

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
November 10, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, November 10, 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; Brad Vaught, Finance Accountant; Debra Boyd, Accounts Payable/Collections Clerk 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. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711.A. 8. of the 1950 Code of Virginia, as amended, to consult with legal counsel (Staff attending: Mr. Jared Linkous, Executive Director, Mr. Josh Tolbert, Deputy Director, Mr. Jonathan Sweet, County Administrator and Mr. Tim Kirtner, County Attorney)

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Public Service Authority Board of Directors entered an Executive Session for discussion of the following:

Legal Consultation: Pursuant to Virginia Code Section 2.2-3711(A) 8 consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

- Refuse Collection

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

Voting No: None.

B. Return to Open Session

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

Voting No: None.

3. 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.

4. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

5. Financial Matters

A. Financial Report

Mr. Vaught presented the Financial Report.

Mrs. Burchett questioned if a new account was established for the monies collected from the delinquent accounts. Mr. Vaught reported staff is working with the auditors to create a new account for the delinquent accounts collected.

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.

B. Collections Update

Mrs. Boyd provided the collections update and stated the Public Service Authority (PSA) has collected \$194,264.90 from the delinquent letters that were mailed in July. She noted that she continues to receive telephone calls to set up payment arrangements.

Mrs. Burchett questioned how many of those individuals have paid in full. Mrs. Boyd stated approximately 10 (ten) customers have paid off their accounts in full.

The Board applauded Mrs. Boyd for her hard work and dedication in the collection of the debt from delinquent account holders.

6. Action Items (New Business)

A. Irene Hicks

Mr. Linkous presented a letter from Ms. Sharon Dressel, who is the daughter of Mrs. Irene Hicks. Ms. Hicks has a remaining balance of \$24,636.98. The balance prior to the write-off of penalty and interest was \$63,469.29. Ms. Dressel is requesting the Public Service Authority (PSA) consider accepting a lump sum of \$6,000 to be paid with \$1,000 down and ten (10) monthly installments of \$500.

The Board expressed there was no need to take any action on this matter and referred to its Delinquent Account Policy that was adopted at the June 9, 2020, Public Service Authority Board of Directors meeting.

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 November 10, 2020, BoardDocs agenda.

Mr. Dean recommended adding gravel at the Dublin Convenience Center because of the dust. Mr. Linkous suggested paving instead of gravel as it will cut down on the dust, and advised paving could be included in the capital improvement plan.

Mr. Dean inquired as to when the large brush pile would be removed. Mr. Tolbert remarked the brush will be removed the following week by a third party.

B. PCSA Activity Report

Mr. Linkous presented the Pulaski County Sewerage (PCSA) Activity Report. There were no questions.

C. Letter of Appreciation

Mr. Linkous presented Letters of Appreciation for all Board members to sign and staff to disperse accordingly to all individuals/companies that were involved with the repair of the Lake Ridge water leak that occurred on August 28, 2020.

D. Upcoming Capital Improvement and Budget Schedule

Mr. Linkous presented the schedule for the Public Service Authority (PSA) Fiscal Year 2022 Capital Improvement Plan and associated budgets.

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

No report given.

H. Brookmont Water System Disinfection By-Products

No report given.

I. Improvements to Fairlawn Convenience Center

Mr. Linkous provided an update regarding Improvements at the Fairlawn Convenience Center.

J. Write off Accounts Consideration

No report given.

9. Other Matters from the Directors

There were no Other Matters from the Directors.

10. Items of Consent

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

A. Minutes of Previous Meeting

The Minutes of October 13, 2020, regular meeting were approved by the Board at the November 10, 2020, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the November 10, 2020, meeting agenda in BoardDocs.

C. Budget Adjustments

The Budget Adjustments were approved as listed in the November 10, 2020 meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the November 10, 2020, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #41513-41662.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of October 2020, the electronic version of which is filed in the November 10, 2020, BoardDocs agenda.

11. Informational Items

There were no Informational Items.

12. Adjournment

A. Adjournment

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board adjourned their November 10, 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, December 8, 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