

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
August 13, 2019

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, August 13, 2019, 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, Chair; Mr. Dave Dean, Vice Chair; Mr. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Ronnie Nichols, Deputy Director; Jonathan Sweet, County Administrator and Natasha Grubb, Clerk to Board.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:00 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

The following addition was made to the agenda:

- 8. Reports from Executive Director and Staff, C. Tornado Clean Up

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board accepted by consensus in the affirmative the addition of 8. Reports from Executive Director and Staff, C. Tornado Clean Up to the agenda.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mr. Bob Rogers, representative, Trinity Baptist Church, located at 4008 Robison Tract Road, Pulaski, inquired about any current updates regarding the extension of a water line to the church.

Mr. Linkous advised the Town of Pulaski, Virginia Department of Health and the engineer working on the project continue to make modifications towards the preliminary engineering report (PER).

Mr. Dean inquired if Mr. Rogers had attended a Pulaski Town Council Meeting.

Mr. Rogers stated he had not, but planned to attend, and stated the \$10,000 donation from the Church is still available for the extension of a water line to the church.

Dr. Warren encouraged him to continue to keep the Board involved with the process.

Mr. Rogers, thanked the Board for their time.

Mr. Joseph Guthrie, Supervisor, Cloyd district, thanked Deputy James Radcliffe, inmates and the Public Service (PSA) staff involved with the clearing of brush from Peppers Ferry Boulevard which grants citizens and refuse trucks access to the highway. He also thanked the Board for providing sewer to the Collier Subdivision, however; he advised there were concerns from citizens regarding seeding and top soil issues. Mr. Guthrie asked for an explanation explaining why the contractors walked away from the project when it was not complete. Mr. Guthrie thanked the Board and asked for their consideration to extending sewer lines to residence off of Hickman Cemetery Road.

Mr. Linkous remarked contractors will reseed in the spring and fall, as there are seed specifications. Mr. Linkous advised Mr. Brad Rowe, Construction Project Administrator, retains a list of complaints or concerns and schedules a site visit to areas that need top soil and reseeding. The contractors will do a walk through and reseed areas that failed. Mr. Linkous stressed the need to give the contractors an opportunity to complete the work.

An Erosion and Sediment Control Bond and Construction Bond is held along with a 1-year warranty after the project is complete to address any issues.

Mr. Setliff remarked there should be more communication and suggested mailing letters to affect citizens to provide an update. He thanked Mr. Linkous and staff for all the work completed on the project.

Mr. Charles Hull, representative, Trinity Baptist Church, located at 4008 Robison Tract Road, Pulaski, inquired about plans for water line extension in the Robinson Tract/Brookmont areas.

B. Brenda Blackburn (4697 Cleburne Boulevard, Dublin)

Mr. Linkous advised Mrs. Blackburn has requested consideration of a waiver for a portion of her outstanding account balance of \$2,934.16 for water, sewer and refuse collection services at 4697 Cleburne Boulevard, Dublin. Mrs. Blackburn owes \$80.13 for water, \$295.32 for sewer, \$383.40 for refuse collection, \$146.70 for pickup charges, \$1,730.55 in interest, and \$298.06 for penalty.

Mrs. Blackburn requested copies of our records on this account. After review, Mrs. Blackburn disputed the account records as the dates in which her business (Fleamasters) was in operation at 4697 Cleburne Boulevard, Dublin did not match. Upon further review by staff, it was determined Mrs. Blackburn operated Fleamasters at three separate locations. The first location was in the Town of Pulaski along Bob White Boulevard. The second was in Fairlawn along Old Route 11. The third location was at the 4697 Cleburne Boulevard, Dublin.

Staff has determined Mrs. Blackburn carried outstanding balances for services at each location. As the location changed, the address was updated, but the account numbers transferred with Mrs. Blackburn. This resulted in the address of the final location being on the account, while charges for all three locations remained.

Pending a valid explanation for non-payment, staff recommends collection in full for the outstanding balance.

