

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
September 12, 2017

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, September 12, 2017, 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: Dr. Doug Warren, Chairman; Mr. Dave Dean, Vice - Chairman; Mr. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Ronnie Nichols, Deputy Director; Jonathan D. Sweet, County Administrator; Karen Thompson, Assistant County Administrator, Management Services; Diane Newby, Finance Director; Debra Boyd, Public Service Authority, Accounts Payable/Collections Clerk, Natasha Grubb, Clerk to Board and Ashley Edmonds, Deputy Clerk.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:03 a.m.

A. Confirmation of A Quorum

All 5 (five) Board members were present.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

Mr. Linkous announced a change to the order of the agenda with Presentations and Citizens Comments, including a presentation by Gay & Neel regarding plans for utilities for the new Pulaski County Consolidated Middle School Project to be followed by an Executive Session. Addition of items from Executive Session were added to Action Items (New Business) as instructed.

The Board voted in the affirmative by consensus to accept the changes to the agenda.

3. Presentations and Citizens Comments

A. Presentation by Gay & Neel Regarding Plans for Utilities for New Pulaski County Consolidated Middle School Project

Mr. Trevor Kimzey, P.E., Director of Engineering, Gay & Neel, Inc., via Skype and conference call, presented information regarding utilities for the New Pulaski County Consolidated Middle School Project. Mr. Kimzey also answered questions submitted by the Board.

B. Citizens Comments

There were no citizen comments.

4. Executive Session

A. Enter Into Executive Session

On a motion by Mrs. Burchett, second by Dr. Streff and carried, the Public Service Authority Board of Directors entered into closed session for the discussion of the following: (Staff attending: Mr. Linkous, Executive Director, Public Service Authority; Mr. Nichols, Deputy Director and Mr. Sweet, County Administrator)

Pursuant to Virginia Code Section 2.2-3711(A) 1 discussion and consideration of employment, assignment,

appointment, promotion, performance, demotion, salaries, discipline, or resignation of public officers, appointees or employees regarding:

- Water and Sewer Personnel

Pursuant to Virginia Code Section 2.2-3711(A) 7 consultation with legal counsels and briefings by staff for discussion of specific legal matters and legal subjects to probable litigation regarding:

- Proposed Changes to Current Cost Structure for James Hardie

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

B. Return to Open Session

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

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

C. Certification of Executive Session

On a motion by Mrs. Burchett, second by Dr. Streff 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. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

5. Financial Matters

A. Financial Report

Mrs. Newby provided the Financial Report. There were no questions by the Board.

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.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

B. Collections Update

Mrs. Boyd announced the Set Off Debt program is almost complete for this year with a total collection of \$16,622.95. She advised that efforts continue with collection of delinquent accounts, i.e., payment

arrangement, pay off.

C. One Call Report

Mr. Linkous reviewed the One Call Report and the process taken for cut-off and the associated fees. Ms. Anita Burris, Customer Service Supervisor, PSA Billing Office, remarked on the helpfulness of the One Call Service, as she has observed an increase in payments of past due accounts by those who receive the notification. Mr. Setliff and Mrs. Burchett remarked on the benefit of the One Call Service.

6. Action Items (Old Business)

There were no action items regarding old business.

7. Action Items (New Business)

A. Appointment

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board recommended Mr. Linkous for appointment by the Board of Supervisors as an alternate representative to the Peppers Ferry Regional Wastewater Authority.

Voting Yes: Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

Abstain: Mr. Setliff

B. Water and Sewer Personnel Changes

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board approved the addition of a Water Sewer Service Technician.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

8. Reports from Executive Director and Staff

A. Operational Reports: Convenience Centers 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 as presented in the September 12, 2017, BoardDocs agenda.

Mrs. Thompson commented on the Renew the New project and its impact on refuse collection.

B. Staff to Do List

The following updates were provided on the following staff to do list items:

A. Skyview Phase 3 (Community Sewers Project)

Please see the report given under #11. Informational Items, A. Community Sewers Project, for further information.

B. Drop Site on the South Side of Claytor Lake

No report given.

C. Covered Water Meter Ordinance

No report given.

D. Draper Area Wythe County Sewer/PSA Connection

No report given.

E. Water Meter Replacement

No report given.

F. Water Master Plan

No report given.

G. Lakewood Estates

No report given.

H. Facilities for Refuse Employees

No report given.

I. Pulaski Convenience Center Relocation

Dr. Streff inquired if there had been any communication with the Town of Pulaski regarding the Honeywell site. Mr. Linkous advised there were no new updates.

J. Brookmont Water System Disinfection By-Products

No report given.

K. Improvements to Fairlawn Convenience Center

Mr. Linkous reviewed the schematic of the improvements to the Fairlawn Convenience Center with the Board. Mr. Setliff inquired about the timing of the beginning of work on the project. Mr. Nichols stated there were a couple of projects ahead of this; however, staff hopes to start later this fall.

L. Write Off Accounts Consideration

No report given.

9. Other Matters from the Directors

Mr. Setliff discussed the \$50,000 Pulaski County Sewerage Authority (PCSA) maintenance (labor) costs to be paid to the PSA this fiscal year.

Prior to leaving Mrs. Burchett commended Mr. Setliff for his superb job at the Pulaski County Sewerage Authority (PCSA) public hearing.

10. Items of Consent

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board reviewed and approved by consensus (all in the affirmative, with the absence of Mrs. Burchett, as she had to leave due to commitment) the following items of consent:

A. Minutes of Previous Meeting

The minutes of the August 8, 2017, regular meeting, were reviewed and approved by the Board.

B. Balance Due Report

The balance due report was approved as presented in the September 12, 2017, meeting agenda in BoardDocs.

C. Budget Adjustments

Budget adjustment #2018-01 was reviewed and approved by the Board.

D. Billing Adjustments

The billing adjustments were approved as listed in the September 12, 2017, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #8015686 -8015829.

F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of August 2017, an electronic version of which is filed in the September 12, 2017, BoardDocs agenda.

11. Informational Items

A. Community Sewers Project

Mr. Linkous discussed the Resolution of Governing Body for the Pulaski County Public Service Authority and explained what changes have transpired overtime. Mr. Linkous would be authorized to sign these documents as the Public Service Authority Executive Director on behalf of Pulaski County Public Service Authority.

B. Notice of Violation - Eagleview Mobile Home Park

Dr. Streff suggested working towards providing regular and clear communication to our citizens regarding water service, and potentially using FaceBook or local University Public Relations students to help communicate on behalf of the Public Service Authority (PSA).

12. Adjournment

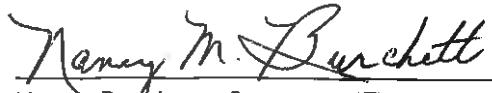
A. Adjournment

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board adjourned their September 12, 2017, regular meeting. The Board voted by consensus in the affirmative (Absent: Mrs. Burchett) to adjourn.

The October regular meeting of the Public Service Authority will be held on Tuesday, October 10, 2017, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.



Douglas D. Warren, PhD, Chairman


Nancy Burchett, Secretary/Treasurer