

At a meeting of the Public Service Authority Board of Directors held on Tuesday, May 14, 2024, at 9:00 a.m. in the EOC/IT Training Room, 89 Commerce Street, S.W., Maple Shade Plaza, 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 L. Linkous, Executive Director; Josh Tolbert, Deputy Director; Tracy Belcher, Assistant Finance Director; Sarah Lopez, PSA Collections Specialist 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

Five (5) Board members were present.

## 2. Presentations and Citizens Comments

### A. Presentations and Citizens Comments

Steven Taylor, 4215 Robinson Tract Road, Pulaski, spoke about efforts with a new petition for the proposed waterline project for Robinson Tract/Hylton Village. He also advised of Trinity Baptist Church's vote to set aside \$20,000.00 to assist with potential customers' connection fees.

## 3. Approval of the Agenda

### A. Additions or Changes to the Agenda

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

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

Voting No: None.

## 4. Financial Matters

### A. Financial Report

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board accepted the April 2024 Financial Report as presented.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.  
Voting No: None.

Mrs. Belcher stated three hundred and seventeen (317) letters were sent to delinquent customers on May 13, 2024, to advise unpaid balances must be paid or payment plans created by 4 p.m. on May 31, 2024, or water service will be terminated beginning on June 3, 2024. In addition, she informed penalties and interest on bills since April 25, 2024, have been implemented.

## B. Collections Update

Staff reported the following:

- \$19,000.00 matched with Virginia's Set Off program with \$11,000.00 of that amount finalized
- Payment plans have been entered and tested in MUNIS; those who have missed four (4) payments have been removed with next step to have liens placed on property
- \$112,000.00 has been overcharged and will be written off. (Per the PSA's delinquent account policy adopted June 9, 2020, Beginning July 1, 2020, the PSA will recalculate the Penalty and Interest (PNI) due on all accounts. The maximum PNI charged will be equal to 100% of balance due for services provided (BD). Any PNI balance due over 100% of the BD will be written off by the PSA.)

## 5. Action Items (New Business)

### A. Adoption of FY 2025 Rates, Budget, and Capital Improvement Plan

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adopted the proposed FY 2025 rates for water, sewer and refuse effective July 1, 2024, as advertised below (current and proposed rates).

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.  
Voting No: None.

Note: In all current and proposed water and sewer scenarios below the monthly bill is calculated as follows:

- $\text{Base Rate} + (\text{Gallons Used} \times \text{Usage Rate} \div 1,000)$

## Water

### ▪ **Current (Effective July 1, 2023)**

#### Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.) .....	\$ 13.85
Medium Commercial (50,000 to 100,000 gal/mo.) .....	\$ 81.44
Large Commercial/Industrial (Over 100,000 gal/mo.) .....	\$ 162.90

#### Usage Rate (\$/1,000 gallons):

up to 50,000 gal.....	\$ 6.52
50,000 to 100,000 gal.....	\$ 6.11
over 100,000 gal .....	\$ 5.69

### ▪ **Proposed (Effective July 1, 2024)**

#### Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.) .....	\$ 14.89
Medium Commercial (50,000 to 100,000 gal/mo.) .....	\$ 87.55
Large Commercial/Industrial (Over 100,000 gal/mo.) .....	\$ 175.12

#### Usage Rate (\$/1,000 gallons):

up to 50,000 gal.....	\$ 7.01
50,000 to 100,000 gal.....	\$ 6.57
over 100,000 gal .....	\$ 6.12

## Sewer

### ▪ **Current (Effective July 1, 2023)**

#### Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.) .....	\$ 16.30
Medium Commercial (50,000 to 100,000 gal/mo.) .....	\$ 117.51
Large Commercial/Industrial (Over 100,000 gal/mo.) .....	\$ 244.32

#### Usage Rate (\$/1,000 gallons):

up to 50,000 gal.....	\$ 9.36
50,000 to 100,000 gal .....	\$ 8.97
over 100,000 gal.....	\$ 8.54

### ▪ **Proposed (Effective July 1, 2024)**

#### Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.) .....	\$ 17.52
Medium Commercial (50,000 to 100,000 gal/mo.) .....	\$ 126.32
Large Commercial/Industrial (Over 100,000 gal/mo.) .....	\$ 262.64

#### Usage Rate (\$/1,000 gallons):

up to 50,000 gal.....	\$ 10.06
50,000 to 100,000 gal .....	\$ 9.64
over 100,000 gal.....	\$ 9.18

## Current Connection Fees (Effective July 1, 2022)

### Residential

- Water
  - 1 Connection\* .....\$ 1,000.00
  - 2 – 10 Connections\*\* .....\$ 600.00
  - 11 – 19 Connections\*\* .....\$ 500.00
  - 20 or more Connections\*\* .....\$ 400.00
- Sewer
  - 1 Connection\* .....\$ 1,200.00
  - 2 – 10 Connections\*\* .....\$ 800.00
  - 11 – 19 Connections\*\* .....\$ 700.00
  - 20 or more Connections\*\* .....\$ 600.00

\* Single Residential Connection Includes Appurtenances

\*\* Developer Provides and Installs Appurtenances with Multi-Connection Rate

Water connection appurtenances include: tap into main line, service line from main to meter, corporation stop, meter box, meter setter, meter, service line stub out and meter lid. Water connection fees only apply where a PSA line is directly adjacent to the meter location. Water line extensions, rock removal, creek crossings, road borings over 30 ft. in length or other unusual costs are added to the above fee.

Sewer connections include: tap into main line, service lateral from main to property line and/or right of way, and cleanout. Sewer line extensions, rock removal, creek crossings, road crossings, or other unusual costs are added to the above fee.

### Commercial

Water .....	\$2,400.00
Sewer .....	\$2,400.00

## Proposed Connection Fees (Effective July 1, 2024) – NO CHANGE

### Residential

- Water
  - 1 Connection\* .....\$ 1,000.00
  - 2 – 10 Connections\*\* .....\$ 600.00
  - 11 – 19 Connections\*\* .....\$ 500.00
  - 20 or more Connections\*\* .....\$ 400.00
- Sewer
  - 1 Connection\* .....\$ 1,200.00
  - 2 – 10 Connections\*\* .....\$ 800.00
  - 11 – 19 Connections\*\* .....\$ 700.00
  - 20 or more Connections\*\* .....\$ 600.00

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Water connection appurtenances include: tap into main line, service line from main to meter, corporation stop, meter box, meter setter, meter, service line stub out and meter lid. Water connection fees only apply where a PSA line is directly adjacent to the meter location. Water line extensions, rock removal, creek crossings, road borings over 30 ft. in length or other unusual costs are added to the above fee.

Sewer connections include: tap into main line, service lateral from main to property line and/or right of way, and cleanout. Sewer line extensions, rock removal, creek crossings, road crossings, or other unusual costs are added to the above fee.

#### Commercial

Water .....	\$2,400.00
Sewer .....	\$2,400.00

#### Current PSA Refuse Rates (Effective July 1, 2023)

##### • Basic Services

#### Residential

▪ Standard .....	\$ 21.00
▪ Low Volume.....	\$ 13.65

#### Commercial

▪ Barrel	
• Standard (2 Barrels).....	\$ 23.10
• Additional, ea. ....	\$ 2.10
▪ Dumpster (6 Yard Container)	
• Rent, per month .....	\$ 18.90
• Haul, ea.....	\$ 31.50
▪ Roll-off (30 Yard Container)	
• Rent, per month .....	\$ 84.00
• Haul, ea.....	\$ 89.25
• Tipping Fee, per ton	
○ Up to 500 ton .....	\$38.85
○ 500 to 2,000 ton.....	\$34.65
○ over 2,000 ton.....	\$30.45
▪ Special Services	

#### Residential

▪ Brush/Debris	
• Small Load (One Grapple).....	Free
• Additional Grapple(s), ea.....	\$ 31.50
• Full Truck, ea. ....	\$ 210.00
▪ Roll-off (30 Yard Container)	
• Each use.....	472.50

## Commercial

- Boom Truck
  - Haul, ea.....\$ 94.50
  - Tipping Fee, per ton .....\$ 38.85
- Compactor
  - Rent (30 Yard Container), per month.....\$ 315.00
  - Rent (40 Yard Container), per month.....\$ 367.50
  - Haul, ea.....\$ 89.25
  - Tipping Fee, per ton
    - up to 500 ton .....\$38.85
    - 500 to 2,000 ton .....\$34.65
    - over 2,000 ton .....\$30.45
- Special Event
  - Truck, per hour.....\$ 131.25

## **Proposed PSA Refuse Rates (Effective July 1, 2024)**

- **Basic Services**

### Residential

- Standard .....\$ 23.00
- Low Volume.....\$ 15.00

### Commercial

- Barrel
  - Standard (2 Barrels).....\$ 25.00
  - Additional, ea. ....\$ 5.00
- Dumpster (6 Yard Container)
  - Rent, per month .....\$ 25.00
  - Haul, ea.....\$ 35.00
- Roll-off (30 Yard Container)
  - Rent, per month .....\$ 95.00
  - Haul, ea.....\$ 100.00
  - Tipping Fee, per ton
    - Up to 500 ton .....\$42.00
    - 500 to 2,000 ton.....\$38.00
    - over 2,000 ton.....\$33.00
- **Special Services**

### Residential

- Brush/Debris
  - Small Load (One Grapple).....Free
  - Additional Grapple(s), ea.....\$ 34.00
  - Full Truck, ea. .... \$ 230.00
- Roll-off (30 Yard Container)
  - Each use.....Discontinue this Option

Commercial

- Boom Truck
  - Haul, ea.....\$ 100.00
  - Tipping Fee, per ton .....\$ 42.00
- Compactor
  - Rent (30 Yard Container), per month.....\$ 350.00
  - Rent (40 Yard Container), per month.....\$ 400.00
  - Haul, ea.....\$ 100.00
  - Tipping Fee, per ton
    - up to 500 ton.....\$42.00
    - 500 to 2,000 ton .....\$38.00
    - over 2,000 ton .....\$33.00
- Special Event
  - Truck, per hour .....\$ 150.00

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board approved the FY 2024-2025 Capital Improvement Plan of \$696,000.00.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.  
Voting No: None.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved the proposed FY 2024-2025 Budget as advertised.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.  
Voting No: None.

