

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING  
April 12, 2022

At a meeting of the Public Service Authority Board of Directors held on Tuesday, April 12, 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. Dennis Setliff; Mr. Eddie Hale; Mrs. Nancy Burchett, Chair and Mrs. Ashley Coake, Vice Chair. Absent: Mr. Douglas Swanson.

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

Mrs. Burchett called the meeting to order at 9 a.m.

A. Confirmation of A Quorum

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

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

3. 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, Mr. Josh Tolbert, Deputy Director and Mr. 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 employees, regarding:

- PSA Billing Office

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:

- Contract - Thornsring Sewer
- Town of Pulaski Refuse Collection Contract

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

Voting No: None.  
Absent: Mr. Swanson.

#### B. Return to Open Session

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

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

#### C. Certification of Executive Session

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

#### 4. Approval of the Agenda

##### A. Additions or Changes to the Agenda

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board accepted the agenda with the following additions:

#5. Financial Matters, C. Draft Budget and Capital Improvement Plan  
#6. Action Items (New Business) A. PSA Billing Staff

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

#### 5. Financial Matters

## A. Financial Report

Mrs. Newby reviewed revenues and expenditures and advised that the Authority had broken even in both categories for the month of March.

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 and advised of receipt of additional payment plan submissions. Mrs. Boyd will review these prior to sending the list of delinquent accountholders in to the local newspapers for publication.

Mrs. Burchett asked how many delinquent accountholders are on the list. Mrs. Boyd replied there were approximately 800 active and inactive delinquent accounts.

Mrs. Boyd will provide the list of delinquent accountholders to the Board for approval prior to submitting to local newspapers for publication.

## C. Draft Budget and Capital Improvement Plan

Mr. Linkous presented the draft Fiscal Year 2022-23 Budget and Capital Improvement Plan. He described decreases in commercial water, sewer and refuse revenue; with the impact to commercial water sales/revenue attributed to the detection and repair of a significant water leak in the town of Dublin. Mr. Linkous advised that audits of water meters and tracking of dumpsters were being conducted. Mr. Linkous reported on the tremendous impact rising fuel costs were having on the budget (a 62% adjustment from last year).

Mr. Linkous advised of the 5% rate increase to water rates due to funding requirements, in addition to the County's proposed Cost of Living Adjustments (COLA).

## 6. Action Items (New Business)

### A. PSA Billing Department Staff

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board authorized adjustments to staffing at the PSA Billing Office, which includes back filling a position due to a promotion and the addition of a Clerk/Teller position.

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

Voting No: None.

Absent: Mr. Swanson.

## 7. Action Items (Old Business)

### A. None.

There were no Action Items (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 March.

Mrs. Burchett inquired as to when paving would begin at the Dublin Convenience Center. Mr. Tolbert advised the paving would start soon.

Mr. Setliff asked when the begin to terminate service due to non-payment. Staff advised that that most of the issues which resulted from the implementation of the billing software had been resolved and the Authority would resume termination of service due to non-payment in May 2022.

Mr. Tolbert provided photos of brush grinding activities at the Dublin Convenience Center. He advised of the need for further consideration of plans for enforcement of proper sorting of brush to eliminate driving costs due to repair of equipment. Mr. Tolbert stated failure by users of the Convenience Center to appropriately sort out materials that are not brush could impact the ability to provide grinding services.

### B. FSA Activity Report

The Board reviewed the February and March Fairlawn Sewer Authority (FSA) Activity Reports. Mr. Setliff requested more detail on the reports. Mr. Linkous anticipates significant work will be needed at the FSA's pump stations.

### 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

Work continues to prepare to bid project.

I. Improvements to Fairlawn Convenience Center

No report.

J. Riverbend Water Delivery Issues Response

Virginia Department of Health (VDH) inquired about receivership of service at Bell Vista and Riverbend.

9. Other Matters from the Directors

A. Updates Requested by Board Members

There were no updates requested by the Board members.

10. Items of Consent

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

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

Voting No: None.

Absent: Mr. Swanson.

A. Minutes of March 8, 2022, Meeting of the Public Service Authority Board of Directors

The Minutes of the March 8, 2022, Special Called Meeting were approved by the Board at the April 12, 2022, meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

There were no budget adjustments.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 43603-43713.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of March 2022, the electronic version of which is filed in the April 12, 2022, BoardDocs agenda.

12. Informational Items

Mr. Linkous reported on the increase of calls to the Billing Office from irate customers who displayed inappropriate behavior. He advised of installation of recording equipment to capture these calls and spoke of how Billing staff were to handle upset customers.

13. Adjournment

A. Adjournment

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board adjourned their April 12, 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, May 10, 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.

Tuesday, May 10, 2022, at 3 p.m.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary