

At a meeting of the Public Service Authority Board of Directors held on Tuesday, June 13, 2023, 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 and Mr. Douglas Swanson.

Staff members present included: Jared Linkous, Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator; 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

Five (5) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Patricia O'Dell, 3066 Old Route 100 Road, Draper, inquired about whether citizens were required to utilize and/or pay for refuge collection services. She also asked how the Authority knows who uses the Convenience Centers, specifically, how do the attendants know who has paid their bill and is eligible to use the centers.

3. Executive Session

A. Approval of the Agenda

A. Additions or Changes to the Agenda

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

- #5. Action Items (New Business) A. Adoption of FY 2024 Budget, Capital Improvement Plan and Rates, Discussion of cost to paint fire hydrants and cost to extend the hours of operation at the Fairlawn

Convenience Center with possible inclusion of these project costs in the FY 2024 budget

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

4. Financial Matters

A. Financial Report

On a motion by Mrs. Coake, second by Mr. Hale 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 targets July 2023 for advertisement of delinquent account holders in the local newspapers with notification to Board members prior. Staff will notify Board members before advertisement in the local newspapers. The Board members requested staff include disclaimers within the advertisement.

5. Action Items (New Business)

A. Adoption of FY 2024 Budget, Capital Improvement Plan and Rates

Staff and Board members discussed options for funding hydrant painting and extension of the Fairlawn Convenience Center operating hours to include:

Hydrant painting:

- Estimated costs: \$83 per hydrant, just under \$50,000.00 for project; consider a joint project with other localities/authorities to share costs and/or utilize funds from reserves; staff to prioritize the project and implement at appropriate time

Extension of Operating Hours at the Fairlawn Convenience Center

- Advised staffing is currently at twenty nine (29) hours for part-time attendant; to increase operating hours would require an additional \$20,000.00 to cover labor and rise in tonnage costs resulting in

increased volume; Board to evaluate operating hours and consider any revisions when the three (3) Convenience Centers are open

Staff provided the following proposed FY 2024 budget highlights:

- Budget advertised with a 7% Cost of Living Adjustment; County is providing 5%; at minimum, a 5% adjustment will be given
- Adjustment of a debt service payment (\$224,970.00) to be placed in PSA Fund Capital Reserve

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board adopted the proposed FY 2024 rates for water, sewer and refuse effective July 1, 2023, as advertised below (current and proposed rates).

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

Note: In all current and proposed water and sewer scenarios below the monthly bill is calculated as follows:

- $\text{Base Rate} + (\text{Gallons Used} \times \text{Usage Rate} \div 1,000)$

➤ **Water**

- **Current (Effective July 1, 2022)**

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.)	\$ 13.19
Medium Commercial (50,000 to 100,000 gal/mo.)	\$ 77.56
Large Commercial/Industrial (Over 100,000 gal/mo.)	\$ 155.14

Usage Rate (\$/1,000 gallons):

up to 50,000 gal	\$ 6.21
50,000 to 100,000 gal.....	\$ 5.82
over 100,000 gal	\$ 5.42

- **Proposed (Effective July 1, 2023)**

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.)	\$ 13.85
Medium Commercial (50,000 to 100,000 gal/mo.)	\$ 81.44
Large Commercial/Industrial (Over 100,000 gal/mo.)	\$ 162.90

Usage Rate (\$/1,000 gallons):

up to 50,000 gal	\$ 6.52
50,000 to 100,000 gal.....	\$ 6.11
over 100,000 gal	\$ 5.69

➤ Sewer

▪ Current (Effective July 1, 2022)

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.)	\$ 15.52
Medium Commercial (50,000 to 100,000 gal/mo.)	\$ 111.91
Large Commercial/Industrial (Over 100,000 gal/mo.)	\$ 232.69

Usage Rate (\$/1,000 gallons):

up to 50,000 gal	\$ 8.91
50,000 to 100,000 gal	\$ 8.54
over 100,000 gal.....	\$ 8.13

▪ Proposed (Effective July 1, 2023)

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.)	\$ 16.30
Medium Commercial (50,000 to 100,000 gal/mo.)	\$ 117.51
Large Commercial/Industrial (Over 100,000 gal/mo.)	\$ 244.32

Usage Rate (\$/1,000 gallons):

up to 50,000 gal	\$ 9.36
50,000 to 100,000 gal	\$ 8.97
over 100,000 gal.....	\$ 8.54

➤ Current Connection Fees (Effective July 1, 2022)

Residential

▪ Water

▪ 1 Connection*	\$ 1,000.00
▪ 2 - 10 Connections**	\$ 600.00
▪ 11 - 19 Connections**	\$ 500.00
▪ 20 or more Connections**	\$ 400.00

▪ Sewer

▪ 1 Connection*	\$ 1,200.00
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- 2 - 10 Connections**\$ 800.00
- 11 - 19 Connections**\$ 700.00
- 20 or more Connections**\$ 600.00

* Single Residential Connection Includes Appurtenances

** Developer Provides and Installs Appurtenances with Multi-Connection Rate

Water connection appurtenances include: tap into main line, service line from main to meter, corporation stop, meter box, meter setter, meter, service line stub out and meter lid. Water connection fees only apply where a PSA line is directly adjacent to the meter location. Water line extensions, rock removal, creek crossings, road borings over 30 ft. in length or other unusual costs are added to the above fee.

