

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
NOVEMBER 12, 2015
CARROLL COUNTY GOVERNMENTAL CENTER
BOARD MEETING ROOM
HILLSVILLE, VA**

CALLED TO ORDER

The Carroll County Public Service Authority held their regularly scheduled meeting on Thursday, November 12, 2015 at 2:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included: Sam Dickson, Chairman, William Payne, Vice Chairman, David Hutchins, James Light, Jeanette Dalton, Thomas Littrell, and also present was Executive Director, Gary Larowe and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

Mr. Dickson: Got a couple of comments, I have been informed that we have several radio read meters out and the roads that we have are all of Cana, all of Airport Road all of Oak Grove, Monorat and RT. 100 on the main part which is a pretty dangerous area and Springwillow and most of Coulson Church does that sound right? This is a long process changing those meters to radio read so it won't be done in a month or two but we will keep adding them as we go along. It will be a lot better for people and a lot safer too. On another note we have extended supplying water to the Town of Hillsville through November 17, 2015, hoping that will be enough and if it is not then we will keep going. It is good that we have excess water and we can help them while we are working. I'm sure they are very appreciative too. Basically that's everything expect you know we will have some changed beginning January 1st and we will talk about that more next month.

On the agenda Mr. Davis he was not put on their and he does want to speak from what I understood. We will put him on the agenda somewhere it just depends on where we are we won't pick a place if everyone one agrees to that. Does anyone have a problem with him speaking when he gets here?

(ORDER)

CLOSED MEETING-PURSUANT TO VA CODE SECTION 2.1 344 A (1) DISCUSSION OF PERSONNEL. A(5) DISCUSSION OF PROSPECTIVE BUSINESS OR INDUSTRY, INFORMATION THAT HAS NOT BEEN PREVIOUSLY RELESED TO THE PUBLIC.

(ORDER)

Upon a motion by, Mr. Payne seconded by Mrs. Dalton and duly carried by the Authority does hereby enter into closed meeting at 2:04 pm until 2:28 pm, for the discussion of VA Code 2.1 344 A (1) discussion of Personnel and A (5) Discussion of perspective business or industry in consultation with the county's attorney pertaining to current litigation.

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(ORDER)

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried by the Authority does hereby convent out of closed meeting.

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

(ORDER)

CERTIFICTION OF CLOSED MEETING

Upon a motion by Mr. Hutchins, seconded by Mrs. Dalton and duly carried the authority does hereby adopt the following resolution:

Whereas, section 2.1 344A (1) of the code of Virginia requires a certification of the Authority that such Closed Meeting was conducted in conformity with Virginia Law:

Now therefore be it resolved that the Authority certifies 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 indentified in this 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.

Mr. Dickson: I would like to make it a matter in the minutes also that I did except on behalf of the PSA the resignation from Gary Larowe effective today. Are there any motions that need to come before the board at this time?

Mr. Payne: Mr. Chairman I make a motion that we approve the employer agreement between Jessica Montgomery and the PSA and authorize you to execute that contract.

Mr. Light: Before we vote on this I want to make sure everyone has got this in their mind right. Jessica is still going to be doing her job just as she always has as the engineer and she will adding on the responsibilities as the Executive Director for the PSA is that right? No hidden things here?

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Mr. Dickson: Yes and Jessica understands this too.

(ORDER)

Upon a motion by Mr. Payne, seconded by Dr. Littrell and duly carried the Authority does hereby approve the employment contact between Jessica Montgomery and the PSA, as the Executive Director effective November 12, 2015.

Mr. Hutchins: Before you move on Mr. Chairman it's not a part of the discussion I just want to say I believe that it was Wes Hurst and I who interviewed Jessica some years ago on kind of a bad night.

Mr. Dickson: I think you mixed up I think it was myself and Gary Larrowe?

Mr. Hutchins: Any way I remember that evening you went to church there was revival going on that week. What I would really like to say she has in my opinion saved Carroll County multiple times her salary in both in hard dollars and in working with other engineering firms and her ability to negotiate the engineering and those aspects of those projects. She has been a tremendous and I believe she will do a great job.

