

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 13, 2017
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, November 13, 2017 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Vice Chairman, Keith Meredith, James Light, Jeanette Dalton and Doug Winesett. Also present was Executive Director/PSA Engineer, Jessica Montgomery and Dana Phillips, Secretary/Treasurer of the Authority. Chairman William Payne and Thomas Littrell were absent.

Citizens Time

No speaker

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by, Mr. Winesett, seconded by Mrs. Dalton and duly carried the Authority does hereby approve the consent agenda, sections A, B and C. The October 16, 2017 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# 22325-22326 \$1,381.00
Check# 22327-22330 \$7,243.09
Check# 22331-22372 \$194,537.10

Transfer for Claims

CCPSA to Operating for October 26, 2017 Claims \$7,243.09

CCPSA to Operating for November 7, 2017 Claims \$194,537.10

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Transfer to Debt Reserve

CCPSA to Debt Reserve \$8,918.62

Project Updates

Lynnhaven Tank PRV – Construction Phase

The new PRV vault assembly has been installed. The Contractor (CW Cauley and Son) is working to finish all necessary testing and anticipates being able to request Substantial Completion next week.

Canam/Meadowbrook Water – Planning Phase

The CCPSA has received a funding commitment from MRPDC for a \$100,000 construction grant to be used toward well improvements on the Cana system. Awaiting formal written response from the City of Mount Airy regarding bulk purchase water rates. The PER and EA will be updated after a formal response is received. The PSA will need to consider whether to attempt to solicit additional user agreements along Brushy Fork Road or Flower Gap Road to meet the PSA's 51% customer participation threshold or whether to relax that requirement for a transmission line connecting Cana system to Exit 1 system.

FUNDING APPLICATIONS

Coulson Church Road/Ridge Road – The PSA has issued an RFP for Engineering Services for design services completion of the environmental review for this project and other potential future PSA projects. The firms that were selected for Engineering Services As Needed were listed in the information section. We will send out RFP for this project. The PSA's did receive partial funding for the small grant application submitted to the MRPDC for construction funds for installation of the water line segment along Coulson Church Road. \$100,000 was requested. Mount Rogers did offer a grant of \$20,000 for the project, to be used with the VDH funds previously secured.

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Mr. Meredith – I appreciate the good news and look forward to moving forward with the project there in Cana. I know William is excited about that too. We look forward to hearing from Mt. Airy on their bulk rates as well.

Mr. Light- Do you have any ideas what we can do with the money for Cana? Is there anything we can use it for to go ahead and get ready?

Mrs. Montgomery- Yes, we can use these funds to improve some of our existing wells. Such as getting them grounded and redoing some of the electrical. Some of our pumps look like they were oversized for the Health Department requirements. I do not know how that happened, but maybe something we need to consider getting the correct size pump that is permitted by the Health Department. We will get Kevin to sit down with us and review the information on the pumps. First, we will gather the data.

(ORDER)

AUTHORITY MEMBERS TIME

Mr. Light- Nothing today.

Mrs. Dalton- I would like to thank staff for taking care of a customer complaint that came to me on November 2nd. An unhappy customer called me to complain about the construction crew that had restored the property after installing a new water service meter. The person that called me said that the construction crew left a horrible mess in the yard. The resident was concerned about it, so she told the neighbor. When her neighbor approached the construction crew, they were rude to him and told him it was too wet to fix it and they would probably come back later to fix it. After the customer called me I called the office. They immediately went out and took care of it and talked to the property owner. I want to thank you for making yourself available and going out to take care of the customer. We have a good staff except for someone that is rude. It makes a bad reflection on the PSA as a whole when you have someone that cannot deal with the public.

I am glad to be back.

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Mr. Meredith- We are glad you are back.

Mr. Winesett- Glad to see Jeanette back. She is a good example for all of us.

Mr. Meredith- I appreciate all of you. We missed Dr. Littrell and William today. Appreciate the staff and the hard work they do day in and day out. Overall, I think it has been a positive year. It is hard to think about only one more meeting this year. We will have new faces in a couple of months but appreciate each of you.

Mr. Allen Worrell- I would like to say something on a positive note. This is on a personal level. I want to thank the PSA. We are not the best in the world about being on time with payment. My wife found a bill from the PSA on Saturday it said that if not paid by 5:00 on the 10th water would be cut off. I called first thing Monday morning and the nice lady told me since the office was closed on Friday I had all day on Monday to pay. I was very appreciative of that.

(ORDER)

ADJOURNMENT

Upon a motion by Mrs. Dalton and seconded by Mr. Winesett and duly carried the Authority does hereby adjourn at 3:15 p.m. until the next regularly scheduled meeting on December 11, 2017 at 3:00 p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

William Payne, Chairman

Jessica Montgomery, Executive Director

Dana Phillips, Sec./Treasurer