Sewer connections include: tap into main line, service lateral from main to property line and/or right of way, and cleanout. Sewer line extensions, rock removal, creek crossings, road crossings, or other unusual costs are added to the above fee.

Commercial

Water	\$2,400.00
Sewer	\$2,400.00

➤ **Proposed Connection Fees (Effective July 1, 2023) - NO CHANGE**

Residential

- Water
 - 1 Connection* \$ 1,000.00
 - 2 - 10 Connections**\$ 600.00
 - 11 - 19 Connections**\$ 500.00
 - 20 or more Connections**\$ 400.00
- Sewer
 - 1 Connection* \$ 1,200.00
 - 2 - 10 Connections**\$ 800.00
 - 11 - 19 Connections**\$ 700.00
 - 20 or more Connections**\$ 600.00

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Sewer connections include: tap into main line, service lateral from main to property line and/or right of way, and cleanout. Sewer line extensions, rock removal, creek crossings, road crossings, or other unusual costs are added to the above fee.

Commercial

Water	\$2,400.00
Sewer	\$2,400.00

➤ **Current PSA Refuse Rates (Effective July 1, 2022)**

• **Basic Services**

Residential

- Standard \$ 20.00
- Low Volume \$ 13.00

Commercial

- Barrel
 - Standard (2 Barrels) \$ 22.00
 - Additional, ea. \$ 2.00
- Dumpster (6 Yard Container)
 - Rent, per month \$ 18.00

- Haul, ea. \$ 30.00
- Roll off (30 Yard Container)
 - Rent, per month \$ 80.00
 - Haul, ea. \$ 85.00
 - Tipping Fee, per ton
 - Up to 500 ton\$37.00
 - 500 to 2,000 ton\$33.00
 - over 2,000 ton\$29.00

▪ **Special Services**

Residential

- Brush/Debris
 - Small Load (One Grapple) Free
 - Additional Grapple(s), ea. \$ 30.00
 - Full Truck, ea.\$ 200.00
- Roll off (30 Yard Container)
 - Each use.....450.00

Commercial

- Boom Truck
 - Haul, ea. \$ 90.00
 - Tipping Fee, per ton \$ 37.00
- Compactor
 - Rent (30 Yard Container), per month \$ 300.00
 - Rent (40 Yard Container), per month \$ 350.00
 - Haul, ea. \$ 85.00
 - Tipping Fee, per ton
 - up to 500 ton\$37.00
 - 500 to 2,000 ton\$33.00
 - over 2,000 ton.....\$29.00
- Special Event
 - Truck, per hour\$ 125.00

➤ **Proposed PSA Refuse Rates (Effective July 1, 2023)**

• **Basic Services**

Residential

- Standard \$ 21.00
- Low Volume \$ 13.65

Commercial

- Barrel
 - Standard (2 Barrels) \$ 23.10
 - Additional, ea. \$ 2.10
- Dumpster (6 Yard Container)
 - Rent, per month \$ 18.90
 - Haul, ea. \$ 31.50
- Roll off (30 Yard Container)
 - Rent, per month \$ 84.00
 - Haul, ea. \$ 89.25
 - Tipping Fee, per ton
 - Up to 500 ton \$38.85
 - 500 to 2,000 ton \$34.65
 - over 2,000 ton \$30.45

▪ **Special Services**

Residential

- Brush/Debris
 - Small Load (One Grapple) Free
 - Additional Grapple(s), ea. \$ 31.50
 - Full Truck, ea. \$ 210.00
- Roll off (30 Yard Container)
 - Each use..... 472.50

Commercial

- Boom Truck
 - Haul, ea. \$ 94.50
 - Tipping Fee, per ton \$ 38.85

- Compactor
 - Rent (30 Yard Container), per month \$ 315.00
 - Rent (40 Yard Container), per month \$ 367.50
 - Haul, ea. \$ 89.25
 - Tipping Fee, per ton
 - up to 500 ton\$38.85
 - 500 to 2,000 ton\$34.65
 - over 2,000 ton.....\$30.45
- Special Event
 - Truck, per hour\$ 131.25

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved the FY 2023-2024 Capital Improvement Plan of \$2,470,000.00.

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

On a motion by Mrs. Coake, second by Mr. Swanson and carried, the Board approved the proposed FY 2023-2024 Budget as advertised.

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

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board adopted the Resolution Adopting the Budget for the Pulaski County Public Service Authority for the Fiscal Year July 1, 2023, Through June 30, 2024, Appropriating Funds for All Contemplated Expenses for the Authority.

