

MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
DECEMBER 8, 2008  
CARROLL COUNTY GOVERNMENTAL CENTER  
BOARD MEETING ROOM  
HILLSVILLE, VA

**CALL TO ORDER**

The Carroll County Public Service Authority held their regular scheduled monthly meeting on Monday, December 8, 2008 at 12:30 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: David Hutchins: Chairman, Wesley Hurst: Vice Chairman, Sam Dickson, Thomas Littrell, Andrew Jackson and Manus McMillian. Also present were Ray E. Hill, Director of Operations, Ronald L. Newman, Executive Director, Dana Phillips Sec./Treasurer of the Authority, Kevin Heath of Adams-Heath Engineering and Jim Cornwell, County Attorney.

Mr. Hutchins called the meeting to order at 12:30 p.m.

**No One for Citizen Time**

(ORDER)

Upon a motion by Mr. Dickson, seconded by Mr. Jackson and duly carried the Authority does hereby approve to go forward with sewer along Carrollwood Drive which would include Engineering and Change Ordering, contingent upon Mr. and Mrs. Nobili continuing to work with Dr. Garrett and Mr. Beck on a Business Plan.

(ORDER)

**APPROVAL OF SECTIONS A, B & C**

Upon a motion by Mr. Hurst, seconded by Mr. Jackson and duly carried the Authority does hereby approve the minutes of the November 12, 2008 meeting.

Upon a motion by Mr. Hurst, seconded by Mr. Jackson and duly carried the Authority does hereby approve the claims/transfers for December 2008. The claims are on file in the Public Service Authority Office:

Check # 13560-13565 Voided Checks

Check # 13566-13568 Payroll in the amount of \$334.40

Check # 16015 Voided

Check # 16016 Claims to Gardner/Greathouse in the amount of \$3,000.00

Check # 16017-16022 Voided Checks

Check # 16023-16077 Claims in the amount of \$178,142.27

Check # 16078 Claims to AEP in the amount of \$1,854.20

Check # 16079-16092 Claims for Christmas Bonus

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**ON-LINE REIMBURSEMENT TO OPERATING ACCOUNT**

Rt. 100 Water	\$21,358.52
Gladeville/Cranberry Water	\$20,295.89
Gladeville/Cranberry Sewer	\$13,278.63
Woodlawn Water	\$ 3,601.74
Cana Water	\$ 5,609.11
Airport Road Water	<u>\$ 1,332.78</u>
<b>TOTAL REIMURSE</b>	<b>\$65,476.67</b>

**NATIONAL BANK ONLINE PAYMENT TO LOCAL GOVERNMENT INVESTMENT POOL/DEBT RESERVE ACCOUNT**

Rt. 100	\$229.70
Gladeville/Cranberry Water	\$617.60
Gladeville/Cranberry Sewer	\$597.70
New Woodlawn	\$375.90
Cana Water	<u>\$573.80</u>
<b>TOTAL DEPOSIT TO LGIP</b>	<b>\$2,394.70</b>

**ON-LINE PAYROLL**

<b>Total On-Line Payroll</b>	<b>\$641.07</b>
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Upon a motion by Mr. Dickson, seconded by Mr. Jackson and duly carried the Authority does here by approve the Trial Balance and Income Statement for December.

**ON-LINE BILL PAY (PAYMENTUS)**

It was consensus of the Authority for the financial committee to review the On-Line Bill Payment (PAYMENTUS) option and report back to the Authority in the January 2009 meeting.

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**HAPPY HOLLOW ROCK & ROAD BORE**

Machine rental from Carter will be \$1,480.00 per week for the rock removal.  
Equipment rental from Strickland Construction will be \$500.00 per bore (which there are 3) for a total of \$1,500.00

**SHAWNEE LANE**

It was consensus of the Authority to remove Shawnee Lane from the Regional Water due to owner's request not to have water service.

**NEW BUSINESS**

GIS-Update-Stephanie Cornett gave an update on the current GIS System and recommended that the PSA Authority purchase a GPS unit.

(ORDER)

Upon a motion by Mr. McMillian, seconded by Mr. Jackson and duly carried the Authority does hereby request that the PSA get 3 quotes on a GPS unit and software to present to the Authority at the January 2009 meeting.

Ms. Cornett also updated the Authority on the monthly meetings of the GIS committee. The committee is looking at a RFP from Pulaski County to prepare one for Carroll County.

Mr. Hutchins requests that Mr. Newman contact all contractors or engineers to get plans in by end of the year.

**OLD BUSINESS**

**WOODLAWN SEWER**-Ground breaking tomorrow December 9, 2008 at 2 p.m. location at Harmon's Retail, intersection of 58 and 620 across from Post Office. Closing on funding scheduled for December 17, 2008.

**HAPPY HOLLOW**-Minus the rock and bores the line is in on Happy Hollow and the PSA guys are working on Bowers Hollow today. This is really great project working the residence of Happy Hollow.

**PRIDEMORE**-The other self-help project , we have a meeting scheduled for tomorrow, December 9, 2008 at Calvary Church of Christ on Hebron Road at 6 p.m.

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**EXIT 19 SEWER AND REGIONAL WATER-** We are still working on funding, will be meeting with Rural Development tomorrow (December 9, 2008) to discuss more issues regarding funding.

