

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING  
August 14, 2018

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, August 14, 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. David 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 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

5 (five) 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. Executive Session

A. Enter into Executive Session

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

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

- Water Treatment Personnel
- Transfer funds from Capital Improvements into Operations Budget
- Public Service Authority (PSA) Administrative Position

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. Setliff 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.

## 5. Financial Matters

### A. Financial Report

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

### B. Collections Update

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

### C. Delinquency Report

Mr. Linkous reviewed the Delinquency Report. Mr. Setliff inquired how staff knows when a PSA customer passes away. Ms. Anita Burris, Customer Service Supervisor, PSA Billing Office, stated someone will call and let the office know or if someone has purchased or rented the property, he/she will come into the office regarding that specific account.

Mr. Linkous clarified when a person passes away, it does not mean the property is vacant as another person could still occupy the property.

### D. One Call Report

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

## 6. Action Items (New Business)

### A. Water Treatment Plant Personnel

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board authorized to make an adjustment to the policy for a \$1500 increase for passing the Class II exam.

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

Voting No: None.

### B. Transfer Funds from the Capital Improvement Plan to Operational Funds

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board approved transferring \$50,000 from Capital Improvement Funds into Operating Funds specifically designated for leak detection equipment.

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

Voting No: None.

### C. Public Service Authority Administration Position

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board approved hiring an administrative position for the Public Service Authority (PSA).

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

Voting No: None.

## 7. Action Items (Old Business)

There were no action items regarding old business.

## 8. 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 August 14, 2018, BoardDocs agenda.

### B. Town of Pulaski Convenience Center

Mr. Linkous remarked the Town of Pulaski Town Council formally requested the Pulaski County PSA to consider the former sewer plant site adjacent to the 4A Pump Station on Dora Highway as a preferred option for a new expanded Pulaski Convenience Center location. Mr. Utt, Town Manager, requested to formulate a plan to staff the Town's brush site behind the Sheriff's office as a temporary brush drop-off until the new Convenience Center site is operational.

Mr. Linkous noted he would contact the one of the engineering services and get preliminary plans and funding cost estimates. Mr. Linkous will provide an update to the Board when more information is obtained.

### 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)

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

Mrs. Burchett requested staff work on inactive accounts and write those off by the end of the fiscal year.

The Board requested staff to report on the status of inactive accounts to the Board by the end of the fiscal year.

## 9. Other Matters from the Directors

### A. Draper Aden

Mr. Setliff provided an update on the Pulaski County Sewage Authority (PCSA) infrastructure condition and rate study. He thanked the PSA Board for their contribution to the study and for sharing the PSA's policies and guidelines. He advised the PCSA held a public hearing on July 17, 2018 to discuss the study and advise of their proposed rate increase.

Mr. Linkous advised the Virginia Department of Transportation (VDOT) has given authorization in writing regarding the property located between the golf course entrance and where the work is being conducted for the new consolidate middle school.

The Board discussed non-PSA roll off containers that have been seen throughout Pulaski County. The Board suggested inserting a statement in the County newsletter stating the services PSA offers and a reminder of the requirement to use PSA services.

## 10. Items of Consent

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

### A. Minutes of Previous Meeting

The minutes of July 10, 2018, regular meeting, were approved by the Board at the August 14, 2018, meeting.

### B. Balance Due Report

The balance due report was approved as presented in the August 14, 2018, meeting agenda in BoardDocs.

### C. Budget Adjustments

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

### D. Billing Adjustments

The billing adjustments were approved as listed in the August 14, 2018, meeting agenda in BoardDocs.

### E. Accounts Payable

The Board ratified accounts payable for checks numbered #8017157-8017286.

### F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of July 2018, an electronic version of which is filed in the August 14, 2018, BoardDocs agenda.

## 11. Informational Items

### A. Notice of Violation (Mt. Olivet and Brookmont)

Mr. Linkous discussed at the previous Board meeting the consent order issued to the Town of Pulaski and PSA. Mr. Linkous met with the Town of Pulaski and the representatives with the Health Department two weeks ago to discuss the consent order and how the Town of Pulaski will comply and come back into compliance.

Mrs. Burchett questioned if this was the first consent order the PSA has received and Mr. Linkous confirmed.

Mrs. Burchett asked if the PSA could be fined. Mr. Linkous remarked the Town of Pulaski has no options but to comply with the consent order and it was a possibility PSA could be liable for fines and fees because we are reliant on the Town of Pulaski. The consent order sent to the Town of Pulaski is completely different from the notice sent to the PSA. However, the Health Department acknowledged in the consent order the PSA has complied with all mandates and is dependent on the Town of Pulaski as the town is the responsible party.

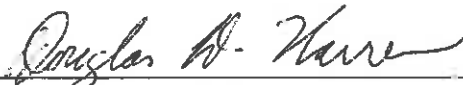
Dr. Streff inquired how long it will be before the Town of Pulaski receives a cease and desist letter. Mr. Linkous remarked in the consent letter there are goals and timelines the Town of Pulaski will have to meet and if dates are missed there will be escalation.

## 12. Adjournment

### A. Adjournment

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board adjourned their August 14, 2018, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The September regular meeting of the Public Service Authority will be held on Tuesday, September 11, 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