

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
October 9, 2018

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, October 9, 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; Dr. Fritz Streff, and Mrs. Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Ronnie Nichols, Deputy Director; Jonathan Sweet, County Administrator; and Natasha Grubb, Clerk to Board.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:01 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

B. Moment of Silence in remembrance - Douglas Spence

A moment of silence was observed in remembrance of Mr. Douglas Spence, Veteran and former Public Service Authority (PSA) employee, who passed away on October 6, 2018.

C. Introduction of Rhonda Nottingham, PSA Payroll Supervisor

Mr. Linkous introduced Rhonda Nottingham, PSA Payroll Supervisor, to the Board.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

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

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentation or citizens comments.

4. Financial Matters

A. Financial Report

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board reviewed and accepted by consensus in the affirmative the Financial Report.

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

Voting No: None.

B. Collections Update

Mr. Linkous provided the collections update. There were no questions.

C. One Call Report

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

5. Action Items (New Business)

There were no action items regarding new business.

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 October 9, 2018, BoardDocs agenda.

B. Revised Memorandum of Understanding between the Board of Supervisors and PSA

Mr. Linkous advised there was never an official Memorandum of Understanding (MOU) in writing between the Board of Supervisors and the Public Service Authority for Vehicle and Radio Equipment Maintenance and Shared Fueling. Staff recommends approval of the MOU and authorization for Mr. Linkous to sign.

On a motion by Mrs. Burchett, second by Dr. Streff and carried, the Board authorized approval for the MOU and authorize Mr. Linkous to sign the Memorandum of Understanding between the Board of Supervisors and the Public Service Authority for Vehicle and Radio Equipment Maintenance and Shared Fueling.

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

Voting No: None.

C. New Trailer for PSA Water Department

Mr. Nichols shared photographs of the newly purchased trailer for the PSA Water Department.

D. Photographs of Fuel Truck

Mr. Nichols reviewed the invoice and photographs of the Fuel Truck purchased from the New River Valley Airport Commission for \$6,000.

E. Dublin Convenience Center

Mr. Nichols acknowledged a group of volunteers from Pulaski Church of God helped citizens unload debris, brush and recycling at the Dublin Convenience Center on Saturday, October 6, 2018.

Dr. Warren requested staff contact Pulaski Church of God and inform them of the Board's appreciation and gratitude for their service.

F. Purchase of Additional Roll off Containers

Mr. Nichols advised the demand for roll-offs has increased significantly over the last few months. It is not uncommon to have 5 to 8 people waiting for roll-off service and there is a need for additional containers to keep up with demand. The cost associated with the purchase is \$46,000. There is \$36,000 in savings from workman's compensation insurance premiums and \$19,000 left over from the purchase of the two garbage trucks and the trailer for the Water Department. Staff would respectfully request the use of these funds to purchase (1) one additional 30 yard roll-off containers.

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board authorized purchasing (1) one additional 30 yard roll off containers.

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

Voting No: None.

There was discussion regarding the Board's interest in providing employment to "trustees" who are on probation to provide stabilization and assist with their transition as they return to society. The positions for employment will be PSA refuse, public works and sanitation.

G. Staff to Do List

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

A. Skyview Phase 3 (Community Sewers Project)

The construction and testing of the new sewer installed on Hubbard Way has been completed. Notices to property owners of the ability to connect to the new sewer will be mailed on Wednesday, October 24, 2018. Sewer construction in the Fair Acres subdivision has been completed and property restoration/testing is underway. The Collier Street pump station work is ongoing.

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

No report given.

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. Setliff reported the Pulaski County Sewage Authority (PCSA) will advertise its Request for Quotes for Financial Service Provider in The Southwest Times, Roanoke Times and The Patriot on Sunday, October 14, 2018, and Sunday, October 21, 2018.

9. Items of Consent

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board reviewed and approved by consensus in the affirmative the following items of consent:

A. Minutes of Previous Meeting

The minutes of September 11, 2018, regular meeting, were approved by the Board at the October 9, 2018, meeting.

B. Balance Due Report

The balance due report was approved as presented in the October 9, 2018, meeting agenda in BoardDocs.

C. Budget Adjustments

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

D. Billing Adjustments

The billing adjustments were approved as listed in the October 9, 2018, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #8017425-8017556.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of September 2018, an electronic version of which is filed in the October 9, 2018, BoardDocs agenda.

10. Informational Items

A. Fair Acres Sewer Project

Mr. Linkous received a complaint from Ms. Caldwell, resident of the Fair Acres Subdivision, regarding her failing septic. Ms. Caldwell is ready to be connected to the sewer and has paid her connection fee.

Dr. Warren and Mr. Setliff thanked Mr. Linkous and staff for their diligence in addressing Ms. Caldwell's need.

B. River Front Sewer (Rte. 114 Viscoe Road to Bridge)

Mr. Linkous reviewed the survey mailed to citizens in the Viscoe road/River Front Drive and south of Peppers Ferry road regarding the possibility of the PSA providing sanitary sewer service. The locations will qualify as low moderate income (LMI) and funding should be available with grants and Community Development Block Grant (CDBG) funding. If the citizens are in favor of public sewer to their property and willing to grant an easement for public sewer service in their community, approximately 60 new customers will be added.

11. Adjournment

A. Adjournment

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board adjourned their October 9, 2018, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The November regular meeting of the Public Service Authority will be held on Tuesday, November 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.



Douglas D. Warren, DED, Chairman



Nancy Burchett, Secretary/Treasurer