

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
APRIL 11, 2017

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, April 11, 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; Dave Dean, Vice - Chairman, Dean Setliff and Nancy Burchett. Dr. Fritz Streff was absent.

Staff members present included: Jonathan D. Sweet, Executive Director & County Administrator; Karen Thompson, Assistant County Administrator, Management Services; Diane Newby, Finance Director; Jared Linkous, County Engineer; Ron Nichols, Director of Operations, Maintenance and Transportation; Debra Boyd, Public Service Authority, Accounts Payable/Collections Clerk and Ashley D. Edmonds, Clerk to the Board.

1. Welcome & Call to Order

A. Confirmation of A Quorum

Dr. Warren called the meeting to order. A quorum was present, with four of the five Board members present. Dr. Fritz Streff was absent.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

There were no additions or changes to the agenda.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizen comments.

4. Financial Matters

A. Financial Report

Mrs. Newby reviewed the financial report, which showed 71% (seventy-one percent) of revenues and 74% of expenditures at this point.

B. Draft Budget FY 2018

The Board was presented with the draft FY 2018 budget. Mr. Sweet 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 17, 2017, at 7 p.m.

C. Collections Update

Mrs. Boyd provided a collections update, advising \$11,027.22 had been matched thus far, with \$3,270.05 received recently. Mr. Sweet stated staff was working with Mr. Tim Kirtner, County Attorney, on delinquent account efforts and would provide further information to the Board at a future meeting.

D. Delinquency Report

The Board reviewed the Delinquency report and had no questions.

E. One Call Report

The One Call report was reviewed and the Board had no questions.

5. Other Matters from the Directors

A. Surrounding Localities and Proposed Increases in Water and Sewer Rates

Mr. Setliff provided a recent notice regarding the Town of Blacksburg's advertisement of proposed water and sewer service increases. Dr. Warren advised of the Troutville Fire Department's rain water collection efforts for reserve water for their tankers. Also, the Board discussed Roanoke County's recent additional fee for garbage collection.

Mrs. Burchett asked if the remaining \$13,000 in the PSA Billing Office renovations could be used to buy blinds for the office as she noticed when driving by that they looked dirty. Mrs. Thompson advised that the blinds were new and may look darker from the road. Mrs. Burchett also inquired if there were plans for the digital sign the PSA purchased for the Billing Office. Mr. Joseph Guthrie mentioned to staff of a possible use/interest by Pulaski County High School for advertising. Staff recommended a possible donation and a consensus of the Board agreed.

6. Reports from Executive Director and Staff

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

The Board reviewed the Operational reports; Mr. Dean asked for site improvement be prioritized by production. Additionally, the Board requested a placeholder be placed for drop site improvement in the capital plan.

B. Town of Pulaski Water Settlement

The Board reviewed the Town of Pulaski Water Settlement report for FY 2015 - 2016. There were no questions.

C. Announcement - 2016 Excellence in Waterworks Operations/Performance Award

The Board was advised of the PSA's 2016 Excellence in Waterworks Operations/Performance Award. Mr. John "Jay" Goad will accept the award on behalf of the PSA and Dr. Warren plans to attend the award ceremony. Mr. Setliff stated the PSA should celebrate this achievement and Mrs. Burchett asked for the achievement to receive coverage on the County's website, in the County's newsletter and on the County's FaceBook page.

D. Staff To Do List

Mr. Linkous provided updates on the following staff to do list items:

A. Skyview Phase 3

Work is being completed on Hubbard Way, Fair Acres and Collier Street.

B. Drop Site on the South Side of Claytor Lake

No update provided.

C. Covered Water Meter Ordinance

No update provided.

D. Draper Area Wythe County Sewer/PSA Connection

No update provided.

E. Water Meter Replacement

Ongoing.

F. Water Master Plan

Funds to be placed in next fiscal year's budget.

G. Lakewood Estates

Improvements to well system close to improvement.

H. Facilities for Refuse Employees

Ongoing.

I. Pulaski Drop Site Relocation

Mr. Linkous and Mr. Nichols continue to meet with the Town of Pulaski.

J. Brookmont Water System Disinfection By-Products

A preliminary engineering report (PER) has been received from the Town of Pulaski, chlorine rates were adjusted and retention time in tanks reviewed.

K. Improvements to Fairlawn Drop Site

No update provided.

L. Write Off Accounts Consideration

Ongoing as potential corrections are being reviewed.

7. Items of Consent

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board reviewed and approved the following items of consent:

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

Voting No: None.

Absent: Dr. Streff

A. Minutes of Previous Meeting

The minutes of the February 14, 2017, were reviewed and approved with corrections made to Item #6. The Clerk was not present for the March 14, 2017, meeting, and the minutes will be presented for review and approval at a future meeting.

B. Balance Due Report

The balance due report was approved as presented in the April 11, 2017, meeting agenda in BoardDocs.

C. Budget Adjustments

PSA Fund 2017-08 (\$38,000) was approved as presented in the April 11, 2017, meeting agenda in BoardDocs.

D. Billing Adjustments

Dr. Warren questioned the James Hardie payments listed on the billing adjustments reports. Mrs. Newby and Mrs. Boyd clarified and the billing adjustments were approved as listed in the April 11, 2017, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered 8015040-80115187.

F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of April 2016, an electronic version of which is filed in the BoardDocs agenda.

8. Adjournment

A. Adjournment

On a motion by Mrs. Burchett, second by Mr. Dean and carried, the Board adjourned their April 11, 2017, regular meeting. By consensus, the Board unanimously voted in the affirmative to conclude the meeting.

There will be a FY 2018 proposed budget work session of the Public Service Authority Board of Directors on Monday, April 17, 2017, at 6 p.m., at the County of Pulaski Administration Building, 143 Third Street N.W., in the Town of Pulaski, Virginia.

There will be a public hearing regarding a proposed 5% (five percent) increase in water and sewer rates on Monday, April 17, 2017, at 7 p.m., in the Board Room of the County of Pulaski Administration Building, 143 Third Street N.W., in the Town of Pulaski, Virginia.

The May regular meeting of the Public Service Authority will be held on Tuesday, May 9, 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, DED, Chairman



Nancy Burchett, Secretary/Treasurer