

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 19, 2018
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
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CALL TO ORDER

The Carroll County Public Service Authority held their regularly scheduled meeting on Monday, November 19, 2018 at 8:30 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Dr. Thomas Littrell, Chairman, Keith Meredith, Vice Chairman, Jeanette Dalton, Doug Winesett, Phillips McCraw, and Garry Jessup. Also present were Executive Director/PSA Engineer, Jessica Montgomery and Dana Phillips, Assistant Director, Secretary/Treasurer of the Authority.

Dr. Littrell- We've had a couple nice, pretty days out there after having such a bad ice storm and other problems around the county. I certainly hope everyone has electricity now. We're going to start off with citizen's time. I'll remind you, you are limited to 5 minutes per speaker and the first on the sign-up sheet is Benny Robinson.

CITIZENS' TIME

Benny Robinson - Thank you. Good evening Mr. Chairman and members of the board. I'm Benny Robinson and I live in the Pipers Gap District. Much has been predicted in the revenue shortfall regarding the differing opinions with the loss of the non-user revenue. Many believe any predictions coming out of the PSA are at best suspect. Mr. Chairman I want to go on record tonight as having advised you, the board, and the PSA Administrators public perception of the operations of the PSA of the PSA's undisclosed financials does not warrant even the slightest hint of water or sewer rate increases. Pending such time as the PSA Executive Director can show in good faith the efforts she and her department has taken to reduce operating costs. There's a plethora of opportunity to reduce costs that would absorb the loss of 79 non-users. You should stop the speculation and supposition of what-ifs to gain more revenue using such "the sky is falling" tactics to scare our citizens. Mr. Chairman troubling to us all is the wall that you have built between the citizens, the Board of Supervisors, and the PSA. It's time that wall of secrecy closed-minded uncooperative protection of information is tore down. It's time for full disclosure of all financials all agreements made for water purchases full disclosure of operating costs and transparency in any and all salaries and including any special employee salary guarantees made with employees. This information the public owns and believe it or not it is for their consumption. It is apparent you and the PSA do not know what is best for Carroll County. It's time for reform of this operation starting with you and your demeanor. No exclusionary emails no special secret meetings no excluding board members. It should be evident to

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you the citizens have awoken and are watching. And just for clarity Steve Gregson who's still with us here tonight at Fancy Gap recorded twice in the Supervisors Meeting that he was one of the 79 non-users and no one had contacted him. Why do I not find that name on this list of non-users that I had to invoke the Freedom of Information Act to get and pay five dollars for. Could it be that this record is also inaccurate or what is inaccuracy like? Thank you.

Dr. Littrell- Thank you. Judy Jones our next speaker.

Judy Jones- Judy Jones with the Cliffview water project. Repeal doesn't mean that projects will end. Water projects are gonna go forward, but you just need to go door to door have citizens sign up to receive water or sign up if they don't want to receive water. If enough citizens sign-up, then it should be self-supportive. Go forward with exact numbers not projected numbers. That's what got us into the issue with non-user fee was projected numbers. You didn't have enough so you just invented for non-user fee. And you should do that without acquiring too much debt to the citizens of Carroll County. Thank you.

Dr. Littrell- Those are the only two that had signed up. Is there anyone else that would like to speak? Steve come on forward please.

Steve Gregson- I just want to say I haven't heard my name in a positive light in many years. I was thankful to hear that this evening. To answer the gentleman's question earlier why I wasn't on the list. The part of due diligence when you do a FOIA request is checking those items back and forth. We've done FOIAs in the past and yet the information received it's also the person who does the FOIAs responsibility to verify the information and make sure it is correct and accurate. But it could have our company name on there. Obviously, they would do a name search through the Virginia that's where our name was. But I have been paying that and I'm one of the 79, to verify that. To ask for no rate change and ask for operational cost expenses I'm not sure if that's a wise thing to do at this point. There's many opportunities for this Board to deal with what we've heard already a decision of the Board of Supervisors giving until July first. But I think that there's multiple. They tell you that you have to do only one thing and that's reduce operations without any increases I think is very unethical and it's not proper without knowing what the financials are in any business or any company. So, I think there's reason due diligence in that. You all have those numbers you all can see it best on those things. But to eliminate staff this time of year would just be terrible, and I think that would be wrong to say the least. Full disclosure of financials the disclosures that have been mentioned already any salaries that is protected by the Code of Virginia that certain things in council can go into that but certain things on employee records are not disclosable and sometimes

