

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
June 12, 2018

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, June 12, 2018, at 9:00 a.m. in the Basement Central 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; 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; 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 9:02 a.m.

A. Confirmation of A Quorum

Five (5) Board members were present.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

The Board voted in the affirmative by consensus to accept the agenda as presented.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizen comments.

4. Financial Matters

A. Financial Report

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board reviewed and accepted by consensus in the affirmative the Financial Report.

B. Collections Update

Mr. Linkous provided the collections update. There were no questions.

C. Delinquency Report

Mrs. Boyd reviewed the Delinquency Report. Timothy Lee Burton spoke with the Town of Pulaski regarding both Public Service Authority (PSA) and Town of Pulaski had billed for garbage services since 2008 and requesting reimbursement. Mr. Linkous advised the board staff would research and make the appropriate adjustments.

D. One Call Report

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

5. Action Items (New Business)

There were no action items regarding old business.

6. Action Items (Old Business)

A. Adoption of Fiscal Year 2019 Budget, Capital Plan and Water and Sewer Rates

Mr. Linkous introduced the resolution adopting the establishment of rates, fees and all other charges for the fiscal year of July 1, 2018 - June 30, 2019.

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board approved the resolution adopting the establishment of the rates, fees and all other charges for the fiscal year July 1, 2018 - June 30, 2019.

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

Mr. Linkous reviewed the adopting the of Public Service Authority (PSA) 2018-2019 budget.

On a motion by Mrs. Burchett, second by Dr. Streff and carried, the Board approved the adoption of the Public Service Authority (PSA) 2018-2019 budget.

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

Mr. Linkous introduced the adoption of the Public Service Authority (PSA) 2018-2019 Capital Improvement Plan

On a motion by Mrs. Burchett, second by Mr. Dean and carried, the Board approved the 2018-2019 Capital Improvement Plan.

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

Mr. Dean inquired if photos could be taken of garbage trucks, equipment and vehicles purchased and attached to the agenda as part of the record. Mr. Nichols responded it would not be a problem.

Mr. Sweet reported a new building will be constructed between the County garage and the water/sewer building for the relocation of the maintenance department. By doing so, this will save money, provide a larger space to store equipment and will serve as a great location to have the Public Service Authority (PSA) departments combined.

Mr. Linkous discussed EATON will terminate the ELPRO Industrial Wireless product line and discontinue services on June 15, 2018. Mr. Linkous reported spending \$10,000-\$15,000 toward the purchase of several units and further explained the importance of having those products in stock to make the appropriate repairs to existing sites.

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 June 12, 2018, BoardDocs agenda.

Mr. Nichols advised the price per ton for tires will increase from \$100 to \$200 a ton beginning in July 2018.

B. Staff to Do List

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

A. Skyview Phase 3 (Community Sewers Project)

No report given.

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

No report given.

F. Water Master Plan

No report given.

G. Facilities for Refuse Employees

No report given.

H. Pulaski Convenience Center Relocation

No report given.

I. Brookmont Water System Disinfection By-Products

No report given.

K. Improvements to Fairlawn Convenience Center

No report given.

L. Write off Accounts Consideration

No report given.

8. Other Matters from the Directors

Mr. Setliff reported Ryan Hendrix has been appointed as Deputy Executive Director for Peppers Ferry Wastewater Treatment Authority.

Mr. Setliff suggested contacting local businesses and advising the Public Service Authority (PSA) offers more competitive containers rates than other companies. Mr. Linkous remarked he spoke with staff in the County's Community Development department, and requested, going forward, staff will inform businesses when obtaining a building permit, if a roll off container is needed, the use of PSA services is required. The PSA will generate revenue, however there will be expenses to purchase more roll off containers to serve our customers.

Dr. Warren explained citizens are not informed of this service. Mr. Linkous remarked it will take time to educate citizens; however, starting with the County Development staff as the first contact with the building permit process, the PSA should begin to see changes.

Mr. Dean requested contacting the Pulaski County Chamber of Commerce and combine with the tourism package information to be given explaining the services PSA offers. Mr. Nichols proposed visiting local businesses and communicating the PSA saves money, has better rates and offers an excellent, quality service. Mr. Nichols expressed the importance of educating citizens county wide of the garbage and roll off services. Many are unaware PSA offers roll off services and staff will work harder to inform citizens.

Dr. Warren inquired if anything had occurred with the Caldwell sewer problem. Mr. Linkous stated once the sewer project begins, staff would look to make this a priority.

9. Items of Consent

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board reviewed and approved by consensus in the affirmative (Absent: Mrs. Burchett) the following items of consent:

A. Minutes of Previous Meeting

The minutes of May 8, 2018, regular meeting, were approved by the Board at the June 12, 2018, meeting.

B. Balance Due Report

The balance due report was approved as presented in the June 12, 2018, meeting agenda in BoardDocs.

C. Budget Adjustments

Budget adjustment PSA Fund #2018-02 was approved.

D. Billing Adjustments

The billing adjustments were approved as listed in the June 12, 2018, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #801671-8016994.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of May 2018, an electronic version of which is filed in the June 12, 2018, BoardDocs agenda.

10. Informational Items

A. Loan Resolution - Community Sewers Project

Mr. Linkous remarked Rural Development updated the language and form from the original resolution approved at the April 10, 2018, PSA meeting. Due to these changes, staff requested authorization to sign the \$717,000.00 loan resolution.

The Board authorized Mr. Linkous to sign the updated loan resolution.

B. Sandra Boyd

Mrs. Sandra Boyd thanked the Public Service Authority Board for the beautiful flowers sent in memory of her mother-in-law, Mrs. Mavis Irene Marshall Boyd.

12. Adjournment

A. Adjournment

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board adjourned their June 12, 2018, regular meeting. The Board voted by consensus in the affirmative (Absent: Mrs. Burchett) to conclude the meeting.

The July regular meeting of the Public Service Authority will be held on Tuesday, July 10, 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