

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
September 14, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, September 14, 2021, at 9:00 a.m. in the Executive Training Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia, the following Board members were present: Mr. Dave Dean, Chair; Mrs. Nancy Burchett, Vice Chair; Mr. Dennis Setliff; Mr. Doug Swanson (Remote Participation via video conference); Mrs. Ashley Coake.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator, Pulaski County (arrived at 9:50 A.M.); Tracy Belcher, Assistant Finance Director; Debra Boyd, Accounts Payable/Collections Coordinator and Ashley Edmonds, Deputy Clerk to the Board.

1. Welcome and Call to Order

Mr. Dean called the meeting to order at 9:00 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present with Mr. Swanson participating remotely via video conference.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or comments from citizens.

3. Public Hearings

A. FY 2021-2022 Budget Adjustment

Mrs. Belcher reviewed the Fiscal Year 2021-2022 Budget Adjustment and staff advised the public hearing had been properly advertised. Mr. Dean opened the public hearing. There were no comments. Mr. Dean asked if staff had received any written comments or phone calls on the matter and staff advised there were none. Mr. Dean closed the public hearing. There were no comments from the Board members.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board approved the Fiscal Year 2021-2022 (PSA Capital Fund #2022-01) Budget Adjustment as presented.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

4. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A.1.8. of the 1950 Code of Virginia, as amended, to discuss personnel and consult with staff on legal matters. (Staff attending: Mr. Jared Linkous, Executive Director and Mr. Josh Tolbert, Deputy Director).

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Public Service Authority Board of Directors entered an Executive Session for discussion of the following:

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

- Clerk to the Public Service Authority Board of Directors
- PSA Assistant Sanitation Supervisor

Legal Consultation: Pursuant to Virginia Code Section 2.2-3711(A) 8 discussion for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel regarding:

- Refuse Collection Contract-Town of Dublin

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

B. Return to Open Session

On a motion by Mrs. Coake, second by Mrs. Burchett and carried, the Public Service Authority Board of Directors returned to open session.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

C. Certification of Executive Session

On a motion by Mr. Setliff, second by Mrs. Coake 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. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

5. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board accepted the agenda with the following additions:

- Item #7. Action Items (New Business) C. Appointment of Clerk to the Public Service Authority Board of Directors
- Item #7. Action Items (New Business) D. Appointment (Promotion) to Public Service Authority Assistant Sanitation Supervisor
- Item #7. Action Items (New Business) E. Pay Adjustments
- Item #7. Action Items (New Business) F. Refuse Collection Contract-Town of Dublin

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

6. Financial Matters

A. Financial Report

Mrs. Belcher reviewed the revenue, expenditure, capital funds revenue and expenditure and cash balance reports for the period ending August 31, 2021. She reported collection of revenues and expenditures spent are on target. Mrs. Burchett inquired about two items under revenues; specifically, User Rebate Landfill (\$56,320.55) and Rebates & Refunds (\$150,002.14). Mrs. Belcher told Mrs. Burchett she would conduct research on those items and get back with her with a response.

On a motion by Mrs. Burchett, second by Mr. Swanson and carried, the Board accepted the financial reports as presented.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board approved the terms of the contract with the town of Dublin to collect commercial/industrial refuse as presented and authorized the Chair (Mr. Dean) to execute the contract on behalf of the Public Service Authority.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

8. Action Items (Old Business)

A. None.

There were no action items regarding old business.

9. Reports from Executive Director and Staff

A. Operational Reports: Convenience Center 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 for the month of June. Mr. Tolbert updated the Board on the use of the compactors at the Dublin Convenience Center and advised that their use has greatly reduced the number of trips to the landfill. He also advised that there has been little to no interest in the bids for the paving project; the bid opening is scheduled for September 21, 2021, at 2 p.m.

Mr. Dean updated the Board on his recent report to the Pulaski Encouraging Progress Steering Committee on the PSA's Convenience Center. He advised staff of his concerns regarding appropriate, or lack thereof, signage at the Convenience Centers and asked staff to look into the following items:

- At the Dublin Convenience Center, the sign is covered with vegetation and lists the center as a Recycling site
- At the Dora Highway Convenience Center, the gates are old and rusted, which gives the entrance an "old", poor appearance
- The Fairlawn Convenience Center requires more up-to-date signage to include the hours of operation

B. FSA Activity Report

Mr. Linkous presented the Fairlawn Sewer Authority (FSA) Activity Report. Mr. Setliff reported on a recent segment of sewer line that had to be replaced due to the intrusion of tree roots at Dudley Ferry Road.

