

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
March 8, 2022

At a meeting of the Public Service Authority Board of Directors held on Tuesday, March 8, 2022, at 9:00 a.m. in the Executive Training Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia, the following Board members were present: Mr. Eddie Hale; Mrs. Nancy Burchett, Vice Chair; Mr. Dennis Setliff; Mr. Doug Swanson (Remote Participation) 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. Linkous called the meeting to order at 9:02 a.m.

A. Confirmation of A Quorum

4 (four) Board members were present with one Board member participating remotely (Mr. Swanson).

Mr. Swanson declared he was unable to physically attend the meeting as he was in Pensacola, Florida.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mr. Linkous presented tokens of appreciation to Mr. David F. Dean, former Chair of the Pulaski County Public Service Authority Board of Directors, who resigned effective February 28, 2022. Mr. Dean advised that he is starting a new chapter in his life and expressed that he had enjoyed his time on the Board. He thanked the Board members who he had served with for their dedicated service and staff for their efforts. Mr. Dean requested the Board and staff continue efforts to complete the paving at the Convenience Center on Bagging Plant Road in Dublin; extend water lines from Cougar Express to Route 11 and hold firm on refuse collection endeavors.

3. Organization of Officers

A. Election of Officers

Mr. Linkous asked for nominations for the Office of Chair of the Pulaski County Public Service Authority Board of Directors.

Mrs. Coake nominated Mrs. Burchett as Chair. Mrs. Burchett accepted the nomination. Mr. Setliff made a motion to close the nominations and elect Mrs. Burchett as Chair of the Pulaski County Public Service Authority Board of Directors. Mrs. Coake seconded the motion.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Coake.

Voting No: None.

Absent: Mr. Swanson.
Abstain: Mrs. Burchett.

Although unable to vote as he was participating remotely, Mr. Swanson expressed his support of Mrs. Burchett.

Mrs. Burchett expressed that she was honored to be elected as Chair and thanked the Board and staff for their support.

Mrs. Burchett nominated Mrs. Coake as Vice Chair. Mrs. Coake accepted the nomination. Mr. Setliff made a motion to close the nominations and elect Mrs. Coake as Vice Chair of the Pulaski County Public Service Authority Board of Directors. Mr. Hale seconded the motion.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett.
Voting No: None.
Absent: Mr. Swanson.
Abstain: Mrs. Coake.

Mr. Setliff was nominated as Secretary/Treasurer. Mr. Setliff accepted the nomination. Mr. Hale made a motion to close the nominations and elect Mr. Setliff as Secretary/Treasurer of the Pulaski County Public Service Authority Board of Directors. Mrs. Coake seconded the motion.

Voting Yes: Mr. Hale, Mrs. Burchett, Mr. Coake.
Voting No: None.
Absent: Mr. Swanson.
Abstain: Mr. Setliff.

4. Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A. 1. of the 1950 Code of Virginia, as amended, to consult with staff on personnel matters. (Staff attending: Mr. Jared Linkous, Executive Director and Mr. Jonathan Sweet, County Administrator)

On a motion by Mr. Setliff, second by Mrs. Coake 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 employee, regarding:

- Appointment

Pulaski Encouraging Progress Steering Committee

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

B. Return to Open Session

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

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

C. Certification of Executive Session

On a motion by Mr. Setliff, second by Mr. Hale 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. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.
Voting No: None.

5. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board accepted the agenda with the following addition:

#7. Action Items (New Business) A. Appointment

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

6. Financial Matters

A. Financial Report

Mrs. Newby reviewed revenues and expenditures.

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

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

Absent: Mr. Swanson.

B. Collections Update

Mrs. Boyd provided the collections update, reported some collection from the top thirty (30) delinquent account holders and reviewed staff's plans for advertisement of account holders (names and amounts due) who are in arrears of \$300.00 or greater. Mr. Setliff requested a listing of the delinquent account holders with physical address prior to publication. Mr. Sweet suggested the listing be posted to the County's website for a thirty (30) day period.

7. Action Items (New Business)

A. Appointment - Pulaski Encouraging Progress Steering Committee

On a motion by Mr. Hale, second by Mr. Setliff and carried, the Board appointed Mrs. Coake to represent the Pulaski County Public Service Authority Board of Directors and Mr. Swanson as the alternate representative on the Pulaski Encouraging Progress Steering Committee.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett.

Voting No: None.

Absent: Mr. Swanson.

Abstain: Mrs. Coake.

8. Action Items (Old Business)

A. None.

There were no Action Items (Old Business).

9. 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 February.

B. FSA Activity Report

Mr. Linkous will present the February and March Fairlawn Sewer Authority (FSA) Activity Reports at the April 12, 2022, meeting.

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

Plan approved by the Department of Environmental Quality (DEQ); next steps: permission must be obtained for downstream property by Peppers Ferry Regional Wastewater Treatment Authority and once given, sent out to bid.

J. Riverbend Water Delivery Issues Response

No report given.

Additional notes:

Mr. Setliff updated the Board on the Peppers Ferry Regional Wastewater Treatment Authority's PCB contaminants study.

The Media Filter Intake Project is moving forward.

10. Other Matters from the Directors

A. Updates Requested by Board Members

The Board reviewed the Refuse Vocational Adaptations presentation provided by Mr. Setliff. The Board recommended staff consider the timing of this proposal and when ready, to bring to the budget planning process.

11. Items of Consent

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

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake.

Voting No: None.

Absent: Mr. Swanson.

A. Minutes of February 24, 2022, Special Called Meeting of the Public Service Authority Board of Directors

The Minutes of the February 24, 2022, Special Called Meeting were approved by the Board at the March 8, 2022, meeting.

B. Minutes of February 8, 2022, Meeting of the Public Service Authority Board of Directors

The Minutes of the February 8, 2022, Meeting were approved by the Board at the March 8, 2022, meeting.

C. Balance Due Report

The Billing Adjustments were not available.

D. Budget Adjustments

There were no budget adjustments.

E. Billing Adjustments

The Billing Adjustments were not available.

F. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 43473-43607. Mrs. Burchett inquired about refunds for water and sewer connections which were due to sliding scale policy for installing multiple meters.

G. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of February 2022, the electronic version of which is filed in the March 8, 2022, BoardDocs agenda.

12. Informational Items

A. None

Mrs. Burchett inquired about the status of paving at the Dublin Convenience Center. Mr. Tolbert advised that he had heard from the contractors and the entire upper level of the Convenience Center would be paved using concrete while the lower level would be paved with heavy duty asphalt. The area where the refuse trucks are parked would have gravel applied.

Mr. Linkous advised that the Town of Pulaski and Pulaski County Board of Supervisors had signed the Modification Agreement. Legal counsel for all parties are working to set up meetings for further discussion.

13. Adjournment

A. Adjournment

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board adjourned their March 8, 2022, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake.; Absent: Mr. Swanson)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, April 12, 2022, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

The Pulaski County Public Service Authority Board of Directors will meet in the Executive Training Room of the County Administration Building, located at 143 Third Street N.W., in the town of Pulaski, Virginia, for Budget Work Sessions on the following dates/times:

Tuesday, April 19, 2022, at 3 p.m.

Tuesday, April 26, 2022, at 3 p.m.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary

