

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING  
JULY 11, 2017

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, July 11, 2017, at 9:00 a.m. in the Board 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; Dave Dean, Vice Chairman, Dennis Setliff, Dr. Fritz Streff and Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Jonathan D. Sweet, County Administrator; Karen Thompson, Assistant County Administrator, Management Services; Diane Newby, Finance Director; Ron Nichols, Director of Operations, Maintenance and Transportation; Debra Boyd, Public Service Authority, Accounts Payable/Collections Clerk, Ashley Edmonds, Deputy Clerk and Natasha Grubb, Clerk to the Board.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:05 a.m.

A. Confirmation of A Quorum

All 5 (five) Board members were present confirming a quorum.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

Mr. Linkous advised the Board that an executive session was added to the agenda to address the following:

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

- Update on Personnel Matter

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:

- 2017 PSA - PCSA Memorandum of Understanding

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board accepted the addition of the executive session to the agenda.

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

Voting No: None.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mrs. Brenda Blackburn, resident of Ruebush Road, Dublin, inquired about the availability of public sewer on McAdam Road (also known as Possum Hollow Road).

Mr. Linkous remarked that sewer was not available on Possum Hollow Road. He further explained that the Board approved and authorized a water and sewer master plan which would include a public hearing and encouraged Mrs. Blackburn to bring any needs or concerns at that time.

Mrs. Blackburn asked Mr. Nichols if there was fuel for PSA vehicles use at the County facility? Mr. Nichols

responded in the affirmative.

On behalf of a PSA employee (who she did not identify), Mrs. Blackburn questioned if it would be possible to find out how many loads Mr. Patrick Phillips has taken to the New River Resource Authority (landfill) over the last five years. Dr. Streff advised Mrs. Blackburn that if staff were to come to her in the future with questions for the Board to tell him/her to attend the meeting or contact staff via phone or e-mail.

Dr. Warren suggested Mrs. Blackburn follow protocol by discussing any questions or concerns with Mr. Linkous or Mr. Sweet before approaching the Board.

Mr. Sweet suggested Mrs. Blackburn bring the information to the most applicable staff member who would delegate to the appropriate person. Mr. Sweet expressed the importance of not discussing personnel issues in a public setting, but rather in Executive Session and thanked Mrs. Blackburn for bringing her concerns to the Board.

#### B. Presentation of Resolution of Appreciation - John "Jay" Martin Goad

Dr. Warren and Mr. Linkous presented Mrs. Danielle Goad and family with a resolution of appreciation for the service of John "Jay" Goad. A copy of the resolution will be placed at the PSA office and the Water Treatment Plant.

### 4. Financial Matters

#### A. Financial Report

The Board reviewed the financial report as presented. Mrs. Newby reported ending the year \$701,100.00 in the negative, however \$3.3 million was scheduled to be used from reserves with approximately \$2 million used on capital improvements.

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board accepted the Financial Report.

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

Voting No: None.

#### B. Collections Update

Mrs. Boyd provided the collections update. Efforts continue for collection of outstanding account monies.

Mr. Setliff asked if staff responded to the individual from last month regarding the overdue balance. Mrs. Boyd replied that the individual has contacted the office and payment arrangements are forthcoming.

#### C. Delinquency Report

The Board reviewed the Delinquency report; there were no questions.

#### D. One Call Report

The Board reviewed the One Call report; there were no questions.

### 5. Action Items (Old Business)

#### A. Town of Dublin Water Rate Agreement

Mr. Linkous provided an overview of the water rate agreement with the Town of Dublin. Mr. Linkous spoke with Mr. Parker, Town Manager, Dublin, and the Town of Dublin approved in their budget the 5% water rate increase which will change the wholesale rate from \$2.82 per thousand to \$2.96 per thousand.

Staff recommended approving a 5% increase effective July 1, 2017.

On a motion by Mrs. Burchett, second by Mr. Setliff and carried, the Board accepted the Town of Dublin Water Rate Agreement.

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

Voting No: None.

#### B. Surveillance Cameras at the Convenience Centers

Mr. Linkous presented Staff's recommendation for the Board to purchase one Camera Type 1 and wireless installation bridge and approach the Board of Supervisors to fund one Camera Type 2 (see July 11, 2017, BoardDocs for quote).

Mr. Sweet expressed the importance of signage to make the public and staff aware of video monitoring at the Convenience Center.

Mr. Linkous suggested budgeting \$4,000.00 which includes a 5% contingency.

By consensus, the Board accepted and approved staff's recommendation.

Mr. Setliff requested Staff provide an update to the Board once the cameras are installed.

#### 6. Action Items (New Business)

None.

#### 7. Reports from Executive Director and Staff

##### A. Operational Reports; Convenience Centers and County Landfill Tonnage; Inmate Availability and Cut-Off List

Mr. Linkous advised the Board that correspondence had been received from the Town of Pulaski stating they had contacted Honeywell regarding the location on Lafayette Street, specifically, their desire to allow for use of the additional site to operate a convenience center similar to Dublin site. There has not been a response back from Honeywell and staff will keep the Board updated as information is provided.

