven't had it happen often, but we've had about 3 water leaks over a 20-year time period and one water leak was easy to find and another one was not and now we have another one that we still can't locate. If we have those units individually metered that will help us isolate any water leaks that we may have in the future. Right now, we have lots of gallons disappearing and we can't find out where it is. So, it will solve a few different issues for us.

Mr. Meredith – Are these multi or single-family unit apartments?

Dr. Williams – Yeah there's four buildings. Nine units in one and ten in the other. For the most part they're up and down units. A typical townhome you have living, kitchen, dining downstairs, and then upstairs you

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have 2 bedrooms and a full bath. So, two bedroom, one and a half bath connected townhome units. In a lot of places, you'll find that these units are sold individually and of course that's always been a consideration that we might could do that down the road. But it would help to do that if they were individually metered.

Mr. Meredith – Does anyone have any questions for Dr. Williams?

Dr. Littrell – On the individual ones the way you put the meters in do you just put them in one place along the main line or...

Dr. Williams – Yeah, I talked to Dana about that some we've tried already to incorporate whatever's easiest and best for the PSA to meter to read the meters and have them located. I think we could put them all in one place. If not, we'd have to do it at each individual unit. But we have a back side on each unit which is really dead space on one end that is not even used as an area for anyone in the complex. That would be a good place for them. We already have the water line running around the back end of each building. I thought that would be an ideal place to put them if we group them together.

Dr. Littrell – Have you computed what the difference in income would be?

Mrs. Phillips – I have not.

Dr. Littrell – 39 meters versus the bulk.

Dr. Williams – She hasn't had long. We just talked about this Thursday.

Mr. Jessup – So what you gonna do put them in the ground or put them in the units or what?

Mr. Meredith – They'll be outside the unit somewhere in line with our trunk line and I guess from my point of view I'd like for someone on our staff to go out if possible and look at that situation to see what's involved. We're short staffed on the field right now and it may be a situation where you may be able to assist with some of the cost of the meters. Thirty-nine meters and I'm not sure what they are going for now. With the new rate structure, we're currently at \$1,250 per meter which includes the installation and availability fee of the meter. In just a month or so we're gonna be at \$2,500 for the same thing so certainly would like to work with you. I think we would like to try to do something but I can't personally answer but I would like to see the PSA Board try to assist with that as much as we can. I don't know if we can get an

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answer today but certainly within the next week or so. Maybe we can get staff out there to evaluate and get some feedback to Dana and she can communicate with the Board to hopefully get a resolve on this for you.

Dr. Williams – I appreciate your time and consideration on the matter. Thanks

Mr. Meredith – Thank you Dr. Williams.

(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 July 8, 2019 minutes were also approved, they are on file in the PSA office. Claims are as follows:

Claims

Check # 23501-23525 in amount of \$59,106.71

Check # 23526-23555 in amount of \$74,715.19

Transfer for Claims

CCPSA to Operating July 26, 2019 Claims \$59,106.71

CCPSA to Operating August 12, 2019 Claims \$74,715.19

Transfer for Reserve

CCPSA to Debt Reserve \$8,918.62

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(ORDER)

New Business

Mr. Meredith – I think everything that is coming up we've talked about before and I'll ask Dana if she would like to do Project updates.

PSA Updates:

- Total of 89 work orders in July (check pressure, check for leaks, turn-off, turn-on, etc.)
- Construction items completed
 - 8 new water connections
 - 2 sewer connections
 - 4 leaks – 1 leak at Blueberry, 1 at Sunshine Valley, 1 at Rock Creek, and 1 at Sylvatus
 - Leaks have been repaired but are waiting on Bids for road repair at Sunshine Valley (paving was messed up)
 - Sewer back up on Glendale Rd at one of the Life Center homes
 - Largest well pump in Pleasant View went down due to storm, did get replacement in
 - SCADA management
- 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.

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- 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.

Mrs. Phillips – We did get to work at the fire department, we'll talk about that a little bit later. I guess Gary would like to give that update. Or if you want to do that now you can. If you'd like to give the update on that or want me to do that?

