

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING December 13, 2022

At a meeting of the Public Service Authority Board of Directors held on Tuesday, December 13, 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; Mrs. Ashley Coake, Vice Chair and Mr. Douglas Swanson.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator, Pulaski County; Diane Newby; Finance Director; Tracy Belcher, Assistant Finance Director; 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

5 (five) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mr. Doug Amos, 975 Chrisman Mill Road, Christiansburg, Virginia and member of the Hidden Valley Camping Club, requested the Board's consideration to not apply the non-user/availability fee to accountholders when a camper is not in use and service (including electricity) is terminated. He also inquired about the definition of a habitable structure and whether the definition was utilized for campers. He further expressed that he felt paying an additional \$300.00 was exorbitant as he would prefer to pay the \$50.00 disconnection and \$50.00 reconnection fees.

Ms. Linda Fisher, 203 Fairview Avenue, Pearisburg, Virginia and member of the Hidden Valley Camping Club since 1990, advised that she did not

receive any notification from the Public Service Authority regarding the application of the non-user/availability fee and inquired if this is the normal fee charge to everyone in the County. Ms. Fisher also requested a copy of the Hidden Valley Camping Club's agreement with the Public Service Authority and a written statement from the Public Service Authority notifying affected Hidden Valley Camping Club accountholders of the non-user/availability fee. She also requested that the date of the Public Service Authority Board of Directors meeting be placed on the bill to better inform customers.

3. Approval of the Agenda

A. Additions or Changes to the Agenda

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

- #7. Reports from Executive Director and Staff, B. FSA Activity Report (attachment)

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

4. Financial Matters

A. Financial Report

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

- 85 % of customers who reside in the County but are billed by the Town of Pulaski for water service have sent their applications for continued refuse service.
- Reviewed with the Board the revised projections for residential refuse, roll offs and dumpster revenue and expenditures

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

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

B. Collections Update

Staff advised of plans to pursue delinquent accounts with an advertisement of delinquent accountholder information in local newspapers in early 2023.

5. Action Items (New Business)

A. None

There were no Action Items (New Business).

6. Action Items (Old Business)

A. None

There were no Action Items (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 Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the months of October and November were reviewed by the Board.

Mr. Linkous reminded the Board that cut offs for November were based on ninety (90) days of delinquency and a sixty (60) day delinquency period will be used going forward.

Mr. Linkous reviewed the plans for the transition of the Dora Highway Convenience Center to Green for Life (GFL) & the Town of Pulaski. He advised that staff continues to pursue plans for a convenience center for customers in the Draper area. He also discussed the use of a QR code on

bills to identify Public Service Authority customers at the convenience centers.

B. FSA Activity Report

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

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.

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 (Draper) Convenience Center Relocation

No report given.

H. Brookmont Water System Disinfection By-Products

No report given.

I. Improvements to Fairlawn Convenience Center

Mr. Linkous advised that weather permitting and completion of the trail project, work would commence.

J. Riverbend Water Delivery Issues Response

Submission on environmental process sought and awaiting approval.

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

No report given.

8. Other Matters from the Directors

A. Updates Requested by Board Members

None.

9. Items of Consent

On a motion by Mrs. Coake, second by Mr. Hale 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 November 15, 2022, Public Service Authority Board of Directors Meeting

The Minutes of the November 15, 2022, Meeting of the Public Service Authority Board of Directors were approved by the Board at their December 13, 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 # 44526-44622.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of November 2022, the electronic version of which is filed in the December 13, 2022, BoardDocs agenda.

10. Informational Items

A. None

Mrs. Burchett remarked on the changes that occurred in 2022 and those to come in the new year. She expressed appreciation to staff for their diligent efforts.

Mr. Linkous wished everyone a Merry Christmas and Happy New Year.

11. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Board adjourned their December 13, 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, January 10, 2023, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary