

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING

June 14, 2022

At a meeting of the Public Service Authority Board of Directors held on Tuesday, June 14, 2022, 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: Mr. Dennis Setliff; Mr. Eddie Hale; Mrs. Nancy Burchett, Chair and Mrs. Ashley Coake, Vice Chair, Mr. Douglas Swanson.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator, Pulaski County; Tracy Belcher, Assistant Finance Director; and Ashley Edmonds, Clerk to the Board.

1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 9 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mrs. Brenda Blackburn, resident of the Town of Dublin, inquired on behalf of Delegate Marie March, her employer and owner of the Big Red Barn, about use of the Convenience Centers for commercial businesses. Mrs. Blackburn also requested a formal letter be drafted and sent to her husband regarding his inability to use the Convenience Centers.

3. Approval of the Agenda

A. Additions or Changes to the Agenda

The Board accepted the agenda as presented.

4. Financial Matters

A. Financial Report

Mrs. Belcher presented the financial report to the Board and provided the following updates:

- The PSA is awaiting the \$158,000.00 payment from James Hardie.
- A printing software issue caused a delay with the receipt of bills.
- The PSA Billing office staff is conducting an audit of bills for refuse and dumpster/roll-off customers.
- Efforts continue to improve communication with the Town of Pulaski, Town of Dublin and Fairlawn Sewer Authority.
- Two (2) employees (PSA Customer Service Coordinators) have been hired at PSA Billing Office (Angela Miller and Kimberly Allen).

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board accepted the Financial Report.

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

Voting No: None.

B. Collections Update

Mr. Linkous provided the collections update and advised of the following items:

- Staff mailed 248 "Welcome Letters" for the months of April and May 2022 to newly recorded landowners detailing PSA services and the process for sign up of service(s).
- Efforts continue on the collection of delinquent accounts \$300 or over; there have been a few accounts that are now current through payment arrangements.
- A listing of the delinquent accounts of \$300 or over was provided; staff is working to determine accountholder's status (i.e., moved, deceased)
- Publication of advertisement of delinquent account holders scheduled to occur in July 2022

The Board requested the accountholder's name, total delinquent, and mailing and property address of the delinquent accountholder be advertised along with a disclaimer to acknowledge possible discrepancies and next steps - payment arrangements/plans/legal action.

5. Action Items (New Business)

A. Adoption of FY 2023 Budget, Capital Improvement Plan and Rates

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board approved the FY 2022-2023 Capital Improvement Plan of \$556,848.

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

Voting No: None.

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adopted the proposed FY 2023 rates for water, sewer and refuse as advertised below.

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

Voting No: None.

- Note: In all current and proposed water and sewer scenarios below the monthly bill is calculated as follows:
 - Base Rate + (Gallons Used X Usage Rate ÷ 1,000)

- **Water**

- **Current (Effective July 1, 2021)**

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo)	\$ 12.56
Medium Commercial (50,000 to 100,000 gal/mo)	\$ 73.87
Large Commercial/Industrial (Over 100,000 gal/mo)	\$ 147.75

Usage Rate (\$/1,000 gallons):

up to 50,000 gal	\$ 5.91
50,000 to 100,000 gal	\$ 5.54
over 100,000 gal	\$ 5.16

- **Proposed (Effective July 1, 2022)**

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo).....	\$ 13.19
Medium Commercial (50,000 to 100,000 gal/mo)	\$ 77.56
Large Commercial/Industrial (Over 100,000 gal/mo)	\$ 155.14

Usage Rate (\$/1,000 gallons):

up to 50,000 gal.....	\$ 6.21
50,000 to 100,000 gal.....	\$ 5.82
over 100,000 gal	\$ 5.42

- **Sewer**

- **Current (Effective July 1, 2021)**

Base Rate (\$/mo):

Residential/Small Business (Less Than 50,000 gal/mo)	\$ 14.78
Medium Commercial (50,000 to 100,000 gal/mo)	\$ 106.58
Large Commercial/Industrial (Over 100,000 gal/mo)	\$ 221.61

Usage Rate (\$/1,000 gallons):

Up to 50,000 gal	\$ 8.49
50,000 to 100,000 gal.....	\$ 8.13
over 100,000 gal	\$ 7.74

o **Proposed (Effective July 1, 2022)**

Base Rate (\$/mo):

