

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MARCH 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA**

CALLED TO ORDER

The Carroll County Public Service Authority held their regularly scheduled meeting on Monday, March 19, 2018 at 3:04 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Thomas Littrell, Chairman, Keith Meredith, Vice-Chairman, Jeanette Dalton, Doug Winesett and Phillips McCraw. Also present was Executive Director/PSA Engineer, Jessica Montgomery and Dana Phillips, Assistant Director, Secretary/Treasurer of the Authority.

The authority only has five members; Laurel Fork Supervisor has not appointed a member to the authority.

Dr. Littrell- as everyone knows this is a postponed meeting from last week. Postponed due to weather looks like today is going to be a beautiful day but tomorrow and Wednesday might be different story. When you get closer to spring weather can change in a moment's notice so we will take what we get, that is all we can do about it.

CITIZENS TIME

No speaker.

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by Mr. Meredith, seconded by Mr. Winesett and duly carried the Authority does hereby approve the consent agenda, section A, B, and C. The February 12, 2018 minutes were also approved, they are on file in the PSA office. The claims are also on file in the PSA office. They are as follows:

Claims

Check# 22509-22530 February 21, 2018 \$26,341.73

Check# 22531-22557 March 12, 2018 \$152,597.16

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Transfer for Claims

CCPSA to Operating for February 21, 2018 Claims \$26,341.73

CCPSA to Operating for March 12, 2018 Claims \$152,597.16

Transfer to Reserve

CCPSA to Debt Reserve \$8,918.62

(ORDER)

APPROVAL OF CARTER GENERATOR MAINTENANCE CONTRACT

Upon a motion by Mr. Meredith, seconded by Mr. Winesett and duly carried the Authority does hereby approve the Carter Generator Maintenance Contract as presented.

(ORDER)

Dr. Littrell stated the transfer of property is property that the PSA owns and no longer needs. The PSA is going to transfer to the Board of Supervisors and hopefully they can get some budget money from that item.

APPROVAL TO TRANSFER PROPERTY TO BOARD OF SUPERVISORS

Upon a motion by Mr. Meredith, seconded by Mr. Winesett and duly carried the Authority does hereby approve to transfer property (tax parcel 95 A 19B) to Carroll County Board of Supervisors, contingent upon Board of Supervisors approval.

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PROJECT UP-DATES

Cana/Meadowbrook Water – Planning Phase

PSA staff has been working to compile operational data for each of the Cana system wells so that the needs can be prioritized and the MRPDC grant funds (\$100,000) can be maximized for well improvements. PSA staff has also been investigating other potential well supply sources in the Cana area. Alternatively, in order to utilize the bulk water connection with the City of Mount Airy as a supply source for Cana, the PSA would need to either obtain additional customer signups along either Brushy Fork Road or Flower Gap Road in order to reach the 51% participation threshold or consider relaxing the PSA's participation threshold to some lower percentage for transmission / interconnection lines.

Once sufficient water supply is established for the Meadowbrook Road area, the original project PER and EA documents can be revised for USDA-RD and the project submitted for funding.

Coulson Church Road/Ridge Road – Design Phase

The Environmental Review document for the project has been prepared and submitted to the funding agency (VDH) for review. In follow up, VDH representatives have completed their site visit of the project area. Upon authorization from VDH, the next step with the Environmental Clearance process would be to advertise for the Public Notice and initiate the public comment period, then continue with the Environmental Review process.

Design work has begun on the project plans, with the next step being to submit the plans for regulatory review and permits.

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FUNDING APPLICATIONS

No active funding applications at this time.

The deadline for submission of funding applications for the next round of VDH-FCAP funding is April 1st. If the PSA would like to submit an application to them for any project, they will need to pass a resolution authorizing the application at the March PSA meeting.

Dr. Littrell- could you elaborate on the potential sign ups on the Brushy Fork or the Flower Gap Road.

Mrs. Montgomery- we originally poled the area a couple of years ago. One alternative is to go Brushy Fork. The other alternative is to go Flower Gap to connect to the Exit 1 system over to our existing Cana system. Unfortunately, we did not receive 51% on either alternative for that project. We are stuck at a very low percent for sign ups. In order to add Meadowbrook on for the Cana Water, this is an area that has signed up and is a potential project, we would need 51% signed up or relax that as a transmission line. So, it would be up to the board at this point.

