

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
January 10, 2023

At a meeting of the Public Service Authority Board of Directors held on Tuesday, January 10, 2023, 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: Mr. Dennis Setliff; Mr. Eddie Hale; Mrs. Nancy Burchett, Chair and Mrs. Ashley Coake, Vice Chair. Absent: Mr. Douglas Swanson.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Diane Newby; Finance Director; Tracy Belcher, Assistant Finance Director; Debra Boyd, Accounts Payable/Collections Coordinator and Ashley Edmonds, Clerk to the Board.

1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 9:01 a.m.

A. Confirmation of A Quorum

4 (four) Board members were present. Mr. Swanson was absent.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no Presentations and/or Citizens Comments.

3. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board accepted the agenda as presented.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake.

Voting No: None.

Absent: Mr. Swanson.

4. Financial Matters

A. Financial Report

Mrs. Newby presented the financial report to the Board.

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board accepted the Financial Report.

Voting Yes: Mr. Setliff Mr. Hale, Mrs. Burchett, Mrs. Coake.

Voting No: None.

Absent: Mr. Swanson.

Mrs. Burchett inquired about those receiving PSA roll-off service? Mr. Linkous advised that customers who are completing construction projects and Red Sun Farms are the existing customer base, with the number receiving this service at around fifty (50).

Mr. Setliff asked about the status of collection delinquencies for residential refuse in the town of Pulaski. Mr. Linkous described the communication methods to be utilized with the town of Pulaski in the coming months and predicted a high rate as there exists enforcement with a tie-in with water and sewer billing.

Mr. Setliff requested information regarding outstanding debt service balances, specifically a spreadsheet that identifies sewer debt.

B. Collections Update

Staff advised of a long term delinquency that was paid off as of January 9, 2023 (refuse account; approximately \$4,700.00)

5. Action Items (New Business)

A. Budget Calendar

Mr. Linkous presented two (2) options for consideration by the Board for the Budget Calendar.

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board adopted the Capital Improvement Plan & Budget Schedule for approval on June 13, 2023.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake.

Voting No: None.

Absent: Mr. Swanson.

6. Action Items (Old Business)

A. None

There were no Action Items (Old Business).

7. Reports from Executive Director and Staff

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

The Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the month of December was reviewed by the Board.

Mr. Setliff inquired about the number of cut-offs. Mrs. Belcher advised there were several accounts that remained off from the previous month.

Mrs. Burchett asked about the Dora Highway Convenience Center closure.

Staff advised the Board on demolition activities at the Fairlawn Convenience Center.

B. FSA Activity Report

The Board reviewed the December Fairlawn Sewer Authority (FSA) Activity Report.

C. 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.

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 (Draper) 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. Riverbend Water Delivery Issues Response

No report given.

K. Certification of Fire Hydrant Flow and Corresponding Paint Color Array

No report given.

Mr. Linkous reported on activities related to recent cold weather events:

- Meter shut-off requests by customers
- Water leak in Fairlawn
- Significant leak at/near Camp 1 which was repaired on January 9, 2023
- Significant leak at LewisGale Pulaski on Christmas Eve (Town of Pulaski issue; however, PSA staff provided considerable assistance)

8. Other Matters from the Directors

A. Updates Requested by Board Members

None.

9. Items of Consent

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board reviewed and approved the following items of consent (A.- F.):

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake.

Voting No: None.

Absent: Mr. Swanson.

A. Minutes of the December 13, 2022, Public Service Authority Board of Directors Meeting
The Minutes of the December 13, 2022, Meeting of the Public Service Authority Board of Directors were approved by the Board at their January 10, 2023, meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

There were no budget adjustments to review and approve.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #44623-44746.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of December 2022, the electronic version of which is filed in the January 10, 2023, BoardDocs agenda.

10. Informational Items

A. None

Mrs. Burchett asked about the minimum pay for refuse drivers. Mr. Linkous stated it is about \$15.50-\$16 per hour and is based on class and years of experience. He added the PSA uses a step/grade scale and current staffing for refuse is at the level needed/required

11. Adjournment

A. Adjournment

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board adjourned their January 10, 2023, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake. Absent: Mr. Swanson.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, February 14, 2023, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary

