

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
SEPTEMBER 11, 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, September 11, 2017 3:00 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 Dr. Littrell, seconded by Mrs. Dalton and duly carried by the Authority does hereby enter into closed meeting at 3:06 p. m. until 3:38 p.m., for the discussion of VA Code 2.2-3711 A (1) discussion of Personnel.

(ORDER)

Upon a motion by Dr. Littrell, seconded by Mrs. Dalton and duly carried by the Authority does hereby convene 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.

(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 identified in this motion

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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.

(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, sections A, B and C. The August 14, 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# 22234-22236 End of August Claims \$286,436.34

Check# 22237-22281 September Claims \$194,974.80

Transfer for Claims

CCPSA to Operating for end of August Claims \$286,436.34

CCPSA to Operating for September Claims \$194,974.80

Transfer for Debt Reserves

CCPSA to Debt Reserve \$8,364.70

PROJECT UP-DATES

Cliffview Water – Post Construction Phase

Construction of the Gambetta Change Order has been completed. Contractor is conducting testing. Working on final closeout and expect release to begin using system.

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Lynnhaven Tank PRV – Construction Phase

Notice to Proceed has been issued. Contractor is submitting shop drawings and has ordered materials. Construction has not started.

Cana/Meadowbrook Water – Planning Phase

No engineering activity this month. Awaiting City of Mount Airy decision regarding water rates. PSA applied for construction funds from the MRPDC.

Coulson Church/Ridge Road

The next step for this project is for the PSA to procure and authorize engineering design and environmental review. We usually keep a series of engineers for as needed, all of those have surpassed the date of two years of service. We are requesting that the authority approve to advertise for RFP for engineering services as needed.

(ORDER)

Upon a motion by Mr. Meredith and seconded by Dr. Littrell and duly carried the Authority does hereby approve to advertise for RFP for Engineering Services for Carroll County Public Service Authority as needed.

OLD BUSINESS

None at this time

AUTHORITY MEMBERS TIME

Dr. Littrell: I know it is that time of year to remember the horrific events of September 11, 2001. I noticed the flags were at half-staff. We always need to keep that in our minds. I hope it never happens again. I want to thank Dana for recovering so fast from her emergency surgery.

Mr. Meredith: Nothing at this time.

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Mr. Winesett: Nothing at this time.

Mrs. Dalton: Nothing at this time.

Mr. Light: Nothing at this time.

Mr. Payne: I hope Mount Airy does get us a rate that we can move forward with. I know they had a meeting last Thursday, I know that was a big part of their discussion.

ADJOURNMENT

Upon a motion by Dr. Littrell and seconded by Mrs. Dalton and duly carried the Authority does hereby adjourn at 3:45 p.m. until the next regularly scheduled meeting on October 16, 2017 at 3:00p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

William Payne, Chairman

Jessica Montgomery, Executive Director

Dana Phillips, Sec./Treasurer