

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS
January 29, 2016

At a called meeting of the Public Service Authority Board of Directors held on Friday, January 29, 2016, at 11:00 a.m. in the Main Conference Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia, the following Board members were present: Dr. Doug Warren, Chairman; Nancy Burchett; Dave Dean and Dennis Setliff.

Staff members present included: Peter Huber, County Administrator; Karen Thompson, Assistant County Administrator, Management Services; Ashley Edmonds, Clerk to the Board; Diane Newby, Finance Director; Ronnie Nichols, Director of Operations, Maintenance and Transportation; Jared Linkous, County Engineer.

Dr. Warren called the meeting to order at 11:00 a.m. and welcomed those present.

1. Confirmation of a Quorum

Dr. Warren confirmed a quorum with 4 members in attendance.

2. Citizen Comments

None.

3. Action Items

A. Fairacres Sewer Service

Mr. Linkous updated the Board regarding the receipt of a letter to the PSA regarding a request for the PSA's participation to extend the existing sanitary sewer from the Wendy's restaurant on Route 100 in Dublin. Fairacres Management Corporation owns parcels 056-003-000C-0003 and 056-003-000C-003C (Charles Drive/Route 100, near O'Reilly's Auto Parts and the mulch area) and has a contract to sell the two properties contingent on sanitary sewer availability. A septic system cannot be installed due to poor soil conditions. Fairacres Management met with the county's Community Development (Building) department to discuss getting help with the cost of planning, engineering, permits and other particulars surrounding the project. The buyer is also willing to participate depending on the overall cost. The sewer extension is eight hundred feet and overall cost for the project is estimated at \$120,000. The recommendation by staff would be to have Mr. Linkous provide the engineering/planning work for the project, H.T. Bowling would complete the install in accordance to the plans and Fairacres and/or the buyer would purchase the materials. The county would own, operate and maintain the eight inch line (requires three manholes). Mrs. Burchett asked how many customers could be added to this line; Mr. Linkous responded there would be one guaranteed commercial account (the anticipated business) and potential customers who currently have their own septic systems (Valley Harvest Ministries, O'Reilly Auto Parts, the car lot). Mrs. Burchett added it would be a good project if they pay for the labor and materials and asked how much the materials would cost. Mr. Linkous estimated \$30,000 - \$40,000. Mr. Setliff stated we could offer to purchase the materials tax free or allow the business to use the county's tax exempt status since it is a public project. Mrs. Burchett expressed concern over the use of business using the county's tax free exemption; Mr. Linkous stated this was common practice and that we were not providing our tax identification information. Mr. Dean questioned whether it was beneficial to use Mr. Linkous' expertise and time for the project, especially when the extension would not add potential customers due to area - solid limestone in elevation. Mr. Dean admitted from an economic development stand point is a wise decision as it would bring in revenue with fees and taxes. Mr. Huber recommended waiving the connection fee, if needed, in negotiation with Fairacres.

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On a motion from Mr. Dean, seconded by Mr. Setliff and carried, the Board authorized staff to negotiate with Fairacres Management Corporation to extend the sanitary sewer without funds from the PSA but to include the engineering services of Mr. Linkous without cost. Additionally, the Board authorizes staff to offer Fairacres Management the removal of the connection fee, if necessary, to finalize the agreement.

Voting Yes: Dr. Warren, Mr. Dean, Mrs. Burchett, Mr. Setliff
Voting No: None

B. Update on Bid Opening – PSA Billing Center

Mr. Linkous updated the Board on the bid opening for the PSA Billing Center on January 19, 2016. There were four bidders: David Hill Builders, F & S Building Innovations, Lionberger Construction Company and Thor. The bids ranged from \$130,718 to \$182,100 and included four bid alternates: parking lot lights, exterior sign lights, exterior soffit lights and ceiling tile replacement. F & S Builders had the lowest bid and with the 5% contingency of \$137,253.90, it is well under the \$150,000 estimate. The remainder may be used for office furnishings which was not included in the estimate.

On a motion from Mrs. Burchett, seconded by Mr. Setliff and carried, the Board approved the staff recommendation to proceed with F & S Building Innovations as the contractor for the PSA Billing Center.

Voting Yes: Dr. Warren, Mr. Dean, Mrs. Burchett, Mr. Setliff
Voting No: None

4. Follow – up Items

A. Training – Water Meter Replacement

Mr. Huber updated the Board of the request from Virginia Tech to have Mr. Linkous speak at an upcoming training. Mr. Huber gave verbal approval and Mr. Linkous will receive monetary compensation and the opportunity to earn continuing education units (CEUs).

B. Update on Sewerage Authority Reconstruction Project

Mr. Setliff advised the Route 11 bore is complete; it was a thirty – six inch bore and no unforeseen issues occurred. The Cook – out sent correspondence regarding patching and completion of project and a formal response is forthcoming.

5. Closed session – 2.2 – 3711(A) 3

A. On a motion from Mr. Dean, seconded by Mr. Setliff and carried, the Public Service Authority Board of Directors entered into closed session for the discussion of the following:

Legal Matters – Pursuant to Virginia Code Section 2.2 – 3711(A) 7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- Utility charges

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Personnel – Pursuant to Virginia Code Section 2.2 – 3711(A) 1 discussion for the consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, discipline or resignation of public officers, appointees or employees, regarding:

- Application of disciplinary policies

Voting Yes: Dr. Warren, Mr. Dean, Mrs. Burchett, Mr. Setliff
Voting No: None

B. Return to Open Session

On a motion from Mr. Dean, seconded by Mrs. Burchett and carried, the Board returned to regular session.

Voting Yes: Dr. Warren, Mr. Dean, Mrs. Burchett, Mr. Setliff
Voting No: None

C. Certification of Conformance with Virginia Freedom of Information Act

On a motion from Mr. Setliff, seconded by Mrs. Burchett and carried, the PSA Board of Directors adopted the following resolution certifying conformance with the Virginia Freedom of Information Act:

WHEREAS, the Public Service Authority Board of Directors has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2 – 3371(A) of the Code of Virginia requires a certification by the Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the PSA Board of Directors hereby certifies to the best of each members’ knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution flies applies; and (ii) only such business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Public Service Authority Board.

Voting Yes: Dr. Warren, Mr. Dean, Mrs. Burchett, Mr. Setliff
Voting No: None.

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6. Adjournment


On a motion from Mr. Dean, seconded by Mrs. Burchett and carried, the Board adjourned its called meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, February 9, 2016, at 9:00 a.m., in the Board Room of the County Administration Building.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Mrs. Burchett

Voting No: None



Doug Warren, Chairman


Nancy Burchett, Secretary/Treasurer