

**MEETING MINUTES  
CARROLL COUNTY PUBLIC SERVICE AUTHORITY  
MARCH 14, 2016  
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, March 14, 2016 at 3:00 p.m. in the Carroll County Governmental Center Board Meeting Room. Members present included Thomas Littrell, Chairman, William Payne, Vice Chairman, Keith Meredith, James Light, Jeanette Dalton and Doug Winesett. Also present was Executive Director and PSA Engineer, Jessica Montgomery and Dana Phillips, Assistant Director and Secretary/Treasurer of the Authority.

Dr. Littrell stated he would like thank everyone for being here today, obviously you set your clocks up yesterday. It is only seven days until spring and it certainly feels like it. I hope we do not have a back flash because the trees are budding out and Cana has a lot of plant and trees in bloom. Speaking of Cana we had a very nice meeting with a large turnout for potential water line extension. We did not get enough sign ups to start on that we will continue to work on those projects. I know William will be working hard to get dependable water for those folks.

**Citizen's Time** - No speakers.

**CLOSED MEETING-PURSUANT TO VA CODE SECTION 2.2- 3711A(3) DISCUSSION OF ACQUISITION OF REAL PROPERTY OR DISPOSITION OF REAL PROPERTY WHERE PUBLIC DISCUSSION WOULD BE DETRIMENTAL TO THE COUNTY'S POSTION**

**(ORDER)**

Upon a motion by Mr. Payne, seconded by Mrs. Dalton and duly carried by the Authority does hereby enter into closed meeting at 3:04 p.m. until 3:37 p.m. for the discussion of VA Code 2.2-3711 A(3) discussion of acquisition of real property or disposition of real property where public discussion would be detrimental to the county's position.

**(ORDER)**

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

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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)**

**CERTIFICATION OF CLOSED MEETING**

Upon a motion by Mr. Meredith and seconded by Mrs. Dalton and duly carried the Authority does hereby adopt the following resolution:

Whereas, section 2.2-3711A (3) 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 certified that to the best of each members knowledge (1) only public business lawfully exempt from open requirement by Virginia law were discussed in the 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.

**(ORDER)**

Upon a motion by Mr. Meredith and seconded by Mr. Winesett and duly carried the Authority does hereby approve to offer the two school well sites back to the school and well site at the recreation department back to the IDA.

Mrs. Montgomery stated well site #8 is located at the Hillsville Elementary School; there are actually two sites, one for the well and one for the pump station. Woodlawn #1 is the other site next to the ball field at the Recreation Department the adjoining property belongs to the IDA.

Dr. Littrell stated these are wells we no longer use or need.

Mrs. Montgomery stated that is correct.

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**(ORDER)**

Upon a motion by Mr. Light, seconded by Mrs. Dalton and duly carried, the Authority does hereby approve to authorize the PSA to sell at auction the other four well sites at 2:00 p.m. on May 9, 2016. The auction will be held at the front of the Carroll County Governmental Center.

Mrs. Montgomery stated the other four well sites are the Davis Well across from Hill Trucking on 58, Carroll County #6 that is located on HWY 221, Summer's Well #2 which is located off of Cranberry Road, and Carroll County #5 located off of Beaver Dam Road.

**(ORDER)**

**APPROVAL OF CONSENT AGENDA**

Upon a motion by Mrs. Dalton, seconded by Mr. Meredith and duly carried the Authority does hereby approve the consent agenda section A, B and C. The February 8, 2016 and February 23, 2016 minutes were also approved, they are on file in the PSA office. The claims are also on file in the PSA office.

**Claims**

Checks #21312-21328 end of February claims \$30,584.01  
Checks #21329-21358 March claims \$166,017.96

**Transfer for Claims**

CCPSA to Operating end of February claims \$30,584.01  
CCPSA to Operating March Claims \$166,017.96

**Transfer to Reserve**

CCPSA to Debt Reserve \$9,313.80

**OLD BUSINESS**

Town of Hillsville- No information, this will be removed until further notice.

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**Project Up Dates Cliffview Water – Construction Phase**

The Contractor (CW Cauley & Son) has completed tank site grading, the tank access road. Subcontractor Mid Atlantic Storage has started work on the tank foundation. The pipe crew has been installing water line primarily near the water storage tank, Sylvia Drive, Creekview Drive, and Cliffview Road. A boring crew continues to install road bores in advance of the pipe laying crew. A directional drilling crew continues to work on the water line crossing of Chestnut Creek. The Contractor will continue pipe work, road bores, the Chestnut Creek crossing, and tank construction during the upcoming month. To date, the Contractor has installed approximately 11,100' of 8" water line, 32 service connections and 295' of encased road bores.

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 completed and approved by the Health Department. Grayson County has tentatively approved authorizing the PSA to build the extension. A Construction Contract Change Order has not yet been issued to the current Contractor, pending completion of customer signups.

**Lynnhaven Tank PRV – Design Phase**

No engineering activity during this month.

**Cana/Meadowbrook Water – Planning Phase**

USDA-RD SEARCH Grant Project. The PER and EA have been prepared and has been submitted to USDA-RD for review. Comments have been received from RD and are being addressed. The PER has also been submitted to the Health Department and review comments are being addressed. The PSA staff conducted a community meeting to assess community interest.

**FUNDING APPLICATIONS**

**Sylvatus/Route 100 Water** – A DWSRF funding application is being completed and will be ready for submission to VDH during their upcoming application cycle, which is April 1.

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

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**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.

**New Business-** None at this time.

**AUTHORITY MEMBERS TIME**

Mr. Light - Nothing

Mrs. Dalton- Nothing

Mr. Winesett- No Sir nothing

Mr. Meredith- No, Sir

Mr. Payne- I would like to thank the staff and member that came to the Cana Water meeting. We did have a good turnout. Hopefully we will get some sign ups from this and maybe in the distance future we will see some results.

Dr. Littrell-Let's hope that this goes, there are folks there that need water badly. I would like to appoint a committee of two to look at the possibility of any rates adjustments we might need in the future. We have not had a rate adjustment since 2009. Expense and everything has gone up, Mr. Light and Mr. Meredith have agreed to serve on that and come back to the next meeting and give us an idea if any adjustment is necessary and if so what that might be. Thank you gentlemen.

**Citizen Time**

Mr. Boatman stated he bought a house up here above the Sears store in 2010. It had to be rebuilt and fixed up, I did that. I had the water turned on and all regular utilities and they have been on for five years.

I have had problems with a leak; I do not know where it is. My problem is, I can show y'all what the problem is. (Mr. Boatman passed out maps.) I thought the meter was just below the house, I want the meter moved there on my property. Mr. Boatman showed the members were the meter

currently located. My problem is the meter is on property I do not own. I would like to get the water meter moved on my property. I am having a problem somewhere. No one can believe that

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the meter is not on my property. I need the meter moved on my property I should not have to pay to have it moved.

Dr. Littrell stated we will take that under advisement and let you know.

**(ORDER)**

**ADJOURNMENT**

Upon a motion by Mr. Payne, seconded by Mr. Meredith and duly carried, the Authority does hereby adjourn at 3:55 p.m. until the next regular scheduled meeting on April 11, 2016 at 3:00 p.m. in the Carroll County Governmental Center Board of Supervisors Meeting Room.

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Dr. Littrell, Chairman

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Jessica Montgomery, Executive Director/Engineer

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Dana Phillips, Sec. /Treasurer

