

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
OCTOBER 15, 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, October 15, 2019 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Jeanette Dalton, Keith Meredith, Chairman, Doug Winesett, Vice Chairman, Phillip McCraw, Dr. Thomas Littrell and Garry Jessup. Also present were Interim Executive Director, Dana Phillips & Secretary/Treasurer, Debra Frost.

Mr. Meredith – First of all I want to thank Doug for sitting in as Chair at the last meeting in my absence. I read the minutes and it sounds like you did a fine job. So, Doug, thank you for that.

Mr. Winesett – Just stumbled through it.

Mr. Meredith – That’s all I do every month, so we appreciate it. You did a good job. I want to thank everyone for being here today. Thank staff and fellow board members. And with we’ll go through our agenda today. The first item, we had a citizen on the agenda, but I do not see Mr. Boatman.

Mrs. Phillips – I haven’t heard from him.

Mr. Meredith – Okay. So, we’ll move to the next item which is Citizens Time and there’s no one signed up for that item so moving into the Consent Agenda.

**(ORDER)**

**APPROVAL OF CONSENT AGENDA**

Upon a motion by Mr. McCraw, seconded by Mr. Winesett, and duly carried the Authority does hereby approve the consent agenda, section A, B and C. The September 09, 2019 minutes were also approved, they are on file in the PSA office. Claims are as follows:

**Claims**

Check # 23608-23622 in the amount of \$37,768.01

Check # 23623 in the amount of \$226.69

Check # 23624-23653 in the amount of \$113,798.16

Check # 23654-23680 in the amount of \$34,311.19

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**Transfer for Claims**

CCPSA to Operating Claims for September 18, 2019--\$37,768.01  
CCPSA to Operating September 27, 2019--\$113,571.47  
CCPSA to Operating October 15, 2019--\$34,311.19

**Transfer to Reserves**

CCPSA to Debt Reserve-- \$8,918.62

**(ORDER)**

**New Business**

Mr. Meredith - Is there any new business we need to report on today?

Mrs. Phillips – I don't know of anything.

Mr. Meredith – No new business. We have had, and Dana's been doing a really good job of keeping us abreast. We have had some leaks and some problems with our systems, and we appreciate the staff. They were off yesterday on paper, but they ended up having to work and we appreciate those folks. Dana, if you could give us our project updates.

Mrs. Phillips – First of all I'd like to mention Dr. Williams, that came to the meeting in September I believe, or no it was August, and he was asking to put in separate meters. He's looking at some other options at this time. So right now he's not looking at going in that direction of having a meter for each one. He's exploring something else so we may hear from him again or we may not if he does the other option.

**Project Up-Dates**

**Cana Well Improvements Project**

The Lane Group is working on the filtration system for Cana well #8. Cana well #3 has been repaired and is in use now.

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**Coulson Church Road/Ridge Road**

Last month we tabled that to see if we could get some more folks signed up. At this point we only got two more. We're at 58%. I don't know if y'all are ready to make a decision on that project.

Mr. Jessup – Are they going to take water or just signed up?

Mrs. Phillips – Well when they sign that they are saying they are going to take it.

Mr. Winesett – Did we ever make contact with whoever owns the apartments?

Mrs. Phillips – We did and that's the two signed up. They only wanted two meters. Two larger meters. They wanted a larger meter for each building. So those were the two additional ones we received but that's all we've gotten to this point. I don't know if that's something y'all want to make a decision on that today?

Dr. Littrell – Are we under the mandatory or not mandatory right now?

Mrs. Phillips – Anything from this point on out we're under the mandatory, non-user \$6 fee. If they didn't sign up that's what they would have.

Mr. Jessup – That would mean 43 households would have to pay the \$6?

Mrs. Phillips – Well the project potential would be 57 and we have 33 signed up.

Dr. Littrell – Everyone's been contacted?

Mrs. Phillips – Everyone's been contacted. The road that really, um, Pine Grove has 15, Somerset has 9, Coulson Church is where we did not get the folks signed up that previously were signed up. And we've tried to make contact with everyone.

Mr. Jessup – That grant don't have no labor in it right?

Mrs. Phillips – Keep in mind that this is a Health Department Loan which is a force account which our crew would have to do the construction portion of it except in that there is the portion where we would be on VDOT right of way on Coulson Church that is to be bid out to a contractor.

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Mr. Winesett – These, my math may be wrong, but you have 57 potential customers, right? And 33 of them signed up which leaves 24 people that refuse or have not been contacted.

Mrs. Phillips – Right, and we have 4 that did sign the sheet to say they don't want county water.

Dr. Littrell – Is it scattered around or is there any way we could shorten the project.

Mrs. Phillips – Well, we could request that, but chances are we'd probably have to turn this down as it is and go back and reapply maybe for Pine Grove and Somerset because that's where the largest numbers are of folks that need water.

Mr. Jessup – We actually got 29 people that are gonna take the water.

