

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 9, 2017  
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, May 9, 2017 3:04 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: William Payne, Chairman, Vice Chairman, Keith Meredith, Jeanette Dalton, James Light, Thomas Littrell and Doug Winesett. Also present was Executive Director and PSA Engineer, Jessica Montgomery and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

**CITIZENS TIME**

No speaker

**CLOSED MEETING-PURSUANT TO VA CODE SECTION 2.2-3711 A (1) DISCUSSION OF PERSONNEL.**

**(ORDER)**

Upon a motion by Mr. Meredith, seconded by Mr. Winesett and duly carried by the Authority does hereby enter into closed meeting at 3:06 PM until 3:38 PM, for the discussion of VA Code 2.2-3711 A (1) discussion of Personnel.

**(ORDER)**

Upon a motion by Mr. Meredith, 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 and on the motion to close in accordance with Virginia Freedom of Information Act.

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HILLSVILLE, VA  
PAGE 2**

**(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 this Closed Meeting in which the certification as indentified 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.

**APPROVAL OF CONSENT AGENDA**

Upon a motion by, Dr. Littrell seconded by Mr. Meredith and duly carried the Authority does hereby approve the consent agenda, sections A, B and C. The April 10, 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#	22013- 22020	\$13,541.00
Check #	22021	\$100.00
Check #	22022-22023	\$9,522.96
Check #	22024	\$86.10
Check #	22025-22068	\$187,949.26

**Transfer for Claims**

CCPSA to Operating for BRECA Easements \$12,154.00

CCPSA to Operating for May Claims \$187,949.26

**Transfer for Debt Reserves**

CCPSA to Reserve \$8,364.70

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**HILLSVILLE, VA**  
**PAGE 3**

**Project Up-dates May 2017**

**Cliffview Water — Construction Phase**

The Change Order for the Gambetta Road Extension has been prepared and is being circulated for signatures/approvals. The additional work has been approved by VDOT and approvals are believed to be forthcoming from VDH and Carroll County E&S. Once the regulatory approvals are issued, USDA-RD will approve the Change Order and the construction can start.

**Lynnhaven Tank PRV — Bidding Phase**

This project has been advertised for bids. Bids will be received at 2:00 p. m. on June 6th.

**Cana/Meadowbrook Water — Planning Phase**

The PER and project budget are being updated for a potential extension to the City of Mount Airy's water system along the Route 52 corridor to supply water to the Cana system. Additional negotiations with the City will be needed to work out the particulars of an extension. The PER update and an Amendment to the Environmental Report will need to be submitted to USDA-RD for funding consideration. Continuing to work on these items.

**FUNDING APPLICATIONS**

**Coulson Church Road/Ridge Road** — Following the May CCPSA meeting, a request was made to VDH to allow a portion of the Ridge Road extension (portion with less than 50% participation) to be deleted from the project and to also add an extension along Pine Grove Road (where citizens requested water). Waiting on VDH's response.

**Water Meter Upgrades** — A funding application was submitted to MRPDC for money to upgrade a portion of system water meters to radio-read.

**CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MAY 9, 2017  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
PAGE 4**

**AUTHORITY MEMBERS TIME**

Dr. Littrell: Thank you to the staff, I enjoy working with you.

Mr. Meredith: Nothing at this time.

Mr. Winesett: Nothing at this time.

Mrs. Dalton: Nothing at this time.

Mr. Light: Nothing at this time.

Mr. Payne: Nothing at this time.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Dr. Littrell and seconded by Mr. Winesett and duly carried the Authority does hereby adjourn at 3:41 p.m. until the next regularly scheduled meeting on June 12, 2017 at 3:00p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

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William Payne, Chairman

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Jessica Montgomery, Executive Director

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Dana Phillips, Sec./Treasurer, Assistant Director