CITIZEN TIME

Sherman Davis: Well back in January or February of this year I purchased a house on Summerwood. I understood it had county water that ran down in the front of it. I bought this house and remodeled it and brought the neighborhood back up to the front. I have now sold it to an elderly lady that has bought it. Not me knowing that it did not have a water meter out front. I just took for granted it had a water meter out front. She purchased the property and when she came to have the water cut on she found out that it would be \$1,250.00 to have a meter she is an elderly lady and if you would I would like for the board to help her out. She will be paying the water bill every month or every three months for probably until she leaves this place. I would like the board to over look this and help her out I do not know when they took the meter out. And maybe put the meter back in her front yard so she can have water. That is the reason I have come here to step in place of her. I do not know y'all's standards, but I always lived in Carroll County

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and I have been a builder for 35 years maybe 40. I have built many houses in Fox Run and Commonwealth and Quail Ridge and I have never heard tell of this. It is new to me. The realtor contacted me and said we had a problem. I went to confront the two women here to my right and they confirmed that needed to come to the board meeting. That is why I am here today to ask if you can overlook this matter and let her have a water meter.

Mr. Light: Why was the meter taken out? If they told you, they had water.

Mr. Davis: I bought the house from the real estate people as a foreclosure. They said it had county water, but these people had died it may had been vacant for a year or two years I do not know. When they died, their son did not take over the debt so I really did not know it didn't have a water meter until I sold the property. So I do not know.

Mr. Light: Is there a well on the property or is it bad?

Mr. Davis: There is a well; I know they said it had rust in it a lot. Your rule is if you have water there you still have to pay for the water doesn't you?

Mr. Phillips: No not in that area, if was grandfathered in before we had the mandatory.

Mr. Davis: Ok well this lady desires the county water.

Mrs. Dalton: Is there water lines from the meter to the house?

Mr. Davis: Yes, the water is there and they line comes into the house.

Mrs. Phillips: We do not really know at what point it was taken out because that account has been there so long we delete them when they have a zero balance. It was taken out for non-payment when it was in someone elses name. The last time we had it in someone's name was when I assume the relatives of the woman that lived there before. The only thing on the account now is sewer mandatory they do not have any water services.

Mr. Dickson: So the sewer line goes through there as well and it is mandatory. Are they hooked to it now?

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Mrs. Phillips: We do not know if there is a line from the meter to the house.

Mr.Davis: I know there is because I hooked it up.

Mr. Light: So it was probably taken out for nonpayment. When it was put in to start with was the connection paid for by the county or the homeowner?

Mrs. Phillips: The County paid for the connection.

Mr.Payne: The water line you hooked up what did you hook it to?

Mr. Davis: There is a water line that come from your meter to the house so I have my plumbing hooked into that. I have a cut off right there at the block wall. So I just assumed all they had to do was come over here and pay to have it cut on and turn the valve.

Mrs. Phillips: You said you bought it in February; we never had it in Mr. Davis's name.

Mr. Davis: No I never did have it cut on, because I was renovating.

Mrs. Dalton: Is the lady that bought the house just an individual?

Mr.Davis: Yes She is single her husband died.

Mrs. Dalton: So she would be there on her own.

Mrs. Phillips: She had bought the property thinking that she had county water. Once we went to set up her account we told her know it does not have it or county sewer either. I think the house was sold to her saying that it did have county water.

Mr. Davis: That is what I took for granted that she just had to come over here and pay to have it cut back on.

Mr.Payne: Did she buy it from you?

Mr.Davis: She bought it from me and the reality company sold it.

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Mr. Dickson: It is kind of a complicated case, anyone have any other questions?

Mrs. Dalton: I think we have to wage individual case. I do not think we can use a blanket policy for each case.

Mr. Payne: Was she sold the property thinking that county water was available?

Mr. Davis: Yes, she was told that it was available all she had to do was come over and get it hooked up. Just pay \$100 or \$200 whatever y'all charge.

