

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
January 12, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, January 12, 2021, 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; Debra Boyd, Accounts Payable/Collections Clerk 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

- 5. Action Items (New Business) A. Appalachian Power Company (AEP) Easement

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. She advised the funds in the PSA Capital Improvement Plan decreased slightly due to grants that were paid out and have not been reimbursed. In addition, she informed the Board that personnel related increases and the purchase of the two trucks from the capital improvement plan will be included in the next years budget. Mrs. Newby stated the write-offs to delinquent utility accounts have made a significant impact to the revenue and expenditures.

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

Mrs. Boyd provided the collections update and advised since the mailing of letters sent to delinquent account holders in July 2020, one hundred and four (104) delinquent customers have signed up for payment plans with approximately ten (10) paying in full and twenty (20) failing to fulfill the terms of their plan. The PSA has collected approximately \$48,152.63 from forty-three (43) delinquent customers who paid in full. Mrs. Boyd noted the total amount collected from the Commonwealth of Virginia Set Off Debt program for the year 2020 was \$31,755.15.

Mr. Linkous recommended not advertising the delinquent account holders in the newspapers at this time, due to the massive number of unclaimed and returned delinquent letters that were mailed.

5. Action Items (New Business)

A. Appalachian Power Company (AEP) Easement

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board approved to grant a twenty foot (20') easement to Appalachian Electric Power for an underground power line located at 56-8-6 .

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

Voting No: None.

6. Action Items (Old Business)

A. Fire Hydrants

Mr. Linkous advised as part of the Public Service Authority's (PSA) cross-connection control and backflow prevention ordinance, the PSA is required to protect its potable water system from contamination through connection to a non-potable water source. It is also in the best interest of the PSA to provide a method to obtain the amount of water used and bill accordingly. In an effort to protect the water system and account for water usage, PSA staff have assembled a water meter, with an approved backflow prevention device, that can be connected to the fire hydrants. However, there is a high potential for either damage and/or loss of these devices. Therefore, staff recommends the following policy be adopted by the PSA Board for use of these devices.

"Any connection to fire hydrants, other than for emergency purposes by authorized personnel, must be approved by the PSA through an application for service. The application for service will require a deposit and account holder contact information for billing purposes. Upon approval of the application for service, PSA staff will make connection to the fire hydrant with an approved meter and backflow prevention device. The account holder may then connect to the device provided by the PSA. The account holder cannot connect directly to the fire hydrant. The account holder assumes all liability and responsibility for the assembly once provided by the PSA. Any cost associated with repair/replacement of the assembly after installation by the PSA will be paid by the account holder."

"The deposit amount may change from time to time, based upon the cost of the assembly necessary to provide service and will be included in the rate and fee schedule updated annually by the PSA Board. The account holder will be billed monthly, through the normal billing process, based upon the approved rate/fee schedule at the time of service until a request to remove the connection has been made by the account holder. An inspection of the assembly and final reading will be taken from the meter prior to removal of the assembly for use in calculating the final bill. The deposit may either be used to replace/repair the assembly, if damaged, or applied to the final bill. Upon receipt of payment in full, any remaining balance available from the deposit will be returned to the account holder at the address provided in the original application for service."

The current deposit amounts are \$1,200 for a 3/4-inch connection and \$2,000 for a 2-inch connection.

Staff recommends the PSA Board adopt the policy for the use of fire hydrant devices.

On a motion by Mrs. Burchett, second by Dr. Streff and carried, the Board reviewed and adopted the ratification of the fire hydrant devices policy as written.

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

Voting No: None.

B. Resolution for Filter Media Replacement

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board reviewed and adopted the Resolution Authorizing the Construction of Improvements to the Water System along with the Financing, Funding and Support Agreements for the Filter Media Replacement project.

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 for the months of November and December.

Mrs. Burchett inquired if there were cut-offs for the month of December.

Mr. Linkous confirmed there were no cut-offs for December and reviewed the bill passed by the Senate of Virginia to allow up to a 12-month repayment period for customers to roll over any remaining debt with any debt accrued under a subsequent state of emergency. The bill prohibits a utility from charging any interest, finance charges, or prepayment penalties on the unpaid debt, and prohibits a utility from discontinuing service.

Mr. Setliff requested Mr. Linkous provide him with a copy of the Senate bill regarding prohibiting utilities from discontinuing services.

B. PCSA Activity Report

Mr. Linkous presented the Pulaski County Sewerage (PCSA) Activity Report. There were no questions.

C. Convenience Centers

Mr. Tolbert presented photographs and discussed the completed projects at the following convenience centers:

- Brush grinding the Dublin and Fairlawn Convenience Centers
- New compactors and compactor containers arrived at the Dublin Convenience Center
- 4 new roll off trucks are expected to arrive by the end of January 2021
- 28 new roll off containers are expected to arrive by the end of January 2021

Mr. Dean thanked Mr. Tolbert for the submission photographs for the Board's review. He also recommended these photographs and an article regarding the PSA's efforts to make improvements in refuse collection and at the Convenience Centers be published in local newspapers or the County newsletter.

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

Mr. Linkous provided an update regarding the water meter replacement.

No report given.

E. Water Master Plan

Mr. Linkous provided an update regarding the water master plan.

F. Facilities for Refuse Employees

No report given.

G. Pulaski Convenience Center Relocation

No report given.

H. Brookmont Water System Disinfection By-Products

Mr. Linkous provided an update regarding notices mailed to PSA water customers in the Brookmont area.

I. Improvements to Fairlawn Convenience Center

No report given.

J. Write off Accounts Consideration

No report given.

8. Other Matters from the Directors

There were no other matters from the Directors.

9. Items of Consent

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

A. Minutes of Previous Meeting

The Minutes of December 8, 2020, regular meeting were approved by the Board at the January 12, 2021, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the January 12, 2021, meeting agenda in BoardDocs.

C. Budget Adjustments

The Budget Adjustments were approved as listed in the January 12, 2021 meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the January 12, 2021, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #41885-42006.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of December 2020, the electronic version of which is filed in the January 12, 2021, BoardDocs agenda.

10. Informational Items

The Board reviewed the schedule for the Public Service Authority (PSA) Fiscal Year 2022 Capital Improvement Plan and associated budgets.

11. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board adjourned their January 12, 2021, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Absent: Mrs. Burchett)

The next meeting of the Public Service Authority Board of Directors will be held on Tuesday, February 9, 2021, 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