

**MEEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
JANUARY 10, 2022
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA**

CALLED TO ORDER

The Carroll County Public Service Authority held their regular meeting on Monday, January 10, 2022 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Mr. Jessup, Rex Hill, Ronnie Collins, Joey Dickson, and Tracy Moore, Vice Chairman. Also present were Michael Watson, Executive Director and Dana Phillips, Secretary/Treasurer. Board member Robbie McCraw, Chairman was not in attendance.

(ORDER)

ELECTION OF THE CHAIRMAN

Mr. Moore opened the nomination for the elections of a new Chairman for PSA 2022-2023.

Mr. Hill nominated Mr. Moore.

Mr. Jessup seconded the nomination.

The vote was as follows:

Mr. Jessup – Yes

Mr. Collins – Yes

Mr. Hill - Yes

Mr. Dickson – Yes

Mr. Moore- Abstain

ELECTION OF THE VICE CHAIR

Mr. Jessup nominated Joey Dickson for Vice-Chairman for the PSA for 2022-2023.

Mr. Hill seconded the nomination.

The vote was as follows:

Mr. Jessup – Yes

Mr. Collins – Yes

Mr. Hill - Yes

Mr. Dickson – Abstain

Mr. Moore- Yes

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ADOPT CODE OF ETHIC

It was agreeable to all authority members that they follow the same code of ethics as the Board of Supervisors.

(ORDER)

SETTING MEETING TIME, DATE/ LOCATION

Upon motion by Mr. Moore, seconded by Mr. Jessup and duly carried the Authority does hereby approve to keep the date and location the same as now, which is every 2nd Monday of each month, but change the time to 4:00 pm. Apart from October which will be the 2nd Tuesday. Meeting will be held in the Board of Supervisors Meeting Room, Carroll County Governmental Center 2nd floor.

The vote was as follows:

Mr. Jessup – Yes

Mr. Collins – Yes

Mr. Hill - Yes

Mr. Dickson – Yes

Mr. Moore- Yes

CITIZEN'S TIME

No one present to speak.

(ORDER)

CONSENT AGENDA

Upon a motion by Mr. Jessup, seconded by Mr. Hill and duly carried the Authority does hereby approve the consent agenda, sections A, B & C. The December 13, 2021 minutes were also approved and are on file in the PSA office. The claims were as follows:

Claims:

Check# 25040-25056 December 21, 2021 claims in the amount of \$65,021.58

Checks# 25057-25083 January 10, 2022 claims in the amount of \$135,304.15

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Transfer for claims

Transfer for claims December 21, 2021 \$65,021.58

Transfer for claims January 10, 2022 \$135,304.15

Transfer to Debt Reserve

Transfer to debt Reserve \$6,776.50

Transfer to Debt Reserve \$10,000.00

NEW BUSINESS

Mr. Watson – The last two months we did move two positions up from Service Tech 1 to Service Tech 2. Just to align with the job they were doing. It did give them a partial raise. Also, we are advertising for a construction person. We made tweaks to the advertisement on the requirements that we either don't need or can't afford. So, we made some adjustments to that and updated the listing.

Mr. Jessup – What would be the pay for that?

Mr. Watson – Well, we are unsure of that right now. The position we advertised starts at the low twenties, but you're not going to find somebody that will do it for that so were looking at doing that position but starting them at a higher class than a beginner. I'm hoping to get to mid-thirties.

Mr. Jessup – We talked about trying to get everyone more money, didn't we?"

Mr. Watson – We did receive an email on the possibility. I'd like to look at what we plan on doing in next years budget. In the next few months look at it and see if we want to do something now or how we want to look at next years budget. We also need to look into what the costs are as far as out employees. There are other ways to incentivize like health care, is a big one here. Unless the board wants to just do something across the board, I'd like to start the budget process in the next month or month in a half.

Mr. Jessup – I personally don't see how you keep any help.

