

Public Service Authority Board of Directors Meeting January 10, 2017

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, January 10, 2017, 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: Dr. Doug Warren, Chairman; Mr. Dave Dean, Vice - Chairman; Mr. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett.

Staff members present included: Peter Huber, County Administrator and Executive Director, Public Service Authority; Karen Thompson, Assistant County Administrator, Management Services; Ashley Edmonds, Clerk to the Board; Diane Newby, Finance Director; Ronnie Nichols, Director of Operations, Maintenance and Transportation; Jared Linkous, County Engineer and Debra Boyd, Public Service Authority, Accounts Payable/Collections Clerk.

1. WELCOME AND CALL TO ORDER

Dr. Warren called to order at 9 a.m.

A. Confirmation of A Quorum

All members present.

2. ADDITIONS TO THE AGENDA

A. Additions or Changes to the Agenda

Item 5. G. CDL Test Bonus was added to the agenda and accepted by the Board.

3. PRESENTATIONS AND CITIZENS COMMENTS

A. Presentations and Citizens Comments

No citizen comments.

4. FINANCIAL MATTERS

A. Financial Report

Mr. Huber reviewed the financial report which showed the current budget at fifty - two percent (52%) revenue and fifty percent (50%) expenditures. Mrs. Newby advised revenues for quarterly billing were not in as well as federal. Mrs. Burchett commented all departments in black except street light which typically runs in the red.

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board approved the Financial report.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

B. Collections Update

Mrs. Boyd is reviewing 2008 - current inactive accounts with balances and requested input from Board further action(s) to take for collection. She is also preparing the file for set off debt collection for 2017.

C. Delinquency Report

There were no questions from the Board regarding the delinquency report.

D. One Call Report

The One Call report was not received prior to the meeting.

5. REPORTS FROM EXECUTIVE DIRECTOR AND STAFF

A. Operational Reports: Drop Site and County Landfill Tonnage, Inmate Availability and Cut - Off List

Mr. Huber presented the operational report. Mr. Setliff questioned the possibility of using more than three inmates. Mr. Nichols stated a request could be made and noted the limited availability of trustees.

B. Riverbend Subdivision

Mr. Linkous reviewed the request by Mr. Strauss and staff's recommendation that the PSA not take this line into their ownership; given the size, age, material and number of customers. However, Mr. Linkous described the procedure for starting the petition to get water supplied. The PSA has an existing 6-inch water line on River Front Drive and a line would need to be extended approximately 1,500 feet in order to serve Mr. Stauss' property. A 2" line at \$ 60 - \$75 per foot would cost approximately \$500,000 for project. The Board was presented with the option to wait for petition to be submitted or begin a Preliminary Engineering Report to extend water/sewer to the area. The Board concurred in its decision to wait for a petition.

C. Skyview Sewer Project

Mr. Linkous discussed the project, which involved connecting low and moderate income housing. A Community Development Block Grant (CDBG) assisted in the connection (\$35,000). The final compliance review is complete and the next phase involves Collier Street.

D. Morgan's Cut Metering Flume

Mr. Huber reviewed the need for the County to continue reporting billing flows for the Shelor Motor Mile Speedway based on water meter usage rather than using the metering flume at Morgan's Cut. Staff will monitor and provide updates to the Board.

E. Old Route 11 Water and Sewer Improvements

Mr. Linkous presented the bid tabulation and advised a rebid would require substantial change with removal of sewer. Mr. Linkous presented staff's recommendation to proceed with King General Contractors and inquire if they would be willing to sign a change order and move forward with project.

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board authorized staff to proceed with a change order with King General Contractors to remove the sewer lines from the project.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

F. Pulaski PSA Tank Lease Addenda

Mr. Huber outlined the PSA Tank Lease Addenda with NRV Unwired. New River Valley Unwired (Mr. Edwin Whitelaw) is attempting to sell the business to All Points Broadband and needs to complete the tank lease agreement prior to the sale. Mr. Linkous advised staff had given names of engineering firms who could complete the required structural analysis to Mr. Whitelaw and if no analysis, the items would need to be removed. The Board questioned whether the structural analysis can be done in 90 days; Mr. Linkous advised the Board not to authorize staff to sign the addenda until all requirements were met.

Mr. Huber recommended a middle ground approach with the Board authorizing staff to sign the addenda if New River Valley Unwired/All Points Broadband secures (has on contract) an engineer by January 31, 2017.