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salaries are not. For somebody to ask for something illegal up here I'm concerned about that too. I also want to make note that again what we heard earlier for you ones that weren't there last month I heard a lot of talk from individuals who had served in the IDA for seventeen months. The gentleman spoke again tonight, and my question is if somebody could help me understand why something wasn't done during that period when that individual voted for over \$900,000 a year in set asides for the IDA but we're hear arguing about \$30,000 worth which was the original argument on the water side not the sewer side. I also want to challenge the Board, the PSA is a utility, you all can not go out to create hook-ups, you can't go out and create a marketing program or a plan. That responsibility comes from the County or some entity outside the County. I'm also hearing that under the BRCEDA project Wildwood that our partners in that are not getting their fair share. I would love to have somebody give some more detail on that if they are let's give our partners their pay of the fair share and paid up date as we've been paying it for so many years. As for separate meetings for all the years that I've been here in Carroll County that there's been any separate meetings other than maybe two supervisors meeting with staff at a time I think people have done that done a really good job at that. I would like to challenge y'all to do with the Board of Supervisors in the fashion to come to some happy point for everybody. I'm not one to do away with it 100% to take it down to zero because I think there are benefits and I've spoken of that earlier at the other meeting because we've had reduced on our liability policy insurance our property insurance policy have had reductions because of fire hydrants being close proximity to our property. Yes, it takes a fire department to get out there and to hook up it up. We're thankful for those first responders by all means but I also think there's a benefit. If our projects and our only one is on Frog Spur Road if we ever decide to hook up there's a benefit for me to hook up right there right away. Not have to spend \$5,000 on a well not have to spend on a sewer line which under the code now there's a new code out from years ago of what a sewer line can be and can't be and locations of it and there's more set aside reserves which causes for more land at the same time. It's gotten more expensive so I think that I'm glad I'm not making the decision y'all are doing it's a tough decision I know that you'll do a great job in it but I think that through lots of prayer and thought and using staff to give you those numbers y'all need to be able to make those proper decisions but I feel in the end it will be good for Carroll County and we can continue with growth. I feel the big emphasis what the PSA needs to take to the Board of Supervisors is y'all need help in marketing you can't create hookups you're a utility. You manage you build you manage you repair you run staff. You do not create in that type of fashion through our comprehensive plan through our planning committee through other people I feel we should have a dedicated person that should be out there to sell Fancy Gap with that thank you.

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Dr. Littrell – Is there anyone else that didn't sign up that would like to speak? I don't see anyone. Our next item of business is closed session.

(ORDER)

CLOSED MEETING- PURSUANT TO VA CODE SECTION 2.2-3711 A (7) CONSULTATION WITH LEGAL COUNSEL AND BRIEFINGS BY STAFF MEMBERS OR CONSULTANTS PERTAINING TO ACTUAL OR PROBABLE LITIGATION A (8) CONSULTATION WITH LEGAL COUNSEL EMPLOYED OR RETAINED BY A PUBLIC BODY REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL

Upon a motion by Mr. Meredith, seconded by Mrs. Dalton and duly carried the Authority does hereby enter into closed meeting at 8:41 p.m. until 9:21 p.m. for the discussion Virginia Code 2.2-3711 A(7) Consolation with Legal Counsel and A(8) Consultation with Legal Counsel Employed or retained by a Public Body Regarding Specific Legal Matters.

(ORDER)

Upon motion by Mr. McCraw, seconded by Mr. Winesett and duly carried the Authority does hereby convent out of closed meeting.

Whereas the Authority has convened a Closed Meeting on this date pursuant an affirmative recorded vote and on the motion in close in accordance with Virginia Freedom of Information Act.

(ORDER)

CERTIFICATION OF CLOSED MEETING

Therefore, be it resolved that the Authority certified 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 the 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.

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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 October 15, 2018 minutes were also approved, they are on file in the PSA office. Claims are as follows:

Claims

Check# 23004-23021 \$48,083.33
Check# 23022 \$7, 890.30
Check # 23023-23053 \$149,175.14

Transfer for Claims

CCPSA to Operating October 25, 2018 \$48,083.33
CCPSA to Operating November 8, 2018 \$149,175.14

Transfer for Reserve

CCPSA to Debt Reserve \$8,918.62

Project Up-Dates

PSA Update:

Canam/Meadowbrook Water – Planning Phase

PSA staff has requested engineering proposals for design of improvements to Well 8. The improvements are to be funded in part using the MRPDC grant funds (\$100,000). Proposals were due to be submitted to the PSA on October 24th.

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Coulson Church Road/Ridge Road – Design Phase

The Environmental Review document for the project has been approved by the funding agency (VDH), and the Public Notice and comment process has commenced. Plans for the proposed work have been submitted to and approved by VDH. Working on securing regulatory permits. Plans and specifications have been submitted to the funding agency for biddability review, comments have been received, and have been responded to. Draft easement documents have been prepared for those locations where the water line would be installed off of VDOT r/w.

FUNDING APPLICATIONS

No active funding applications at this time.

