

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING  
September 10, 2019

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, September 10, 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; 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 Board voted in the affirmative by consensus to accept the agenda as presented.

3. Executive Session

A. Enter Into Executive Session

Pursuant to Virginia Code Section 2.2-3711(A)6 discussion and consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of governmental unit would be adversely affected, regarding:

- Brush Disposal Contract

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Public Service Authority Board of Directors entered into closed session for the discussion of investment of public funds competition or bargaining is involved, where, if made public initially, the financial interest of governmental unit would be adversely affected. (Staff attending: Mr. Linkous, Executive Director, Public Service Authority)

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

Voting No: None.

B. Return to Open Session

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. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

C. Certification of Executive Session

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

Voting No: None.

#### 4. Presentations and Citizens Comments

##### A. Presentations and Citizens Comments

There were no citizen comments.

Dr. Warren remarked he spoke with Mr. Tyler Kirkner, Town Manager, Town of Dublin, who expressed interest in the water and sewer master plan. Dr. Warren encouraged Mr. Linkous to contact with Mr. Kirkner to follow-up on any questions or concerns.

#### 5. Financial Matters

##### A. Financial Report

Mr. Linkous presented the financial report and encouraged the Board members to provide feedback regarding the format. Mrs. Burchett recommended staff include the cash reports as they were given in the past. Mr. Linkous advised the PSA (Public Service Authority) has not received the funding from the water project; however, once payment is received, an adjustment will be made to add the funds back into last fiscal year's budget to avoid disarrangement with the audit numbers.

##### B. Collections Update

Mr. Linkous provided the collections update.

##### C. One Call Report

Mr. Linkous reviewed the One Call Report. The Board agreed to permanently remove this item from the agenda.

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

##### A. Water and Sewer Master Plan

Mr. Linkous presented the results from the Public Service Authority (PSA) and the Board of Supervisors (BOS) Board members master plan meetings, along with a summary of category and proposed "Methodology" and proposed mapping provided by CHA Engineering Firm. Mr. Linkous summarized the overall health, cost per connection, economic development, community willingness and cost sharing categories. Each category was ranked from the highest to the lowest priority by a representative of the PSA and the BOS in each district to determine the desire of the community and establish projects that meets the highest priority.

Mr. Setliff made a motion to eliminate the cost sharing category and redistribute equally to the health and community willingness categories, which when modified, reflected a 42 for health and 8 for community willingness.

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board of Directors authorized to eliminate the cost sharing category and redistribute the points equally into the health and community willingness categories to reflect 42 for health and 8 for community willingness.

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

Voting No: None.

Dr. Streff emphasized the importance of clear communication at the community meetings. The public needs to understand the Board needs their input and understand the information presented is flexible and modifications can be made. Dr. Streff recommended holding meetings at a location in each district and requested a flier be placed at the Draper Post Office.

- Mr. Linkous advised staff will schedule dates, times and locations to hold community meetings in each district. Staff will disseminate information regarding the community meetings through the county's website, facebook page, and fliers, and also inform the public the mapping will be available for review at the County of Pulaski Administration Building Board Room. Mr. Linkous will report comments from the community meetings to the PSA Board for discussion and modifications can be made to the master water and sewer plan at any point.

Dr. Streff advised staff needs to provide clear explanations at the community meetings and recommended the cost of the water and sewer be included on the maps.

Mr. Linkous advised the top four or five projects will be presented to the Board during FY 21 budget session.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board authorized the approval of the preliminary ranking methodology and proposed project for public advertisement.

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 September 10, 2019, BoardDocs agenda.

##### B. Activity Report

Mr. Linkous provided the Activity report for the PCSA. Mr. Setliff requested tfor the PSA to increase the levels of intensity for projects in Fairlawn. He stated there were plenty of projects requiring attention and currently, the PCSA is being charged \$125/hour to have pump stations reviewed every other week.

Mr. Linkous advised the costs varied depending on the equipment being used and could average between \$200-\$400/hour. The PSA is averaging \$75-\$100/hour for personnel and \$200-\$250/hour on equipment for PCSA projects. He also advised those costs were not being passed onto the PCSA. Mr. Linkous advised there has been at least three leaks between Belspring and Viscoe Roads within the last three weeks and additional pipe replacement is needed in the area.

##### C. Pulaski County Middle School Sewer Extension

Mr. Linkous reviewed the updates on the Pulaski County Middle School (PCMS) sewer extension.

##### 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)

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 provided updates on the water meter replacement.

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

Mr. Linkous provided updates on the improvements to Fairlawn Convenience Center.

L. Write off Accounts Consideration

No report given.

8. Other Matters from the Directors

Mr. Dean and Mr. Setliff advised of the unpleasant smells throughout the county. Mr. Linkous remarked it will take time to resolve this issue; however, the Town of Pulaski is working to address the problem.

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 August 13, 2019, regular meeting, were approved by the Board at the September 10, 2019, meeting.

B. Balance Due Report

The balance due report was approved as presented in the September 10, 2019, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustments.

D. Billing Adjustments

The billing adjustments were approved as listed in the September 10, 2019, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #400056-40124.

F. Personnel Changes

- ✓ Board members reviewed and approved a memo describing personnel changes in the month of August 2019, an electronic version of which is filed in the September 10, 2019, BoardDocs agenda.

10. Informational Items

A. Water Cost Rising Across the U.S..

Mr. Linkous reviewed an article regarding rising water costs across the United States.

B. Low to Moderate Income Connection Letters

Mr. Linkous reviewed the low to moderate income connections letters that were mailed to affected residents.

C. Jill Quesenberry

Mr. Linkous reviewed a letter from Ms. Quesenberry requesting the arrangement a payment plan.

11. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board adjourned their September 10, 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, October 8, 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