**EXIT 1 WATER/SEWER-**Ready to issue RFP for construction and financing this week.

**SYLVATUS/MITCHELL'S CROSSROADS-**Still getting in user and income surveys from residence.

**CANA SEWER PROJECT-** Mr. McMillian has had positive response and would like to schedule another meeting after the 1<sup>st</sup> of the year at St. Paul School.

**FRIES/VAUGHN-** Meeting scheduled for Monday, December 15, 2008 at Grace Baptist Church concerning water around Hill town Road, Rt. 94 and side streets to gauge interest from citizens.

**CLIFFVIEW-**Meeting held on Tuesday, December 9, 2008 with 85 or 90 residence attending. Residences are extremely interested in water. Question concerning connection fee on user agreement. In times past the Board of Supervisors have supplemented the connection fee on projects. Does the PSA want to ask Supervisors to pay connection fees or from this point on will the PSA collect connection fees from residence? There will be another meeting at Cliff view after the 1<sup>st</sup> of the year. Mr. Hill suggested that the PSA should set a time schedule in which that fee would be collected. These questions will be considered by the Finance Committee.

(ORDER)

Upon a motion by Mr. Hurst, seconded by Mr. Jackson and duly carried that Authority does hereby approve that from this point on future projects the Public Service Authority will charge the connection fee from the residence.

**FANCY GAP AREA WATER/SEWER**

Dr. Garrett and Mr. Beck have a presentation of a business plan to be made to the Public Service Authority and Board of Supervisors at the January 2009 meeting.

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Break until 1:30

**STRAUSS (FAIRHAVEN SUBDIVISION) REQUEST**

Mr. Hurst of the finance committee recommended accepting the agreement with for a 6 inch water line and fire protection from the Fairhaven Subdivision. Mr. Littrell requested that it be noted the contract is for 3 years with a roll over for another 2 years if they are notified.

(ORDER)

**TWIN FORKS REQUEST**

Upon a motion by Mr. Hurst, seconded by Mr. Jackson and duly carried the Authority does hereby approve to disallow the request of a payment plan by the Twin Forks Subdivision.

(ORDER)

**SECTION D APPROVAL**

Upon a motion by Mr. Hurst, seconded by Mr. Jackson and duly carried the Authority does hereby approve Section D Approval items with the exception of the bill pay.

**CLOSED MEETING-PURSUANT TO SECTION 2.2-3711.A-1 DISCUSSION OF PERSONNEL**

(ORDER)

Upon a motion by Mr. Hurst, seconded by Mr. Jackson and duly carried the Authority does hereby enter into Closed Meeting at 1:45 p.m. until 2:55 p.m. for the discussion of 2.2-3711.A-1 Discussion of Personnel

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(ORDER)

Upon a motion by Mr. Hurst, seconded by Mr. McMillian and duly carried the Authority does hereby convene out of Closed Session.

(ORDER)

Upon a motion by Mr. Hurst, seconded by Mr. Dickson and duly carried the Authority does adopt the following resolution.

Whereas, the Authority has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and accordance with provisions of Virginia Freedom of Information Act:

Now Therefore, Be it resolved that the Authority hereby certifies that, to the best of each member's knowledge (1) on public business matter lawfully exempted from open requirement by Virginia law were discussed in this Closed Meeting, were heard, or considered by the Authority.

(ORDER)

Upon a motion by Mr. Dickson, seconded by Mr. Jackson and duly carried the Authority does hereby agree to advertise for Project Engineering for the PSA with the option of this person also doing work for the County as needed.

**AUTHORITY MEMBER TIME**

Mr. Jackson-Thanked everyone for coming today. PSA is showing great progress. Thanked Mr. Hurst for his service on the PSA.

Mr. Littrell-Hard to believe it has been almost 12 months. Fancy Gap residences are really excited and looking forward to all the progress for Exit # 8. Thanked Mr. Hurst for his service on the Financial Committee.

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Mr. Hurst- Thanked everyone for coming out today. It has been a great year for the PSA; I have enjoyed working with the PSA members. Thanks to all members of the PSA and Board of Supervisors and welcomed Mrs. Dalton to the PSA. Also thanks to Mr. Newman, Mr. Hill and Mrs. Phillips for all their hard work.

Mr. McMillian-Wes you will be missed. Welcome to Mrs. Dalton and look forward to working with her. Thanks to all PSA office staff for their hard work. We had a long way to go and are not quite there yet, but are making great progress.

Mr. Dickson-Wes will miss you too; look forward to serving with Mrs. Dalton. Wishes everyone a Merry Christmas filled with love and present of love ones, hope your water runs clear and your sewer runs down hill, and see you next year.

Mr. Hutchins-It has been a pleasure to serve as Chairman of the PSA and work with each of you this past year. I believe that this year has been a very busy year for the PSA with great success. Thanks to Wes for serving as Co-Chair with the PSA in my absent. Thanks to everyone for all the hard work. It is a pleasure to welcome Mrs. Dalton to the PSA in January 2009.

(ORDER)

**ADJOURMENT**

Upon a motion by Mr. Jackson seconded by Mr. McMillian and duly carried the Authority does hereby adjourn at 3 p.m. until the organizational meeting on Monday, January 5, 2009 at 8:30 am.

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David Hutchins, Chairperson

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Ray E. Hill, Director of Operations

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Dana Phillips, Sec./Treasurer