

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
December 11, 2018

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, December 11, 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 and Mrs. Nancy Burchett. Absent: Dr. Fritz Streff.

Staff members present included: Jared Linkous, Executive Director; Diane Newby, Finance Director; Jonathan Sweet, County Administrator; 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 9:03 a.m.

A. Confirmation of A Quorum

4 (four) Board members were present. Dr. Streff was absent.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

- 6. (Action Item New Business) A. Water Treatment Plant Personnel

On a motion by Mr. Dean, second by Mrs. Burchett and carried, the Board accepted the addition of 6. (Action Item New Business) A. Water Treatment Plant pay adjustment.

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

Voting No: None.

Absent: Dr. Streff

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mrs. Brenda Blackburn, resident of Ruebush Road, Dublin, inquired about the availability of public sewer to Possum Hollow Road for potential housing and businesses.

Mr. Linkous advised Possum Hollow Road is included on the water and sewer master plan.

4. Executive Session

A. Enter Into Executive Session

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Public Service Authority Board of Directors entered into executive session for the discussion for the following: (Staff attending Mr. Linkous, Executive Director and Jonathan Sweet, County Administrator)

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:

- Water Treatment Plant Personnel

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

Voting No: None.

Absent: Dr. Streff

B. Return to Open Session

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

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

Voting No: None.

Absent: Dr. Streff

C. Certification of Executive Session

On a motion by Mrs. Burchett, 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 the provision of the Virginia Freedom of Information Act.

WHEREAS, Section 2.2-3371(A) of the Code of Virginia requires a certification by the Public Service 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 applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

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

Voting No: None.

Absent: Dr. Streff

5. Financial Matters

A. Financial Report

Mrs. Newby provided the financial report and noted the General Ledger, Accounts Payable and New Software should go live in July 2019.

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

B. Collections Update

Mrs. Boyd provided the collections update and presented information from Mr. Sam Campbell regarding a list of Public Service Authority (PSA) customers on the Judicial Sale for real properties.

Mrs. Burchett requested a letter of appreciation be sent on behalf of the Public Service Authority (PSA) Board to Ms. Melinda Worrell, Treasurer; Mr. Sam Campbell, Attorney and Mrs. Debra Boyd, Accounts Payable and Collections Clerk for the help reconciling and collection of the Oleta Gravely account.

Dr. Warren commended Mrs. Boyd for her diligence while working with the Public Service Authority (PSA) collection accounts and specifically with the Oleta Gravely matter.

Mr. Setliff proposed offering a Debt Forgiveness Program to customers who are delinquent and/or listed on the Judicial Sale for real properties.

Mr. Linkous stated this item will added to the January 8, 2019, agenda for discussion.

C. One Call Report

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

6. Action Items (New Business)

A. Water Treatment Plant Personnel

On a motion by Mr. Setliff, seconded by Mr. Dean and carried, the Board reviewed and accepted the adoption of the pay scale modification for the Water Treatment Plant Personnel as discussed.

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

Voting No: None.

Absent: Dr. Streff

7. Action Items (Old Business)

There were no action items regarding old business.

8. 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 11, 2018, BoardDocs agenda.

B. Activity Report

Mr. Linkous remarked a monthly Activity report will be provided to the Pulaski County Sewage Authority (PCSA) listing the hours worked each month.

C. Staff to Do List

The following updates were provided on the following staff to do list items:

A. Skyview Phase 3 (Community Sewers Project)

Hubbard Way sewer installation is completed with minor site restoration to be fulfilled. Fair Acres sewer installation is complete with 50% tested. After remainder of testing, notices to property owners of availability to connect will be mailed. Collier Street pump station installation is nearly complete with minor mechanical, electrical and site work remaining. Gravity sewer installation is nearly 50% complete and is anticipated to be finished within the next 45 to 60 days.

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

Staff continues to search for funding to proceed with the Pulaski Convenience Center relocation. Staff is obtaining information from the New River Resource Authority's (NRRRA) reports on PDR funds.

I. Brookmont Water System Disinfection By-Products

No report given.

K. Improvements to Fairlawn Convenience Center

Staff continues to search for funding to proceed with the Fairlawn Convenience Center relocation. Staff is obtaining information from the New River Resource Authority's (NRRA) reports on PDR funds.

L. Write off Accounts Consideration

No report given.

9. Other Matters from the Directors

A. None.

10. Items of Consent

On a motion by Mr. Dean, 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 November 13, 2018, regular meeting, were approved by the Board at the December 11, 2018, meeting.

B. Balance Due Report

The balance due report was approved as presented in the December 11, 2018, meeting agenda in BoardDocs.

C. Budget Adjustments

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

D. Billing Adjustments

The billing adjustments were approved as listed in the December 11, 2018, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #8017704-8017855.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of November 2018, an electronic version of which is filed in the December 11, 2018, BoardDocs agenda.

11. Informational Items

A. American Tower Corporation

The Board reviewed the letter from American Tower Corporation as presented in the December 11, 2018, BoardDocs agenda.

B. Ms. Linda Tate

The Board reviewed the certified letter that was mailed to Ms. Tate regarding the Public Service Authority (PSA) payment terms as presented in the December 11, 2018, BoardDocs agenda.

Mr. Linkous advised Ms. Tate satisfied the agreement terms by paying the remaining balance of \$28,256.88.

12. Adjournment

A. Adjournment

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board adjourned their December 11, 2018, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The January regular meeting of the Public Service Authority will be held on Tuesday, January 8, 2019, 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

		NRVWA Minimum		Licence Type		NRVWA Minimum		FY18-19 (1st Half)		Jan 1 2019 Adj		FY18-19 (Jan 1, 19)	
Chief (Senior)		\$	50,315.00	10%	Chief (Senior)	\$	50,315.00	\$	43,562.00	16%	\$	50,531.92	
Class I		\$	45,572.00	10%	Class I	\$	45,572.00	\$	40,430.00	14%	\$	46,090.20	
Class II		\$	41,288.00	10%	Class II	\$	41,288.00	\$	37,908.00	11%	\$	42,077.88	
Class III		\$	37,419.00	10%	Class II	\$	41,288.00	\$	37,595.00	11%	\$	41,730.45	
Class IV		\$	33,883.00	3%	Class III	\$	37,419.00	\$	35,731.00	11%	\$	39,661.41	
Trainee		\$	33,051.00		Class IV	\$	33,883.00	\$	33,457.00	7%	\$	35,798.99	
					Class IV	\$	33,883.00	\$	34,219.69	-9%	\$	31,139.92	
					Sub-Total WTP			\$	262,902.69		\$	287,030.77	
					Ri	\$		\$	48,386.43	0%	\$	48,386.43	
					L	\$		\$	43,346.71	0%	\$	43,346.71	
					Ro	\$		\$	32,646.34	0%	\$	32,646.34	
					We (New Hire 3)	\$		\$	33,041.78	-15%	\$	28,085.51	
					Wa	\$		\$	30,961.18	0%	\$	30,961.18	
					B (New Hire 4)	\$		\$	29,234.00	-4%	\$	28,064.64	
					M	\$		\$	31,064.80	10%	\$	34,171.28	
					S	\$		\$	28,150.93	2%	\$	28,713.95	
					Sub-Total W-S			\$	276,832.17		\$	274,376.04	
					Total WTP-W-S			\$	539,734.86		\$	561,406.81	