

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
March 13, 2018

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, March 13, 2018 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 Natasha Grubb, Clerk to Board.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:02 a.m.

A. Confirmation of A Quorum

Five (5) Board members were present.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

The Board voted in the affirmative by consensus to accept the agenda as presented.

3. Presentations and Citizens Comments

B. Citizens Comments

Mr. Bob Rogers, representative, Trinity Baptist Church, located at 4008 Robinson Tract Road, Pulaski, VA proposed donating \$10,000 toward the possible extension of a water line to the church.

Mr. Linkous explained the final recommendations of the Preliminary Engineering Report (PER) have been completed and awaiting the results for the Shrader Hill and Brookmont areas. If the results show there is not an alternative to serve Shrader Hill and Brookmont areas, the concern for Trinity Baptist Church would be water quality issues. Currently, Loving Field is the closet area where water service could be extended and with no customers, this could result in bad water quality. However, the current fiscal year budget plans are to prepare a Master Plan for water and sewer and a request for an extension could possibly be considered as part of the water master plan. Mr. Linkous further noted the timeframe could take a minimum of three years to prepare needed reports, receive Health Department approval and obtain funding for the project.

Mr. Setliff encouraged Mr. Rogers to continue to keep the Board involved with the process.

4. Financial Matters

A. Financial Report

Mrs. Newby reviewed the Financial Report and noted refuse revenues, specifically for roll off, are posted two months behind, staff is working to correct the issue. There were no questions by the Board.

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

B. Draft Fiscal Year 2019 Budget/Capital Improvement Plan

The Board was presented with the draft FY 2019 budget and Capital Improvement Plan. Mr. Linkous asked the Board members to review the budget, make notes and bring recommendations, questions and comments to the work session to be held on Monday, April 9, 2018, at 3 p.m.

C. Authorization to Advertise A 5% Water and Sewer Rate Increase

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board approved to proceed with the Advertisement of a 5% water and sewer rate increase.

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

Voting No: None.

A public hearing regarding a 5% water and sewer rate increase will be held Monday, April 9, 2018, at 5:30 p.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

D. Multi-Community Sewer Project - Authorization to Advertise for Bids

Mr. Linkous reviewed the bid results for the Multi-Community Sewer Project (i.e., Skyview Phase III, Fair Acres, and Hubbard Way) and based upon the actual bid results of \$1,683,612.13, staff would not recommend funding the interim financing, but request the Board authorize solicitation of proposals for interim financing from qualifying lending institutions.

Dr. Streff questioned why totals increased from \$1,249,000 to \$1,683,612.13. Mr. Linkous responded the bids received from King General for the pump station was \$525,000, more than half the cost originally estimated for the pump station.

On a motion by Mr. Dean, second by Mrs. Burchett and carried, the Board approved to authorize solicitation of proposals for interim financing from qualifying lending institutions.

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

Voting No: None.

E. Collections Update

Mrs. Boyd advised there have been a total of 201 matched claims from the Commonwealth of Virginia. Approximately 40 claims have been released due to payment being received prior to Set Off Debt being finalized and bringing several inactive accounts to zero balances. This year's Set off Debt program has helped bring long term delinquent accounts to zero balance, and \$3,171.46 have been paid thus far.

F. Delinquency Report

The delinquency report was presented with no questions from the Board.

G. One Call Report

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

5. Action Items (New Business)

There were no action items regarding old business.

6. Action Items (Old Business)

A. Mr. John J. Robertson, Jr. 5982 Old Route 11 (Lot51)

Mr. Setliff requested staff communicate with the Board over the next few months regarding the status of Mr. Robertson.

On a motion by Mr. Dean, second by Mrs. Burchett and carried, the Board approved to affirm and support the recommendation of Executive Director that the penalty and interest are correct and full charges will stand.

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 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 February 13, 2018, BoardDocs agenda.

There were no questions.

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. Facilities for Refuse Employees

No report given.

H. Pulaski Convenience Center Relocation

No report given.

I. 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

There was discussion regarding the Board's interest in participating in providing incentives to invest in Countryside Landing to help generate more revenue, increase the customer base, and economic development.

9. Items of Consent

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

A. Minutes of Previous Meeting

The minutes of the February 13, 2018, regular meeting, were approved by the Board at the March 13, 2018, meeting.

B. Balance Due Report

The balance due report was approved as presented in the February 13, 2018, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustments for the month of March 2018.

D. Billing Adjustments

The billing adjustments were approved as listed in the March 13, 2018, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #801647-8016613.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of February 2018, an electronic version of which is filed in the March 13, 2018, BoardDocs agenda.

10. Informational Items

There were no informational items.

A. Absence Without Leave Policy

Mr. Linkous provided the Absence Without Leave Policy and there were no questions from the Board.

11. Executive Session

A. Enter Into Executive Session

On a motion by Mrs. Burchett, second by Mr. Dean and carried, the Public Service Authority Board of Directors entered into closed session for the discussion of the following: (Staff attending: Mr. Linkous, Executive Director, Public Service Authority)

Pursuant to Virginia Code Section 2.2-3711(A) 1 discussion and consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of public officers, appointees or employees regarding:

- PCSA Billing

B. Return to Open Session

On a motion by Mr. Dean, second by Dr. Streff and carried, the Public Service Authority Board of Directors returned to open session.

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

Voting No: None.

Abstain: Mr. Setliff

C. Certification of Executive Session

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Public Service Authority Board of Directors adopted the following resolution certifying conformance with the Virginia Freedom of Information Act:

WHEREAS, the Public Service Authority Board of Directors has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with provision of the Virginia Freedom of Act.

WHEREAS, Section 2.2-3371(A) of the Code of Virginia requires a certification by the Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Public Service Board of Directors hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution files applies; and (ii) only such business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Public Service Authority Board.

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

Voting No: None.

12. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board adjourned their March 13, 2018, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

There will be a FY 2019 proposed budget work session of the Public Service Authority Board of Directors on Monday, April 16, 2018, at 3 p.m., at the County of Pulaski Administration Building, 143 Third Street N.W., in the Town of Pulaski, Virginia.

The April regular meeting of the Public Service Authority will be held on Tuesday, April 10, 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, DED, Chairman



Nancy Burchett, Secretary/Treasurer