

**PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
AUGUST 8, 2017**

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, August 8, 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; Mr. Dave Dean, Vice - Chairman; Mr. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett.

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

1. Welcome and Call to Order

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

A. Confirmation of A Quorum

All 5 (five) Board members were present.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

There were no additions or changes to the agenda.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no citizen comments.

4. Financial Matters

A. Financial Report

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board reviewed and accepted by consensus (all in the affirmative) the Financial Report.

B. Collections Update

Mrs. Boyd reported to the Board that efforts to collect monies owed were ongoing.

C. One Call Report

Mr. Linkous reviewed the One Call Report. There were no questions.

5. Action Items (Old Business)

There were no action items regarding old business.

6. Action Items (New Business)

There were no action items regarding new business.

7. Reports from Executive Director and Staff

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

There was an error in the reporting of County Landfill Tonnage - Residential; the corrected amount was 1,047.24.

Mr. Sweet updated the Board on the status of relocation of the Pulaski Convenience Center. The Town of Pulaski is seeking Honeywell's approval for 2.1 acres of land for expansion of the center (gift or purchase). No response has been received from Honeywell. Mr. Dean asked staff to include the Sheriff's Office in discussions regarding the Honeywell site.

B. PSA Raw Water Intake

Mr. Linkous reviewed the PSA Raw Water Intake project and the Virginia Department of Health's agreement of the terms for funding. Formal authorization of the project by the Virginia Department of Health (VDH) is forthcoming.

C. PSA Site Approval Agreement

Mr. Linkous reviewed the agreements from All Points Broadband (formerly, New River Valley Unwired, LLC) and terms, including the engineering analysis and coordinated use of frequencies for the Bagging Plant, Draper West (Barrett Ridge), Industrial Park, Morgan's Cut and Viscoe water tanks. There were no objections from the Board, thus staff will move forward with plans to sign the agreements.

D. Staff to Do List

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

A. Skyview Phase 3 (Community Sewers Project)

Staff continues to work on obtaining easement for project.

B. Drop Site on the South Side of Claytor Lake

No report given.

C. Covered Water Meter Ordinance

No report given.

D. Draper Area Wythe County Sewer/PSA Connection

No report given.

E. Water Meter Replacement

Approximately 800 water meters have been purchased with crews installing out of cycle meters based on study provided by Virginia Tech.

F. Water Master Plan

No report given.

G. Lakewood Estates

Staff is in the process of signing task orders with the engineering firms.

H. Facilities for Refuse Employees

No report given.

I. Pulaski Convenience Center Relocation

Please review update given by Mr. Sweet documented under agenda item 7. A. Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut - off list.

J. Brookmont Water System Disinfection By-Products

No report given.

K. Improvements to Fairlawn Convenience Center

Mr. Setliff requested a schematic layout for the Fairlawn Convenience Center to include areas of improvement.

L. Write Off Accounts Consideration

No report given.

8. Other Matters from the Directors

Mr. Sweet provided the Board with an update on the new Pulaski County Consolidated Middle School project and advised that the Board of Supervisors voted in favor of a referendum to be placed on the November 7, 2017, ballot, with the question, "Should the County of Pulaski, Virginia, contract a debt and issue its General Obligation Bonds in the maximum amount of \$47,000,000.00 to finance the acquisition, construction and equipping of a consolidated Pulaski County Middle School and related improvements [] Yes [] No?" Mr. Sweet stated the financing would be through VPSA loans and that \$1.3 million had been added to the School Board's original requested amount (\$45.7 million) to allow for needed utility work.

Mr. Dean and Dr. Streff stressed the importance of the PSA's involvement in the project and the Board requested the architect (RRMM Architects, Roanoke, Virginia) and/or engineer (Gay & Neel, Christiansburg) be invited to the September 12, 2017, PSA Board of Directors meeting to discuss the plans for the utilities. The Board members were asked to submit questions for the architect and/or engineer to Mr. Linkous, who will compile and send on the Board's behalf.

9. Items of Consent

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board reviewed and approved by consensus (all in the affirmative) the following items of consent:

A. Minutes of Previous Meeting

The minutes of the July 11, 2017, regular meeting, were reviewed and approved by the Board.

B. Balance Due Report

The balance due report was approved as presented in the August 8, 2017, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustments.

D. Billing Adjustments

The billing adjustments were approved as listed in the August 8, 2017, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #8015564 -8015685.

F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of July 2017, an electronic version of which is filed in the August 8, 2017, BoardDocs agenda.

10. Informational Items

A. Warning Letter - DEQ

Mr. Linkous provided the details of a recent sewer leak (overflow) which was found in a field behind Volvo, which generated the letter from the Department of Environmental Quality.

Mr. Dean expressed frustration with an ongoing sewer odor. Mr. Linkous explained the primary contributor was the Town of Pulaski.

B. Notice of Violation - Covey's Family Campground

C. Notice of Violation - Eagleview Mobile Home Park

Mr. Linkous explained that both notices of violation (Covey's Family Campground and Eagleview Mobile Home Park) were provided by the Virginia Department of Health Office of Drinking Water for information purposes as these entities were private water works operators. The letters also serve as indicators as the PSA may see requests from these water works to join the PSA water system.

D. Notice of Public Hearing - Rates and Operational Structure of the Pulaski County Sewerage Authority (PCSA)

Mr. Linkous announced that there would be a public hearing regarding rates and the operational structure of the Pulaski County Sewerage Authority on Tuesday, August 22, 2017, at the Riverlawn Elementary School Community Room A, at 6 p.m.

Mrs. Burchett asked about the rates change phases and timing and Mr. Setliff, as the Pulaski County Swerage Authority (PCSA) Chair, responded with a review of the proposal and late fees.

11. Executive Session

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Public Service Authority Board of Directors entered into closed session for the discussion of the following: (Staff attending: Mr. Linkous, Executive Director, Public Service Authority and Mr. Sweet, County Administrator)

- 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:

- Staffing Plans for Water Treatment Plant and Sewer Department

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 Dr. Streff, second by Mrs. Burchett 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 Dr. Streff, second by Mr. Dean 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.

12. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board adjourned their August 8, 2017, regular meeting.

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

Voting No: None.

The September regular meeting of the Public Service Authority will be held on Tuesday, September 12, 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.



Douglas B. Warren, PhD, Chairman



Nancy Burchett, Secretary/Treasurer