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 given.

B. Covered Water Meter Ordinance

No report given.

C. Draper Area Wythe County Sewer/PSA Connection

No report given.

D. Water Meter Replacement

Mr. Linkous report that radio frequency meters are being used; however, general physical checks at the meter provide feedback to the office and will be ongoing but less frequent.

E. Water Master Plan

Mr. Linkous advised that he had requested additional supplemental information for future projects and CHA is working to provide a response in late October. Mr. Linkous will provide comments upon completion.

F. Facilities for Refuse Employees

B. Collections Update

Mrs. Boyd provided the collections update. Staff continues work to match those on payment plans and new delinquent accounts for the annual mailing per policy adopted in 2020.

7. Action Items (New Business)

A. Pulaski Water Treatment Plant & Water Distribution System Improvements Preliminary Engineering Report

Mr. Linkous reviewed the bid alternative options associated with the Brookmont Water System Improvements Project, which included: (1) raising the elevation adequate for town of Pulaski customers only (VDH approved); (2) raising the elevation to adequate level for town and Shrader Hill customers and (3) raising the elevation and adding volume to the PSA system.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board authorized including as an alternate to the bid the inclusion of raising the elevation of the water tank to an adequate level for connection to town of Pulaski and Shrader Hill customers.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

B. Community Water Improvements-2022 Drinking Water Construction/Financial Assistance DWSRF Initial Offer

On a motion by Mrs. Burchett, second by Mr. Setliff and carried, the Board accepted the Virginia Department of Health's funding package for the Community Water Improvements estimated to be \$2,897,000.00 consisting of \$1,448,500.00 as principal forgiveness (grant) and \$1,48,500.00 as a loan for thirty (30) years utilizing the Virginia Department of Health's Expedited Closing Program at 1.8%.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

Mr. Linkous will consult with the Virginia Department of Health to find out if a waiver of a Preliminary Engineering Report is possible.

Mr. Setliff stated he felt the Virginia Department of Health should be responsible to communicate with the residents/customers in these areas regarding the status of the project.

C. Appointment of Clerk to the Public Service Authority Board of Directors

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board appointed Ms. Ashley Edmonds as Clerk to the Board of Directors for the Pulaski County Public Service Authority.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

D. Appointment (Promotion) to Public Service Authority Assistant Sanitation Supervisor

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board promoted Mr. Tony Quesenberry in the Public Service Authority Assistant Sanitation Supervisor position.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

E. Pay Adjustments

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board authorized pay adjustments to positions in the PSA water and sewer departments in an effort to be more competitive in the job market and retain talented employees.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

F. Refuse Collection Contract-Town of Dublin

No report given.

G. Pulaski Convenience Center Relocation

No report given.

H. Brookmont Water System Disinfection By-Products

No report given.

I. Improvements to Fairlawn Convenience Center

Draper Aden is conducting core sampling.

10. Other Matters from the Directors

Mr. Setliff requested an update on the following items: (details regarding the status of the Riverbend Private Water Supply are listed under #7. Action Items (New Business) B. Community Water Improvements-2022 Drinking Water Construction/Financial Assistance DWSRF Initial Offer).

- Status of James Hardie Refuse-Staff provide the feedback request and the Pulaski County Board of Supervisors' letter of support to the New River Resource Authority. The New River Resource Authority will include this in their rate analysis which is being conducted by a third party, which is required by the New River Resource Authority Member agreements.
- Activity Plan Associated with Fairlawn Sewer Authority Water Turn-offs-Mr. Linkous advised that once the PSA's staffing situation settles, the PSA fully intends to resume with Fairlawn Sewer Authority and Public Service Authority cut-offs due to delinquency.

11. Items of Consent

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

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

A. Minutes of Previous Meeting

The Minutes of the August 10, 2021, regular meeting were approved by the Board at the September 14, 2021, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the September 14, 2021, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustment presented for consideration by the Board of Directors.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the September 14, 2021, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #42745-42853 and 42854-42950.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of August 2021, the electronic version of which is filed in the September 14, 2021, BoardDocs agenda.

12. Informational Items

A. Countryside Landing Easements

Mr. Linkous advised the PSA Deed of Easement for Countryside Landing Phase I has been signed and provided to the County Attorney for recordation.

13. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Burchett and carried, the Board adjourned their September 14, 2021, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, October 12, 2021, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.



Dave Dean, Chair



Ashley Coake, Secretary