

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
February 13, 2018

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, February 13, 2018 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 and Dr. Fritz Streff. Absent: Mrs. Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Ronnie Nichols, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance Director; Debra Boyd, Accounts Payable and Collections Clerk and Natasha Grubb, Clerk to Board.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:02 a.m.

There was a moment of silence in remembrance of Dianne Dripps, employee, with the Pulaski County Information Technology Department.

A. Confirmation of A Quorum

Four (4) Board members were present. Due to a recent surgery, Mrs. Burchett was absent.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion duly made, second by Mr. Dean and carried, the Board approved the agenda as presented and accepted by consensus voted in the affirmative (Absent: Mrs. Burchett).

3. Presentations and Citizens Comments

B. Citizens Comments

There were no citizen comments.

4. Financial Matters

A. Financial Report

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

On a motion by Mr. Streff, second by Mr. Setliff and carried, the Board reviewed and accepted by consensus in the affirmative (Absent: Mrs. Burchett) the Financial Report.

B. Collections Update

Mrs. Boyd announced the Set Off Debt was submitted to the Commonwealth of Virginia on January 14, 2018, with a total of 1,304 records. Thirty-five (35) records will have a refund from the State to be applied to delinquent accounts.

C. One Call Report

Mr. Linkous reviewed the One Call Report. There were no questions.

5. Action Items (New Business)

A. Peppers Ferry Regional Wastewater Treatment Authority Lease

Mr. Linkous reviewed staff's recommendation to formally request consideration by the Peppers Ferry Regional Wastewater Treatment Authority (PFRWTA) Board to modify the current lease agreement for the Fairlawn Convenience Center property. The additional area would improve brush collection at the site and better manage

stormwater runoff. The total acreage would be determined by a formal survey and site design. The request would be for a boundary adjustment with no additional financial charges by the PFRWTA. All survey and recording costs would be covered by the PSA, as well as design and construction.

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board approved to modify the current lease agreement for the Fairlawn Convenience Center.

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

Voting No: None.

Absent: Mrs. Burchett.

B. Banking Signatories

Mrs. Newby discussed the need for current banking signatories to be updated on the Pulaski Service Authority (PSA) checking and investment accounts at National Bank, and the PSA checking accounts at Union Bank and SunTrust. Staff recommends the PSA Board of Directors approve two (2) Board members and the Executive Director and/or County Administrator to sign checks and the Finance Director to have full access to the PSA accounts at National Bank, Union Bank and SunTrust.

Dr. Warren stressed the importance of Mr. Linkous and Mr. Sweet signing the signature cards, if one is unavailable, the other can step in. Dr. Warren recommended for Mr. Linkous, Executive Director, PSA, Mr. Sweet, County Administrator, Dr. Warren, Chairman, and Mrs. Burchett, Treasurer, to sign the signature cards at National Bank, Union Bank and SunTrust.

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board approved Mr. Linkous, Director of the Board, Mr. Sweet, County Administrator, Dr. Warren, Chairman and Mrs. Burchett, Treasurer sign the signature cards at National Bank, Union Bank and SunTrust.

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

Voting No: None.

Absent: Mrs. Burchett.

Dr. Warren recommended to authorize Mrs. Newby, Finance Director, have full access to the PSA accounts located at National Bank, Union Bank and SunTrust Bank to ensure Mrs. Newby is fully capable to complete banking transactions for PSA.

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board approved to authorize Mrs. Newby, Finance Director, have full access to the PSA accounts located at National Bank, Union Bank and SunTrust to ensure Mrs. Newby is fully capable to complete the banking transactions of PSA.

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

Voting No: None.

Absent: Mrs. Burchett.

6. Action Items (Old Business)

There were no action items regarding old business.

7. 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 February 13, 2018, BoardDocs agenda.

There were no questions.

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)

Project is out to bid; pre-bid meeting will be held February 15, 2018, at 10:00 a.m. and the bid opening will be held March 7, 2018, at 10:00 a.m. Staff anticipate project starting 60-90 days after receiving the bids.

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. Facilities for Refuse Employees

No report given.

H. Pulaski Convenience Center Relocation

Mr. Pedigo, Town of Pulaski Engineer, is awaiting a response regarding additional acreage.

I. Brookmont Water System Disinfection By-Products

No report given.

K. Improvements to Fairlawn Convenience Center

No report given.

L. Write off Accounts Consideration

No report given.

8. Other Matters from the Directors

Mr. Dean questioned if bond monies had been allotted for the utilities regarding the Consolidated Middle School. Mr. Linkous informed the Board that information was presented to the engineers working with the School, to provide a gravity collection system to allow for increased capacities and the possibilities for additional expansion in the future at relatively the same cost. Mr. Linkous advised if the school moves forward with the option presented, PSA could manage the project and assist to extend.

Mr. Dean inquired if the County and Town of Pulaski work together to bring water to specific locations. Mr. Linkous stated there were areas both the County and Town work together, however the challenge with this project is demand. If the plans presented have enough usage, it could open up for development and opportunities to combine the Town of Pulaski and PSA to help serve customers.

Mr. Sweet reported \$859,000 was budgeted by way of resolution and put forth in a request to the Board of Supervisors for \$45.7 million to construct the school to include utilities and sewer extension. The Board of Supervisors analysis of the cost proposal determined it was not enough funding. The Board of Supervisors added an additional \$1.3 million more to cover cost of bond issuance, the remainder would be applied for utility upgrade.

Dr. Streff reported on an agenda item for the Planning Commission Meeting on February 13, 2018, for a specific proposal to review the area in question, regarding Planned Unit Development (PUD) which is fairly complex with high and medium residential density. Dr. Steff asked Mr. Linkous if the system can manage what is being requested in the Planned Unit Development (PUD).

Mr. Linkous explained the difficulty in sizing a pump station that is expandable, can absorb a large growth area and try to limit pump station in areas for high potential of growth with gravity as much as possible. The main can collect millions of gallons a day and exceeds what is currently sent to Peppers Ferry. It is a great potential of growth with a small area for future extension to serve those with water.

Mr. Sweet expressed the importance of communicating with Administration to ensure Pulaski Service Authority (PSA) and the Board of Supervisors (BOS) are investing correctly the first time.

9. Items of Consent

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board reviewed and approved by consensus in the affirmative (Absent: Mrs. Burchett) the following items of consent:

A. Minutes of Previous Meeting

The minutes of the December 12, 2017, and January 9, 2018, regular meeting, were approved by the Board at the February 13, 2018, meeting.

B. Balance Due Report

The balance due report was approved as presented in the February 13, 2018, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustments for the month of February 2018.

D. Billing Adjustments

The billing adjustments were approved as listed in the February 13, 2018, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #8016342-8016470.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of January 2018, an electronic version of which is filed in the February 13, 2018, BoardDocs agenda.

10. Informational Items

There were no informational items.

Mr. John Robertson, Jr. spoke regarding his concerns about being charged interest and penalty without notification over the last four (4) years. Dr. Warren advised Mr. Robertson to consult with staff to resolve the issue. If the issue cannot be resolved administratively, staff will bring back to the PSA Board of Directors.

11. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board adjourned their February 13, 2018, regular meeting. The Board voted by consensus in the affirmative (Absent: Mrs. Burchett) to conclude the meeting.

The March regular meeting of the Public Service Authority will be held on Tuesday, March 13, 2018, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

3/9/2018

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Douglas D. Warren, DED, Chairman



Nancy Burchett, Secretary/Treasurer