

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JANUARY 8, 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, January 8, 2018 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Keith Meredith, Jeanette Dalton, Thomas Littrell, Doug Winesett and Phillip McCraw. Also present was Executive Director and PSA Engineer, Jessica Montgomery and Dana Phillips, Assistant Director, Secretary/Treasurer of the Authority.

At the time of the meeting the authority only has 5 members, Laurel Fork Supervisor has not appointed a member to the authority.

**(ORDER)**

**ELECTION OF CHAIRMAN, VICE CHAIRMAN AND SECRETARY/TREASURER FOR THE PSA 2018**

Mrs. Montgomery opened the floor for nomination for Chairman.

Mr. Meredith nominated Dr. Littrell.

There being no other nominations, Mrs. Montgomery called for the vote on Dr. Littrell as Chairman. The vote was as follows:

Mrs. Dalton- Yes	Dr. Littrell-Abstained
Mr. Winesett-Yes	Mr. Meredith-Yes
Mr. McCraw-Yes	

**(ORDER)**

Dr. Littrell opened the floor for nomination for Vice Chairman.

Mrs. Dalton nominated Mr. Meredith, and Mr. Winesett seconded the nomination.

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JANUARY 8, 2018  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 2**

There being no other nominations, Dr. Littrell called for the vote for Mr. Meredith as Vice Chairman. The vote was as follows:

Mrs. Dalton- Yes	Mr. Winesett- Yes
Dr. Littrell- Yes	Mr. McCraw- Yes
Mr. Meredith- Abstained	

**(ORDER)**

Dr. Littrell opened the floor for nominations for Secretary/Treasurer for the PSA.

Mr. Meredith nominated Dana Phillips, seconded by Mr. Winesett.

There being no other nomination, Dr. Littrell called for the vote for Dana Phillips for Secretary/Treasurer of the PSA. The vote was as follows:

Mrs. Dalton-Yes	Mr. Winesett-Yes
Dr. Littrell- Yes	Mr. McCraw- Yes
Mr. Meredith- Yes	

**(ORDER)**

Upon a motion by Mrs. Dalton seconded by Mr. Meredith and duly carried the Authority does hereby approve to continue the current meeting schedule, the second Monday of each month at 3:00 p.m.

**CITIZEN'S TIME**

No speakers

**(ORDER)**

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JANUARY 8, 2018  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 3**

**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 December 11, 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# 22408-22433 \$39,378.17

Check# 22434 \$515.02

Check# 22435-22449 \$128,214.15

**Transfer for Claims**

CCPSA to Operating for December 23, 2017 claims \$39,378.17

CCPSA to Operating for January 8, 2018 claims \$128,214.15

**Transfer to Debt Reserve**

CCPSA to Debt Reserve \$8,918.62

**Project Updates**

**Cana/Meadowbrook Water – Planning Phase**

The PSA has received a draft Amendment to the existing Water Purchase Agreement from the City of Mount Airy. The draft Amendment is being reviewed.

Mrs. Montgomery- What we had sent you on Thursday was that we were reviewing the draft agreement. I am pleased to let you know that on January 4, 2018, Mount Airy approved amendment to the agreement. I want to thank Mr. Meredith for attending the meeting with me. It was unanimously approved by the City of Mount Airy Council. The original agreement between City of Mount Airy, Carroll County PSA and Carroll County BOS was signed in 2012. The rate was set at double the inside town rate \$4.74 per thousand for the first two thousand, then that jumps up to \$6.54 for the next million, \$5.60 over million. The amended agreement is a

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JANUARY 8, 2018  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 4**

much better rate for the PSA at 85% of the highest in town rate, which would be \$2.78 up to six million gallons. This will be a great saving over at Exit 1. The original agreement also limited the water that the PSA could purchase just under 10,000 gallons a day. The amended agreement will increase this amount to 200,000 gallons a day starting November 10, 2018. We will need a motion to approve the amended agreement contingent upon Board of Supervisors approval.

**(ORDER)**

Upon a motion by Mr. Meredith, seconded by Mr. Winesett the Authority does hereby approve the Amendment to Agreement for Water Service between City of Mount Airy, NC, Carroll County Public Service Authority and Carroll County, VA as presented, contingent upon Board of Supervisor approval. The vote was as follows:

Mrs. Dalton – Yes  
Mr. Meredith-Yes  
Mr. Winesett- Yes

Mr. McCraw- Abstain  
Dr. Littrell- Yes

The project PER and EA will need to be updated and resubmitted to USDA-RD for construction funding consideration. 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.

