

**PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING**  
**October 10, 2017**

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, October 10, 2017, 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, Chairman; Mr. Dave Dean, Vice - Chairman; Mr. Dennis Setliff; Dr. Fritz Streff. Absent: Mrs. Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Ronnie Nichols, Deputy Director; Jonathan D. Sweet, County Administrator; Diane Newby, Finance Director; Ashley Edmonds, Deputy Clerk and Natasha Grubb, Clerk to Board.

1. Welcome and Call to Order

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

A. Confirmation of A Quorum

4 (four) Board members were present. Mrs. Burchett was absent.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

Dr. Warren advised of a change to the agenda requesting the date of the next meeting to be changed to Tuesday, November 14, 2017.

3. Presentations and Citizens Comments

A. Citizens Comments

Mr. Bob Rogers, representative of Trinity Baptist Church located at 4008 Robinson Tract Road, Pulaski, Virginia, inquired if there was a decision to connect water to the church.

Mr. Linkous noted there was a Preliminary Engineering Report (PER) prepared regarding options for making changes in the Shrader Hill community. At this time, there are no plans of extending water lines to Trinity Baptist Church. However, the current fiscal year budget plans are to prepare a Master Plan for water and sewer which will identify public health needs, estimated costs and determine preliminary routes for this type of project. The Preliminary Engineering Report (PER) draft originally prepared for Shrader Hill recommended not extending water lines for the area. The request for an extension could possibly be considered as part of the water master plan.

4. Financial Matters

A. Financial Report

Mrs. Newby provided the Financial Report. There were no questions by the Board.

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board reviewed and accepted by consensus (all in the affirmative) the Financial Report.

B. Collections Update

Mr. Linkous stated Mrs. Boyd would provide a presentation on the history of debt set off at the November 14, 2017, meeting.

Mr. Dean inquired if staff had a plan to obtain collections in comparison to the newly hired position responsible for collecting debt for the Town of Pulaski.

Mr. Linkous was unaware of the process the Town of Pulaski used to obtain monies due; however, staff continues to work on recommendations to the Board regarding the best way to collect debt. Currently, a lien is placed on the property and proceeds are received with the tax set off program. At this point, there are no limits placed on the lien based on the value of the property. In some cases, the liens placed are a large percent of the property value. Staff will present a recommendation to the Board with additional steps in collecting the debts and/or writing the amount of debt off.

### C. One Call Report

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

### 5. Action Items (Old Business)

There were no action items regarding old business.

### 6. Action Items (New Business)

#### A. Randy Sweeney - 6028 Long Way

Mr. Linkous provided the Board with the following details on Mr. Randy Sweeney's account, (6028 Long Way (Pulaski County)):

- Mr. Sweeney has not had a zero balance on his account since November 2014.
- Mr. Sweeney has an outstanding balance of \$522.02 for garbage, \$22,993.25 for water and a little over \$1,000 for penalties and interest.
- The Public Service Authority (PSA) did not terminate water service for non-payment, due to a request from Mr. Sweeney's physician.
- A letter was mailed to Mr. Sweeney on August 10, 2017, stating water would be disconnected, due to non-payment. Please note: Mr. Sweeney receives sewer services from the Pulaski County Sewerage Authority (PCSA) and according to Mr. Setliff, Chairman, Pulaski County Sewerage Authority (PCSA), Mr. Sweeney has not been delinquent on his PCSA account.
- If all penalties and interest were waived, holding Mr. Sweeney accountable for the amount owed for garbage at 100% and waiving 50 percent of the water usage, a balance of \$11,500 would remain.
- If an extra \$25 per month were added to his normal billing, it would take approximately 38 years to pay off the balance.

Mr. Linkous presented staff's recommendation for collection of Mr. Sweeney's balance due which included holding Mr. Sweeney responsible for payment of the outstanding garbage portion of his bill at 100% and payment for his outstanding water usage at \$983.88, which is based on the normal water usage for a residential household at approximately 115 gallons per day at current billing rates is equivalent to \$27.33 per month over three years. Mr. Sweeney is to pay an extra \$25 per month with his current bill over the next 3.25 years and if Mr. Sweeney fails to pay a bill, including the additional \$25 on time, water service will be disconnected and he will be required to pay the balance in full before reconnecting. Mr. Linkous has spoken to Mr. Sweeney regarding the proposed payment arrangement and Mr. Sweeney agreed to the terms.

Mr. Dean questioned how Mr. Sweeney could be in good standing with PCSA (Pulaski County Sewerage Authority) and not with PSA (Pulaski Service Authority). Mr. Linkous explained Mr. Sweeney's water line was leaking 170 gallons a month and the PSA (Public Service Authority) did not cut off the water and instead allowed the amount of debt to accrue knowing Mr. Sweeney could not financially cover the amount.

Dr. Streff stated it was the PSA's (Public Service Authority) fault for allowing the water leak to continue. Dr.

Streff suggested making changes to the policy to allow the PSA (Public Service Authority) to be responsive to customers' needs and eliminate the accrual of large amounts of debt for customers in similar situations.

Staff proposed to install a 4" water line to extend 400' on Long Way Road (Pulaski County) using galvanized water line replacement funds. Mr. Linkous requested SERCAP's assistance with the project. The approximate cost to run the line is \$14,000-\$15,000 and would benefit not only Mr. Sweeney but the six additional customers served by reducing the service lines and removing the current lines from VDOT's right of way.

Mr. Setliff and Mr. Dean recommended the terms of the agreement be in writing and include the due dates of the payments with Mr. Sweeney's signature affirming he agrees to the terms and the consequences if he fails to honor the agreement.

Mr. Dean requested Mr. Linkous give an update on this matter at the November meeting.

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board accepted staff's recommendation to hold Mr. Sweeney responsible for payment of the outstanding balance of the garbage portion of his bill at 100% and payment for his outstanding water usage at \$983.88. Mr. Sweeney is to pay an extra \$25 per month with his current bill over the next 3.25 years and if Mr. Sweeney fails to pay a bill, including the additional \$25 on time, water service will be disconnected and he will be required to pay the balance in full before reconnecting.

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

Voting No: None.

Absent: Mrs. Burchett

## 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 October 10, 2017, BoardDocs agenda.

Mr. Dean remarked he appreciated the hard work of Mr. Sweet, Mr. Linkous and Mr. Nichols for hauling trash on September 27, 2017, and the subsequent article in The Southwest Times about the experience. Mr. Sweet thanked Mr. Nichols and Mr. Linkous for their hard work and announced plans to cook for the refuse department. Mr. Sweet noted the refuse department is not compensated nearly enough for all of their hard work and people should take time to say thank you for their service.

Mr. Sweet updated the Board about a recent email received from Herman Hearn which thanked the Board for resolving his concerns with the bear proof container in his neighborhood.

### 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. Lakewood Estates

No report given.

H. Facilities for Refuse Employees

No report given.

I. Pulaski Convenience Center Relocation

No report given.

J. 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. Dean asked if there was a garbage contract for Koinonia stating the PSA (Public Service Authority) was responsible for trash pickup. Mr. Sweet assured the PSA (Public Service Authority) will pick up the trash, however the franchise agreement does not specify refuse or recycling services. Mr. Sweet noted the PSA (Public Service Authority) may not capture every aspect of collection of Koinonia's product waste, however it will cover collection of waste. Mr. Dean noted he would continue to inquire if the PSA (Public Service Authority) will collect refuse as new businesses comes to Pulaski County.

Mr. Sweet inquired if the PSA (Public Service Authority) was interested in working with the County's Economic Development team and provide new business with an incentive, proposing the first three (3) months free. Mr. Sweet added he would provide a presentation at a future meeting which would demonstrate the County and PSA as business friendly.

Dr. Warren recommended creating a welcome packet for Pulaski County Businesses, from PSA (Public Service Authority) and suggested offering the first two (2) months of refuse service free as an incentive. He also

emphasized the importance of sending congratulations to expanding business in the County and ensure efforts are taken to let businesses know of the services available and the PSA's desire to be a part of their growth. Mr. Dean suggested meeting with companies to identify what the PSA (Public Service Authority) can do to support businesses' success. Dr. Streff agreed to giving incentives, not just to industrial companies but to new small businesses as well.

Mr. Dean inquired if financial problems occurred with PCSA (Pulaski County Sewerage Authority) if support would be required from PSA (Public Service Authority. Mr. Sweet remarked PCSA (Pulaski County Sewerage Authority) would likely look for support from the PSA (Public Service Authority).

Mr. Setliff advised he received a complaint from Mr. John Turner regarding an odor near his property which is adjacent to the open Fairlawn flume. PCSA (Pulaski County Sewerage Authority) conducted air and liquid samples test which confirmed the odor is not coming from the Fairlawn flume. The PCSA (Pulaski County Sewerage Authority) continues to investigate the issue. Mr. Dean remarked there was an unbearable odor located on Bob White Boulevard, Old Route 11 and near the pump station towards Exxon an Interstate I-81. This odor appears to be occurring frequently.

Dr. Warren mentioned he had spoken with a gentleman regarding property located on the south side of the lake and his interest in connecting to the PSA. He asked for the Board and staff to keep this area in mind when developing the water master plan. Dr. Streff added and stressed the importance of leadership from various sources and input from the community in the development of the water and sewer master plans. Mr. Linkous noted there will be public meetings for both master plans where questions and concerns will be voiced and addressed.

#### 9. Items of Consent

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

##### A. Minutes of Previous Meeting

The minutes of the September 12, 2017, regular meeting, were reviewed and approved by the Board.

##### B. Balance Due Report

The balance due report was approved as presented in the October 10, 2017, meeting agenda in BoardDocs.

##### C. Budget Adjustments

Budget adjustment #2018-01 was reviewed and approved by the Board.

##### D. Billing Adjustments

The billing adjustments were approved as listed in the October 10, 2017, meeting agenda in BoardDocs.

##### E. Accounts Payable

The Board ratified accounts payable for checks numbered #8015830 -8015952.

##### F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of September 2017, an electronic version of which is filed in the October 10, 2017, BoardDocs agenda.

#### 10. Informational Items

A. Notice of Violation - Eagleview Mobile Home Park

The attachment was not added to the agenda. This item will be placed on the November agenda for informational purposes only.


11. Adjournment

A. Adjournment

Mr. Dean commended staff for its quick response of a waterline eruption off of Belspring Road.

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board adjourned their October 10, 2017, regular meeting. The Board voted by consensus in the affirmative (Absent: Mrs. Burchett) to adjourn.

The November regular meeting of the Public Service Authority will be held on Tuesday, November 14, 2017, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

  
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Douglas D. Warren, PhD, Chairman  
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Nancy Burchett, Secretary/Treasurer