

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING  
November 13, 2018

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

Staff members present included: Jared Linkous, Executive Director; Ronnie Nichols, Deputy 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 9:01 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

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

Ms. Linda Tate, Wythe County resident, approached the Board regarding 3373 Honaker Road in Draper, Virginia which she and her siblings inherited from their mother Oleta Gravely. The account associated with 3373 Honaker Road is currently delinquent in the amount of \$54,975.70. Ms. Tate requested the Board waive the compound interest which has accumulated for non-user water and garbage fees. Ms. Tate is proposing to pay approximately \$28,256.88 for water, garbage and non-user fees.

The Public Service Authority (PSA) Board of Directors agreed to offer Ms. Tate amnesty, and remove penalties and half the interest due. By instituting this amnesty, the remaining balance to Public Service Authority (PSA) is \$28,256.88. The balance must be paid by November 26, 2018.

The Board requested three (3) certified letters be sent to Ms. Tate's at her home, business and the account address. In addition Ms. Tate was presented a service application for completion: This application provides the PSA with the current contact information and will ensure all future billing is sent to Ms. Tate's attention.

The Public Service Authority (PSA) Board of Directors, stated its expectations that all future bills for the account must remain current. The Board asked if Ms. Tate understood all of the terms and Ms. Tate summarized the terms of amnesty and her responsibilities.

4. Executive Session

A. Enter Into Closed Session

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Public Service Authority Board of Directors entered into executive session for the discussion for the following: (Staff attending Mr. Linkous, Executive Director)

Property Acquisition and Disposition - Pursuant to Virginia Code Section 2.2-3711(A) 3 discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body:

- Thornsprings Golf Course

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

Voting No: None.

## B. Return to Open Session

On a motion by Mrs. Burchett, second by Mr. Dean 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 Mr. Setliff, second by Mr. Dean 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 the provision of the Virginia Freedom of Information Act.

WHEREAS, Section 2.2-3371(A) of the Code of Virginia requires a certification by the Public Service 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 applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

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

Voting No: None.

## 5. Financial Matters

### A. Financial Report

Mr. Linkous provided the financial report. There were no questions.

### B. Collections Update

Mrs. Boyd provided the collections update. Mrs. Boyd noted Mr. Sam Campbell, attorney, verified there are at least 3 (three) other fairly large delinquent accounts similar to Ms. Tate's.

### C. Delinquency Report

The delinquency report was presented with no questions from the Board.

### D. One Call Report

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

## 6. Action Items (New Business)

There were no action items regarding new business.

## 7. Action Items (Old Business)

There were no action items regarding old business.

## 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 November 13, 2018, BoardDocs agenda.

## 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)

No report given.

### 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

Staff continues to search for funding to proceed with the Pulaski Convenience Center relocation. As requested by the Board, staff is obtaining information from the New River Resource Authority's (NRRA) reports on PDR funds.

### 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.

## 9. Other Matters from the Directors

### A. Privatizing Trash Service

Mr. Setliff presented an article posted in [The Roanoke Times](#) regarding the Town of Christiansburg's advertisement for privatization of trash service.

## 10. 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 October 9, 2018, regular meeting, were approved by the Board at the November 13, 2018, meeting.

## B. Balance Due Report

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

## C. Budget Adjustments

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

## D. Billing Adjustments

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

## E. Accounts Payable

The Board ratified accounts payable for checks numbered #8017557-8017703.

## F. Personnel Changes

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

## 11. Informational Items

### A. River Front Sewer (Route 114 Viscoe Road to Bridge)

A letter/survey was mailed to citizens on Viscoe Road/River Front Drive and South of Peppers Ferry Road regarding the possibility of Public Service Authority (PSA) providing sanitary sewer service. Citizens were asked to return the survey indicating whether in favor of or, opposition to, public sewer service to their property. The Public Service Authority (PSA) policy has typically required 60% of the population surveyed to be in favor of public sewer. There were 57 survey inquires mailed to citizens, 32 responded and 21 of the respondents were in favor. Based on the responses received, only 36% of the total 57 surveyed were in favor of sanitary sewer service provided by the Public Service Authority (PSA). Based upon typical practices, these results would not warrant further study to provide sanitary sewer to the area at this time.

The Board requested Viscoe Road/River Front Drive and South of Peppers Ferry Road be included in the water and sewer master plan as a potential project.

Mr. Linkous encouraged the Board to inform staff if there is a better way to collect and gather information for surveys in the future.

### B. PSA Cash Balances

Mr. Linkous discussed the Skyview Phase 3 (Community Sewers) project will close before the end of the fiscal year. The project is 80% complete and should receive reimbursement from Rural Development prior to the end of the fiscal year. The Board allowed staff to proceed using cash reserves to finish funding the project and staff will return the funds to Public Service Authority (PSA) investment accounts when reimbursement is received.

### C. Norma Spence

Mrs. Norma Spence wanted to thank the Public Service Authority Board for the beautiful flowers sent in memory of her husband, Mr. Douglas Spence.

## 12. Adjournment

### A. Adjournment

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board adjourned their November 13, 2018, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The December regular meeting of the Public Service Authority will be held on Tuesday, December 11, 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