

**PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING**  
**July 12, 2022**

At a meeting of the Public Service Authority Board of Directors held on Tuesday, July 12, 2022, 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. Dennis Setliff; Mr. Eddie Hale; Mrs. Nancy Burchett, Chair, Mrs. Ashley Coake, Vice Chair and Mr. Douglas Swanson.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator, Pulaski County; Timothy E. Kirtner, County Attorney; Tracy Belcher, Assistant Finance Director; and Ashley Edmonds, Clerk to the Board.

1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 9 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mr. Dennis Setliff relayed comments received by Mr. Mack Farmer, 6558 Hickman Cemetery Road, Radford, who reported issues with late receipt of the June PSA bills for customers residing on Hickman Cemetery and Belspring Roads.

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 consult with staff on legal matters. (Staff attending: Mr. Jared Linkous, Executive Director; Mr. Josh Tolbert, Deputy Director; Mr. Jonathan Sweet, County Administrator; Mr. Timothy E. Kirtner, County Attorney. Guest present: The Honorable Laura W. Walters, Chair, Ingles District, Pulaski County Board of Supervisors.)

On a motion by Mr. Setliff, second by Mrs. Coake 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 discussion for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel regarding:

- Town of Pulaski Refuse Collection Contract

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

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, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.

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, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.

Voting No: None.

#### 4. Approval of the Agenda

##### A. Additions or Changes to the Agenda

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board accepted the agenda with the following addition:

- 7. Action Items (Old Business) 1986 Refuse Collection Agreement of the Town of Pulaski, The County of Pulaski, and the Pulaski County Public Service Authority

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

Voting No: None.

#### 5. Financial Matters

##### A. Financial Report

Mrs. Belcher presented the financial report to the Board and provided the following updates:

- A budget adjustment was added to the report.
- Several low volume customers have contacted the Billing Office to change to full service for access to the Convenience Centers.
- Billing Office staff continues to work to ensure timely billing on a consistent basis.

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board accepted the Financial Report.

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

Voting No: None.

##### B. Collections Update

Mr. Linkous provided the collections update and advised of the following items:

- Staff mailed 953 letters to low volume quarterly customers for verification of small households who place 32 gallons or less of refuse out every other week and to ensure these customers are not utilizing the three (3) Convenience Centers. Affidavits/certification statements are being obtained for low volume customers.
- Payment arrangements are being processed as work continues to use MUNIS to track these individually.

Mr. Swanson expressed concern that low volume customers are unable to use the Convenience Centers and the Board discussed options for identification for full service/volume customers' access to the Convenience Centers. Mr. Linkous advised all fees for the Convenience Centers are built into the "full service" residential refuse rate. A future agenda item will be added to discuss a location for a Convenience Center for the lake.

## 6. Action Items (New Business)

### A. Pulaski Community Projects

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Board authorized staff to proceed with the steps necessary to request use of the Pulaski Community Project funds (\$225,000.00) to raise the elevation of the Proposed Town of Pulaski Tank and to make the necessary pump modifications.

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

Voting No: None.

### B. Pulaski County PSA Raw Water Intake

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board authorized staff to request additional funds from the Virginia Department of Health necessary to complete the Pulaski County PSA Raw Water Intake project (WSL-046-18).

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

Voting No: None.

### C. Fairlawn Convenience Center Expansion Project

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board approved not awarding the Fairlawn Convenience Center expansion project and authorized utilizing the \$500,000.00 of set aside funds to purchase equipment and assist the County with hiring of staff to complete this work with County personnel.

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

Voting No: None.

## 7. Action Items (Old Business)

### A. 1986 Refuse Collection Agreement of the Town of Pulaski, The County of Pulaski, and the Pulaski County Public Service Authority

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board moved to direct counsel to send a notice to the Town of Pulaski of intent to terminate the existing 1986 Refuse Collection Agreement effective December 31, 2022, and to communicate to counsel for the Town that the PSA proposal for a new contract to provide refuse collection services remains effective based on the terms in the Request for Proposal (RFP) issued by the Town.

For clarification purposes, the RFP stated proposals would be binding for ninety (90) days following the due date of June 1, 2022, which would be August 30, 2022.

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

Voting No: None.

Mr. Setliff expressed the Board's strongest desire to retain the Town of Pulaski's as customers and feels this will be mutually successful for both parties.

## 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.

### B. FSA Activity Report

The Board reviewed the June Fairlawn Sewer Authority (FSA) Activity Report. Mr. Setliff advised of an overflow that occurred due to the failure of a contractor to resume service after completing work at one of the pump stations.

### 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

Mr. Setliff requested assistance identifying a site at the lake.

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.

J. Riverbend Water Delivery Issues Response

No Report.

K. Certification of Fire Hydrant Flow and Corresponding Paint Color Array

No Report.

9. Other Matters from the Directors

A. Updates Requested by Board Members

There were no updates requested by Board members.

10. Items of Consent

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board reviewed and approved the following items of consent (A.- F.):

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

Voting No: None.

A. Minutes of the June 14, 2022, Public Service Authority Board of Directors Meeting

The Minutes of the June 14, 2022, Meeting of the Public Service Authority Board of Directors were approved by the Board at their July 12, 2022, meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

There were no budgets.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 43943-44051.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of June 2022, the electronic version of which is filed in the July 12, 2022, BoardDocs agenda.

11. Informational Items

A. None

Mr. Linkous advised that letters are being sent to Bella Vista and Riverbend customers.

12. Adjournment

A. Adjournment

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board adjourned their July 12, 2022, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, August 9, 2022, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

  
\_\_\_\_\_  
Nancy M. Burchett, Chair

  
\_\_\_\_\_  
Dennis L. Setliff, Secretary