As the Honeywell site is in very close proximity to the Sheriff's Office, Mr. Dean requested appropriate Sheriff Department personnel be included in the discussion.

Dr. Streff thanked staff for clearing the previous single stream jamming issues at the Dublin and Dora Highway Convenience Centers.

##### C. Town of Dublin Water Purchase Agreement

Mr. Linkous advised the Board that the 40 year term described in the Town of Dublin Water Purchase Agreement had expired. Mr. Linkous and Mr. Parker are working to update and renew the agreement.

The following updates were provided on the following staff to do list items:

##### A. Skyview Phase 3 (Community Sewers Project)

Mr. Linkous stated there was a delay in obtaining an easement for the project, however staff continues to work to resolve the issue.

##### B. Drop Site on the South Side of Claytor Lake

No update given.

C. Covered Water Meter Ordinance

No update given.

D. Draper Area Wythe County Sewer/PSA Connection

No update given.

E. Water Meter Replacement

Mr. Linkous mentioned the meters have been ordered, delivered and Staff is working to install the meters.

F. Water Master Plan

Mr. Linkous informed the Board that work on the water master plan will begin as funds were allocated for the project in the FY18 budget.

G. Lakewood Estates

Mr. Linkous stated work on improvements at Lakewood are close to completion.

H. Facilities for Refuse Employees

No update given.

I. Pulaski Convenience Center Relocation

Update given during delivery of operational reports.

J. Brookmont Water System Disinfection By-Products

Mr. Linkous advised the Town of Pulaski's PER (preliminary engineering report) has been submitted, the Virginia Department of Health (VDH) has replied and consulting engineers are working to address VDH's comments.

K. Improvements to Fairlawn Convenience Center

Mr. Setliff asked about the schematics at the Fairlawn Convenience Center. Mr. Linkous reported there was a rough plan and there would be a determination regarding the retaining wall.

Mr. Setliff remarked about how the change of traffic flow has made a huge difference in access and ease of using the facility and Dr. Warren complimented the attentiveness and helpfulness of the attendant at the center.

L. Write Off Accounts Consideration

No update given.

8. Other Matters from the Directors

Mr. Dean inquired if water and sewer location was available on the GIS mapping. Mr. Linkous responded that four (4) new GIS maps were added to the County's website and staff continues to work to have the utility location maps added with the next few months.

Dr. Warren inquired about water and sewer availability for the proposed consolidated new middle school project. Mr. Sweet suggested scheduling a meeting with the architect to discuss the impact the project would have on utilities.

Mr. Sweet advised the Board of plans to join the refuse crew in an effort to evaluate tasks and performance to gain a better understanding of the crew's duties. In addition, there are plans to schedule a meal for the PSA employees, prepared by staff, to show appreciation for all the hard work they do everyday.

#### 9. Items of Consent

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board reviewed and approved the following items of consent:

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

Voting No: None.

##### A. Minutes of Previous Meeting

The minutes of the June 13, 2017, regular meeting, were reviewed and approved by the Board.

##### B. Balance Due Report

The balance due report was approved as presented in the July 11, 2017, meeting agenda in BoardDocs.

##### C. Budget Adjustments

Budget adjustment #2017-10 in the amount of \$71,666 was approved as presented in the July 11, 2017, meeting agenda in BoardDocs.

##### D. Billing Adjustments

The billing adjustments were approved as listed in the July 11, 2017, meeting agenda in BoardDocs.

##### E. Accounts Payable

The Board ratified accounts payable for checks numbered # 8015422-8015563.

##### F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of June 2017, an electronic version of which is filed in the July 11, 2017, BoardDocs agenda.

#### 10. Information Items

##### A. Notice of Surface Water Influence Determination - Gatewood Picnic

Mr. Linkous reviewed the Virginia Department of Health notice of surface water influence determination regarding the Gatewood Picnic area well in the Town of Pulaski.

#### 11. Executive Session:

##### A. Enter Into Executive Session

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Public Service Authority Board of Directors entered into closed session for the discussion of the following:

- Personnel
- Legal Matters

Pursuant to Virginia Code Section 2.2-3711(A) 1 & 7 discussion and consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of public officers, appointees or employees regarding:

- Staff update regarding personnel

Pursuant to Virginia Code Section 2.2-3711(A) 7 consultation with legal counsels and briefings by staff for discussion of specific legal matters and legal subjects to probable litigation regarding:

- 2017 PSA - PCSA Memorandum of Understanding

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

Voting No: None.

#### B. Return to Open Session

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Public Service Authority Board of Directors returned to open session.

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

Voting No: None.

#### C. Certification of Executive Session

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Public Service Authority 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 provision of the Virginia Freedom of 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 Public Service 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 files 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: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

#### 11. Adjournment

##### A. Adjournment

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board adjourned their July 11, 2017, regular meeting. By consensus, the Board unanimously voted in the affirmative to conclude the meeting.

The regular meeting of the Public Service Authority will be held on Tuesday, August 8, 2017, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

  
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Douglas D. Warren, PhD, Chairman

  
Nancy Burchett, Secretary/Treasurer