

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
July 14, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, July 14, 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: 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; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance Director and Natasha Grubb, Clerk to the 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

Changes to the agenda included the following items:

- 8. Reports from Executive Director and Staff D. Tire Disposal and Recycling

The Board voted in the affirmative by consensus to accept the agenda as presented.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

4. Public Hearings

A. Public Hearing PSA Capital Fund Budget Carry Over

Mrs. Newby reported the Public Service Authority (PSA) had a carry over of \$1,782,058.60, and advised if more than 4% of the budget is carried over a public hearing is required.

Dr. Warren opened the public hearing for citizens comments. There were no comments. Staff advised no comments were received. Dr. Warren closed the public hearing.

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board approved the capital fund budget carry over to Fiscal Year 2021 for outstanding projects in the amount of \$1,782,058.60.

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

Voting No: None.

5. Financial Matters

A. Financial Report

Mrs. Newby presented the Financial Report and advised the reports for June and July will be included in the August PSA agenda.

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board reviewed and accepted the Financial Report.

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

Voting No: None.

Mrs. Newby introduced Mrs. Tracy Belcher, who began her tenure as of Assistant Finance Director with Pulaski County on July 13, 2020.

B. Collections Update

Mr. Linkous provided the Collections Update and advised he took the lead with the assistance of Mrs. Grubb and other staff from various departments in the mailing of 793 delinquent letters. Mrs. Boyd continues to receive a minimum of fifteen (15) calls daily to inquire about customer's respective delinquencies since the letters were mailed on July 2, 2020. Mr. Linkous advised Mrs. Boyd will continue to collect funds from residents who live in the state of Virginia through the debt set off program.

Mr. Linkous recommended Mrs. Newby communicate with the auditors to find out how they would like the PSA Board to proceed with the write-off of collections.

6. Action Items (New Business)

There were no Action Items regarding new business.

7. Action Items (Old Business)

There were no Action Items regarding old business.

8 Reports from Executive Director and Staff

A. Operational Reports: Convenience Center 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 July 14, 2020, BoardDocs agenda.

Mr. Linkous remarked Mrs. Boyd and Mrs. Grubb will provide coverage for the PSA Billing office while Mrs. Boyd and Mrs. Burris attend training for the new financial software. In addition, it was reported as of July 1, 2020, the PSA hired two full-time rear loaders.

B. Pulaski County Sewerage Authority (PCSA)

Mr. Linkous presented the Pulaski County Sewerage (PCSA) Activity Report.

C. New River Resource Authority - Brush Grinding

Mr. Tolbert provided an update regarding the New River Resource Authority brush grinding program and advised a request for a quote had been solicited from the New River Resource Authority (NRRRA) for future brush grinding services.

D. Tire Disposal and Recycling

Mr. Tolbert reported the New River Resource Authority (NRRRA) increased the rate for tire disposal and recycling from \$100-\$200 per ton. Mr. Tolbert spoke with New River Tire Recycling, located in North Carolina and reported there would be significant savings by utilizing this company,

Mr. Linkous remarked there are three options for the Board to consider in the future:

1. Continue taking the tire disposal and recycling to the NRRRA
2. Save monies by transporting the tire disposal and recycling to North Carolina
3. Completely eliminate tire disposal and recycling

E. Staff To Do List:

The following updates were provided on the following Staff To Do List items:

A. Drop Site on the South Side of Claytor Lake

No report given.

B. Covered Water Meter Ordinance

No report given.

C. Draper Area Wythe County Sewer/PSA Connection

No report given.

D. Water Meter Replacement

No report given.

E. Water Master Plan

No report given.

F. Facilities for Refuse Employees

No report given.

G. Pulaski Convenience Center Relocation

Mr. Linkous provided an update regarding the Pulaski Convenience Center Relocation.

H. Brookmont Water System Disinfection By-Products

No report given.

I. Improvements to Fairlawn Convenience Center

No report given.

J. Write off Accounts Consideration

No report given.

9. Other Matters from the Directors

Mr. Setliff provided an update on what the Pulaski County Sewerage Authority (PCSA) has accomplished with the \$100,000 loan given from the Board of Supervisors (BOS). Mr. Setliff noted the citizens of Fairlawn completed a survey regarding the appropriate name for the authority and deemed it as the Fairlawn Sewerage Authority.

10. Items of Consent

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

A. Minutes of Previous Meeting

The Minutes of June 9, 2020, regular meeting, and the Minutes of June 29, 2020, special called meeting were approved by the Board at the July 14, 2020, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the July 14, 2020, meeting agenda in BoardDocs.

C. Budget Adjustments

The following Budget Adjustments were approved as presented in the July 14, 2020, meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the July 14, 2020, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #41073-41185.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of June 2020, electronic version of which is filed in the July 14, 2020, BoardDocs agenda.

11. Informational Items

Mr. Sweet and Mr. Tolbert provided an update regarding the COVID-19 cases in Pulaski County.

12. Adjournment

A. Adjournment

On a motion by Mr. Dean, second by Mrs. Burchett and carried, the Board adjourned their July 14, 2020, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The next meeting of the Public Service Authority Board of Directors will be held on Tuesday, August 11, 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.



Douglas D. Warren, DED, Chairman



Nancy Burchett, Secretary