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board adopted the Resolution Adopting the Budget for the Pulaski County Public Service Authority for the Fiscal Year July 1, 2024, Through June 30, 2025, Appropriating Funds for All Contemplated Expenses for the Authority.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.  
Voting No: None.

**RESOLUTION ADOPTING THE BUDGET FOR THE PULASKI COUNTY PUBLIC  
SERVICE AUTHORITY (AUTHORITY) FOR THE FISCAL YEAR JULY 1, 2024  
THROUGH JUNE 30, 2025 APPROPRIATING FUNDS FOR ALL CONTEMPLATED  
EXPENSES FOR THE AUTHORITY**

**WHEREAS**, the Pulaski County Public Service Authority Board has prepared budgets for this Authority setting forth the contemplated expenditures and revenues as well as the aggregate amount to be appropriated for the next Fiscal Year; and,

**WHEREAS**, the Authority has established and approved utility rates sufficient to meet the expenditure requirements of this budget for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025;

**NOW, THEREFORE BE IT RESOLVED AND ENACTED** by the Authority, after due notice and mature consideration of the said budget, that the attached budget shall be and is hereby adopted as the budget of the Pulaski County Public Service Authority for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

**PUBLIC SERVICE AUTHORITY FUND:**

A total sum of \$10,629,104 is hereby appropriated. Said funds are to be expended as follows:

Residential Refuse	\$2,191,895
Convenience Centers	332,810
Commercial Refuse	520,465
Roll-off Refuse	1,020,270
PSA Administration	1,163,753
Construction Administration	44,510
Street Lights	9,000
Lakewood Estates Water	520
Water Service	832,349
Water Treatment Plant	1,745,561
Sewer Collection	489,559
Sewer Treatment	891,869
Capital Reserves	0
Transfer to PSA Capital Fund	696,000
Debt Service	690,543

**TOTAL PUBLIC SERVICE AUTHORITY FUND** **\$10,629,104**

**PUBLIC SERVICE AUTHORITY CAPITAL FUND:**

A total sum of \$696,000 is hereby appropriated. Said funds are to be expended as follows:

Residential Refuse	316,000
Commercial Refuse	0
PSA Administration	0
Water Services	325,000
Water Treatment Plant	55,000
Sewer Collection	0

**TOTAL PUBLIC SERVICE AUTHORITY CAPITAL FUND:  
\$696,000**

**TOTAL PUBLIC SERVICE AUTHORITY ALL FUNDS:  
\$11,325,104**

***This RESOLUTION is adopted the 14 day of May, 2024, in the County of Pulaski, Virginia, by the Pulaski County Public Service Authority Board and shall be effective July 1, 2024.***

**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 April were reviewed by the Board.

**B. FSA Activity Report**

The April Fairlawn Sewer Authority (FSA) Activity Report was reviewed by the Board.

**C. Staff To Do List:**

The following updates were provided on the following Staff To Do List items:

A. Facilities for Refuse Employees

No report.

B. Draper/Claytor Lake Convenience Center

Will meet with designer on May 15, 2024.

C. Brookmont Water System Disinfection By-Products

No report.

D. Improvements to Fairlawn Convenience Center

Working on electricity to attendant's area and gates and purchase of cameras. Final step will be paving. Containers in service. Anticipated completion date: July 1, 2024.

E. Community Water Projects

Signed contracts; moving forward with design.

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

No report.

G. Write Off Standard Operating Procedures

Ongoing.

H. Snowville Convenience Center (Desire for/Site Location)

Ongoing.

I. Robinson Tract/Hylton Village Water Project

Staff provided a detailed update in response to comment made during Presentations and Citizens Comments.

## 8. Other Matters from the Directors

### A. Updates Requested by Board Members

There were no updates.

### 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. - H.):

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

Voting No: None.

### A. Minutes of May 7, 2024, Public Service Authority Board of Directors Budget Public Hearing

The Board approved the minutes of the May 7, 2024, Public Service Authority Public Hearing.

### B. Minutes of April 9, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the April 9, 2024, Public Service Authority Board of Directors Meeting.

### C. Balance Due Report

The Balance Due Report is not available.

### D. Budget Adjustment

There were no budget adjustments submitted for consideration.

#### E. Billing Adjustments

The Billing Adjustments were not available.

#### F. Accounts Payable

The Board Accounts Payable for checks numbered # 49242-49359.

#### G. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of April 2024, the electronic version of which is filed in the May 14, 2024, BoardDocs agenda.

#### 10. Informational Items

##### A. Letters to Haulers

The Board reviewed the letters sent to private haulers.

#### 11. Adjournment


##### A. Adjournment

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board adjourned their May 14, 2024, 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.

Voting No: None.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, June 11, 2024, at 9 a.m. in the EOC/IT Training Room, 89 Commerce Street, S.W., Maple Shade Plaza, in the Town of Pulaski, Virginia.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary

