

**PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING**  
November 14, 2017

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, November 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. Dave Dean, Vice - Chairman; Dr. Fritz Streff and Mrs. Nancy Burchett. Absent: Mr. Dennis Setliff.

Staff members present included: Jared Linkous, Executive Director; Ronnie Nichols, Deputy Director; Diane Newby, Finance Director; Debra Boyd, Accounts Payable and Collections Clerk and Ashley Edmonds, Deputy Clerk.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:02 a.m.

A. Confirmation of A Quorum

4 (four) Board members were present. Mr. Setliff was absent.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

Mr. Linkous advised of an additional item to be added to Executive Session under Property Disposition or Acquisition.

Property Disposition or Acquisition: Pursuant to Virginia Code Section 2.2-3711(A)3 discussion for consideration of the disposition or acquisition of publicly held property.

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board approved the addition of the Property Disposition or Acquisition item to Executive Session.

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

Voting No: None.

Absent: Mr. Setliff.

3. Presentations and Citizens Comments

A. Citizens Comments

There were no citizen comments.

4. Executive Session

A. Enter Into Executive Session

On a motion by Mr. Dean, second by Dr. Streff and carried, the Public Service Authority Board of Directors entered into closed session for the discussion of the following: (Staff attending: Mr. Linkous, Executive Director, Public Service Authority)

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 and Sewer Personnel

Pursuant to Virginia Code Section 2.2-3711(A) 3 discussion for consideration of the disposition or acquisition of publicly held property

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

Voting No: None.

Absent: Mr. Setliff.

#### B. Return to Open Session (9:42 a.m.)

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

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

Voting No: None.

Absent: Mr. Setliff.

#### C. Certification of Executive Session

On a motion by Mr. Dean, second by Dr. Streff 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. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

Absent: Mr. Setliff

### 5. Financial Matters

#### A. Financial Report

Mrs. Newby provided the Financial Report and advised 27% of revenue and 24% of expenditures were expended with \$318,004 net revenue under expenses. There were no questions by the Board.

On a motion by Mrs. Burchett, second by Dr. Streff and carried, the Board reviewed and accepted by consensus in the affirmative (Absent: Mr. Setliff) the Financial Report.

#### B. Collections Update

Mrs. Boyd provided a presentation on PSA Collections, which included payment options for delinquent accounts and the number of customers using these options; a research map which displayed the areas of the County with no PSA refuse customers; a highlight with the number of new PSA customers over the past four (4) years - approximately 600 and results for the Set-Off debt program for the past four (4) years.

Mr. Dean inquired if staff had a plan to obtain collections in comparison to the newly hired position responsible for collecting debt for the Town of Pulaski.

Mr. Linkous was unaware of the process the Town of Pulaski used to obtain monies due; however, staff continues to work on recommendations from the Board regarding the best way to collect debt. Currently, a lien is placed on the property and proceeds are received with the tax set off program. At this point, there are no limits placed on the lien based on the value of the property. In some cases, the liens placed are a large percent of the property value. Staff will present a recommendation to the Board with additional steps in collecting and/or writing off the amount of debt.

#### C. Delinquency Report

The delinquency report was presented with no questions from the Board.

#### D. One Call Report

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

#### 6. Action Items (New Business)

##### A. Water Plant Personnel Staffing and Salary Adjustments (Item resulting from Closed Session)

On a motion by Mrs. Burchett, second by Dr. Streff and carried, the Board approved adjustments made to staffing and pay scales to Water Plant Personnel within current budget amounts as presented by staff in executive session.

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

Voting No: None.

Absent: Mr. Setliff.

#### 7. Action Items (Old Business)

##### A. Randy Sweeney - 6028 Long Way

Mr. Linkous received the signed agreement drafted by legal counsel as approved by the Board from Mr. Sweeney on November 13, 2017. Mr. Linkous will authorize the agreement and Mr. Sweeney will pay his outstanding refuse bill (\$522.02). Mr. Linkous advised construction has begun on Long Way and conveyed his discussions with Mr. Sweeney's neighbors who are appreciative of the benefits the installation of the water line will bring.

#### 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 November 14, 2017, BoardDocs agenda.

There were no questions.

##### B. Geographic Information System

Mr. Linkous provided a demonstration of the County's Geographic Information System (GIS), specifically the Public Service Authority (PSA) mapping features and tools.

##### C. Pulaski County Raw Water Intake

Mr. Linkous reviewed the funding information regarding the Raw Water Intake project with the Board.

D. Staff to Do List

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

A. Skyview Phase 3 (Community Sewers Project)

No report given.

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. Lakewood Estates

No report given.

H. Facilities for Refuse Employees

No report given.

I. Pulaski Convenience Center Relocation

No report given.

J. Brookmont Water System Disinfection By-Products

No report given.

K. Improvements to Fairlawn Convenience Center

No report given.

L. Write Off Accounts Consideration

No report given.

9. Other Matters from the Directors

Mr. Dean restated the issue of the foul odor located on Bob White Boulevard, Old Route 11 and near the pump station towards Exxon an Interstate I-81.

## 10. Items of Consent

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board reviewed and approved by consensus (All in the affirmative; Absent: Mr. Setliff) the following items of consent:

### A. Minutes of Previous Meeting

The minutes of the October 10, 2017, regular meeting, were reviewed and approved by the Board.

### B. Balance Due Report

The balance due report was approved as presented in the November 14, 2017, meeting agenda in BoardDocs.

### C. Budget Adjustments

There were no budget adjustments for the month of October 2017.

### D. Billing Adjustments

The billing adjustments were approved as listed in the November 14, 2017, meeting agenda in BoardDocs.

### E. Accounts Payable

The Board ratified accounts payable for checks numbered #8015953-8016099.

### F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of October 2017, an electronic version of which is filed in the November 14, 2017, BoardDocs agenda.

## 11. Informational Items

### A. Notice of Violation - Eagleview Mobile Home Park

Mr. Linkous stated this was an informational item as Eagleview Mobile Home Park continues to be on the radar and may approach the Public Service Authority (PSA) for connection.

## 12. Adjournment

### A. Adjournment

On a motion by Mrs. Burchett, second by Dr. Streff and carried, the Board adjourned their November 14, 2017, regular meeting. The Board voted by consensus in the affirmative (Absent: Mr. Setliff) to adjourn.

The December regular meeting of the Public Service Authority will be held on Tuesday, December 12, 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