Residential/Small Business (Less Than 50,000 gal/mo)	\$ 15.52
Medium Commercial (50,000 to 100,000 gal/mo)	\$ 111.91
Large Commercial/Industrial (Over 100,000 gal/mo)	\$ 232.69

Usage Rate (\$/1,000 gallons):

up to 50,000 gal.....	\$ 8.91
50,000 to 100,000 gal	\$ 8.54
over 100,000 gal.....	\$ 8.13

• **Current Connection Fees (Effective July 1, 2021)**

o Water

▪ 1 Connection*	\$ 700.00
▪ 2 - 10 Connections**.....	\$ 420.00
▪ 11 - 19 Connections**.....	\$ 350.00
▪ 20 or more Connections**.....	\$ 280.00

- o Sewer
 - 1 Connection*\$ 700.00
 - 2 - 10 Connections**\$ 420.00
 - 11 - 19 Connections**\$ 350.00
 - 20 or more Connections**\$ 280.00
- Single Residential Connection Includes Appurtenances
- ** Developer Provides and Installs Appurtenances with Multi-Connection Rate

Water connection appurtenances include: tap into main line, service line from main to meter, corporation stop, meter box, meter setter, meter, service line stub out and meter lid. Water connection fees only apply where a PSA line is directly adjacent to the meter location. Water line extensions, rock removal, creek crossings, road borings over 30 ft. in length or other unusual costs are added to the above fee.

Sewer connections include: tap into main line, service lateral from main to property line and/or right of way, and cleanout. Sewer line extensions, rock removal, creek crossings, road crossings, or other unusual costs are added to the above fee.

• **Proposed Connection Fees (Effective July 1, 2022)**

- o Water
 - 1 Connection*\$ 1,000.00
 - 2 - 10 Connections**\$ 600.00
 - 11 - 19 Connections**\$ 500.00
 - 20 or more Connections**\$ 400.00

- o Sewer
 - 1 Connection*\$ 1,000.00
 - 2 - 10 Connections**\$ 600.00
 - 11 - 19 Connections**\$ 500.00
 - 20 or more Connections**\$ 400.00

- Single Residential Connection Includes Appurtenances

** Developer Provides and Installs Appurtenances with Multi-Connection Rate

Water connection appurtenances include: tap into main line, service line from main to meter, corporation stop, meter box, meter setter, meter, service line stub out and meter lid. Water connection fees only apply where a PSA line is directly adjacent to the meter location. Water line extensions, rock removal, creek crossings, road borings over 30 ft. in length or other unusual costs are added to the above fee.

Sewer connections include: tap into main line, service lateral from main to property line and/or right of way, and cleanout. Sewer line extensions, rock removal, creek crossings, road crossings, or other unusual costs are added to the above fee.

- **Current PSA Refuse Rates (Effective July 1, 2021)**

- **Basic Services**

- Residential

- Standard\$ 20.00
 - Low Volume.....\$ 13.00

- Commercial

- Barrel

- Standard (2 Barrels)\$ 22.00
 - Additional, ea.\$ 2.00

- Dumpster (6 Yard Container)

- Rent, per month.....\$ 15.00
 - Haul, ea.\$ 28.00

- Roll off (30 Yard Container)

- Rent, per month.....\$ 80.00
 - Haul, ea.\$ 85.00

- Tipping Fee, per ton

- o up to 500 ton.....\$37.00
 - o 500 to 2,000 ton.....\$33.00
 - o over 2,000 ton.....\$29.00

- **Special Services**

- Residential

- Brush/Debris

- Small Load (One Grapple)Free
 - Additional Grapple(s), ea.\$ 15.00
 - Full Truck, ea.\$ 60.00

- Roll off (30 Yard Container)
 - Rent, per month.....\$ 80.00
 - Haul, ea.\$ 85.00
 - Tipping Fee, per ton
 - o up to 500 ton.....\$37.00
 - o 500 to 2,000 ton.....\$33.00
 - o over 2,000 ton.....\$29.00

Commercial

- Boom Truck
 - Haul, ea.\$ 60.00
 - Tipping Fee, per ton\$ 37.00
- Compactor
 - Rent (30 Yard Container), per month\$ 250.00
 - Rent (40 Yard Container), per month\$ 300.00
 - Haul, ea. \$ 85.00
 - Tipping Fee, per ton
 - o up to 500 ton.....\$37.00
 - o 500 to 2,000 ton.....\$33.00
 - o over 2,000 ton.....\$29.00
- Special Event
 - Truck, per hour.....\$ 75.00

