

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING

January 11, 2022

At a meeting of the Public Service Authority Board of Directors held on Tuesday, January 11, 2022, 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; Tracy Belcher, Assistant 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 9:00 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

3. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A.1.8. of the 1950 Code of Virginia, as amended, to discuss personnel and consult with staff on legal matters. (Staff attending: Mr. Jared Linkous, Executive Director and Mr. Josh Tolbert, Deputy Director)

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

Personnel: Pursuant to Virginia Code Section 2.2-3711(A) 1 discussion for consideration of employment, assignment, promotion, performance, demotion, salaries, disciplining or resignation of public officers, appointees or employees, regarding:

- Personnel Matters

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

- Town of Pulaski Refuse Billing Contract

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

Voting No: None.

B. Return to Open Session

On a motion by Mrs. Burchett, second by Mr. Setliff and carried, the Public Service Authority Board of Directors returned to open session.

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

Voting No: None.

C. Certification of Executive Session

On a motion by Mrs. Coake, second by Mrs. Burchett 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, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

4. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mrs. Coake, second by Mr. Swanson and carried, the Board accepted the agenda as presented.

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

Voting No: None.

5. Financial Matters

A. Financial Report

Mrs. Belcher advised there had been an adjustment to a commercial sewer account (actual collected: \$294,087.80) which resulted in a correction on the budget analysis.

On a motion by Mrs. Burchett, second by Mrs. Coake and carried, the Board accepted the corrected Year to Date Budget Analysis.

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

Voting No: None.

Mr. Linkous advised that there continues to be issues with Munis utility billing; however, they seem to be smaller and affecting less customers. Mrs. Belcher reminded the Board members that transition from previous practices to Munis billing has provided quite a challenge for the billing staff, who are learning new software and practices while assisting customers. Mrs. Burchett asked if it would be prudent to close the office for a day to provide more intensive training. Mr. Linkous advised that he wanted to avoid closure of the office and Mr. Sweet suggested a half day training or a smaller window of closure to allow for billing staff to obtain training without interruption. Mr. Setliff asked if additional resources were needed and advised that the Board would work with staff to make those available.

B. Collections Update

Mrs. Boyd provided the collections update and reported 107 customers are taking advantage of payment arrangements on delinquent accounts. At present, there are 120 paid in full accounts and \$28,453.30 collected.

6. Action Items (New Business)

A. None

There were no action items regarding new business.

7. Action Items (Old Business)

A. None.

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 for the month of December.

B. FSA Activity Report

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

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

Comments were returned from the Virginia Department of Environmental Quality (DEQ) and the firm is finalizing plans for approval in order to put the project out to bid in Spring 2022.

9. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Linkous and Mr. Tolbert discussed with the Board members the status of ongoing work with the County's Information Technology department to assist users of the Public Service Authority's website to better navigate the site and specifically, locate information regarding refuse collection and the Convenience Centers. In addition, Mr.

Linkous updated the Board on the investigation into the complaint received during a previous meeting's comment period.

Mr. Setliff requested staff move signage at the Fairlawn Convenience Center from the entrance gate to enable those who use the site to see it.

10. Items of Consent

On a motion by Mr. Swanson, 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 December 14, 2021, regular meeting were approved by the Board at the January 11, 2022, meeting.

B. Balance Due Report

Due to issues with the implementation of Munis Go Live Utility Billing, the Billing Adjustments were not available.

C. Budget Adjustments

PSA Capital Fund #2022-02: \$240,391.02 was approved by the Board at the January 11, 2022, meeting.

D. Billing Adjustments

Due to issues with the implementation of Munis Go Live Utility Billing, the Billing Adjustments were not available.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 43262-43361. Mrs. Burchett inquired about a check to BAI for software costs (\$5,315.00).

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of December 2021, the electronic version of which is filed in the January 11, 2022, BoardDocs agenda.

11. Informational Items

A. James Hardie Refuse Collection

Mr. Tolbert described refuse collection operations at the facility and advised of a smooth transition.

Mrs. Burchett inquired about the status of commercial refuse collection in the town of Dublin. Mr. Tolbert advised there were about fifty (50) containers with collection on Mondays and Fridays. Mr. Tolbert hoped to phase pick-up of these items into the regular routes in the near future.

12. Adjournment

A. Adjournment

On a motion by Mrs. Burchett, second by Mr. Swanson and carried, the Board adjourned their January 11, 2022, 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, February 8, 2022, at 9 a.m. in the Executive Training Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.



Dave Dean, Chair

A handwritten signature in blue ink that reads "Ashley H Coake". The signature is written in a cursive style with a large initial 'A' and 'C'. It is positioned above a horizontal line.

Ashley Coake, Secretary