Mr. Watson – We work them to death. We've got some really good employee

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Mr. Watson – We work them to death. We’ve got some really good employees and they all deserve more. They show up on snow days and we have very limited office member staff and they do what they can.

Mr. Moore – I do have a question Mr. Watson. Do we need to set up a couple people on the board to work on the budget this year?

Mr. Watson – That would be good.

Mr. Moore – Can we make that a motion at this time. Could we get a couple of people to do that? When do you foresee it needing to be started working on?

Mr. Watson – I think we need to have it together at the beginning of next month. There’s already an increase that’s in this year’s budget. We increased it for a three-year period last year. So, we had last year’s increase, this year and next years. This year we’ve had the opportunity to have a little bit of extra revenue through the DHCD Grant That we received. It was able to allow for 72 people to receive help which increased revenue by a little over \$31,000. And these were bills that were 60 days late or more Because of no cut offs. So, the state gave those funds to help those people.

PROJECT UPDATES

Mr. Watson – In your packet you should have a list of them.

Mr. Jessup – Are we still working on the Blueberry section?

Mr. Watson – “We’ve ordered the parts to do it and we’ve talked to our contractor and they’re going to try to go ahead and put a couple in to try to determine what the actual cost would be and their expense as far as labor and those types of costs so that we could possibly tighten up that number. We’re behind and it’s something were trying to catch up. I’m working with them to see if we can cut their costs down to save some costs on the labor. I believe we’ve ordered all of the things to do the 18 and they’re supposed to set two of them. I authorized them to set the two so we can see how hard it’s going to be. We also have our contractors that we have a water leak we’ll have them fix and there’s a line extension on pine city. We had a request of a two-inch line and were going to upgrade it to a 6-inch line and they’re going to pay the cost of the 2-inch line. We’re upgrading it so that later on if we need to extend it, we can.

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Mr. Watson – The EDA did approve 12 grants applications. I want to say that's close to 15 connections. The EDA will also be advertising that in the paper. We've received 29 applications so far.

Mr. Moore – There was one in question. Did that one get put on there?

Mr. Watson – Yes, there was an extension. It was for a motor home development. We went out and met with that individual and it looks like its not going to be a very hard connection. The sewer well be able to do, the water will be an additional cost because its going to require a 4-inch line and those grants only go up to a \$3,000 cost. We're communicating that now and that application will be in the next EDA packet.

Mr. Jessup asked about the route 100 project?

Mr. Watson – That's a long distance one and the grant is only good for \$3,000. We'll have to find a different way of funding that in order to reach those homes.

Mr. Moore – Are we done with that or do we still have Exit 1 information?

Mr. Watson – On exit 1 we had the study done and we sent the information to the Lane Group to look at the flows to see if it's an operational or flow change, also the amount of usage that's been used. Search Grant are checking manholes now and hopefully fairly soon they'll be doing smoke testing. That's the grant that we received partially from a planning district and Rural Development. The DHCD grant, that's the one we're talking about before, it's the one that's helped 72 people (about \$31,000) with the grant money that came in. They installed the ARV today and they'll be working to test the pressure in the lines to look for any problems.

Mr. Jessup – So if the pressure is right, we should have that going for the next meeting?

Mr. Watson – No, we still have to work up some kind of purchase agreement. They're supposed to be sending me an agreement that we can go off of before we get everybody involved. I have been communicating with them regularly and they'll have to check the pressure just to see how much its going to take to be able to send in sewer.”

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Mr. Dickson – Are we still subcontracting that work to fix it? I mean, how many more boys do we need to where we can do our own work in house?

Mr. Watson – If we can find them, in order to do the work inhouse, probably need to hire 3 more to actually perform work, we could get away from a lot of this.

Mr. Jessup – Which is the cheapest?

Mr. Collins- I was going to ask how much we've already spent contracting out?

Mr. Watson- This year it has been \$12,536.