Mrs. Phillips – 33

Mr. Jessup – I thought you said you had 4 that didn't want the water.

Mrs. Phillips – Well that doesn't count in the 33. We had 4 that did sign that they did not want water. They were at the meetings or sent a paper in.

Mr. Meredith – How do the numbers work out as far as this project goes as cash flow?

Mrs. Phillips – Cash flow we had to have 49.

Mr. Meredith – And we're at 33. Based on the discussions we've had over the last few months and I think it's this Board's due diligence to try to find projects that do pay themselves. I think unfortunately we're a way away from that happening. And I know it's not popular with the folks who have signed up, but I think at some point this Board will have to make a decision and maybe it's today. We can't pursue it in the manner that it is today. If it's the Board's wishes we can abandon this scenario and perhaps concentrate on the 2 routes that you do have more folks. That's where I'm sitting on it, I'm speaking for myself. But I do know we've had discussions on others, Sylvatus group that came in was just a few folks that needed the water. It's unfortunate we can't get it to them but financially, in the situation the PSA is in I don't think we can absorb any more debt to finance it.

Mr. Jessup – Employees don't have time to put it in anyway, do they?

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Mrs. Phillips – We are stretched now so it would be very hard with what we have at this time. We got 3 on the construction crew.

Mr. Winesett – As he says, it doesn't appear to be feasible to me. We need to vote on this.

Mr. Meredith – Do you need to have direction from the Board in a manner as a vote?

Mrs. Phillips – Yes, because we will have to send a letter to the Health Department.

Dr. Littrell – One more question. What are the percentages of the 2 roads that you mentioned?

Mrs. Phillips – Pine Grove and Somerset let's see. Pine Grove is 21 and they have 15 and Somerset was 20 and at this point they have 9. So, Pine Grove is really the road with the highest percentage. And they have been calling quite often. For years now since we did go a short distance on Pine Grove they've called with interest in water. They don't have any water down there at the end of that road.

Mr. Jessup – That's 41 that's potential and 17 that's gonna take it. That don't make it either.

Mrs. Phillips – Well, your 15 and your 21 is pretty close. I think that if at some point the Authority wanted to come back and visit Pine Grove road, we did have calls this morning that was beyond the point that was in the project area that had been approved for funding. It might be that we could do a project just for Pine Grove.

Mr. Meredith – That would be my recommendation if we could scale back and concentrate just on Pine Grove because as I say I don't feel that as a Board we can move forward with the numbers where they're at right now.

Mrs. Phillips – Early on when we started this project Somerset had a lot of homes that were interested but since then they'd had to dig new wells so that kind of took them out of the market for County water at that point.

Mr. Meredith – I understand.

Dr. Littrell – If we pull the plug do, we have to do sign ups all over again or do they stay on file?

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Mrs. Phillips – I would think we would have to due to the connection fee changing. We'd have to start all over.

**(ORDER)**

Upon a motion by Mr. Jessup, seconded by Mr. McCraw and duly carried the Authority does hereby to abandon the project as presented. (Coulson Church, Sunset Drive, Pine Grove and Ridge Road extensions)

Mrs. Phillips – We will have some expenses that we'll have of course for work that the Lane Group has done. It's in the low thousands. Around \$3,000 I'd say.

Mr. Meredith – By the same token, don't know if you need Board direction on this but I would like to see if we could pursue with the Health Department what our options are on one route on Pine Grove. And that's just some discussions you can have with those folks.

Mrs. Phillips – I will. We did have a water leak yesterday and it did take everyone that we had to work yesterday. We have 2 that always work on holidays anyways and had 1 out of town so all had to pitch in with the leak yesterday, but they got that fixed. And those people are back in service. We have had several leaks this month, but you all know that because I've been sending out emails. The reason I do that is because I want you to know if someone in your districts call you and I also copy the Board of Supervisors on It too because sometimes they'll get calls and at least they can say yes we have a leak out there that's the reason you don't have any water and they're working on it. And we have been posting it on Facebook also to try to get the word out. We try to call folks, but we have so many phone numbers that don't work. The ones we can get a hold of we do. The 620 well has been put back in service so we have that one up and going and the Cana one as I said earlier. The rest of it we have a lot of meters to set. Right now, I think it's 12 water meters and 6 sewer connections. We are behind because of the leaks and we've been trying to work on the fire department as we can. I think there were some questions about the cleanup down there. Went down and looked the other day. Celled and I had talked about it. It is rocky and there are a lot of rocks there. If we do get that smoothed out there's gonna have to be dirt hauled in so it can look better than it does now. And it'll probably be better for mowing. I don't know at what point we'll be able to do that. But we'll get to it when we can. Gary, do you have any questions or concerns on the fire department?

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Mr. Jessup – As long as you fix it.

