

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
March 9, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, March 9, 2021, 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, Chair; Mrs. Nancy Burchett, Vice Chair; Mr. Dennis Setliff; Mr. Doug Swanson; Mrs. Ashley Coake.

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

1. Welcome and Call to Order

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

A. Confirmation of A Quorum

5 (five) Board members were present.

2. Presentations and Citizens Comments

Mr. Dean and Mr. Linkous presented tokens of appreciation to Dr. Douglas Warren and Dr. Fritz Streff for their service on the Public Service Authority Board of Directors.

Mr. Joseph W. Guthrie, Chair, Pulaski County Board of Supervisors, expressed the Board's appreciation to Dr. Warren and Dr. Streff for their service to the Public Service Authority, its customers and staff.

3. 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 discuss legal matters. (Staff attending: Mr. Jared Linkous, Executive Director, Mr. Josh Tolbert, Deputy Director, Mr. Jonathan Sweet, County Administrator).

On a motion by Mrs. Burchett, second by Mrs. Coake and carried, the Public Service Authority Board of Directors entered an Executive Session for discussion of the following:

Legal Matter: 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 regarding the provision of legal advice by such counsel.

- Town of Dublin Agreement

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

B. Return to Open Session

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

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

C. Certification of Executive Session

On a motion by Mr. Setliff, 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, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

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

5. Financial Matters

A. Financial Report

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board reviewed and accepted by consensus (all in the affirmative) the Financial Report. There were no questions.

B. Public Service Authority Payment Options

Mrs. Belcher advised the Treasurer's office has opted not to use the County's new financial software and will no longer accept utility payments once the software goes live. Training will be provided to the employees of The National Bank of Blacksburg (NBB) and Fairlawn Tax & Bookkeeping, Inc. on the use of the online web-based service and will provide the Fairlawn Tax & Bookkeeping Service, Inc. with the software and required hardware.

Mr. Swanson inquired as to how the PSA will communicate this change to its customers. Mrs. Belcher advised the PSA will advertise through the local newspapers and the Pulaski County/PSA websites and Facebook page.

The PSA Board of Directors requested Mr. Linkous draft a letter to the Treasurer to encourage use of the new software to provide citizens with the ability to continue to pay utility bills at the Treasurer's office.

Mr. Setliff requested the letter include that the Fairlawn Tax & Bookkeeping Service, Inc. and the National Bank of Blacksburg will continue to take utility payments and will receive training on the new software.

Mrs. Belcher advised that the PSA Billing Office has received numerous calls from customers to request penalty and interest be waived as a result of receiving bills after the due date.

The Board authorized staff to include a statement on bills which notifies customers of their responsibility for payment of penalty and interest if payment is received after the due date regardless of postal delays.

C. Draft Budget/Capital Improvement Plan

Mr. Linkous presented the draft budget and capital improvement plan for fiscal year 2021-2022.

Mrs. Burchett requested staff provide the following:

- An update of the debt schedule (loan information, to include amounts, payments and terms)
- A breakdown of the number of PSA customers (specifically displaying growth-current and previous five years)
- Rate comparison to include surrounding New River Valley and Wythe County utilities

D. Collections Update

Mrs. Boyd provided the collections update. Mrs. Boyd reported since the mailing of letters sent to delinquent account holders in July 2020, the PSA has collected \$299,610.70.

Mr. Linkous remarked that the revised policy has been extremely effective and recommended not advertising the names and information of delinquent account holders in the local newspapers at this time. Staff will continue to work through issues discovered in attempting to contact delinquent account holders and will provide information to the Board regarding write-offs of accounts.

6. Action Items (New Business)

A. PSA Surplus Equipment

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board approved the sale of the following PSA surplus equipment (pictures of items available for review in the March 9, 2021, BoardDocs agenda):

Lot 1 - Mobile Office Trailer, 8'x16', single axle, tires flat

Lot 2 - Ramjet Compactor Container, modified

Lot 3 - Rectangular Compactor Container

Lot 4 - Rectangular Compactor Container

Lot 5 - Rectangular Compactor Container

Lot 6 - Rectangular Compactor Container

Lot 7 - 1998 Volvo WG Rear Load Trash Truck

Lot 8 - 2005 Ford E-350

Lot 9 - Kohler 125KW Diesel Genset

Lot 10 - 2006 Chevrolet Colorado

Lot 11 - Lincoln Portable Welder

Lot 12 - Towable Traffic Arrow

Lot 13 - Pumps and Motor

Lot 14 - 2001 Volvo Rear Load Trash Truck

Lot 15 - GMC Sierra Truck Bed

Lot 16 - Chevrolet K2500 Truck Bed

Lot 17 - Chevrolet S-10 Truck Bed

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

B. PSA Logo

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved replacing the current PSA logo on the PSA bills.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

7. Action Items (Old Business)

There were no action items regarding old business.

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 for the month of February.

B. FSA Activity Report

Mr. Linkous presented the Fairlawn Sewer Authority (FSA) 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

Mr. Linkous provided an update regarding the Water Meter Replacement.

E. Water Master Plan

Mr. Linkous provided an update regarding the Water Master Plan.

F. Facilities for Refuse Employees

No report given.

G. Pulaski Convenience Center Relocation

Mr. Linkous provided an update regarding the Pulaski Convenience Center Relocation.

H. Brookmont Water System Disinfection By-Products

Mr. Linkous provided an update regarding the Brookmont Water System Disinfection By-Products.

I. Improvements to Fairlawn Convenience Center

Mr. Linkous provided an update regarding Improvements to Fairlawn Convenience Center.

J. Write off Accounts Consideration

No report given.

9. Other Matters from the Directors

There were no other Matters from the Directors.

10. Items of Consent

On a motion by Mr. Swanson, second by Mrs. Burchett and carried, the Board reviewed and approved by consensus the following items of consents:

A. Minutes of Previous Meeting

The Minutes of February 9, 2021, regular meeting were approved by the Board at the March 9, 2021, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the March 9, 2021, meeting agenda in BoardDocs.

C. Budget Adjustments

The Budget Adjustments were approved as listed in the March 9, 2021, meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the March 9, 2021, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #42122-42256.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of February 2021, the electronic version of which is filed in the March 9, 2021, BoardDocs agenda.

11. Informational Items

Mr. Sweet introduced his intern, Mr. Elijah Anderson, a student at Virginia Tech, to the Board and staff.

12. Adjournment

A. Adjournment

On a motion by Mrs. Burchett, second by Mr. Swanson and carried, the Board adjourned their March 9, 2021, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The Public Service Authority Board of Directors will meet for budget work sessions in the Executive Training Room of the County Administration Building, 143 Third Street N.W., in the Town of Pulaski, Virginia on the following dates/times:

- Tuesday, March 16, 2021, at 3 p.m.
- Tuesday, March 23, 2021, at 3 p.m.
- Tuesday, March 30, 2021, at 9 a.m.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, April 13, 2021, 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, Chair



Ashley Coake, Secretary