Mr. Jessup – We can't pay nobody under that.

Mr. Watson- Well, were putting things off. The 6- inch line were going to put in and the one on Blueberry. I mean the board is wanting the one on Blueberry and the customer is screaming wanting the other one and we can't put them off any longer. We've got enough work to put three people to work all year round if we wanted to. With these grants we've got 14 sewer or water connections together that's been approved and then the \$35,000 we've got to pay for Blueberry so it doesn't take long for it to add up. The grant will pay to put the lines in, but the reason I've had a hard time finding a contractor for the ones on blueberry is because that's a direct cost. We're only going to receive 3-5 thousand more dollars a year, which means it will take 10 years to get that cost back. That's why you really want to do the ones in house that you're not paying for. By hiring the guys, you'll generate the revenue by hiring them. But you got to find the right guys. You need someone that can run a piece of equipment and we just don't pay. I mean we're not going to compete with a construction company to hire somebody.

Last year we paid quite a bit more. It was close to 30 or 40 thousand. I can probably hire two employees and pay for them with this type of work we have because these are not the only ones we got. Our problem is right now that we don't have enough people to barely maintain what we're doing. We don't have the labor to do the additional meters or fix the lines that are broken. Part of it is we're still sending the guys out if they're near a road or something our guys are working with the contractors in order to do this work also. Our Guys are still going out, it's just saving us money with the contractor. And we buy a lot of materials otherwise there's a

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markup on the materials form the contractor. We're doing all we can to save but we just don't have the personnel to do what we're doing now.

Mr. Jessup – If we hire 3 people and have them at 35 or 40 thousand that would be 110-120 thousand, ya know?

Mr. Collins – And the benefits.

Mr. Watson- The problem is right now we don't have enough to go out and do the extra. We're doing what we're required to do so we don't get our hands slapped but there's a lot. I had our maintenance department fix the well house roof. I'm not supposed to but its leaking down on the control panels you know so it is what is. But these leaks, if we had the people, we could send them out now. To when you're getting these orders or having issues or changing out meters. Or even going to these new radio read meters. You plan a day to do it and something breaks. And then everybody's out. Or our field supervisor, he's working every weekend. And when you take him out on the weekend, during the week you don't have him. And that really puts us behind. We don't have the personnel to do everything that needs to be done even with contractors doing work.

AUTHORITY MEMBERS TIME

Mr. Jessup – I hadn't really got nothing other than welcome the new members for the board.

Mr. Collins – I don't have anything at this time.

Mr. Hill – We need to fix the iPad because you can't use the links for the PSA.

Mr. Dickson – I just look forward to working with everybody. That's all I got right now.

Mr. Moore – I want to thank all of our employees for all of their hard work they do and especially in the cold weather. Is there any way Mr. Watson that we could put closed session on our next session? I also would like staff to look into the gentleman that called me and Dana on her day off to ask about water at 4002 Water Plant Road. The water doesn't go down that far, if we could look and see what we could possibly do there and let us know the next meeting. I really do feel like it's vital for a couple members of the board be on the budget committee for the PSA."

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Mr. Hill – I also feel like we should have a public hearing on the budget too just like we do with the board of supervisors. We should have a public hearing here for the citizens.

Mr. Jessup – That way we got their own say into it.

Mr. Moore – Are there any volunteers to be on this committee or does anyone have a motion?

Mr. Collins – I sit on it.

(ORDER)

BUDGET COMMITTEE

Upon a motion by Mr. Moore, seconded by Mr. Dickson and duly carried the Authority does hereby appoint Mr. Collins and Mr. Jessup to be the budget committee.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Moore, seconded by Mr. Jessup and duly carried the Authority does hereby adjourn at 3:35 p.m. until their next regular scheduled meeting Feb. 14, 2022 at 4 pm.

Tracy Moore – Chairman

Mike Watson – Executive Director

Dana Phillips – Sec/ Treasurer