Mrs. Phillips – They are across on the other side and getting ready to make that connection. We're working as fast as we can on it when we can get by with these leaks. We have not had leaks like this this time of year ever, since I've been here. I don't know what the change is, but we may could blame it on the dry weather. That's the only thing different I know. It's always been usually in the winter time when we have cold weather and it warms back up, but we have really been hit hard this year. We'll just keep fixing them as fast as we can. Y'all have any questions?

Mr. Winesett – The well over at, I call it, the county home, is that one back functioning? It had some electrical problems, I think.

Mrs. Phillips – We will be working on that as soon as the company that's going to fix that gets the part in.

Mr. Winesett – It's a fairly high production well isn't it?

Mrs. Phillips – It is. After we get the electrical back up and running then we'll see if we need to replace anything else on it.

Mr. Meredith – Thank you

**PSA Updates:**

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 12 people.

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- Total of 77 work orders in September (check pressure, check for leak, turn-off, turn-on, etc)
- Construction items completed –
  - Fixed Cana #3 and 620 well
  - Fixed leak on Sunrise Crest
  - Honeycutt Dam meter, two big markings
  - Split rail leak
  - Cana PRV leak
  - Coulson Church Leak
  - Hungry Farmer Leak
  - A-1 paving Sunshine Valley, Woodlawn Rd and Main line leak
  - Stonebrook leak
  - Water meter sewer connection Firehouse
  - Sylvatus leak
  - Firehouse
  - Epworth Rd leak
  - Carrollton Pike leak
  - Dressed up repair sites
  - Miss Utility Markings (3 emergency, 60 water and 18 sewer tickets)
- Maintenance items completed-
  - Weekly pump station maintenance. Read meters, work orders & turn on turn offs.  
Mowed Sites, DLB pump station repairs. Changed motor starter at WWTP. Made repairs to Exit # 19 pump station hood. Helped with emergency leak repairs.



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- Operations items completed:
  - Routine water flushing
  - Daily – sewer plant at Loves, check chemicals in water systems, wells, tanks, sewer pump stations, customer service, etc.
  - Tank wash-out for Expansion Drive and Tower Road
- 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.

**OLD BUSINESS**

Mr. Meredith – And we did have the fire department under old business, but I think that has been addressed and hopefully at the next meeting we'll have something else to say about it. That's more positive. At this time, the next item on the Agenda is Closed Meeting.

**AUTHORITY MEMBER'S TIME**

Mrs. Dalton – I don't have anything today.

Dr. Littrell – I'm sorry that we weren't able to get our project moving. We just need more sign ups and we hate to leave people hanging that need water but maybe as time goes on, we can get more folks who agree to sign up and we can move forward later on.

Mr. Winesett – I was out with the guys yesterday morning our big 12" line coming from Austinville had a place in it, but a fellow called me and I called our fellows and they went out and fixed it. It wasn't easy but they got it done. That's how they spent their holiday. I'd like to thank them for their work. They all did a good job. Nothing else from me.

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Mr. McCraw – I'm not opposed to anybody having water. Wish everybody could. But we have such a debt and so tight right now financially that I just don't see us going for a low percentage. We have to have a good number of sign ups. All these water leaks concern me. What condition our lines are in that we got. You know something to think about. They're in the ground we can't see them but we're getting leaks. That sort of troubles me are we gonna have to replace some lines. That's something to keep in mind. That's all I have.

Mr. Jessup – I ain't got nothing.

Mr. Meredith – A couple things, one is that earlier today Dana, Doug, and myself talked to Mr. Dalton, always trying to look at ways to lighten the financial burden as you will. We have a couple loans that I would like to ask staff to look at and we have a couple loans at 4.5% interest rates. I would like to float that out there and see if it's a possibility if there's any funding that we might be able to get those lowered. Now might be a good time. I know rates are down a little bit. I don't know if Mr. Dalton has had any discussions with any lending agencies but I don't think it'll hurt to ask.

Mr. Dalton – Actually I talked about your loans. The 4.5% loans with RD and currently VACO VML Finance is around 2.25% Would be a good opportunity.

Mr. Meredith – Okay

Mr. Jessup – That's what you got us on the fire truck isn't it? About 2.25 or 2.5

Mr. Meredith – The dollar volume that we are talking about and the length of the term I think that would be good if we could capitalize on some of those. And I would assume and I know you will work with Dana on some of that information and see if we can help the PSA out. The other concern I've had, and I know you guys probably have had is some of our commercial accounts are concerned with the rates. And in the future, I think, when we start talking about rates maybe we can see where we're going on funding and perhaps adjust right now I think the climate that I'm hearing is that we're where we need to be based on cost and revenues but that's just something I want to put out there that in the future if we look at rates that we look at some of those commercial accounts. Our next meeting date will be on November the 18<sup>th</sup> and that coincides with the Supervisor's changing their meeting date as well.

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**(ORDER)**

**ADJOURNMENT**

The Authority does hereby adjourn at 3:55 until the next regularly scheduled meeting on November 18, 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

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Dana Phillips, Interim Executive Director