Mr. Payne: So she was under the impression that she was hooked up and would just have to pay the bill.

Mr. Light: They just did not open the lid and did not see the meter was not there and the reason the meter was gone was the people didn't pay.

Dr. Littrell: Has this woman already moved in?

Mr. Davis: No she is waiting on county water the well has a lot of rust in it.

Mr. Hutchins: Did she draw some water out of the well? How did she know it had rust in it?

Mr. Davis: I hooked it up to see if my plumbing had leaks in it.

Mr. Hutchins: It's tough either way you look at it because there is a cost either way. Actually people think it's not but the cost for the meter we don't charge and installation fee it's just a hard cost. If I remember correctly.

Dr. Littrell: Does the real estate agency have any liability having advertised it incorrectly.

Mr. Davis: No

Mr. Hutchins: If they said it was available in realty he is, telling the truth it is available.

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Mr. Light: Just more cost than what they thought.

Mrs. Dalton: What is the least amount that we can charge her can we waive part of it.

Mrs. Phillips: The connection fee is \$750 and the availability fee is \$500.

Mr. Light: So she was planning to pay the connection fee probably.

Mrs. Phillips: If she had bought the house and the water had been there and she was a new customer. She would have paid \$25.00 deposit and a \$25.00 turn on transfer fee. If the meter was there.

Mr. Light: What did they do with the old one when they pulled it out?

Mrs. Phillips: I am sure that they put it in somewhere else.

Mr. Light: Do you have any sitting anywhere.

Mrs. Montgomery: We have some in stock but there is a cost.

Mr. Light: One that you have pulled out for the same reason.

Mrs. Montgomery: It would depend on when they were pulled. I don't know of any meters that have been pulled lately.

Mrs. Phillips: Normally when people purchase a home, unless she paid cash. They have to have a water test. At some point, it looked like the well would be tested.

Mr. Davis: I also purchased a house in Hillsville and it is town BB&T Bank owned it, I had the water cut on they did not have to. I just took for granted that's was all they would have to do there. Just pay \$50.00 to be turned on. I pay county taxes on that property too and their double.

Mr. Hutchins: That would have been the case if there had been a normal transfer.

Mr. Davis: I didn't know the meter was pulled. Everyone told me around there they had county water.

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Mrs. Phillips: When you were working on the house, did you not realize you were not customer and that you hooked it to the well?

Mr. Davis: I used the well I got a water line run in there. I have it hooked to the county too. I knew you had to pay a fee to turn it on.

Mrs. Phillips: You would have known if you would have come put it in your name.

Mr. Davis: I would have but I did not want a water bill. I had enough bills.

Mr. Hutchins: It is really not the first time we have had this discussion.

Mr. Payne: I know of a few weeks ago down in Cana they said that it had county water and it did not. I'm sure they will be billed to have a meter installed.

Mr. Dickson: Well do we have any motions or suggestions on what we should do?

Mr. Payne: I am afraid if we do it for one then we will have others to come up with the same problem.

Mr. Davis: Could you waive half of it? I know she doesn't have the money. I will try to help pay the bill.

Mr. Hutchins: The meter is \$750.00 and the availability fee is \$500.00 what if we waive the availability portion of the fee? Just a question.

Mr. Dickson: If we waive the availability fee that would leave \$750.00.

Mr. Light: It was put in there for the first person and they just didn't pay the bill. Like you said a while ago you have to look at each case separately.

Mr. Dickson: If Mr. Davis had have been in here the second or third time I know what the answer would be. This is the first time.

Mr. Light: Is she going to be here 12 months out of the year? Will she be here full time?

Mr. Davis: Yes

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Mr. Dalton: You are willing to help her.

Mr. Dickson: Do we have a motion yet?

Mr. Hutchins: Have we waived the availability fee in the past? I know we have said if we started its because it will be everyday there will be someone coming.

Mrs. Phillips: Not that I can remember.

Mr. Light: What is the availability fee? Is that just a fee for having it there?