PSA Update:

The PSA has approximately 200 miles of water lines, 50 miles of gravity sewer lines, 25 miles of force main sewer line, 795 fire hydrants, 12 sewer pump stations, 12 water storage tanks, several wells and several water booster pump stations. The PSA's Water systems are as follows: Cana, Exit 1, Fancy Gap, Regional, Tower Road and Hillcrest Estates. The PSA's Sewer systems are as follows: Fancy Gap, Woodlawn, Gladeville/Cranberry, Hillsville and Loves. All of this is operated and maintained with a staff of 14 people.

- Total of 107 work orders in October (check pressure, check for leak, turn-off, turn-on, etc)
- Construction items completed –
 - 5 new water connections
 - 1 new sewer connection
 - Leaks repaired – Woodlawn Road, Cana and Tower Road
 - Repair meters as needed
 - Installed new service taps for Shadetree
 - Repaired fire hydrants as needed
 - SCADA management
 - Miss Utility Markings

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- Maintenance items completed-
 - General repairs to buildings and site to prepare for winter. Begin organization shop. Mowing and general upkeep of properties. Inventory updates-weekly.
- Operations items completed-
 - Routine water flushing
 - Daily – sewer plant at Loves, check chemicals in water systems, wells, tanks, sewer pump stations, customer service, etc.
 - Tower Road sampling per VDH standards for main water leak after hurricane. Boil water notice was implemented.
- Office items completed-
 - Daily-customer service, deposits, review of payments, bills, invoices, scan checks, balance bank statements, close-outs, etc.
Monthly-meter reading (office staff and field staff), print bills, print late-bills, prepare cut-off list, close-out, balance bank statements, etc.
 - Continue Rate Study (categorizing customers and producing possible alternatives)

Mr. McCraw- Cana/Meadowbrook how many sign ups do we have on that project?

Mrs. Montgomery– On that project specifically I'd have to go back and look I can't remember those numbers now.

Mr. McCraw- What percent would it be?

Mrs. Montgomery– It was seventy I believe. Seventy-one seventy something but I will verify and get back to you.

Mr. McCraw- That's big money you know for you don't know how many customers.

Mrs. Montgomery– It's seventy-five potential out there.

Mr. McCraw- How many are we gonna have paying?

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Mrs. Montgomery- That project isn't even on here. When I say Cana/Meadowbrook water we're calling it that because we're trying to get the wells approved. We had a hundred thousand dollars grant for that but we're not doing any extensions there we're not even looking at Meadowbrook. When those folks call and ask me if they're getting water I tell them right now it's tabled so you don't have to worry about that until it's motioned to move forward.

OLD BUSINESS

Dr. Littrell- Under old business we have the Hillsville Fire Department do you want to update on that?

Mrs. Montgomery- Anything with the propane tanks?

Mr. Jessup- Just as quick as they get cleaned out we'll be ready to move and go with it and I'll let you know. We on natural gas now. Just waiting on Clarks to move the tank.

Mrs. Montgomery- So as soon as we hear from him we'll begin testing to see if the leak is under the parking lot or not.

Dr. Littrell- The Board of Supervisors has asked that the PSA have a joint meeting with them. It will be a workshop type meeting which means no comments from the citizens it would just be among the members of the PSA and the Board, but the public is certainly invited to attend and listen to the discussion. This would have to be approved by the Board of Supervisors and then work with our schedule but what I'm proposing is that it would happen on January the 14th, 2019 and rather than the PSA meeting at it's normal time of 3 that it convene at 2:30 and the joint meeting begin at 3 o'clock. If that suits the PSA members can I have a motion. Then we can take it to the Board of Supervisors and check with their schedule.

(ORDER)

Upon a motion by Mr. Meredith, seconded by Mrs. Dalton and duly carried the Authority does hereby approve the January 14, 2019 meeting time to be change to 2:30 p.m. and the joint meeting with the Board of Supervisor began at 3:00 p.m.

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AUTHORITY MEMBER'S TIME

Mr. Jessup- I don't have nothing.

Mr. McCraw- I'd like to thank everybody for being here taking part in it have Id' like to wish them some very blessed Holidays and look forward to seeing you again. Thank you

Mr. Winesett- Thank you everybody for coming out. And I guess we'll work our way through this together.

Mrs. Dalton- I don't have anything.

Mr. Meredith- I'm good thank you.

Dr. Littrell- Well I don't have much to say either just wanted to wish everybody a Happy Thanksgiving and hope you have a good Holiday and if you're traveling have safe travels.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Meredith, seconded by Mr. Winesett and duly carried the Authority does hereby adjourn at 9:33p.m. until the next regularly scheduled meeting on December 10 ,2018 at 3:00 p. m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

Dr. Thomas Littrell, Chairman

Jessica Montgomery, Executive Director

Dana Phillips, Sec./Treasurer

