

At a meeting of the Public Service Authority Board of Directors held on Tuesday, February 14, 2023, 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. Eddie Hale; Mrs. Nancy Burchett, Chair and Mrs. Ashley Coake, Vice Chair. Absent: Mr. Douglas Swanson and Mr. Dennis Setliff.

Staff members present included: Jared Linkous, Director; Diane Newby; Finance Director; Tracy Belcher, Assistant Finance Director; Debra Boyd, Accounts Payable/Collections Coordinator and Markie Saunders, Deputy Clerk to the Board.

1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 9:01 a.m.

A. Confirmation of A Quorum

Three (3) Board members were present. Mr. Swanson and Mr. Setliff were absent and participated remotely.

Mr. Setliff advised he was joining the meeting virtually because of a health/medical quarantine. Mr. Swanson advised he was attending the meeting remotely from San Diego due to a work obligation.

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board allowed Mr. Setliff and Mr. Swanson to participate in the meeting remotely.

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

Voting No: None.

Absent: Mr. Swanson, Mr. Setliff.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no Presentations and/or Citizens Comments.

3. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board accepted the agenda as presented.

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

Voting No: None.

Absent: Mr. Swanson, Mr. Setliff.

4. Financial Matters

A. Financial Report

Mrs. Newby presented the financial report to the Board.

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

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

Voting No: None.

Absent: Mr. Swanson and Mr. Setliff.

Mrs. Burchett inquired about the status of refuse collection and payment with the Town of Pulaski. Mr. Linkous advised services and final payment was through December 2022.

Mr. Setliff inquired about outstanding refuse delinquencies with the Town of Pulaski accounts. Mr. Linkous stated the number of delinquencies are low due to the availability of water termination for non-payment.

B. Collections Update

Staff provided an update on collections. There have been some customers that have paid off large balances. Staff is currently working with individuals with balances of \$300 - \$400 as well as preparing for the new mailing system.

Mrs. Burchett asked when the new mailing system would be implemented and staff responded within the next two weeks.

5. Action Items (New Business)

A. Sulfate Study Phase II

Mr. Linkous presented information regarding Phase II of the Sulfate Study.

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board approved up to \$7,000 for the Sulfate Study Phase II as presented.

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

Voting No: None.

Absent: Mr. Swanson, Mr. Setliff.

6. Action Items (Old Business)

A. None

There were no Action Items (Old Business).

7. Reports from Executive Director and Staff

A. Operational Reports: Convenience Center and County Landfill Tonnage, Inmate Availability and Cut -Off List

The Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the month of January was reviewed by the Board.

Mrs. Burchett inquired about the number of cut-offs. Staff advised there were no cut offs for the month of January.

Mr. Setliff stated the Fairlawn Sewer Authority had twelve (12) cut offs in January.

Mrs. Burchett inquired about the Dora Highway Convenience Center closure.

B. FSA Activity Report

The Board reviewed the January 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.

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 (Draper) Convenience Center Relocation

Mr. Linkous gave a briefing on the purchase of the former hotel property located on Rt. 99 in Draper. It will be the new home of the Convenience Center. This was purchased at auction and crews have started the clean-up of debris. The first step is to remove all the loose items to gain access to the building. Josh Tolbert has conducted research and any abatement that would need to be done would include the removal of lead paint and asbestos within the drywall. Insurance, no trespassing signs, and condemning the building are steps we have already taken to protect the PSA from liability.

Mrs. Burchett asked if the judge had already approved the sale. Mr. Linkous responded yes.

An inquiry was made regarding a press release. Mr. Linkous stated the Board of Supervisors is requesting the PSA give a public briefing at their February meeting. Two PSA Board members will attend the February Board of Supervisors meeting with Mr. Linkous.

Mr. Swanson inquired about the timeline for opening of the new convenience center. Mr. Linkous stated after obtaining the abatement schedule, staff would be able to provide a timeline. All other construction will be done in house within the year.

H. Brookmont Water System Disinfection By-Products

No report given.

I. Improvements to Fairlawn Convenience Center

No report given.

J. Riverbend Water Delivery Issues Response

No report given.

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

No report given.

8. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff requested an official position from the PSA Board members on what the intent was for a payment collection service point in the Fairlawn area. Fairlawn Bookkeeping moved during Christmas and he feels a presence for payment collection is needed in Fairlawn. The FSA customers also use the Fairlawn Bookkeeping Service to pay their bills.

Mrs. Coake inquired about the costs that would be incurred with a new location.

Mrs. Burchett stated that she was not comfortable giving an answer on this matter at this time. She stated customers in the Fairlawn area have several different methods for paying their bill.

Mr. Setliff stated discontinuation of a payment access point for Fairlawn customers would be a huge mistake as some do not have internet service and others do not have transportation to the Dublin billing office.

Mr. Swanson stated that he could not commit as he is not convinced this would be a necessity when there are many other needs in the county for PSA services.

Mrs. Burchett stated that the matter needs to be evaluated further as there is reluctance to commit at this time.

9. Items of Consent

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

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

Voting No: None.

Absent: Mr. Swanson, Mr. Setliff.

A. Minutes of the January 10, 2023, Public Service Authority Board of Directors Meeting

The Minutes of the January 10, 2023, Meeting of the Public Service Authority Board of Directors were approved by the Board at their February 14, 2023, meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

Budget Adjustments PSA Fund #2023-02: \$894.33 and PSA Fund #2023-03 were approved by the Board at their February 14, 2023, meeting.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board Accounts Payable for checks numbered # 44747-44870.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of January 2023, the electronic version of which is filed in the February 14, 2023, BoardDocs agenda.

10. Informational Items

A. Town of Pulaski/PSA/Dora Highway Remediation

Mr. Linkous provided the correspondence from Spencer Rygas, Attorney, Town of Pulaski, regarding the remediation request of the Dora Highway Convenience Center. Mr. Linkous explained an area where the garbage truck was parked to compact that garbage that was brought in, leaked over time. A small area where the truck was parked tested positive for petroleum hydraulic fluid. Linkous stated there is concern the entire parcel could be contaminated from previous uses of the treatment plant and buried underground tanks. There is a fear if the one small area is remediated for the hydraulic fluid further contamination of the site could occur.

The intent would be the entire site be tested and the Town of Pulaski remedy the site as a whole.

Mrs. Burchett asked if Mr. Linkous had been in contact with the Town in regard to this matter. Mr. Linkous stated he had been.

Mrs. Burchett inquired about the severity of the leak and Mr. Linkous stated this is common. It is minimal effort if there is no other contamination of the property.

Mr. Sweet advised correspondence had been sent to the Town of Pulaski requesting they do a better job delineating their responsibilities with refuse collection and convenience centers and communicating this information with the public.

Mr. Burchett asked what the PSA Board could do to help boost its employee morale while these things are going on between the Town and the PSA as it is of the utmost importance to make sure they feel appreciated. She reminded those present that the town of Pulaski used our services for over forty (40) years with seldom problems.


Mr. Swanson stated that he wants the employees to know that they are doing a good job and if this cease and assist letter does not change the behavior of the town something else will need to take place.

11. Adjournment

A. Adjournment

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board adjourned their February 14, 2023, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Mr. Hale, Mrs. Burchett, Mrs. Coake. Absent: Mr. Swanson, Mr. Setliff.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, March 14, 2023, 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

