

# PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS SPECIAL CALLED MEETING

June 29, 2020

At a special called meeting of the Public Service Authority Board of Directors held on Monday, June 29, 2020, 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: Mr. Dave Dean, Vice Chair; Mr. Dennis Setliff; Dr. Fritz Streff and Nancy Burchett. Absent: Dr. Douglas Warren, Chair.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Diane Newby, Finance Director and Natasha Grubb, Clerk to Board.

## 1. Welcome and Call to Order

Mr. Dean, Vice Chair, called the meeting to order at 9:00 a.m.

### A. Confirmation of A Quorum

4 (four) Board members were present. Dr. Warren, Chair, was absent.

## 2. Approval of the Agenda

### A. Additions or Changes to the Agenda

There were no additions or changes to the agenda.

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board accepted by consensus in the affirmative the additions or changes to the agenda.

## 3. Action Items (Old Business)

### A. Adoption of the Fiscal Year 2021 Capital Improvement Plan

Mr. Linkous presented the Pulaski County Public Service Authority (PSA) 2020-2021 Capital Improvement Plan.

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board approved the Pulaski County Public Service Authority (PSA) 2020-2021 Capital Improvement Plan.

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

Voting No: None.

Absent: Dr. Warren

### B. Adoption of the Fiscal Year 2021 Budget

Mr. Linkous reviewed the Resolution Adopting the Public Service Authority (PSA) 2020-2021 Budget. Mr. Linkous noted the budget reflects a three percent (3%) salary increase for employees, however, the Pulaski County Board of Supervisors approved a minimum two and a half percent (2.5%) salary increase effective October 1, 2020.

On a motion by Mrs. Burchett, second by Mr. Setliff and carried, the Board approved the Resolution Adopting the Public Service Authority (PSA) 2020-2021 Budget.

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

Voting No: None.

Absent: Dr. Warren

## 4. Reports from Executive Director and Staff

### A. Sample Letter Regarding Outstanding Refuse Accounts

Mr. Linkous reviewed the sample letter regarding outstanding refuse accounts and advised, if approved by the Board, the letters would be sent certified, return receipt on July 3, 2020. He further stated the new policy will provide Mrs. Boyd, PSA Accounts Payable & Collections Clerk, clear direction when assisting customers.

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board approved the outstanding refuse accounts letter as presented, adopted the new policy and approved the second letter to be sent in ninety (90) days.

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

Voting No: None.

Absent: Dr. Warren

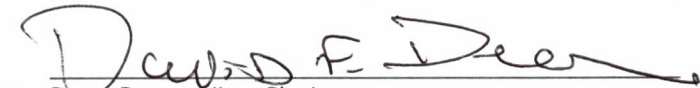
#### B. Non-Payment Disconnects

Mr. Linkous provided an update on the status of the Town of Pulaski and the Town of Dublin's processes for utility cut-offs due to the response to the COVID-19 pandemic and advised the PSA will follow suit with its process effective July 2020.

#### 5. Adjournment

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board adjourned their June 29, 2020, special called meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The monthly meeting of the Public Service Authority will be held on Tuesday, July 14, 2020, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

  
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Dave Dean, Vice Chairman

  
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Nancy Burchett, Secretary/Treasurer