PSA staff is 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.

**Coulson Church Road/Ridge Road – Design Phase**

Letters requesting comments are being prepared for submission to the required environmental clearinghouse agencies as the first step of the Environmental Review process. Base mapping of the three project areas is being prepared and the Engineer will meet with PSA staff to review each area and select an alignment/location for the water lines so that the plans can be

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JANUARY 8, 2018  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 5**

prepared and submitted for regulatory permitting. The project was funded as a Force Account project, with the funding to be used for purchase of materials and payment of project-related expenses and construction to be completed by PSA crews.

**FUNDING APPLICATIONS**

No active funding applications at this time. Pending approval of the Amendment to the Water Purchase Agreement with Mount Airy and update to the Cana/Meadowbrook Water PER, the PSA should consider submission of a funding application to USDA-RD for that project.

The next round of applications for VDH-FCAP funding and/or DHCD funding will be accepted in the Spring, being due in late March.

Dr. Littrell has the Lynnhaven Tank been completed?

Mrs. Montgomery – Yes, we are waiting on the supplier to come out and check everything.

Mr. McCraw- Are we still looking at upgrading the wells in Cana or banking on Mount Airy?

Mrs. Montgomery- With the grant money we are looking at the wells in Cana to see what we can improve how much water we are getting and what we need to do with the electrical. This will be up to the board how to continue for the request of the people at Meadowbrook.

Dr. Littrell-I would like to welcome Phillip McCraw as our newest member. I know he will work hard for his constituents in the Fancy Gap area. This has been a very challenging time for the PSA with this freezing weather. Eight or nine straight days it did not get above freezing. We also have not had any breaks yet. They feel like when it starts to thaw we may have some. We appreciate we did not lose any lines, there were a lot of meter to freeze ups. That kept everyone busy. I think the agreement with Mount Airy is certainly a feather in our cap, if we can utilize that water in the Cana area.

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JANUARY 8, 2018  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 6**

**AUTHORITY MEMBERS TIME**

Mrs. Dalton- I would just like to say welcome to our new member. It is good to have everyone else back. I am very pleased with the Mount Airy agreement. I thank the staff and Keith, those of you that worked so hard to get this and William. I am please we accomplished what we tried so hard to get.

Mr. Winesett- I would just reiterate what Jeanette said, I was down at the meeting at Cana with the folks down there. They really need the water. With may knowledge of this field Mount Airy has made us a good deal. I believe it is to our benefit and theirs. It is a win- win, lots of time one side walks away thinking they did not come out well. I think both groups came out well this time. People down there that need water I sympathize with them and hopefully this will allow them to have water. Welcome Mr. McCraw.

Mr. McCraw- I would like to see us open a couple of wells on 52. If we have 440 customers on five wells that 80 per well. There is some property there on 52 that probably would be available for the well exploration. If it comes Flower Gap or Brushy Fork it is going to put a bunch of us on non-user fee. I have opposed that from day one and still do. We have several out there that could have signed up for Cana's first project, if we had wanted to but we chose to use our wells. I would be one that would be hit with two non-user fees so I am not very pleased with that.

Mr. Meredith- I just thank you Dr. Littrell for taking the chairmanship again. I know you will do a great job. Looking forward to working with Phillip, looking forward to a good 2018. I was fortunate to go with Jessica to meet with the City folks and they are very interested in partnering with Carroll County. I hope it is a partnership we can expand on. Looking forward to good things in 2018.

Dr. Littrell- I have already had my say. I went out of turn, but I just wanted to welcome Phillip. We all will keep our fingers crossed as the thaw comes and the ground starts to move we do not lose a lot of water into the ground. Also look forward to a good 2018. We do have a member missing, that person will be appointed at a later time. So, we will find out who our sixth member is at a later time.

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
JANUARY 8, 2018  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA  
Page 7**

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. Meredith, seconded by Mr. Winesett and duly carried the Authority does hereby adjourn at 3:47 p.m. until the next regularly scheduled meeting on February 12, 2018 at 3:00 p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

---

Dr. Littrell, Chairman

---

Jessica Montgomery, Executive Director

---

Dana Phillips, Sec./Treasurer