Mr. Dean stated the addenda should not be signed until Mr. Whitelaw (New River Valley Unwired/All Points Broadband) complies. Mr. Huber said Mr. Whitelaw feels he attempted to comply or gave notice through a verbal exchange with Mr. Linkous which he does not recall. Mr. Linkous stated he is very stringent regarding regulations/contracts on tanks. In talks with Mr. Whitelaw, he stated the requirement of a sealed engineering document is not in the addenda, however it does not show load bearing/rating. Further, Mr. Whitelaw is not a licensed engineer in Virginia. Dr. Streff expressed that New River Valley Unwired must follow extent of contract as there are safety concerns and he does not want the tanks damaged. Although Mr. Whitelaw advised Mr. Linkous that he could give him the calculations, you cannot place Mr. Whitelaw's word in a file and to sign the addenda without compliance would open the PSA to liability issues.

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board authorized staff to sign the addenda contingent upon New River Valley Unwired (Mr. Whitelaw)/All Points Broadband's ability to secure a Virginia licensed engineer to complete the structural analysis within two weeks (January 31, 2017). New River Valley Unwired/All Points Broadband would then be given a ninety (90) day extension to meet all requirements in the addenda to the satisfaction of the County Engineer (Mr. Linkous).

Voting Yes: Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: Mr. Setliff, Mr. Dean.

G. CDL Test Bonus

Mr. Huber reviewed the proposal to provide a \$1,000 bonus to those PSA employees who successfully obtain a Commercial Drivers License. Mr. Dean asked if the PSA pays for the license and Mr. Nichols responded that the PSA does not pay for license, however training is supplied.

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board approved a \$1,000 bonus for PSA employees who successfully obtain a Commercial Drivers License (CDL).

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

Mr. Setliff spoke about his review of the PSA's recent job postings and the need to look at salaries and gap with neighboring localities. Staff is to add this item to the to do list.

H. Staff To Do List

Dr. Streff asked about the status of the relocation of or addition of a drop site at Dora Highway. Mr. Huber felt a drawing/layout was needed and Dr. Streff asked about the cost. Mr. Linkous estimated \$10,000, although he could complete a rough drawing with estimated numbers. Dr. Streff would like the Board and staff to move forward with this item.

6. ITEMS OF CONSENT

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board accepted the Items of Consent as presented. A consensus (all Board members) voted in the affirmative.

A. Minutes of Previous Meeting

The Board approved the meeting minutes of December 13, 2016.

B. Balance Due Report

The Board reviewed and accepted the balance due report as presented in the January 10, 2016, BoardDocs agenda.

C. Budget Adjustments

There were no budget adjustments presented in the January 10, 2016, BoardDocs agenda.

D. Billing Adjustments

The Board reviewed and approved billing adjustments totaling a net credit of \$22,028.82.

E. Accounts Payable

The Board ratified accounts payable for checks numbered 8014640-8014778.

F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of December 2016, an electronic version of which is filed in the BoardDocs agenda.

7. OTHER MATTERS FROM THE DIRECTORS

Mr. Dean commented on the odor on Bob White Boulevard. Mr. Huber stated this odor resulted from the Town of Pulaski. Also, an odor in Fairlawn was discussed which is from the open flume at the Turner residence.

Board members inquired about the animal resistant trash cans. Staff remarked there was no demand at present due to bear hibernation but expected it to pick up in Spring.

Dr. Warren inquired about the PSA Billing Center. Mrs. Sandra Boyd report that things are going well. Dr. Streff remarked on the many compliments received on the building and staff.

Mr. Setliff commented on the recent service awards presented at the Employee Service Recognition breakfast on December 2, 2016.

Dr. Warren, Mr. Setliff and the Board thanked Mr. Huber as this was his last PSA meeting before his official retirement on January 15, 2017. Everyone wished Mr. Huber well in his retirement journey.

Mr. Huber thanked the Board and expressed his appreciation for the support the Board gave to him and staff and their thorough discussions. He advised that the Board would enjoy working with Mr. Jonathan Sweet, County Administrator and Executive Director of the PSA, effective January 16, 2017. Mr. Huber stated during Mr. Sweet's tenure in Grayson County he had rode on the trash truck in their Christmas parade and worked the trash truck on occasion.

Mrs. Thompson reminded the Board to pick up a delinquent account list for review and gave kudos to Mrs. Debra Boyd for her work in preparation of the report.

8. ADJOURNMENT

A. Adjournment

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board adjourned their January 10, 2017, regular meeting. By consensus, the Board unanimously voted in the affirmative to conclude the meeting.

The February regular meeting will be held on Tuesday, February 14, 2017, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.



Douglas D. Warren, PhD, Chairman



Nancy Burchett, Secretary/Treasurer