Mr. Jessup – Either one. We're at the holding point.

Mrs. Phillips – Yes, we're at the holding point right now. We did get the pipe in. We got the new line down to the creek. At this point the PSA has \$3,484 invested in it and that's not including the kickers. We haven't gotten the invoice on that yet. What was decided at the time was us, Mr. Dalton came down and looked at it and decided to dig down on both sides of the creek to see what we actually had under that creek and to see if we could slip a pipe in there to replace and fix that instead of having to go under the creek again. So right now, we're kind of at a standstill on that because we've kept our crew busy with all our line breaks and right now the equipment is at the Farmer's Market for the County Fair, but we will get back on that as soon as we can. And that's all I know Garry; do you have anything else?

Mr. Jessup – No, I don't know nothing.

Mrs. Phillips- Well that's where we're at right now.

Mr. Jessup – We got all the drain in?

Mrs. Phillips – So I think we have completed what you needed at this time to get your pavement and everything back.

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Mr. Jessup – Well, that’s good unless the Town goes down.

Mrs. Phillips – Well, we’ll get there as soon as we can.

Project Updates

Cana Well Improvements Project

The camera had been run on well #8 and we had been waiting for those results. We got those results this morning and they have been forwarded to Kevin Heath and he will be designing the filtration system and he will send that to the health department for approval that way we can get moving forward on the Cana well replacements.

Coulson Church Road/Ridge Road

We did have a meeting at Coulson Church. Some of you were there. Mr. Meredith and Mr. Winesett were there. I think we had a good turnout. We had a lot of people there that were interested in water. Pine Grove and Somerset were what made up the majority of the folks that were there. We had some people that would like water on Broadway which that was not part of the project, but they all signed up but we’re still not to the point, to the numbers we need to move forward. So, we’re gonna have to get ready to make a decision on that because the funding agency did contact me Friday to see where we are at and I know they’re wanting to find out our answer if we’re going to move forward or at this time not be able to. So, we did send a letter to everyone and at this point we have 7, because what we require them to do is sign up again, so we had 7 on Somerset and 12 on Pine Grove, and 5 on Coulson Church and of course the 5 on Broadway that aren’t in the project. So that is a decision that will need to be made by you all as the Authority.

Mr. Jessup – So what percentage is that?

Mrs. Phillips – That’s not even to 50%. Do you all have any questions for me?

Mr. McCraw- Sewer cap. Did we find where that come from?

Mrs. Phillips – No, that’s probably, unless you’re a really good detective I don’t know how you figure that out. I should have brought it up here and showed it to you cause it’s a pretty good size.

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Mr. Winesett – It's in Dana's office. It's sawed in half. I can't even begin to imagine how it got there.

Dr. Littrell – Where would it have normally been situated? I'm having a hard time visualizing exactly what it was or what it was used for.

Mrs. Phillips – I don't know.

Mr. Meredith – It appears to be half of a plug or cap that would go at the end of a PVC pipe but it's not an off the shelf item or something that would have happened during installation of the original construction. It would have to go in through a manhole I assume.

Mrs. Phillips – I don't think it would have gone down a line. It's too large. They tried the jetter, they tried everything, and just finally had to go down the manhole.

Mr. McCraw – So it appears to have been something that was in there maybe a long time or can we tell about that?

Mrs. Phillips – I really don't know. Just somehow it got there. And we had to get it out.

Mr. Winesett – And it had to come in between the last pump station and there cause there's no way it would go through the pump. It was laying there or had to be introduced. But we'll see it here in a minute Phillip.

Mr. Meredith – Thank you Dana.

AUTHORITY MEMBER'S TIME

Mrs. Dalton – I don't have anything.

Dr. Littrell – I had a question from a customer I could not answer. I'm sure somebody can. After the rate structure came out, he questioned, he lives off Winterberry, and he questioned why he has a \$35 sewer bill and he doesn't have water. He was wondering where the \$35 come from.