• Proposed PSA Refuse Rates (Effective July 1, 2022)

• Basic Services

Residential

- Standard \$ 20.00
- Low Volume \$ 13.00

Commercial

- o Barrel
 - Standard (2 Barrels) \$ 22.00
 - Additional, ea. \$ 2.00
- o Dumpster (6 Yard Container)
 - Rent, per month \$ 18.00
 - Haul, ea. \$ 30.00
- o Roll off (30 Yard Container)
 - Rent, per month \$ 80.00
 - Haul, ea. \$ 85.00
 - Tipping Fee, per ton
 - o up to 500 ton \$37.00
 - o 500 to 2,000 ton \$33.00
 - o over 2,000 ton..... \$29.00

o Special Services

Residential

- Brush/Debris
 - Small Load (One Grapple) Free

- Additional Grapple(s), ea. \$ 30.00
- Full Truck, ea. \$ 200.00
- Roll off (30 Yard Container)
 - Each use\$ 450.00

Commercial

- Boom Truck
 - Haul, ea. \$ 90.00
 - Tipping Fee, per ton \$ 37.00
- Compactor
 - Rent (30 Yard Container), per month \$ 300.00
 - Rent (40 Yard Container), per month \$ 350.00
 - Haul, ea. \$ 85.00
 - Tipping Fee, per ton
 - o up to 500 ton \$37.00
 - o 500 to 2,000 ton \$33.00
 - o over 2,000 ton..... \$29.00
- Special Event
 - Truck, per hour \$ 125.00

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board adopted the Resolution Adopting the Budget for the Pulaski County Public Service Authority for the Fiscal Year July 1, 2022, Through June 30, 2023, Appropriating Funds for All Contemplated Expenses for the Authority.

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

Voting No: None.

RESOLUTION

ADOPTING THE BUDGET FOR THE PULASKI COUNTY PUBLIC SERVICE AUTHORITY (AUTHORITY) FOR THE FISCAL YEAR JULY 1, 2022 THROUGH JUNE 30, 2023 APPROPRIATING FUNDS FOR ALL CONTEMPLATED EXPENSES FOR THE AUTHORITY

WHEREAS, the Pulaski County Public Service Authority Board has prepared budgets for this Authority setting forth the contemplated expenditures and revenues as well as the aggregate amount to be appropriated for the next Fiscal Year; and,

WHEREAS, the Authority has established and approved utility rates sufficient to meet the expenditure requirements of this budget for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023;

NOW, THEREFORE BE IT RESOLVED AND ENACTED by the Authority, after due notice and mature consideration of the said budget, that the attached budget shall be and is hereby adopted as the budget of the Pulaski County Public Service Authority for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

PUBLIC SERVICE AUTHORITY FUND:

A total sum of \$11,368,584 is hereby appropriated. Said funds are to be expended as follows:

Residential Refuse	\$2,342,983
Convenience Centers	324,337
Commercial Refuse	533,501
Roll off Refuse	2,321,520
PSA Administration	849,338

Construction Administration	36,180
Street Lights	6,600
Lakewood Estates Water	520
Water Service	701,174
Water Treatment Plant	1,713,746
Sewer Collection	491,929
Sewer Treatment	725,000
Capital Reserves	47,411
Transfer to PSA Capital Fund	556,848
Debt Service	<u>717,497</u>

TOTAL PUBLIC SERVICE AUTHORITY FUND

\$11,368,584

PUBLIC SERVICE AUTHORITY CAPITAL FUND:

A total sum of \$3,740,204 is hereby appropriated. Said funds are to be expended as follows:

Residential Refuse	\$46,348
Commercial Refuse	132,000
PSA Administration	15,000
Water Services	331,556
Water Treatment Plant	3,182,800
Sewer Collection	<u>32,500</u>

TOTAL PUBLIC SERVICE AUTHORITY CAPITAL FUND

\$3,740,204

TOTAL PUBLIC SERVICE AUTHORITY ALL FUNDS

\$15,108,788

This resolution is *adopted the 14 day of June, 2022, in the County of Pulaski, Virginia, by the Pulaski County Public Service Authority Board and shall be effective July 1, 2022.*

B. PCPSA - Fairlawn Solid Waste Convenience Center Lease Agreement

Mr. Linkous reviewed the lease agreement and advised of staff's recommendation to approve as presented. He also recommended working with the Board of Supervisors to complete the project.

