

Public Service Authority Board of Directors Meeting
March 14, 2017

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, March 14, 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. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett.

Staff members present included: Jonathan D. Sweet, County Administrator and Executive Director, Public Service Authority; Karen Thompson, Assistant County Administrator, Management Services; Jared Linkous, County Engineer; Diane Newby, Finance Director; Debra Boyd, Public Service Authority, Accounts Payable/Collections Clerk and Ms. Anita Burris, Customer Service Supervisor, PSA Billing Office.

1. WELCOME AND CALL TO ORDER

Dr. Warren called to order at 9 a.m.

A. Confirmation of A Quorum

All members present: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff and Mrs. Burchett present.

2. APPROVAL OF THE AGENDA

A. Additions or Changes to the Agenda

Removal of Virginia's First request as an action item was removed internally by staff.

3. PRESENTATIONS AND CITIZENS COMMENTS

A. Presentations and Citizens Comments

Mrs. Brenda Blackburn spoke about requests for septic on Possum Hollow Road as two business have turned away (Family Dollar) due to absence of septic service.

4. FINANCIAL MATTERS

A. Financial Report

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board accepted the financial report.

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

Voting No: None.

B. Draft Budget

A draft budget was presented to the Board for review and comment.

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

The Board approved to proceed with the advertisement of a 5% water and sewer rate increase.

C. Collections Update

Mrs. Boyd provided an update regarding ongoing collection efforts.

D. Delinquency Report

There were no questions from the Board regarding the delinquency report.

E. One Call Report

The One Call report was presented by Mr. Linkous.

5. REPORTS FROM EXECUTIVE DIRECTOR AND STAFF

A. Operational Reports: Drop Site and County Landfill Tonnage, Inmate Availability and Cut - Off List

There were no questions or comments by the Board.

B. Encroachment of Easement - 5650 Pine Grove Drive, Dublin

Mr. Linkous provided an overview on the encroachment of easement at 5650 Pine Grove Drive, Dublin, and the Board agreed to proceed with the agreement drafted by Tim Kirtner, County Attorney.

C. Request to Waive Fee - Virginia's First Regional Industrial Facility Authority

Removal of item by staff.

D. Bear Proofing Solutions - Update on VGIF Funding

Staff reviewed the update provided by Betsy Stinson, from Virginia Game and Inland Fisheries. Ms. Stinson plans to attend the PSA Board meeting in April to give further information.

E. Notice of Assignment and Notice of Changed Address - New River Valley Unwired

The Board review the notice of assignment and changed address sent by New River Valley Unwired.

F. Staff To Do List

There were no status updates given on items on the Staff To Do List.

6. ITEMS OF CONSENT

On a motion by Mr. Setliff, second by Dr. Setliff and carried, the Board accepted the Items of Consent as presented. A consensus (all Board members present) voted in the affirmative.

A. Minutes of Previous Meeting

After corrections, the Board approved the meeting minutes of February 14, 2017.

B. Balance Due Report

The Board reviewed and accepted the balance due report as presented in the March 14, 2017, BoardDocs agenda.

C. Budget Adjustments

There were no budget adjustments presented in the March 14, 2017, BoardDocs agenda.

D. Billing Adjustments

The billing adjustments presented in the March 14, 2017, BoardDocs agenda were reviewed and accepted.

E. Accounts Payable

The Board ratified accounts payable for checks numbered 8015040 - 8015187.

F. Personnel Changes

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

7. OTHER MATTERS FROM THE DIRECTORS

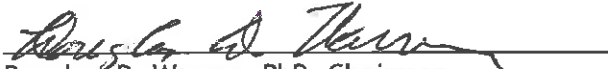
There were no additional matters from the Directors.

8. ADJOURNMENT

A. Adjournment

On a motion by duly made, **second** and carried, the Board adjourned their March 14, 2017, regular meeting. By consensus, the Board unanimously voted in the affirmative to conclude the meeting.

The April regular meeting will be held on Tuesday, April 11, 2017, 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