

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING  
November 15, 2022

At a meeting of the Public Service Authority Board of Directors held on Tuesday, November 15, 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. Participating remotely: Mr. Douglas Swanson.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy 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

Mrs. Burchett called the meeting to order at 9:03 a.m.

A. Confirmation of A Quorum

4 (four) Board members were present.

Mr. Swanson disclosed the need to participate remotely as he is on personal business in Florida.

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board accepted Mr. Swanson's participation in the meeting remotely.

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

Voting No: None.

Abstain: Mr. Swanson.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizen comments.

### 3. Executive Session

#### A. Enter Into 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. Josh Tolbert, Deputy Director)

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:

- Water Treatment Plant Personnel

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 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, 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.

#### 4. Approval of the Agenda

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

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

- #6. Action Items (New Business) - Water Treatment Plant Personnel Pay Scales

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

#### 5. Financial Matters

##### A. Financial Report

Mrs. Belcher presented the financial report to the Board and provided the following updates:

- Cut-offs of customer accounts delinquent ninety days will take place on December 10, 2022; customers continue to sign up for payment plans
- Delay in mailing of bills by BMS; staff plans to meet with vendors who provide printing and mailing services
- Issues with mailing of remittances by customers; staff plans to credit penalties and interest charges for affected customers
- Correction of refuse coding error (\$137,000.00)

Mr. Setliff again requested a revised budget which reflected refuse collection revisions.

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board accepted the Financial Report.

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

Voting No: Mr. Setliff.

#### B. Collections Update

Mrs. Boyd provided the collections update and advised of the following:

- Fifty-two (52) water accounts were paid by account holders who were ninety (90) days delinquent
- Staff plans to resume participation in the Commonwealth of Virginia Department of Taxation Debt Set Off program

The Board members had no questions.

### 6. Action Items (New Business)

#### A. Refund Policy

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board adopted a policy to set a five (5) year maximum for calculating future refunds (not to include interest).

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

Voting No: None.

Mr. Setliff inquired about the PSA's position or policy regarding the return of deposits.

#### B. Water Treatment Plant Personnel Pay Scales

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved the transition to step/grade pay scales for Water Treatment Plant Personnel.

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

### 7. Action Items (Old Business)

#### A. Virginia Resource Authority Bond

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board authorized the execution of documents by the Chair, Secretary and staff for the closing of the Virginia Resource Authority Bond.

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

### 8. Reports from Executive Director and Staff

#### A. Operational Reports: Convenience Center and County Landfill Tonnage, Inmate Availability and Cut -Off List

The Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the month of October was unavailable.

#### B. FSA Activity Report

The Board reviewed the October Fairlawn Sewer Authority (FSA) Activity Report.

Mr. Setliff asked that manhole repair hours not related to the Fairlawn Sewer Authority be included in future activity reports.

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

Mr. Swanson inquired about the status of a Drop Site on the South Side of Claytor Lake. Mr. Linkous stated the process has begun and has been released to real estate. No further action by the PSA Board is required at this time.

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.

#### J. Riverbend Water Delivery Issues Response

No report given.

#### K. Certification of Fire Hydrant Flow and Corresponding Paint Color Array

No report given.

Mrs. Coake asked about the use and transition of the Dora Highway Convenience Center to the Town of Pulaski/Green for Life (GFL). Mr. Linkous advised the following:

The Dora Highway Convenience Center will close on December 7, 2022, to allow for Green for Life (GFL) to prepare for their operations to begin January 1, 2023. Town of Pulaski customers may utilize the Dublin and Fairlawn Convenience Centers through December 31, 2022. Beginning January 1, 2023, the Dora Highway Convenience Center will be for Town of Pulaski residents only. Beginning January 1, 2023, the Dublin and Fairlawn Convenience Centers will be for Pulaski County PSA customers only. Mr. Linkous reiterated the PSA's commitment to providing refuse service to Town of Pulaski residential and commercial customers through December 31, 2022, unless a customer request otherwise. The Board asked staff to publish notices on social media platforms and in the newspapers regarding the transition.

### 9. Other Matters from the Directors

#### A. Updates Requested by Board Members

Mrs. Burchett asked for staff to schedule a FY 2021 audit presentation by a representative of Robinson Farmer Cox Associates.

### 10. 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.- F.):

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

A. Minutes of the October 11, 2022, Public Service Authority Board of Directors Meeting

The Minutes of the October 11, 2022, Meeting of the Public Service Authority Board of Directors were approved by the Board at their November 15, 2022, meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

There were no budget adjustments to review and approve.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #44402-44525.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of October 2022, the electronic version of which is filed in the November 15, 2022, BoardDocs agenda.

11. Informational Items

A. None

There were no informational items.



## 12. Adjournment

### A. Adjournment


On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board adjourned their November 15, 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, Mr. Swanson.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, December 13, 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.



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Nancy M. Burchett, Chair



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Dennis L. Setliff, Secretary

