

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
August 11, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, August 11, 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: Dr. Doug Warren, Chair; Mr. Dave Dean, Vice Chair; Mr. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett.

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

1. Welcome and Call to Order

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

A. Confirmation of A Quorum

5 (five) Board members were present.

2. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711.A. 8. of the 1950 Code of Virginia, as amended, to consult with legal counsel (Staff attending: Mr. Jared Linkous, Executive Director, Mr. Jonathan Sweet, County Administrator and Mr. Tim Kirtner, County Attorney)

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Public Service Authority Board of Directors entered an Executive Session for discussion of the following:

Legal Consultation: Pursuant to Virginia Code Section 2.2-3711(A) 8 consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

- Delinquent Accounts

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

Voting No: None.

B. Return to Open Session

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

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

Voting No: None.

C. Certification of Executive Session

On a motion by Mr. Dean, second by Mrs. Burchett 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, Mrs. Burchett.

Voting No: None.

3. Approval of the Agenda

A. Additions or Changes to the Agenda

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

4. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

5. Financial Matters

A. Financial Report

Mrs. Newby presented the Financial Reports for July and the preliminary report for Fiscal Year 2020 ending June 30, 2020. Based on an overall comparison from July 2019 and July 2020, the revenue remained consistent, as COVID-19 did not present a negative impact. The PSA capital improvement plan has approximately \$1.3 million and is fully funded for projects. Mrs. Newby noted the VACO insurance is normally paid in July, but going forward, will be divided into four payments and paid each quarter.

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

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

Voting No: None.

B. Collections Update

Mrs. Boyd provided the collections update and noted as of August 11, 2020, \$45,078.53 has been collected since the mailing of letters to delinquent refuse account holders.

6. Action Items (New Business)

A. Site Agreement between the Economic Development Authority (EDA), the Public Service Authority (PSA) and Shenandoah Personal Communications, LLC

Mr. Linkous presented the Site Agreement between the Economic Development (EDA), the Public Service Authority (PSA) and Shenandoah Personal Communications, LLC. The agreement is for 5 years and will automatically renew each year, as long as both parties are satisfied, for a term of 50 years. A sublease is not prohibited and the agreement will follow if the company sells or if there is a merger to Shenandoah Personal Communications, LLC.

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board reviewed and authorized Mr. Linkous to sign the Site Agreement between the Economic Development (EDA), the Public Service Authority (PSA) and Shenandoah Personal Communications, LLC.

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

Voting No: None.

7. Action Items (Old Business)

A. PSA Delinquent Write-offs

Mr. Linkous reviewed a list of delinquent accounts along with the total amount to be written off. Part of the new policy limited the total amount of penalty and interest charges to be no more than the

total amount for services provided. As a result, any outstanding balance for the penalty and interest charges higher than the charges for services must be written off by the Public Service Authority (PSA) Board. Staff's recommendation is to write off a total of \$472,518.30, on penalty and interest charges, per the delinquent account policy.

Mr. Linkous remarked each quarter there will be adjustments made to the list of delinquent accounts along with at total amount to be written off for the Board to approve, as suggested by the auditors.

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board reviewed and authorized writing off a total of \$472,518.30, on penalty and interest charges, per the delinquent account policy.

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

Voting No: None.

B. Delinquent Accounts

Mr. Linkous presented updated information regarding payment plan structure which included the amounts and terms approved in the delinquent account policy and suggested revisions to allow payment plans ranging from \$300-\$36,000. Delinquent accounts with amounts at \$36,000.01 or more will not be accepted for a payment plan and those account holders must seek options from other lending sources. Mr. Linkous also reviewed the use of Low Moderate Income (LMI) guidelines which would require proof of household income.

Dr. Streff suggested not using LMI at this time; however, this could be an option the PSA Board may utilize in the future. Dr. Streff recommended the terms be changed from one (1) year to two (2) years for customers owing \$300-\$6,000 to pay delinquencies and the maximum term not to exceed 5 years.

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board reviewed and authorized the terms be revised from one (1) to two (2) years for customers owing \$300-\$6,000 to pay delinquencies with a maximum term not to exceed 5 years. Delinquent accounts with amounts at \$36,000.01 or more will not be accepted for a payment plan.

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

Voting No: None.

8 Reports from Executive Director and Staff

A. Operational Reports: Convenience Center 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 August 11, 2020, BoardDocs agenda.

Mr. Tolbert reported PSA Refuse staff made two (2) trips to dispose of tires to be recycled by New River Tire Recycling in North Carolina, using two (2) containers each time. The PSA was charged \$200 per ton for hauling two (2) dozen tires and wheels. Mr. Tolbert suggested limiting the landfill for tires only not the combination of tires and wheels. He advised PSA refuse staff will most likely transport tires to be disposed of and recycled to North Carolina once a month.

Mr. Linkous remarked PSA billing office staff were in training last month and were unable to do cut-offs in July.

Mr. Dean commented it was not a good look for the Pulaski County PSA to utilize unsightly vehicles. Mr. Tolbert advised staff had to use the older truck as the new truck needed repairs and ensured the truck will be cleaned.

Mr. Dean inquired if the truck being repaired was the new Mack truck. Mr. Tolbert reported it was; the computer controls which control the hydraulic system were not working properly.

Mr. Linkous reported plans to purchase an eight (8) yard plastic composite container to be placed at a business location within the County (PSA customer). The goal is preserve the life and efficiency of the containers.

Mr. Sweet provided an update on the meeting with Pulaski, Dublin, Radford (PDR) and the New River Resource Authority (NRRRA).

B. Pulaski County Sewerage Authority (PCSA)

Mr. Linkous presented the Pulaski County Sewerage (PCSA) 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 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

Mr. Linkous advised there has been discussion with Ms. Darlene Burcham, Interim Pulaski Town Manager, and she is aware of the project regarding the Pulaski Convenience Center Relocation.

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. Fairlawn Convenience Center

Mr. Setliff presented photographs of Fairlawn Convenience Center and discussed the need for grinding and recycling.

Mr. Linkous advised the New River Resource Authority (NRRA) agreed to do one last grinding before the equipment broke down. The plan is to split the schedule to perform the requested work.

Mr. Setliff noted this project should have been completed the first of July 2020.

Dr. Streff suggested sending a letter to the Board of Supervisors (BOS) to make them aware of the situation and allow the Board to assume the responsibility with working with the New River Resource Authority (NRRA).

Mrs. Burchett inquired on the status of obtaining grinding services through another source.

Mr. Linkous stated one response was received from the bid.

10. Items of Consent

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

A. Minutes of Previous Meeting

The Minutes of July 14, 2020, regular meeting were approved by the Board at the August 11, 2020, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the August 11, 2020, meeting agenda in BoardDocs.

C. Budget Adjustments

The following Budget Adjustments were approved as presented in the August 11, 2020, meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the August 11, 2020, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #41073-41185.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of July 2020, electronic version of which is filed in the August 11, 2020, BoardDocs agenda.

11. Informational Items

There were no informational items.

12. Adjournment

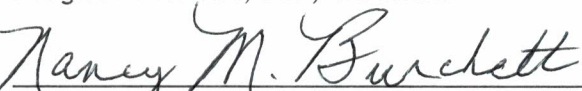
A. Adjournment

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board adjourned their August 11, 2020, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The next meeting of the Public Service Authority Board of Directors will be held on Tuesday, September 8, 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.



Douglas D. Warren, DED, Chairman



Nancy Burchett, Secretary