

**PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING**  
**January 8, 2019**

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, January 8, 2019, 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; 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 9:03 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**

- 4. (Financial Report) C. Delinquency Report
- 7. (Reports from Executive Director and Staff) B. Robinson, Farmer, Cox Associates
- 7. (Reports from Executive Director and Staff) C. Pulaski County Sewerage Authority
- 7. (Reports from Executive Director and Staff) F. Staff To Do List, Items A. Skyview Phase 3 (Community Sewers Project),  
H. Pulaski Convenience Center Relocation and K. Improvements to Fairlawn Convenience Center
- 9. (Items of Consent) B. Balance Due Report
- 10. (Informational Items) A. 2019 Holiday Schedule

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board accepted the additions of 4. (Financial Report) C. Delinquency Report, 7. (Reports from Executive Director and Staff) B. Robinson, Farmer, Cox Associates, 7. (Reports from Executive Director and Staff) C. Pulaski County Sewerage Authority, 7. (Reports from Executive Director and Staff) F. Staff To Do List, Items A. Skyview Phase 3 (Community Sewers Project), H. Pulaski Convenience and K. Improvements to Fairlawn Convenience Center, 9. (Items of Consent) B. Balance Due Report and 10. (Informational Items) A. 2019 Holiday Schedule.

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

Voting No: None.

**3. Presentations and Citizens Comments**

**A. Presentations and Citizens Comments**

Mrs. Brenda Blackburn, resident of Ruebush Road, Dublin, thanked the Board for their professionalism, compassion and willingness to help county citizens. In expressing her appreciation, Mrs. Blackburn read a scripture to the Board regarding good works.

Dr. Warren thanked Mrs. Blackburn for her kind remarks.

**4. Financial Matters**

**A. Financial Report**

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

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board reviewed and accepted the Financial Report by consensus in the affirmative.

**B. Collections Update**

Mrs. Boyd noted 2018 had been the best year for the Set Off Debt Program with a total of \$39,765.48 collected.

Dr. Warren commended Ms. Boyd for her continued efforts in the collection of delinquent accounts.

Mrs. Burchett inquired how many delinquent accounts would be sent to the Set Off Debt Program in January 2019.

Mrs. Boyd will provide the number of delinquent accounts at the February 12, 2019, meeting.

#### C. Delinquency Report

The Board reviewed the Delinquency report. There were no questions.

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board reviewed and accepted the Delinquency Report by consensus in the affirmative.

#### D. One Call Report

Mr. Linkous advised the One Call Report was not available for the month of December.

Mr. Setliff remarked Pulaski County Sewerage Authority (PCSA) may be interested using the One Call report and requested staff send him their contact information.

#### 5. Action Items (New Business)

There were no action items regarding new business.

#### 6. Action Items (Old Business)

##### A. Repayment Plan

Mr. Linkous provided information to the Board regarding offering a payment plan to citizens who are delinquent on their Public Service Authority (PSA) garbage, water and sewer bills.

Dr. Streff advised Mr. Linkous to ask other public domains what their policy entails.

Dr. Warren stated the possibility of placing a cap on the amount that would be owed.

Mrs. Burchett advised there should be a one-time write off for delinquent accounts that cannot collect recourse, and requested to have a public hearing.

Mr. Dean requested the policy include a disclaimer that states the Public Service Authority (PSA) Board can make decisions on a case by case basis.

Mr. Dean suggested publishing the names of delinquent account holders and the amount due in the local newspapers.

Mr. Setliff requested Mr. Linkous and/or staff draft a policy and guidelines in writing for the payment plan for the Board to review.

At the Board's request, Mr. Linkous will draft an ordinance or policy based on all the information discussed and include the sale of real estate when a delinquency reaches 25% of the total residential property value (based on land and interest).

#### 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 January 8, 2019, BoardDocs agenda.

##### B. Robinson Farmer Cox Associates

Mr. Linkous provided the audit report for the fiscal year ending June 30, 2018, and letter from Robinson Farmer Cox Associates. A representative from Robinson Farmer Cox Associates will provide an audit presentation at the February 12, 2019, meeting.

##### C. Pulaski County Sewerage Authority

Mr. Linkous advised the Board on the Pulaski County Sewerage Authority's (PCSA) request for assistance with their water billing. Pulaski County Public Service Authority (PSA) will provide the Pulaski County Sewerage Authority (PCSA) with residential and commercial usage numbers. There will be a water meter reading on the 16th of each month. Mrs. Sandra Boyd should have the usage information provided to the Pulaski County Sewerage Authority (PCSA) by the 27th of each month. This change aligns with the joint contract between the Pulaski County Public Service Authority (PSA) and the Pulaski County Sewerage Authority (PCSA).

Mr. Setliff thanked Mr. Linkous and staff for all the work that went into the database for the water billing.

#### D. Activity Report

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

#### E. Pulaski County Middle School Sewer Extension

Mr. Linkous reviewed the minutes from the Pre Bid Conference for the Pulaski County Middle School extension. There were no questions.

#### F. Staff to Do List

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

##### A. Skyview Phase 3 (Community Sewers Project)

Mr. Linkous provided minutes from the progress meetings. Mr. Linkous advised he would continue to submit progress minutes to keep the Board informed on what is occurring.

##### 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. Linkous requested funding from New River Resource Authority (NRRA) for 2019 and the next two (2) fiscal years, and the break down of the Pulaski-Dublin-Radford (PDR) funds for the post care, generated revenue and expenditures spent over the last five (5) years.

##### I. Brookmont Water System Disinfection By-Products

No report given.

##### K. Improvements to Fairlawn Convenience Center

Mr. Linkous requested funding from New River Resource Authority (NRRA) for 2019 and the next two (2) fiscal years, and the break down of the Pulaski-Dublin-Radford (PDR) funds for the post care, revenue and expenditure

over the last five (5) years.

#### L. Write off Accounts Consideration

No report given.

#### 8. Other Matters from the Directors

Mr. Dean expressed his disappointment regarding the potholes and puddles of water throughout the Dublin Convenience Center during the Christmas break.

Mr. Linkous remarked the weather has been a challenge and this item is listed in the capital improvement plan to be funded jointly between Pulaski County Public Service Authority (PSA) and the Board of Supervisors (BOS) in the next fiscal year.

#### 9. Items of Consent

On a motion by Dr. Streff, second by Mrs. Burchett 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 December 11, 2018, regular meeting, were approved by the Board at the January 8, 2019, meeting.

##### B. Balance Due Report

The balance due report was approved as presented in the January 8, 2019, meeting agenda in BoardDocs.

##### C. Budget Adjustments

There were no budget adjustments for the month of January 2019.

##### D. Billing Adjustments

The billing adjustments were approved as listed in the January 8, 2019, meeting agenda in BoardDocs.

##### E. Accounts Payable

The Board ratified accounts payable for checks numbered #8017856-8017974.

##### F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of December 2018, an electronic version of which is filed in the January 8, 2019, BoardDocs agenda.

#### 10. Informational Items

##### A. 2019 Holiday Schedule

The Board reviewed the 2019 Holiday Schedule presented in the January 8, 2019, BoardDocs agenda.

Mr. Linkous remarked the garbage schedule is listed on the County's Website and Facebook page. New Year's, Independence Day, Thanksgiving and Christmas should be the only days to affect the trash pick-up schedule.


#### 11. Adjournment

##### A. Adjournment

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board adjourned their January 8, 2019, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The February regular meeting of the Public Service Authority will be held on Tuesday, February 12, 2019, 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 B. Warren, DED, Chairman

  
\_\_\_\_\_  
Nancy Burchett, Secretary/Treasurer