Mr. Hutchins: That is part of the cost to put the water lines though there.

Mr. Dickson: About all localities have it.

Mr. Hutchins: The meter fee is just for the meter that is the cost, the availability fee is what we have invested in the infrastructure to get it there. And that is one of those things that if I remember correctly is a piece of the formula to use as they do with Rural Development funding that is a piece of what you have to do. Of course this one was grandfathered in before.

Mr. Light: I think we need to look for an older meter. What about the meters we are putting in electronically?

Mrs. Montgomery: Those are actually more expensive.

Mr. Light: What do you take out?

Mrs. Montgomery: We don't take it out we just add it to the top.

Mr. Dickson: We are getting a customer back so that might account for something?

Mr. Light: She will be the minimum use customer.

Mr. Dickson: What is the minimum?

Mrs. Phillips: \$24.00.

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Dr. Littrell: If the water is hooked back up how does that, affect the sewer?

Mrs. Phillips: She is on mandatory.

Mr. Dickson: Does she realize she will have to pay for that also?

Mrs. Phillips: I told her that when she called she was not very concerned about that it as she was the water.

Mr. Light: What do you think about giving them a break maybe half if the real-estate company can do the other half? It is a wakeup call to anyone in the future. If they sell the houses and say county water is there then they need to make sure the meter is there. It won't take long for that story to get around that if you say it's there it needs to be there if they have to cough up half of it. Could be learning experience for the future. So full cost \$1250, we will do it for half but left the real-estate company writes us a check for the \$625. And that will be a wakeup call and it will be a learning experience for this for happening in the future. This won't happen again though. The real estate company will have to pay.

Mr. Dickson: So \$625 if the real estate company will pay?

Mrs. Phillips: We have no recourse with the real-estate company?

Mr. Dickson: It would be voluntary.

Mr. Light: What we are doing is \$625 this is what it will take, and then do it. It's not us against them. She will have to get you to do some growling with them. Just say we don't want this to be an every month thing but we want to be fair. This thing has a lot of curve balls in it and a couple sliders.

Mr. Hutchins: I would just say charge the meter cost, and I know it's a little more you take the meter cost and waive the availability fee. That would be something.

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(ORDER)

Upon a motion by Mr. Light seconded by Dr. Littrell and duly carried by the authority does hereby approve to waive the availability fee of \$500.00 and charge the \$750.00 for the for the meter cost for the 83 Summerwood property.

Mr. Dickson: This road is older and was probably put in before the availability fee was in place right Dana?

Mr. Phillips: I would say so.

Mr. Hutchins. I concur with that we are setting a new standard.

Mr. Dickson: Thank you, Mr. Davis just work with these ladies.

(ORDER)

APPROVAL OF CONSENT AGENDA

Upon a motion by Dr. Littrell, seconded by Mr. Payne and duly carried the Authority does hereby approve the consent agenda, sections A, B and C. The October 19, 2015 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

Checks #21101-21116	\$62,938.87
Check #21117	\$750.00
Checks # 21118-21144	\$185,863.65

Transfer for Claims

CCPSA to Operating end of October Claims \$20,000.00
CCPSA to Operating November Claims \$185,863.65

Transfer for Debt Reserves

CCPSA to Debt Reserve \$9313.80

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OLD BUSINESS

The Town of Hillsville we have not heard anything else about that. We will keep leaving that.

Sylvatus Water Extension Request- Mr. Heath: We did get a list of user agreements together and we will be working on collecting water samples and getting the application in.

Mrs. Dalton: How many user agreements did you get for that?

Mr. Heath: We have 5.

Dr. Littrell: How many possible customers were there?

Mr. Heath: Based on structures there was 8.

Dr. Littrell: So 5 out of 8 is over 50%.

Mr. Payne: Is that the area that has come to the meeting?

PROJECT UP-DATES NOVEMBER 2015

Cliffview Water — Construction Phase

The Contractor (CW Cauley & Son) has completed tank site grading and the tank access road. The pipe crew has installed approximately 2,500 LF of 8" water line and four road bores. The Contractor will continue pipe work and bores during the upcoming month.

MRPDC has awarded the PSA grant funds to extend the proposed water line along Fries Road, just across the Grayson County line. Design of that line extension has been initiated and is intended to be handled as a Change Order with the current Contractor.

Lynnhaven Tank PRV — Design Phase

No engineering activity during this month.

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Cana/Meadowbrook Water — Planning Phase

USDA-RD SEARCH Grant Project. The draft PER is being prepared and will be provided to PSA staff for review. Environmental clearinghouse agency reviews have been received and the Environmental Assessment is being prepared.

FUNDING APPLICATIONS

Cliffview Water — Construction Grant application submitted to MRPDC in June for possible water line extension along Fries Road. MRPDC has awarded the grant funds to the PSA.

Lynnhaven PRV — Small Project Construction Grant application submitted to VDH in April, and a funding offer has been made to the PSA.

Force Account Construction — A VDH-DWSRF funding application for force account construction of water lines along Coulson Church Road and Ridge Road is under review by VDH.

Dr. Littrell: I noticed when I came into Hillsville the south side of 58 there was at least one hydrant that had the cap off and another one that kind of down in a puddle of water with grass around. We do have sort of a maintenance system for those don't we?

Mrs. Montgomery: We do the best we can. It seems like those are always targeted by vehicles and people are always tampering with them. A lot of time we are flushing a lot and if you see a cap off he may be down the road he may have left that one open. We do try and keep those painted and make sure they are working.

Dr. Litrell: I saw a couple ratty looking.

Mrs. Montgomery: If you see them just let us know we do have a lot to maintain but we do have a plan in place. They are a target for vehicles.

Mr. Dickson: I do have a question for you down on Fries Road in Grayson County there is a little church down there in a curve, then there is another road that goes down to another church and a house, Leonard Methodist Church. I know at one time they did request that we

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run water out there and they have asked Galax first since the supply the water. We are not running any water out there right?

Mrs. Montgomery: No we are ending at the trailer park on Fries, Galax currently provides them with water.

Mr. Hutchins: So we are going up to the Galax City/ Grayson County Line.

Mrs. Montgomery: Yes

Mr. Hutchins: Some people at the church had asked me if we could do anything and I said first you would need an easement to go up through there and second you would need enough people to signup. I know it would allow the church to grown. Unless all the houses did, I know a man bought that last parcel he could own from the Grayson County side that piece. He had asked if there was any way we could get to it. We need to get it in the ground first. If there was any funding left I know they would love that.

NEW BUSINESS

None at this time.

AUTHORITY MEMBERS TIME

Dr. Littrell: I do not have anything but I appreciate Jessica taking on new duties as director and I know she will do a great job as she has with engineering. So welcome aboard.

Mr. Hutchins: Another great job Mr. Chairman, staff does always a great job. It is sad in a way that Gary is leaving we knew he was going. We are in capable hands and will see Carroll County move forward.

Mrs. Dalton: I just want to congratulate Jessica and tell her I will be good from now on.

Mr. Light: Nothing at this time.

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Mr. Payne: I just want to congratulate Jessica and thank Dana and Jessica they have been a lot of help over the last few years. I have asked them a lot of questions some may have sounded stupid.

Mr. Dickson: I will echo the sentiments to Jessica. And welcome you to your new challenge. Weather David or I was there when you were interviewed we are pleased with it.

(ORDER)

ADJOURNMENT

Upon a motion by Dr. Littrell and seconded by Mr. Hutchins and duly carried the Authority does hereby adjourn at 3:12p.m. Until the next regular scheduled meeting on December 14, 2015 at 2:00 p.m. in the Carroll County Governmental Center Board of Supervisors meeting room.

W. S. "Sam " Dickson, Chairman

Jessica Montgomery, Executive Director

Dana Phillips, Sec./Treasurer, Assistant Director

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Sam Dickson, Chairman

Jessica Montgomery, Executive Director

Dana Phillips, Sec./Treasurer, Assistant Director