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

RESOLUTION ADOPTING THE BUDGET FOR THE PULASKI COUNTY PUBLIC SERVICE AUTHORITY (AUTHORITY) FOR THE FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024 APPROPRIATING FUNDS FOR ALL CONTEMPLATED EXPENSES FOR THE AUTHORITY

WHEREAS, the Pulaski County Public Service Authority Board has prepared budgets for this Authority setting forth the contemplated expenditures and revenues as well as the aggregate amount to be appropriated for the next Fiscal Year; and,

WHEREAS, the Authority has established and approved utility rates sufficient to meet the expenditure requirements of this budget for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024;

NOW, THEREFORE BE IT RESOLVED AND ENACTED by the Authority, after due notice and mature consideration of the said budget, that the attached budget shall be and is hereby adopted as the budget of the Pulaski County Public Service Authority for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

PUBLIC SERVICE AUTHORITY FUND:

A total sum of \$9,999,282 is hereby appropriated. Said funds are to be expended as follows:

Residential Refuse	\$2,097,536
Convenience Centers	325,569
Commercial Refuse	501,204
Roll off Refuse	907,501
PSA Administration	1,034,706
Construction Administration	39,752
Street Lights	6,600
Lakewood Estates Water	520
Water Service	680,894
Water Treatment Plant	1,815,492
Sewer Collection	478,125
Sewer Treatment	725,000
Capital Reserves	224,970
Transfer to PSA Capital Fund	470,000
Debt Service	691,413
TOTAL PUBLIC SERVICE AUTHORITY FUND	\$9,999,282

PUBLIC SERVICE AUTHORITY CAPITAL FUND:

A total sum of \$2,470,000 is hereby appropriated. Said funds are to be expended as follows:

Residential Refuse	0
Commercial Refuse	0
PSA Administration	5,000

Water Services 2,250,000
Water Treatment Plant 145,000
Sewer Collection 70,000

TOTAL PUBLIC SERVICE AUTHORITY CAPITAL FUND \$2,470,000

TOTAL PUBLIC SERVICE AUTHORITY ALL FUNDS \$12,469,282

This RESOLUTION is adopted the 13th day of June, 2023, in the County of Pulaski, Virginia, by the Pulaski County Public Service Authority Board and shall be effective July 1, 2023.

B. National Bank

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved discontinuation of in person payment at the Memorial Drive, Pulaski branch of National Bank effective August 1, 2023.

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

Staff will coordinate with the Memorial Drive, Pulaski branch of National Bank to implement the change.

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 month of May was reviewed by the Board.

B. FSA Activity Report

The May Fairlawn Sewer Authority (FSA) Activity Report was unavailable for review.

C. Staff To Do List:

The following updates were provided on the following Staff To Do List items:

A. Covered Water Meter Ordinance

No report given.

B. Draper Area Wythe County Sewer/PSA Connection

No report given.

C. Water Meter Replacement

No report given.

D. Water Master Plan

No report.

E. Facilities for Refuse Employees

No report given.

F. Draper/Claytor Lake Convenience Center

Received quotes for asbestos abatement and accepted a bid for removal.

G. Brookmont Water System Disinfection By-Products

No report given.

H. Improvements to Fairlawn Convenience Center

No report.

I. Community Water Projects

No report given.

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

No report given.

K. Site for Snowville Convenience Center

No report given.

8. Other Matters from the Directors

A. Updates Requested by Board Members

There were no updates from the Board members.

9. Items of Consent

On a motion by Mr. Swanson, 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, Mr. Swanson.
Voting No: None.

A. Minutes of June 6, 2023, Public Service Authority Board of Directors Public Hearing on Proposed FY24 Budget and Proposed 5% Increase of Water, Sewer & Refuse Rates

The Board approved the minutes of the June 6, 2023, Public Service Authority Board of Directors Public Hearing on Proposed FY24 Budget and Proposed 5% Increase of Water, Sewer & Refuse Rates.

B. Minutes of May 9, 2023, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the May 9, 2023, Public Service Authority Board of Directors Meeting.

C. Balance Due Report

The Balance Due Report is not available.

D. Budget Adjustment

Budget Adjustments PSA Fund #2023-04, PSA Fund #2023-05: \$208,362.59 and PSA Capital Fund #2023-05: \$50,000.00 were approved by the Board at their June 13, 2023, meeting.

E. Billing Adjustments

The Billing Adjustments were not available.

F. Accounts Payable

The Board Accounts Payable for checks numbered # 45185-45302.

Mrs. Burchett inquired about the \$5,280.00 credit from the City of Radford. Staff advised the credit was the result of an overcharge by the City.

G. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of May 2023, the electronic version of which is filed in the June 13, 2023, BoardDocs agenda.

10. Informational Items

A. FY 2022 Audit

The Board reviewed the FY 2022 Audit. There were no findings or material weaknesses and the Authority was deemed to be in a strong financial position. The Board commended its financial and billing staff for their efforts.

11. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board adjourned their June 13, 2023, 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. Voting No: None.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, July 11, 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

