

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
December 12, 2017

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, December 12, 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 and Mrs. Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Ronnie Nichols, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance Director; Debra Boyd, Accounts Payable and Collections Clerk and Ashley Edmonds, Deputy Clerk.

1. Welcome and Call to Order

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

A. Confirmation of A Quorum

All 5 (five) Board members were present.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion duly made, second by Mr. Setliff and carried, the Board approved the agenda as presented.

All 5 (five) Board members by consensus voted in the affirmative.

3. Presentations and Citizens Comments

A. Citizens Comments

There were no citizen comments.

Mr. Sweet commented on his recent televised interview with Mike Hamlar, host, New Virginia Economy. Dr. Warren remarked on Korona candles feature on the Discovery Channel's "How It's Made".

4. Financial Matters

A. Financial Report

Mrs. Newby provided the Financial Report and advised 40% of revenue and 39% of expenditures were expended. There were no questions by the Board.

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

B. Collections Update

Mrs. Boyd updated the Board of a few accounts where arrangements for payment were made and a pay off of an account. She advised an annual summary on the Set Off Debt program at the January 9, 2018, Board meeting.

C. One Call Report

Mr. Linkous advised due to a technical error, the One Call was not available for the month of November.

5. Action Items (New Business)

A. Community Sewers Interim Financing Options

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board adopted the Reimbursement Resolution to cover the interim financing with funds from cash reserve balance and replace those funds at the end of the project.

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

Voting No: None.

B. Lease Agreement - Pepperell Tank

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board approved the Lease Agreement for Verizon Wireless to locate equipment on the Pepperell Tank pending changes to Sections 3 (three) (initial monthly payments to \$2,500) and Section 5 (five) (increase annual payment by 3% per year with no adjustment to match the Consumer Price Index (CPI)).

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

Voting No: None.

C. Water Treatment Plant Personnel

Mr. Setliff requested staff provide benchmarks for Water and Sewer personnel salaries.

On a motion by Mrs. Burchett, second by Mr. Setliff and carried, the Board approved moving forward with the option for raises for Water Treatment personnel raises to be implemented January 1, 2018.

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

Voting No: None.

6. Action Items (Old Business)

There were no action items (old business).

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 December 12, 2017, BoardDocs agenda.

Mr. Setliff asked if there was discussion with Mr. Clarke Wallcraft, Executive Director, Pepper's Ferry Regional Waste Water Treatment Authority, regarding the property at the Fairlawn Convenience Center. Mr. Linkous advised there had been a preliminary discussion and Mr. Setliff offered his assistance. Mr. Nichols stated the goal was to complete all work at the Fairlawn Convenience Center at one time.

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)

Project out to bid.

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

Meters are being ordered and installed.

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

Mr. Sweet reported the subject was discussed at the December 5, 2017, Town of Pulaski Council meeting; Council expressed displeasure with the closing of the Pulaski Brush site. Staff reported the problems with relocation of the Pulaski Convenience Center stemmed from locating a large affordable land and equibility. Staff will continue to work with the Town of Pulaski.

J. Brookmont Water System Disinfection By-Products

No report given.

K. Improvements to Fairlawn Convenience Center

Discussed during Operational Reports.

L. Write Off Accounts Consideration

Staff continues to work on a deep dive to update and cross reference accounts by confirming existing addresses and correcting several years of adjustment for water, sewer and refuse.

8. Other Matters from the Directors

There were no matters brought from the Board members.

9. Items of Consent

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

A. Minutes of Previous Meeting

The minutes of the November 14, 2017, regular meeting, were reviewed and approved by the Board.

B. Balance Due Report

The balance due report was approved as presented in the December 12, 2017, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustments for the month of November 2017.

D. Billing Adjustments

The billing adjustments were approved as listed in the December 12, 2017, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #8016100-8016229.

F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of November 2017, an electronic version of which is filed in the December 12, 2017, BoardDocs agenda.

10. Informational Items

Mr. Setliff advised the Board of activities by the Pulaski County Sewerage Authority (PCSA) which included closed circuit work to assess the general health of the sewer system.

Mr. Dean discussed with the Board and staff his observation of several waste (refuse) companies' vehicles in the area. He requested business in the area receive information regarding PSA services. Mr. Linkous advised the PSA receives \$5/ton of the landfill tipping fees paid by other companies.

12. Adjournment

A. Adjournment

On a motion duly made, second and carried, the Board adjourned their December 12, 2017, regular meeting. The Board voted by consensus in the affirmative to adjourn.

The January regular meeting of the Public Service Authority will be held on Tuesday, January 9, 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, PhD, Chairman



Nancy Burchett, Secretary/Treasurer