

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
January 14, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, January 14, 2020, 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. Dave Dean, Vice Chair; Mr. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett. Absent: Dr. Doug Warren.

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

1. Welcome and Call to Order

Mr. Dean called the meeting to order at 9:00 a.m.

A. Confirmation of A Quorum

4 (four) Board members were present. Dr. Warren was absent.

2. Approval of the Agenda

- Executive Session, Pursuant to Virginia Code Section 2.2-3711(A) 7 consultation with legal counsel and briefings by staff for discussion of specific legal matters and legal subjects to probable litigation regarding Billing Issues.

The Board voted in the affirmative by consensus to accept the agenda as presented.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no citizens comments.

B. 2019 Audit Presentation

In accordance with Section 15.2-2510 of the Code of Virginia, the Pulaski County Public Service Authority's audited financial report, for fiscal year ended June 30, 2019, was presented by Mrs. Emily Viers, CPA, with Robinson, Farmer, Cox Associates.

Mrs. Viers noted during the audit review there were some changes to the asset detail that were not made to the capital assets and recommended management ensure these changes are incorporated in the capital asset detail for the fiscal year 2020 audit and prior to information being entered in Munis to ensure the balances are correct. Mrs. Viers advised staff review the detail ledger and billings to establish the amounts are posting correctly and provide the same for the audit next year. It was also recommended that deposits should be made on a daily basis (or at a minimum within 3-5 business days) to confirm the funds are deposited in a timely manner. Overall, the PSA is in good financial health and had a clean audit.

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board reviewed and accepted the audit year ended June 30, 2019.

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

Voting No: None.

Absent: Dr. Warren.

4. Executive Session

A. Enter Into Executive Session

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

- Billing Issues

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Public Service Authority Board of Directors entered into closed session for the consultation with legal counsel and briefings by staff for discussion of specific legal matters and legal subjects to probable litigation regarding Billing Issues. (Staff attending: Mr. Linkous, Executive Director and Jonathan Sweet, County Administrator)

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

Voting No: None.

Absent: Dr. Warren.

B. Return to Open Session

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

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

Voting No: None.

Absent: Dr. Warren.

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. Streff, Mrs. Burchett.

Voting No: None.

Absent: Dr. Warren.

5. Financial Matters

A. Financial Report

Mr. Linkous presented the financial report and noted staff's goal for fiscal year 2020 is to focus on refuse the during the upcoming budget and capital improvement planning and work sessions.

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

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

Voting No: None.

Absent: Dr. Warren.

B. Collections Update

Mrs. Boyd reviewed the collection update. Mr. Dean commended Mrs. Boyd for her diligence while working with the Public Service Authority (PSA) collection accounts.

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

Voting No: None.

Absent: Dr. Warren.

6. Action Items (New Business)

There were no action items regarding new business.

7. Action Items (Old Business)

A. Dora Highway Convenience Center - VBAF Application

Mr. Linkous reviewed the Virginia Brownfields Assistance Fund (VBAF) site assessment and planning grant application for fiscal year 2020 regarding activities associated with the productive reuse of the former Town of Pulaski Wastewater Treatment Plan on Dora Highway.

On a motion by Mrs. Burchett, second by Dr. Streff and carried, the Board authorized Mr. Linkous to execute the Virginia Brownfields Assistance Fund application regarding the Dora Highway site.

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

Voting No: None.

Absent: Dr. Warren.

B. Pepper Hills Stormwater Funding (PCSA)

Mr. Linkous reviewed the letter to the Pulaski County Sewerage Authority (PCSA) regarding a loan request for the Pepper Hills Stormwater Project. Due to the robust discussion on the matter at the December PSA meeting, staff respectfully requests the Board review and approve prior to sending the correspondence to the PCSA.

Mr. Setliff shared his apologies for including this item on the December agenda when he was unable to attend the meeting.

C. Filter Rehabilitation & Media Replacement

The Water Treatment Plant Filter Media Replacement project received two (2) bids from Frizzell Construction Company and J.S. Haren Company on Tuesday, January 7, 2020. The funds for the project were allocated in both fiscal year 2019 and 2020's Capital Improvement Plans, in the amount of \$135,000 and \$140,000. Funding was also accepted from the Virginia Department of Health (VDH), in the amount of \$725,000 (i.e., 50% Grant, 50% loan at 2.5% for 20 years). This gives a total of \$1,000,000 in funding allocated for this project.

The current contracts for design services for this project total \$41,842. If approval of award to J.S. Haren at their bid price of \$757,000, and a 5% allowance for contingency items, the total project cost would be \$838,785, which is \$161,215 under the allocated funding.

Staff recommends the approval of award to J.S. Haren at their bid price of \$757,000, pending the review/approval of bid documents by the design engineer and the VDH.

On a motion by Mrs. Burchett, second by Dr. Streff and carried, the Board authorized the approval of award to J.S. Haren at their bid price of \$757,000, pending the review/approval of bid documents by the engineer and the Virginia Department of Health (VDH).

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

Voting No: None.

Absent: Dr. Warren.

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 January 14, 2020, BoardDocs agenda.

Mr. Dean questioned if there were any changes regarding the grinder.

Mr. Nichols remarked the New River Resource Authority (NRRRA) will continue to grind until the end of FY 2020 (June 30, 2020).

B. Activity Report

Mr. Linkous provided the Pulaski County Sewerage Authority (PCSA) activity report. There were no questions.

C. Pulaski County Middle School Sewer Extension

Mr. Linkous reviewed the updates on the Pulaski County Middle school extension (PCMS) sewer extension.

D. Upcoming Capital Improvement Plan and Budget Schedule

Mr. Linkous presented the upcoming meetings regarding the PSA capital improvement plan, associated budgets and schedules.

Mrs. Burchett advised she would not be available to attend the upcoming PSA Capital Improvement Plan on Wednesday, March 18, 2020. The Board agreed to change the date for the PSA Capital Improvement Plan to Wednesday, March 25, 2020, at 3:00 p.m.

E. 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 given.

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. Write off Accounts Consideration

No report given.

9. Other Matters from the Directors

A. Appreciation Letter Pulaski County Sewerage Authority (PCSA)

Mr. Linkous reviewed the letter from the PCSA expressing appreciation to the PSA Board of Directors for the financial assistance provided in 2018.

10. Items of Consent

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board reviewed and approved by consensus the following items of consent:

A. Minutes of Previous Meeting

The minutes of December 10, 2019, regular meeting, were approved by the Board at the January 14, 2020, meeting.

B. Balance Due Report

The balance due report was approved as presented in the January 14, 2020, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustments.

D. Billing Adjustments

The billing adjustments were approved as listed in the January 14, 2020, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #40392-40454.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of December 2019, an electronic version of which is filed in the January 14, 2020, BoardDocs agenda.

11. Informational Items

There were no informational items.

12. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board adjourned their January 14, 2020, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The February meeting of the Public Service Authority will be held on Tuesday, February 11, 2020, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.


Dave Dean, Vice-Chairman


Nancy Burchett, Secretary