Dr. Littrell- that is getting water Mount Airy Water from Exit 1 in that direction?

Mrs. Montgomery- Yes Sir. That is getting a sustainable surface water from the City of Mount Airy from Exit 1 to the Cana area.

Dr. Littrell- that is total different than the project getting water up 52.

Mrs. Montgomery- that was another alternative. Another way of getting water from City of Mount Airy. That would be putting lines in North Carolina with no revenue from those lines.

Dr. Littrell- stated it is my understanding the 51% sign up is part of the funding requirement.

Mrs. Montgomery- The 51% is the what the PSA has set to be a project. We want to make sure the majority of the folks want the water service.

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Dr. Littrell- The funding agency requires the mandatory hook up.

Mrs. Montgomery- The funding agencies requires the non-user fees to be there. That way they know their revenue source is there so they can get the money back.

Mr. Winesett- Basically what percent do you have?

Mrs. Montgomery- Very low, I believe we only had two on each alternative. Two on each out of a 100. We have not re-poled. Not sent out post cards or had any other meetings.

Dr. Littrell- How many potential customers on each.

Mrs. Montgomery- There are 100 on each.

Dr. Littrell- That is very very low percentage.

Mrs. Montgomery- Yes

Dr. Littrell- Do we know the cost?

Mrs. Montgomery- I cannot remember right off the top of my head but maybe Kevin can.

Mr. Heath- I don't have the numbers with me but I believe 1.5 million, somewhere between 1 and 2 million.

Mrs. Montgomery- I know Flower Gap was a little more expensive than Brushy Fork. What we had decided at that time was to go where the sign ups were at.

Dr. Littrell- How could we fund the 1.5 as transmission line?

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Mrs. Montgomery- We would just have to see what options are out there. What grants are available. It would require a majority grant.

Mr. McCraw- Talking about not having any revenue in Carolina. We could build that line up 52 so much cheaper than we could connect across. You are not going to get that many pickups on any of them roads. A mile and half line without any rock problems. Old Pipers Gap road you will have a big rock problem.

Mrs. Montgomery- That is an alternative that Kevin has looked at as well, coming up 52 and going through the White Pines area. If we go straight up 52 we have to have another pumping station. When you add that in the cost goes up significantly.

Mr. McCraw- Still be the cheapest route.

Mrs. Montgomery- But, you will never have revenue off of it. So, you would never have a way to pay that back. But that is something we can look at.

Mr. McCraw- The customers you are going to be servicing will pay it back.

Mrs. Montgomery- We can look at that. Do you want to look at the alternative again? Maybe at the next meeting to update and refresh everyone.

Dr. Littrell- That would be good.

Mr. Meredith- I am sure Kevin gave us those numbers, but Mr. McCraw was not on the board, so that would be good information for him to have; the cost of each route and potential customers. Personally, I think the PSA adopted that 51% majority rule and we should stand with that. It would be hard to approve a project with only 2%.

Dr. Littrell- I could see a transmission line.

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Mr. Meredith- There would be no way to fund it. I think if we change for different project we are open ourselves up for some issues.

Mrs. Montgomery- I agree. So, the next meeting we will do any update on the Cana PER. So, everyone is on the same page and refresh our memories on those cost.

OLD BUSINESS

Mr. Meredith- Last month a made the motion be table the PER for that system, waiting on a potential new member, which we still do not have. Kevin, it is my understanding that the application for the funding source can be submitted at any time. It looks as if we are going to revisit this, I would suggest we just sit on this if that is acceptable with the group.

AUTHORITY MEMBERS TIME

Mr. McCraw- Just what I said.

Mr. Winesett- I don't have anything today.

Mr. Meredith- Not today we are on camera, so I can't say much.

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

Dr. Littrell- Actually, I don't either. Our next meeting will be a shorter time between them. I look forward to seeing everyone in April.

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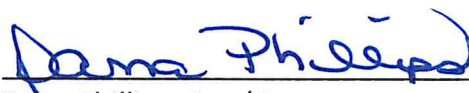
(ORDER)

ADJOURNMENT

Upon a motion by Mrs. Dalton, seconded by Mr. McCraw and the duly carried the Authority does hereby adjourn at 3:17 p.m. until the next regularly scheduled meeting on April 9, 2018 at 3:00 p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.


Dr. Thomas Littrell, Chairman


Jessica Montgomery, Executive Director


Dana Phillips, Sec./Treasurer