

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
July 13, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, July 13, 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; Diane Newby, Finance Director; Tracy Belcher, Assistant Finance Director; Debra Boyd, Accounts Payable/Collections Clerk and Ashley Edmonds, Deputy 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

A. Presentations and Citizens Comments

There were no presentations or comments from citizens.

3. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711.A.1. of the 1950 Code of Virginia, as amended, to discuss personnel matters. (Staff attending: Mr. Jared Linkous, Executive Director and Mr. Josh Tolbert).

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

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

- PSA Assistant Sanitation Supervisor

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

Voting No: None.

B. Return to Open Session

On a motion by Mrs. Burchett, second by Mr. Setliff 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. Coake 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 Mrs. Burchett and carried, the Board voted by consensus in the affirmative to accept the agenda with the following additions:

- Item #3. Executive Session, Pursuant to Section 2.2-3711(A)1. of the 1950 Code of Virginia, as amended, to discuss personnel matters (PSA Assistant Sanitation Supervisor)
- Item #8. Reports from Executive Director and Staff, B. FSA Activity Report (attachment)
- Item #6. A. New Property Owner Letter

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board accepted the agenda with inclusion of an action item regarding PSA Assistant Sanitation Supervisor.

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

Voting No: None.

On a motion by Mrs. Burchett, second by Mr. Setliff and carried, the Board approved the modification of its organizational structure and accepted the updated job descriptions for PSA Sanitation Supervisor and PSA Assistant Sanitation Supervisor.

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

Voting No: None.

5. Financial Matters

A. Financial Report

Mrs. Newby reviewed the revenue, expenditure, capital funds revenue and expenditure and cash balance reports for the period ending Jun 30, 2021. She reported collection of revenues at 80.4% (at 88% without total transfer to reserves) and expenditures spent at 93.7%. Mrs. Burchett questioned the shortfall with actual versus projected revenue and expenditures. Mr. Linkous responded by advising the Board of the negative impact on revenue caused by the water meter issues at Red Sun Farms and the transfer of \$2.2 million to the capital fund for equipment.

On a motion by Mrs. Burchett, second by Mrs. Coake and carried, the Board accepted the financial reports as presented.

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

Voting No: None.

B. Collections Update

Mrs. Boyd provided the collections update. The Board and staff discussed possible reasons for the decrease in funds received from the Commonwealth of Virginia Set Off Debt program.

6. Action Items (New Business)

A. New Property Letter

Mr. Linkous reviewed the revised new property letter which included an acknowledgement of the Fairlawn Service Authority and its service area. Mr. Linkous also presented the process for the distribution of the letters which includes working with the County's Real Estate office, who will provide a monthly list of property changes.

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board approved the revised letter and process for notification of the PSA's services to new property owners.

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

Voting No: None.

7. Action Items (Old Business)

A. None.

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 June. Mr. Tolbert reported there are two (2) new compactors in use at the Dublin Convenience Center.

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

Mrs. Burchett inquired about the status of the water meter replacement project. Mr. Linkous advised that the project is in year two (2) with replacement of about one-third (1/3) to one-half (1/2) of the meters completed.

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

Mr. Linkous advised that surveyors were on site at the Fairlawn Convenience Center with work underway.

9. Other Matters from the Directors

Mr. Setliff advised that authorizations for Phase 2 of the Sulfate Study were complete with ongoing data collection to be completed in the summer of 2022 and announced that effective November 1, 2021, Clarke Wallcraft, Executive Director, Peppers Ferry Regional Wastewater Treatment Authority, will retire with Ryan Hendrix, Deputy

Director, assuming the duties as Executive Director. He also informed the Board of the Fairlawn Sewer Authority's change to its residential bill due date which will be the 25th of each month.

Mrs. Coake requested an update on the Utilis mapping; Mr. Linkous reported that step one (1) was complete with seventy-seven (77) points of interest identified between the towns of Dublin, Pulaski and Pulaski County. The next step involved five (5) days of field work for testing which had been scheduled for later this month.

10. Items of Consent

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

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

Voting No: None.

A. Minutes of Previous Meeting

The Minutes of the June 8, 2021, regular meeting were approved by the Board at the July 13, 2021, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the July 13, 2021, meeting agenda in BoardDocs.

C. Budget Adjustments

The Budget Adjustments (PSA Fund #2022-01: \$10,096.86) were approved as listed in the July 13, 2021, meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the July 13, 2021, meeting agenda in BoardDocs.

E. Accounts Payable

Mrs. Burchett inquired about the check to Gregory Seeding for \$3,800.00. Mr. Linkous will check into the matter and will report back to Mrs. Burchett.

The Board ratified Accounts Payable for checks numbered #42502-42618.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of June 2021, the electronic version of which is filed in the July 13, 2021, BoardDocs agenda.

11. Informational Items

A. Alternate Payment Location - Fairlawn Sewer Authority

Mr. Setliff advised the Board of the Fairlawn Sewer Authority Board of Directors' decision to move their accounts to First Bank & Trust and make First Bank & Trust an additional payment location. The Fairlawn Sewer Authority is preparing for an early August written communication release to its customer base and plans to express in it that its addition applies to Fairlawn Sewer Authority customers only. Mr. Setliff asked for the PSA to identify a payment location in Fairlawn and encouraged the Board to take action on the matter.

By a consensus of the Board in the affirmative, the Board requested staff explore options for a future, long term payment location in Fairlawn and provide a report a future meeting.

B. Expiration of State of Emergency Plans

Mr. Linkous reviewed the PSA's policy for outstanding accounts and advised the Board that the actions outlined in the policy were in alignment with the response required with the expiration of the Commonwealth of Virginia's state of emergency enacted in response to COVID-19.

Mr. Setliff advised the Board of the Fairlawn Sewer Authority's actions regarding the expiration of the Commonwealth of Virginia's state of emergency enacted in response to COVID-19 and its plan to resume with water cut-offs for

delinquent account holders on September 1, 2021.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board reaffirmed its policy for outstanding accounts.

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

Voting No: None.

12. Adjournment

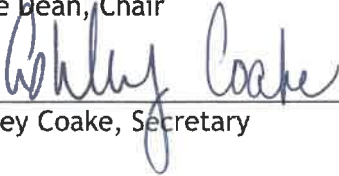
A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Burchett and carried, the Board adjourned their July 13, 2021, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, August 10, 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