

**PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING**  
November 9, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, November 9, 2021, 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, Chair; Mrs. Nancy Burchett, Vice Chair; Mr. Dennis Setliff; Mr. Doug Swanson and Mrs. Ashley Coake.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator, Pulaski County; S. Diane Newby, Finance Director; Debra Boyd, Accounts Payable/Collections Coordinator; and Ashley Edmonds, Clerk to the Board.

1. Welcome and Call to Order

Mr. Dean called the meeting to order at 9:02 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mr. Bob Rogers, Trinity Baptist Church, requested an update on the water project for the Hylton Village Loop area.

3. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board accepted the agenda with the addition of the following item (requested by Mr. Swanson):

8. Other Matters from Directors, A. Updates Requested by Board Members, Convenience Center Holiday Closures.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

4. Financial Matters

A. Financial Report

Mrs. Newby reviewed a year to date budget analysis with revenue and expenditures for water, sewer, refuse and PSA Capital Fund, along with updated debt service information for the Board's review. Mr. Linkous advised that the graphs/charts which were to accompany the budget analysis will be presented in future reports as there have been delays incurred with Munis Go Live Utility

Billing implementation. Mr. Linkous further described the data transfer and upgrade issues with the execution of the new software.

Mrs. Newby advised of a recent decision by THRIVE through National Bank, which the PSA uses for over the counter credit card payments. Beginning January 2022, THRIVE through National Bank of Blacksburg will no longer absorb the costs or fees associated with over the counter credit card payments/transactions for the County or PSA. She also reported that the Pulaski County Board of Supervisors decided not to consume the costs/fees associated with over the counter credit card transactions and will pass these charges on to the citizens.

On a motion by Mrs. Coake, second by Mr. Swanson and carried, the Board accepted the Financial Report/Budget Analysis as of October 31, 2021.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

#### B. Collections Update

Mrs. Boyd provided the collections update with Mr. Linkous providing details on the status of payment plans and action on those who have defaulted.

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

A. None.

There were no action items regarding new business.

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

A. None.

There were no action items regarding old business.

#### 7. 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 for the month of October.

Mr. Linkous reported there were 242 terminations of service for non-payment (173 PSA & 69 FSA customers).

#### B. FSA Activity Report

Mr. Linkous presented the Fairlawn Sewer Authority (FSA) Activity Report. The Board review the report and there were no questions.

## 8. Other Matters from the Directors

### A. Updates Requested by Board Members (Convenience Center Holiday Closures)

Mr. Swanson inquired as to why the Convenience Centers are closed on Election Day. Board members and staff engaged in a discussion of the holidays given to County, PSA and PSA refuse employees and the possible budgetary impact of having the Convenience Centers attendants adhering to the holiday schedule followed by refuse employees.

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board approved mirroring the holiday schedule for PSA refuse employees and PSA Convenience Center attendants beginning December 1, 2021.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.  
Voting No: None.

## 9. Items of Consent

On a motion by Mrs. Burchett, second by Mrs. Coake and carried, the Board reviewed and approved the following items of consent (A.- F.):

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.  
Voting No: None.

### A. Minutes of Previous Meeting

The Minutes of the October 12, 2021, regular meeting were approved by the Board at the November 9, 2021, meeting.

### B. Balance Due Report

The Balance Due Report was approved as presented in the November 9, 2021, meeting agenda in BoardDocs.

Mr. Dean expressed concern about the amount the over 90 (ninety) days and the need to eliminate or bring the number down. Staff will work to include data from 2019 and 2020 for comparison and will add amounts for liens to the report.

### C. Budget Adjustments

Mrs. Burchett inquired about Budget Adjustment PSA Fund #2022-03 and Mrs. Newby advised a position had been moved to the County's budget (a change to where the monies were housed) with no impact to the PSA's budget.

Budget Adjustment PSA Fund #2022-02: \$14,334.78 and PSA Fund #2022-03: (\$28,720.87) were approved as presented in the November 9, 2021, meeting agenda in BoardDocs.

### D. Billing Adjustments

C. 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

No report given.

Mr. Linkous advised that the Pepperell Water Tank project continues to progress well.

Mr. Linkous updated the Board on the Filter Media Replacement Project. A \$80,000.00 change order was issued due to removal of materials and damage. Staff is working with County Attorney in consideration of declaration of contractor default and has reached out to J.S. Haren Company and Merchants National Bonding, Inc. to discuss J.S. Haren Company's performance.

Mr. Linkous reported the final permit for the Raw Water Intake Project was Army Corp of Engineers.

The Billing Adjustments were approved as listed in the November 9, 2021, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 43063-43153.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of October 2021, the electronic version of which is filed in the November 9, 2021, BoardDocs agenda.

10. Informational Items

A. James Hardie Contract

Mr. Linkous advised that a one-year contract effective January 1, 2022, with James Hardie for refuse collection at the PSA's current rates had been signed.

Mr. Sweet commented about the new workforce recruitment campaign and presented a video which featured Jonathan Martin, PSA refuse employee. He also updated the Board on Virginia Occupational Safety and Health COVID Emergency Standards which may implement mandatory vaccination and testing mandates.

11. Adjournment

A. Adjournment

On a motion duly made, second by Mrs. Burchett and carried, the Board adjourned their November 9, 2021, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, December 14, 2021, 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, Chair



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Ashley Coake, Secretary

