

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING

September 8, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, September 8, 2020, 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, Chair; Mr. Dave Dean, Vice Chair; Mr. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance Director and Natasha Grubb, Clerk to the Board.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:00 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

- 6. Action Items (Old Business) B. Resolution to Reimburse Expenditures in Connection with Water Treatment Plant Media Replacement
- 7. Reports from Executive Director and Staff C. Lake Ridge Water Leak

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 citizens comments.

4. Financial Matters

A. Financial Report

Mrs. Newby presented the Financial Report. There were no questions.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board reviewed and accepted the Financial Report.

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

Voting No: None.

B. Collections Update

Mr. Linkous provided the collections update and reported approximately \$90,000 have been collected since the delinquent letters were mailed on July 2, 2020. Mr. Linkous explained how the new policy have been a huge benefit for collections.

5. Action Items (New Business)

There were no action items regarding new business.

6. Action Items (Old Business)

A. Dora Highway/Fairlawn Convenience Center

Mr. Linkous presented an e-mail from Ms. Darlene Burcham, Interim Pulaski Town Manager, stating she discussed the associated remediation cost with the Pulaski Town Council, and they understood additional time and resources are needed before a convenience center can be considered. The Town Council is supportive of the Public Service Authority's (PSA) decision to move forward with the Fairlawn Convenience Center project with the goal of the PSA returning to consider a site in the Town upon the project's completion.

Mr. Linkous advised it would take a minimum of two years to remediate the Dora Highway site.

Mr. Setliff inquired how long would it take for the design layout for the Fairlawn Convenience Center. Mr. Linkous advised it would take approximately 6-9 months.

Mr. Dean remarked the citizens of Draper and Pulaski need a convenience center located in Pulaski and suggested looking at other sites.

Dr. Streff suggested searching for properties located in the Hiwassee and Draper areas. Mrs. Burchett noted a convenience center on the south side of the lake is listed on the staff to-do list.

Mr. Linkous informed the Board that to establish a fourth site in Pulaski County would require the purchase of land, developing a site and hiring of staff. He also reminded the Board that the Public Service Authority (PSA) has an obligation and agreements/contracts with the Town of Pulaski.

Mr. Sweet advised the situation is a Board of Supervisors (BOS) and a PSA issue. The Board of Supervisors (BOS) is excited to work with the Town of Pulaski regarding the convenience center and Mr. Linkous and staff have worked extremely hard to make it work. He recommended contacting the Town of Pulaski if a decision is made to consider another location for the convenience center.

Dr. Warren reminded the Board members that citizens on the south side of the lake are constantly seeking locations to drop off their trash and encouraged the Board members and staff to communicate with Mr. Dirk Compton, Supervisor, Draper district and Ms. Laura Walters, Supervisor, Ingles district, of property within their respective districts where a convenience center could be established.

Mr. Setliff expressed his appreciation to the PSA Board and staff for moving forward with the Fairlawn Convenience Center and inquired if the Board would provide signage.

Mrs. Burchett questioned how much it would cost to complete the Fairlawn Convenience Center Improvements. Mr. Linkous advised the project would cost \$500,000.

Staff recommended the transfer of funds from the Dora Highway Convenience Center project to the Fairlawn Convenience Center Improvements project.

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board reviewed and authorized staff to allocate funds necessary to complete the Fairlawn Convenience Center Improvements and for any remaining funds be reallocated to the Dora Convenience Center project.

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

Voting No: None.

B. Resolution to Reimburse Expenditures in Connection with Water Treatment Plant Media Replacement

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board reviewed and authorized the Resolution Declaring an Official Intent to Reimburse \$362,500 in Expenditures made in Connection with A Water Treatment Plant Media Replacement Project from the Proceeds of Bonds.

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

Voting No: None.

7. Reports from Executive Director and Staff

A. Operational Reports: Convenience Center 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 September 8, 2020, BoardDocs agenda.

Mr. Linkous advised the report was updated to reflect the inclusion of weight tickets that were submitted late from the previous month.

B. Pulaski County Sewerage Authority (PCSA)

Mr. Linkous presented the Pulaski County Sewerage (PCSA) Activity Report.

C. Lake Ridge Water Leak

Mr. Linkous presented photographs and explained the process of repairing the Lake Ridge water leak that occurred on August 28, 2020. Mr. Linkous expressed his gratitude to the PSA staff, the community and businesses for their efforts and sacrifices during the repair.

Mrs. Burchett requested Mr. Linkous present a resolution for the Board's approval to recognize and commend staff, first responders, contractors, sheriff deputies and businesses that were involved.

Dr. Warren suggested giving an inexpensive token to recognize the staff who were involved in the repair of the Lake Ridge water leak.

D. Staff To Do List:

The following updates were provided on the following Staff To Do List items:

A. Drop Site on the South Side of Claytor Lake

No report given.

B. Covered Water Meter Ordinance

No report given.

C. Draper Area Wythe County Sewer/PSA Connection

No report given.

D. Water Meter Replacement

No report given.

E. Water Master Plan

No report given.

F. Facilities for Refuse Employees

No report given.

G. Pulaski Convenience Center Relocation

No report given.

H. Brookmont Water System Disinfection By-Products

No report given.

I. Improvements to Fairlawn Convenience Center

No report given.

J. Write off Accounts Consideration

No report given.

8. Other Matters from the Directors

Mr. Setliff expressed his appreciation to staff who diligently worked on Pulaski County Middle School (PCMS) sewer project to ensure it was completed on time and on budget.

9. Items of Consent

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

A. Minutes of Previous Meeting

The Minutes of August 11, 2020, regular meeting were approved by the Board at the September 8, 2020, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the September 8, 2020, meeting agenda in BoardDocs.

C. Budget Adjustments

The following Budget Adjustments were approved as presented in the September 8, 2020, meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the September 8, 2020, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #41305-41406.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of August 2020, electronic version of which is filed in the September 8, 2020, BoardDocs agenda.

10. Informational Items

There were no informational items.

11. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board adjourned their September 8, 2020, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The next meeting of the Public Service Authority Board of Directors will be held on Tuesday, October 13, 2020, 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