Mrs. Phillips – If he just has a sewer bill and not a water meter it's just a sewer flat fee because we have nothing to base it on without a meter. So, he has sewer service but not water.

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Dr. Littrell – And \$35 was determined to be the fee?

Mrs. Phillips – Yes

Dr. Littrell – I think maybe he was hoping it'd go down maybe or something, I don't know. That's all. Thank you.

Mr. Jessup – I don't have anything

Mr. McCraw – The new rates. The \$6 rate when does it take effect?

Mr. Meredith – It will be this billing cycle.

Mr. McCraw – That's all I have thank you.

Mr. Winesett – Like Mrs. Phillips said the guy's have been working really hard. I went out with them when they pulled the pump at Pleasant View. They felt like the damage was consistent with lightning, but I was kind of anxious for a little while without it because we have two but if the one would have failed, we would have been in trouble. It's back in and going again. Everyone's working hard the best I can tell. I don't have anything else.

Mr. Meredith – I do want to thank each one of you for being here this afternoon and participating in the meeting. I really feel for those folks out there on Coulson Church too and the laterals that are needing water. As we've discussed here numerous times, we want to provide water and want to build projects, but we have to do it in a cost effective manner. It's beneficial to the PSA. Right now, unless we have a lot of signups, and I think we will need to make a decision at the next meeting, so I'm gonna ask staff if they can concentrate and try to find out if folks in those areas can respond yay or nay. I know you've made phone calls I don't really know what else to do other than go door to door like Mrs. Dalton has done in the past.

Mrs. Dalton – I can again.

Mr. Meredith – As I say I certainly feel those folks' pain that are desperately in need of water but right now the numbers just don't support it. Storms have caused some problems, the sewer back up a freak thing, but I appreciate staff taking care of all of those issues.

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Dr. Littrell – Any potential customers in those areas you’re talking about that could be the spark plug that could do it go try to draw up some business?

Mr. Meredith – Well, I know of one lady at the meeting. She has been a spark plug for a pretty good period of time. And I know her neighbors are interested but that is just one portion of the project and we need additional folks.

Mrs. Dalton – I certainly don’t mind doing it again.

Mr. Meredith – We may have to try to shake the bushes if you will but right now it’s just not looking very promising.

Mrs. Dalton – Let me know if you need me.

Mr. Meredith – Okay thank you

Mr. Jessup – When we were in closed session, I may be out of order, I don’t know, but we were gonna hire someone else in the office. Where we at on that?

Mr. Meredith – Right now we’ve talked with Mrs. Phillips and we probably need someone more in the field than we do in the office at this point. I know she’s had discussion with Mr. Dalton who’s the new acting Administrator in trying to utilize some other folks. Our field staff, and correct me if I’m wrong, especially with the amount of work that’s going on now and that’s one reason I think we haven’t been able to get to the Fire Department is fixing making repairs but at this point it appears we may redirect our salary from an office position to get someone in the field if possible. I know the ladies there in the office are covering many different tasks, reading meters and a lot of other things normally they may not have been doing. It’s a group effort and I appreciate that.

Mr. Jessup – Back when we had the water sign up how were the members notified?

Mr. Meredith – As far as? The meeting? Did you not get an email?

Mr. Jessup – I can’t get any mail where I live. I got to use my phone only way I can do it.

Mr. Meredith – It was advertised in the paper.

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Mr. Jessup – That’s a waste of my time. I can’t read that going up and down the road.

Mr. Winesett – I’ll tell you what. I’ll call you next time. I got your cell phone number in my phone I’ll call you.

Mrs. Phillips – I’m sorry Garry. I did email it but forgot you can’t receive emails.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Jessup, seconded by Mr. Winesett, and duly carried the Authority does hereby adjourn at 3:28 p.m. until the next regularly scheduled meeting on September 9, 2019 at 3:00 p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

Mr. Keith Meredith, Chairman

Dana Phillips, Executive Director

Debbie Frost, Sec./Treasurer

