

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
APRIL 10, 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, April 10, 2017 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: William Payne, Chairman, Keith Meredith, Vice Chairman, Thomas Littrell, Jeanette Dalton and Doug Winesett. Also present was Executive Director and PSA Engineer, Jessica Montgomery and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority. James Light was absent.

CITIZEN'S TIME

No Speakers

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by, Dr. Littrell seconded by Mr. Winesett and duly carried; the Authority does hereby approve the consent agenda, sections A, B and C. The March 13, 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 # 21965-21982 | \$16,488.35 |
| Check # 21983-22012 | \$188,867.91 |

Transfer for Claims

CCPSA to Operating for end of March claims \$16,488.35

CCPSA to Operating for April claims \$188,867.91

Interest Transfer to Operating \$1.65

Petty Cash account closed transfer to Carter Operating \$258.81

Transfer for Debt Reserve

CCPSA to Debt Reserve \$8,364.70

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PROJECT UPDATES

Cliffview Water — Construction Phase

Amendments to the project Preliminary Engineering Report and the Environmental Report for the Gambetta Road extension Change Order have been prepared, submitted to, and approved by USDA-RD. Plans for the Change Order extension have been prepared and regulatory approvals are being secured. Other items needed prior to construction include regulatory approval of the plans, an Engineering Services Amendment for the extension, and a Change Order for the Contractor. These items are in process.

Lynnhaven Tank PRV — Bidding Phase

VDH has issued its authorization to bid the project. The PSA will be advertising the project soon and construction bids will be received.

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 — MRPDC awarded the PSA a \$20K Planning Grant to be used toward project design. PSA has been working to secure User Agreements. Once a majority of User Agreements are obtained, PSA should initiate the environmental review process, project design, and permitting.

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Mrs. Montgomery reported that the PSA has more 51% user's agreements for Coulson Church Road, Somerset Road which is off of Ridge Road. As far as Ridge Road beyond Somerset, we do not have interest. We did get a call from a woman that lives on Pine Grove Road that needs water. We have water on Pine Grove Road but the line stops short of this woman's house. She really wants and needs water so she went and got the sign ups herself. She has 10 sign-ups and 8 verbal. We would like to ask the Health Department to move the Ridge Road section, since it is in a quarter of mile to Pine Grove Road. No environmental, PER or legwork has been done to this point. If we could move that to Pine Grove to help these folks out that needs water; it would be great to put this grant money to work. This is the project that the PSA crew would construct.

(ORDER)

Upon a motion by Mr. Meredith, seconded by Dr. Littrell and duly carried the Authority does hereby approve to send a letter to the Health Department requesting to move the water project from Ridge Road to Pine Grove Road.

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

AUTHORITY MEMBER'S TIME

Mrs. Dalton: I just want to say thank you to the PSA staff and board members. They have just been wonderful through all this. Jessica and Dana came out and we had a good visit, and Keith and the other members who have been there for me.

Mr. Winesett: We just need to pray for Jeanette.

Mr. Meredith: I just want to thank the staff and we appreciate Kevin and what he is doing for the authority. On a personal note, I do appreciate serving on a board that does have compassion and are sincere and when we say we will be there don't hesitate to ask.

Dr. Littrell: I was excited to hear about the possibility to get water to some folks that desperately need it. We want to get it to everybody but particularly those who are in need. Also, I send my condolences to Jeanette. Unfortunately, I was out of town and could not be there but she was in my prayers, I hope that the days to come will get easier as time goes on for her.

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Mr. Payne: I will echo Keith's comments if Jeanette needs anything we are here for you. I appreciate the board and staff members who are compassionate. The staff and the board are that kind of people.

(ORDER)

ADJOURNMENT

Upon a motion by Dr. Littrell, seconded by Mr. Winesett and duly carried the Authority does hereby adjourn at 3:13 p.m. until the next regularly scheduled meeting on May 8, 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, Assistant Director, Sec./Treas.