Mr. Setliff noted that the Peppers Ferry Regional Wastewater Treatment Authority Board of Directors approved the lease agreement.

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board approved the PCPSA - Fairlawn Solid Waste Convenience Center Lease Agreement as presented and approved for the Executive Director to execute the agreement.

Abstain: Mr. Setliff

Voting Yes: Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.

Voting No: None.

C. Low Volume and Non-Customer Letters

Mr. Linkous reviewed the draft low volume and non-customer letters.

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board approved to supersede previous policies regarding vacant structures and churches and change the policy to require all habitable (as determined by certificate of occupancy or electricity) addressed structures be expected to pay at minimum the low volume/non-user rate as intended.

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

Voting No: None.

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board approved mailing the low volume and non-customer letters as amended to include "pursuant to".

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

Voting No: None.

Mr. Linkous reviewed the procedure for after mailing and will speak with/provide the local newspapers a copy of the letters. Copies of both letters will be available at the PSA Billing Office as well.

6. Action Items (Old Business)

A. None.

There were no Action Items (Old Business).

7. 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 May.

The Board inquired about removing the inmate count from the report.

Mr. Linkous advised cut-offs will resume in August 2022.

B. FSA Activity Report

The Board reviewed the May Fairlawn Sewer Authority (FSA) Activity Report.

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

No report given.

E. Water Master Plan

No report given.

F. Facilities for Refuse Employees

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

No report.

J. Riverbend Water Delivery Issues Response

No Report.

Mr. Linkous advised that the Town of Pulaski submitted the RFP for refuse collection; no feedback has been received at this point. A request for an update is in progress.

8. Other Matters from the Directors

A. Updates Requested by Board Members

The following updates submitted by Mr. Setliff were reviewed:

- An alternative payment location for PSA invoices in Fairlawn.
- The certification of fire hydrant flow and corresponding paint color array will be added to the Staff to Do List.
- At this time, there are no scheduled document shredding events by the New River Resource Authority.

9. Items of Consent

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

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

Voting No: None.

A. Minutes of May 31, 2022, the Public Service Authority Board of Directors Public Hearing on Proposed FY23 Budget and Proposed 5% Increase of Water and Sewer Rates

The Minutes of the May 31, 2022, Public Service Authority Board of Directors Public Hearing on Proposed FY23 Budget and Proposed 5% Increase of Water and Sewer Rates were approved by the Board at their June 14, 2022, meeting.

B. Minutes of the May 18, 2022, Public Service Authority Board of Directors Special Called Meeting

The Minutes of the May 18, 2022, Public Service Authority Board of Directors Special Called Meeting were approved by the Board at their June 14, 2022, meeting.

C. Minutes of the May 10, 2022, Public Service Authority Board of Directors Meeting

The Minutes of the May 10, 2022, Meeting of the Public Service Authority Board of Directors were approved by the Board at their June 14, 2022, meeting.

D. Balance Due Report

The Balance Due Report is not available.

E. Budget Adjustment

PSA Fund #2022-05: \$205,660.00 and PSA Capital Fund #2022-04: \$ 191,300.00 were approved by the Board at their June 14, 2022, meeting.

F. Billing Adjustments

The Billing Adjustments were not available.

G. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 43833-43942.

H. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of May 2022, the electronic version of which is filed in the June 14, 2022, BoardDocs agenda.

10. Informational Items

A. Water Master Plan

Mr. Linkous discussed the purpose and intent of the plan which is a “living document” as it provides direction for funding. Board members who were interested in obtaining a hard copy of the report were directed to contact the Clerk.

B. Order Appointing the PSA Receiver for the Bella Vista and Riverbend Water Systems

Mr. Linkous advised that the Authority is waiting on official notification from the Virginia Department of Health; however, the Authority can begin billing the Bella Vista and Riverbend customers and will be responsible for any and all problems with the current system. Mr. Setliff inquired about communication to the Bella Vista and Riverbend customers and Mr. Linkous advised that staff will look into this item. The long term project with these systems is to establish water connections.

11. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board adjourned their June 14, 2022, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, July 12, 2022, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary

