

**MEETING MINUTES
CARROLL COUNTY PUBLIC SERVICE AUTHORITY
MAY 9, 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, May 9, 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: Those who were not here earlier missed an auction. Keith Meredith auctioned off three of our four surplus properties that were former well sights. We do have one left if someone would like to enter an absentee bid we would certainly consider it. We did sell three of them and I think the citizens were happy to get that back into their name because most of their property surrounded them.

CITIZENS TIME

No speakers

CLOSED MEETING- PURSUANT TO VA CODE SECTION 2.2-3711 A (1) DISCUSSION OF PERSONNEL , A(3) DISCUSSION OF ACQUISITION OR DISPOSITION OF REAL PROPERTY.

(ORDER)

Upon a motion by Mr. Meredith, seconded by Mr. Payne and duly carried the Authority does hereby enter into closed meeting at 3.08 p. m. until 3:37 p .m .for discussion of VA Code Section 2.2-3711 A(1) Discussion of Personnel and A(3) Discussion of Acquisition or disposition of real property.

(ORDER)

Upon a motion by Mr. Meredith, seconded by Mr. Winesett 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 meeting in accordance with the Virginia Freedom of Information Act.

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CERTIFICATION OF CLOSED MEETING

Now therefore be it resolved that the Authority certifies that to the best of each members knowledge (1) only public business matters lawfully exempt from open requirements by Virginia law were discussed in this Closed Meeting in which the certification as identified in this motion concerning the closed meeting were heard, or considered by the Authority certification resolution applies and (11) only such public business matters as were identified in the motion concerning the Closed Meeting were heard, or considered by the Authority.

OLD BUSINESS

Nothing at this time

PROJECT UP-DATES MAY 2016

Cliffview Water – Construction Phase

The Contractor (CW Cauley & Son) has completed tank site grading and the access road, and the Subcontractor (Mid Atlantic Storage) has erected the tank. During the previous month, the pipe crew has been installing water line primarily along Gambetta Road and Iron Ridge Road with approximately 18,000' of water line installed to date over the entire project area. The Contractor anticipates that the directional bore Subcontractor crew will remobilize this month to continue the Chestnut Creek crossing. The Contractor will continue pipe work, road bores, and the Chestnut Creek crossing during the upcoming month.

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 PER and EA have been prepared and has been submitted to USDA-RD for review. The EA has been approved. Comments have been received from RD on the PER and are being addressed. The PER has also been submitted to the Health Department and review comments are being addressed. The PSA staff previously conducted a community meeting to assess citizen interest and has been accepting User Agreements.

FUNDING APPLICATIONS

Sylvatus/Route 100 Water – A DWSRF funding application has been completed and was submitted to VDH for the current funding cycle.

Lynnhaven PRV – Small Project Construction Grant application submitted to VDH in April 2015, 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.

NEW BUSINESS

None at this time

(ORDER)

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, sections A, B and C, the April 11, 2016 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:

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Claims

Checks #21403-21415	\$18,763.49
Checks #21416-21442	\$155,226.70

Transfer for Claims

CCPSA to Operating End of April	\$18,763.49
CCPSA to Operating May Claims	\$155,226.70

Transfer for Debt Reserves

CCPSA to Debt Reserve	\$9,313.80
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(ORDER)

APPROVAL FOR ADJUSTMENT OF BUDGET LINE ITEMS

Upon a motion by Mr. Meredith, seconded by Mr. Winesett and duly carried the Authority does hereby approve Adjustment of Budget Line Items.

AUTHORITY MEMBERS TIME

Mr. Light: We are working on trying to trim our budget. We will continue to work on that.

Mrs. Dalton: Nothing at this time.

Mr. Winesett: Nothing at this time.

Mr. Meredith: Nothing at this time.

Mr. Payne: Nothing at this time.

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Dr. Littrell: We did have a little problem at our pump station but this has been fixed? This was lightening.

Mrs. Montgomery: Yes, at Loves Sewer Plant

Dr. Littrell: Is this the second time this has happened?

Mrs. Montgomery: To this specific pump station yes, it is the first time.

Dr. Littrell: I am glad how fast they responded to this; no one was out of water were they?

Mrs. Montgomery: No

Dr. Littrell: I just want to give public notice that I will not be at the next meeting unless the date has changed from June 13th, I don't think it has. So our very capable Vice Chairman will lead you through the meeting probably more smoothly than I did today. That is all we will see you all next month.

(ORDER)

ADJOURNMENT

Upon a motion by Mr. Payne, seconded by Mrs. Dalton and duly carried the Authority does hereby adjourn at 3:48 p.m. until the next regular scheduled meeting on June 13th, 2016 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, Assistant Director