Mrs. Burchett inquired if Mrs. Blackburn remarked she would be present at the Tuesday, August 13, 2019, meeting. Mr. Linkous remarked Mrs. Blackburn indicated she would be present to dispute the dates on the account balance to the Board.

Dr. Warren stated there is no need to bring this matter back the board: if Mrs. Blackburn wants to pay the delinquent balance or has questions regarding her account she needs to collaborate with staff, not the Board. Going forward, if Mrs. Blackburn request to be added to the agenda, staff can do so: otherwise, Mrs. Blackburn is welcome to present to the Board during the public comment at the Public Service Authority (PSA) meetings.

Mr. Dean asked it be recorded in the minutes Mrs. Blackburn did not appear at the Tuesday, August 13, 2019, meeting.

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board accepted staff's recommendation for the collection in full of the outstanding balance of \$2,934.16 for water, sewer and refuse collection service at 4697 Cleburne Boulevard, Dublin (Brenda Blackburn).

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

Voting No: None

C. Timothy C. Sutphin (3628 Ferncliff Road, Pulaski)

Mr. Linkous advised the Board of Mr. Sutphin's request for consideration of a waiver for a portion of his outstanding account balance of \$16,641.44 for refuse collection services at 3628 Ferncliff Road, Pulaski. The outstanding balance of \$4,011 for refuse collection, \$11,102.43 for interest, and \$1,528.01 for penalty.

Based on real estate records, Mr. Sutphin has owned the property since November 7, 1984. Our current billing system contains records dating back to 1999, and since that time there have been no payments made on this account.

Staff requested Mr. Sutphin describe his request and explain why there have been no payments made on the account. Mr. Sutphin advised he would provide this information during the Board meeting; however, he was not present and did not contact staff further.

Pending a valid explanation for non-payment, staff recommends collection in full for the outstanding balance of \$16,641.44. If payment cannot be made in full, staff recommends continuing to maintain the lien on the property.

Dr. Warren remarked if Mr. Sutphin wants to pay the delinquent balance or has questions regarding his account he needs to collaborate with staff. Going forward, if Mr. Stuphin request to be added to the agenda staff can do so. Mr. Sutphin is welcome to present to the Board during the public comment at the PSA meetings.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board accepted staff's recommendation to collect in full the outstanding balance of \$16,641.44 and any further accumulated penalty and interest charges moving forward.

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

Voting No: None.

5. Financial Matters

A. Financial Report

There were no financial reports.

B. Collections Update

Mr. Linkous provided the collections update.

C. One Call Report

There was no one call report.

6. Action Items (New Business)

A. PSA Roll Off Containers

Mr. Linkous advised the PSA Refuse Department has been successful in obtaining new business opportunities with the City of Radford and as a result in changes by the Pulaski County Building Department, there is an increase in demand for roll off containers. In addition, Phoenix Packaging has provided new equipment, which should improve efficiency in handling their waste. This has resulted in a need to purchase additional containers/equipment. As of June 30, 2019, dumpster/commercial refuse had a budget balance of \$55,860, and all refuse departments had a remaining budget balance of \$760,319.

Mr. Nichols advised the PSA billing office is receiving a mass number of requests for roll off containers. To efficiently provide service to customers, it is crucial for the PSA to purchase more containers.

Mr. Dean expressed his appreciation to staff for their efforts.

Dr. Warren recommended the Pulaski County Public Service Authority (PSA) logo be placed on all roll off containers.

Staff recommended approval to transfer \$175,000 from FY19 Refuse Department funds. These funds will be used to cover costs associated with providing additional services to Phoenix Packaging, City of Radford and for new containers for commercial customers.

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board authorized the approval to transfer \$175,000 from Refuse Department funds to be used to purchase new roll off containers.

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

Voting No: None.

7. Action Items (Old Business)

There were no action items old business.

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 August 13, 2019, BoardDocs agenda.

B. Activity Report

Mr. Linkous provided the Activity report. There were no questions.

C. Tornado Clean Up Efforts

Mr. Nichols advised there was a tornado on Friday, August 2, 2019, that affected the Alum Spring area and staff and the Virginia Department of Transportation (VDOT) responded. Staff requested guidance from the Board regarding how to handle the brush and the cost involved to help the citizens affected by the tornado.

Dr. Streff recommended providing assistance and moving material for citizens at no cost.

Mr. Linkous advised citizens will have to take time to cut up large debris and expressed the need to communicate to property owners that the refuse department does not normally access private drives and any damage occurring from our equipment during this time the PSA cannot be held responsible.

Dr. Warren and Mrs. Burchett thanked Mr. Nichols and staff for assisting our residents and for their continued clean up efforts.

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board authorized staff to provide services to help citizens with the clean up efforts at no cost to the citizens affected by the tornado on Friday, August 2, 2019.

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

Voting No: None.

D. Pulaski County Middle School Sewer Extension

Mr. Linkous reviewed the updates on the Pulaski County Middle School (PCMS) sewer extension, and informed the Board the project was under budget and ahead of schedule.

The Board commended Mr. Linkous for his dedication and hard work on the PCMS sewer extension.

Dr. Streff encouraged staff to send a monthly e-mail on behalf of the PSA to the Board of Supervisors (BOS) and the School Board to advise of progress of the project.

E. New River Resource Authority - Offsite Services

Mr. Linkous advised the New River Resource Authority (NRRRA) will no longer perform off site services for member jurisdictions as of July 1, 2020. The primary impact to the PSA will be the discontinuance of brush grinding services at our three (3) convenience centers.

Mr. Sweet encouraged the Board to appoint a Board member to be present at the NRRRA meetings.

Dr. Streff recommended staff share the dates of the NRRRA meetings with the PSA Board.

Mr. Linkous advised he spoke with other jurisdictions impacted by this decision. He will provide a formal document with options for services and will present this to the Board at a later date.

F. Staff to Do List

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

A. Skyview Phase 3 (Community Sewers Project)

Mr. Linkous provided updates on the Community Sewers project.

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

Mr. Linkous remarked the closing for this project is complete and available for the purchase of meters.

F. Water Master Plan

No report given.

G. Facilities for Refuse Employees

No report given.

H. Pulaski Convenience Center Relocation

Mr. Linkous provided updates on the Pulaski Convenience Center relocation.

I. 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.

8. Other Matters from the Directors

A. Hickman Cemetery Road

Mr. Setliff advised the Pulaski County Sewerage Authority (PCSA) received a request from a citizen who resides on Hickman Cemetery Road who requested consideration of sewer service. The PCSA have an existing sewer line at the junction of Hickman Cemetery and Route 11; however after review and discussion, the PCSA does not have the financial capacity to fund this project. The PSA has a sewer line immediately across Route 11 from Hickman Cemetery Road and Mr. Setliff requested, on behalf of the residents, consider of the PSA to extend their sewer line to serve these potential customers.

Dr. Streff recommended this item be considered part of the master water and sewer master plan.

Mr. Linkous advised he would discuss the layout with the PCSA to better understand the project details and would provide a recommendation for the Board.

Mrs. Burchett inquired about the receipt of the water and sewer plans for Board review. Mr. Linkous stated the plans would be provided at the September 10, 2019, PSA meeting.

9. Items of Consent

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

A. Minutes of Previous Meeting

The minutes of July 9, 2019, regular meeting, were approved by the Board at the August 13, 2019, meeting.

B. Balance Due Report

The balance due report was approved as presented in the August 13, 2019, meeting agenda in BoardDocs.

C. Budget Adjustments

Budget adjustments PSA Fund #2020-01 and PSA Capital Fund #2020-01 were approved.

D. Billing Adjustments

The billing adjustments were approved as listed in the August 13, 2019, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #40001-40055.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of July 2019, an electronic version of which is filed in the August 13, 2019, BoardDocs agenda.

10. Informational Items

There were no informational items.

11. Adjournment

A. Adjournment

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board adjourned their August 13, 2019, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The September meeting of the Public Service Authority will be held on Tuesday, September 10, 2019, 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