

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
March 12, 2019

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, March 12, 2019, 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 and Dr. Fritz Streff. Absent: Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Ronnie Nichols, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance Director; Debra Boyd, Accounts Payable and Collections Clerk and Natasha Grubb, Clerk to Board.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:00 a.m.

A. Confirmation of A Quorum

4 (four) Board members were present.

2. Executive Session

A. Enter Into Executive Session

On a motion by Dr Streff, second by Mr. Dean and carried, the Public Service Authority Board of Directors entered into closed session for the discussion of the following: (Staff attending: Mr. Linkous, Executive Director, Public Service Authority and Jonathan Sweet, County Administrator)

Pursuant to Virginia Code Section 2.2-3711(A) 1 discussion and consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of public officers, appointees or employees regarding:

- Refuse Department

Pursuant to Virginia Code Section 2.2-3711(A) 7 consultation with legal counsels and briefings by staff for discussion of specific legal matters and legal subjects to probable litigation regarding:

- Billing Issues

B. Return to Open Session

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

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

Voting No: None.

Absent: Mrs. Burchett

C. Certification of Executive Session

On a motion by Mr. Setliff, second by Dr. Streff 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. Dean, Dr. Warren, Dr. Streff.

Voting No: None.

Absent: Mrs. Burchett

3. Approval of the Agenda

A. Additions or Changes to the Agenda

- 7. (Action Items -Old Business) A. Resolution for Pulaski County PSA Filter Media Replacement Project

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board accepted by consensus in the affirmative the additions of 7. (Action Items - Old Business) A. Resolution for Pulaski County PSA Filter Media Replacement Project.

4. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mr. Rob Airaghi, resident of Brown Road, Draper, presented a petition to the Board to study an extension to the existing county water line and meters located south of Draper, Virginia, north side of Brown Road, near the intersection of Sloan Branch Road. There have been persistent failures/leaks in the lines that have resulted in significant water losses. The water lines varies from 500 to 1,600 feet, and cross different properties. Mr. Airaghi stated it would be appreciated if the Public Service Authority (PSA) extends the existing water line by approximately 1,200 feet along Brown Road, Homestead Inn Road; and installs meters at the entrance of the existing properties.

Mr. Linkous stated staff will evaluate the feasibility of extending sewer service.

5. Financial Matters

A. Financial Report

Mrs. Newby presented the financial report. There were no questions.

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board reviewed and accepted the Financial Report by consensus in the affirmative.

B. Draft Budget/Capital Improvement Plan

Mr. Linkous reviewed the PSA draft budget for fiscal year 2019-2020 and the PSA five (5) year Capital Improvement plan.

Mr. Setliff requested Mr. Nichols and Mr. Linkous provide information regarding replacement of trash trucks.

C. Collections Update

Mrs. Boyd provided the collections update.

Mr. Dean proposed listing all delinquent accounts in the local newspapers with their name, amount owed and how long the accounts have been delinquent.

Dr. Streff recommended a note be included in all water, sewer and garbage bills stating delinquent accounts will be published in the newspapers to make certain all residents are notified.

Mr. Sweet remarked staff will confer with legal counsel to verify if the information can be included in the newspapers.

D. One Call Report

Mr. Linkous advised the One Call Report was not available for the month of February.

6. Action Items (New Business)

There were no action items regarding new business.

7. Action Items (Old Business)

A. Resolution - Pulaski County PSA Filter Media Replacement Project

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board accepted and authorized the submittal of the application for the Resolution of the Pulaski County PSA Filter Media Replacement Project.

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

Voting No: None.

Absent: Mrs. Burchett.

8. Reports from Executive Director and Staff

A. Operational Reports: Convenience Centers 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 as presented in the March 12, 2019, BoardDocs agenda.

Mr. Setliff commended the Fairlawn Convenience Center attendants for their excellent customer service and asked Mr. Nichols to inform staff.

Mr. Dean remarked residents are not aware of the Fairlawn Convenience Center and suggested a blurb be included in the County Newsletter to inform citizens of the locations and hours.

Mr. Dean asked Mr. Nichols if the potholes located at the Dublin Convenience Center were repaired. Mr. Nichols reported they were repaired, and have returned due to inclement weather. He noted the permanent solution is to pave certain areas which will be included in the capital improvement plan.

B. Audit Management Letter

Mr. Linkous presented to the Board the written response to the auditors prepared by staff as requested by Mrs. Burchett to address concerns in the PSA management letter.

C. Activity Report

Mr. Linkous provided the Activity report. There were no questions.

D. Pulaski County Middle School Sewer Extension

Mr. Linkous reviewed the preconstruction minutes and the notice to proceed to Mendon Pipeline Inc. for the Pulaski County Middle School sewer extension.

Dr. Streff thanked staff for submitting the updates and all the hard work involved with the Pulaski County Middle School sewer extension.

E. Staff to Do List

The following updates were provided on the following staff to do list items:

A. Skyview Phase 3 (Community Sewers Project)

Mr. Linkous provided minutes from the progress meetings. There were no questions.

B. Drop Site on the South Side of Claytor Lake

No report given.

C. Covered Water Meter Ordinance

No report given.

D. Draper Area Wythe County Sewer/PSA Connection

No report given.

E. Water Meter Replacement

No report given.

F. Water Master Plan

No report given.

G. Facilities for Refuse Employees

No report given.

H. Pulaski Convenience Center Relocation

No report given.

I. Brookmont Water System Disinfection By-Products

No report given.

K. Improvements to Fairlawn Convenience Center

No report given.

L. Write off Accounts Consideration

No report given.

9. Other Matters from the Directors

Dr. Warren thanked the Board for the flowers sent in memory of his grandson.

10. Items of Consent

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board reviewed and approved by consensus in the affirmative the following items of consent:

A. Minutes of Previous Meeting

The minutes of February 12, 2019, regular meeting, were approved by the Board at the March 12, 2019, meeting.

B. Balance Due Report

The balance due report was approved as presented in the March 12, 2019, meeting agenda in BoardDocs.

C. Budget Adjustments

There budget adjustments were approved for the month of March 12, 2019.

D. Billing Adjustments

The billing adjustments were approved as listed in the March 12, 2019, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #8018124-8018245.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of February 2019, an electronic version of which is filed in the March 12, 2019, BoardDocs agenda.

11. Informational Items

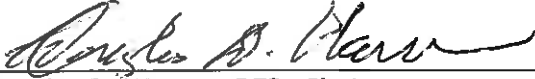
A. PSA Debt Comparison

Mr. Linkous presented the long term obligation and interest bearing debt per the audit report.

A. Adjournment

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board adjourned their March 12, 2019, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The April meeting of the Public Service Authority will be held on Tuesday, April 9, 2019, 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, DED, Chairman



Nancy Burchett, Secretary/Treasurer