

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
January 9, 2018

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, January 9, 2018, at 9:01 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; Ronnie Nichols, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance Director; Debra Boyd, Accounts Payable and Collections Clerk and Natasha Grubb, Clerk to Board.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:01 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

On a motion duly made, second by Mr. Dean and carried, the Board approved the agenda as presented. All 5 (five) Board members by consensus voted in the affirmative.

3. Presentations and Citizens Comments

A. FY 2017 Audit Presentation

In accordance with Section 15.2-2510 of the Code of Virginia, the Pulaski County Public Service Authority's audited financial report, for fiscal year ended June 30, 2017 was presented by Ms. Emily Viers, CPA with Robinson, Farmer, Cox Associates gave a presentation of the PSA financials.

Ms. Viers discussed the upcoming standard to be implemented in 2019 for Assets Retirement Obligations. Local government should review currently existing assets, all structures for water and sewer authority (dams, treatment facilities, etc.) and determine if current laws and regulations require the government decommission these assets when they are no longer in use. If it is determined that the government has asset retirement obligations (AROs), estimates of these costs should be provided for presentation in the financial statements by June of 2019.

Ms. Viers noted the filing requirements for disclosure forms has been updated for the calendar year 2017. The forms will be required to be filed no earlier than January 1, 2018 and no later than February 1, 2018.

B. Citizens Comments

There were no citizen comments.

4. Financial Matters

A. Financial Report

Mrs. Newby provided the Financial Report. There were no questions by the Board.

On a motion by Mr. Setliff, second by Ms. Burchett and carried, the Board reviewed and accepted by consensus (all in the affirmative) the Financial Report.

B. Collections Update

Mrs. Boyd announced the PSA collected \$18,795.42 from the Virginia Department of Taxation for the Set off Debt program in 2017. The 2018 year has been electronically filed with Virginia Department of Taxation with a total of 1,304 submitted records. Ms. Boyd will give an update at the February meeting of the amount submitted once verification has been sent from the State.

C. One Call Report

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

5. Action Items (New Business)

A. Shared Funding for Draper Aden Infrastructure and Rate Study

Mr. Linkous advised that the PCSA has entered into an agreement with Draper Aden to conduct an evaluation of the Fairlawn sewer system and rate modeling. The total cost of the projects are estimated to be \$45,800 and are scheduled to begin in First Quarter 2018.

Public Service Authority (PSA) is currently performing maintenance on this same system based primarily upon a flat annual rate. PCSA agreed this rate will be evaluated on an annual basis and adjusted as mutually agreed.

It is considered the evaluation of the study will provide a basis in which a quantifiable measure may be used to set the maintenance fee. As such, PCSA requested the PSA to share in the cost of the system evaluation up to a maximum of \$22,900.

Dr. Streff proposed to provide 0% loan to PCSA in the amount of 45,800 to be paid 18 months with \$10,000 of the loan be forgiven immediately.

Mr. Sweet suggested this project be referenced as a joint study between PSA and PCSA.

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board approved to provide 0% loan to PCSA in the amount of 45,800 to be paid 18 months with \$10,000 of the loan be forgiven immediately.

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

Voting No: None.

Voting Abstain: Mr. Setliff

6. Action Items (Old Business)

A. There were no action items regarding old business.

7. Reports from Executive Director and Staff

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

The Board reviewed the Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list as presented in the January 9, 2018, BoardDocs agenda.

There were no questions.

B. County Decals

Mr. Linkous provided an updated on the new location of the state inspection decal and the proposal by the Treasurer to eliminate County decals, which aided convenience center attendants identify county residents.

In agreement by consensus the Board agreed to eliminate the County decal. Mr. Linkous noted staff will report the Board's decision to the Treasurer.

C. Staff to Do List

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

A. Skyview Phase 3 (Community Sewers Project)

Project close to entering loan closing.

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

Ongoing.

F. Water Master Plan

CHA was selected and a quote is being prepared.

G. Lakewood Estates

Future agenda will reflect removal of this item.

H. Facilities for Refuse Employees

Mr. Nichols is working on quote for project.

I. Pulaski Convenience Center Relocation

No report given.

J. Brookmont Water System Disinfection By-Products

VDH is awaiting further information from the Town of Pulaski and a second round of comments is forthcoming.

K. Improvements to Fairlawn Convenience Center

Mr. Linkous reported ongoing improvements at the Convenience Center, plans to approach Peppers Ferry for acquisition of the adjoining property will be addressed.

L. Write off Accounts Consideration

No report given.

8. Other Matters from the Directors

Mr. Setliff discussed Pulaski County Sewerage Authority (PCSA) invoicing, billing and bookkeeping duties are currently performed by Fairlawn Tax and Bookkeeping Service in Fairlawn, Virginia. The Board of Directors of PCSA have concluded a backup source must be evaluated and secured for implementation at the point at a time the incumbent no longer wishes to perform the function.

The PCSA is requesting the Public Service Authority (PSA) provide a quotation, costs and timing, to assume 100% of the responsibilities mentioned above. This quotation will be evaluated with various scenarios in order to establish PCSA's future direction.

In addition consideration must be given to the current location which provides a receivable service on behalf of PSA customers who desire to pay their bill in Fairlawn. This will need to be secured although it should be quoted as an independent item.

Mr. Setliff informed the Board quotes from other agencies will also be submitted and considered.

9. Items of Consent

On a motion by Mr. Dean, second by Dr. Streff 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 December 12, 2017, regular meeting, will be reviewed and approved by the Board at the February 13, 2018 meeting.

B. Balance Due Report

The balance due report was approved as presented in the January 9, 2018, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustments for the month of January 2018.

D. Billing Adjustments

The billing adjustments were approved as listed in the January 9, 2018, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #8016230-8016341.

F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of December 2017, an electronic version of which is filed in the January 9, 2018, BoardDocs agenda.

10. Informational Items

A. 2018 Holiday Schedule

The Board reviewed the 2018 Holiday Schedule presented in the January 9, 2018, BoardDocs agenda.

11. Adjournment

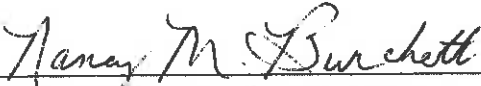
A. Adjournment

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board adjourned their January 9, 2018, regular meeting. The Board voted by consensus in the Board unanimously voted in the affirmative to conclude the meeting.

The February regular meeting of the Public Service Authority will be held on Tuesday, February 13, 2018, 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 D. Warren, DED, Chairman



Nancy Burchett, Secretary/Treasurer