

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING  
June 11, 2019

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, June 11, 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, Chair; Mr. Dave Dean, Vice Chair; Dr. Fritz Streff and Nancy Burchett. Absent: Mr. Dennis Setliff.

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

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:00 a.m.

A. Confirmation of A Quorum

4 (four) Board members were present.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

- 4. Financial Matters C. One Call Report

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board accepted by consensus in the affirmative the addition of 4. Financial Matters A. One Call Report.

Mr. Linkous thanked the Public Service Authority (PSA) Board of Directors for the flowers sent in memory of his father-in-law, Mr. Walter Carr Blankenship, Jr.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mr. Bob Rogers, representative, Trinity Baptist Church, located at 4008 Robison Tract Road, Pulaski, inquired about any current updates regarding the possibility of extension of a water line to the church.

Mr. Linkous advised PSA staff is involved however, the Town of Pulaski is managing the project. The Town received funding and their engineering firm is working toward the preparation of the preliminary engineering report (PER) to perform testing to properly evaluate the flow of the water.

Mr. Rogers stated the \$10,000 donation from the Church is still available and inquired how to find out if their water is contaminated. Mr. Linkous advised the Virginia Cooperative Extension office takes water samples annually and provides explanations of the result findings.

Dr. Warren encouraged Mr. Rogers to continue to keep the Board involved with the process.

Mr. Larry Snow, resident of Sherwood Forest Road, Draper, approached the Board regarding the possibility of extension of water lines, to twelve (12) property owners located in his subdivision and six (6) properties located off Route 11. Mr. Snow explained he and the other homeowners purchase drinking water from stores because their water is brown and most likely unhealthy to drink. Mr. Snow further explained all residents in question do have their own wells and none have been tested.

Mr. Linkous encouraged the homeowners to have their well tested and share their results with the Board. If there are health concerns, the request will be considered a higher priority and could be eligible for funding through the Health Department. Mr. Linkous further noted the plans require evaluation of a preliminary engineering report (PER), preparation of a water and sewer master plan with a request for a water line extension to be considered, receipt of Health Department approval and funding for the project. The time frame could take a minimum of five years. Mr. Linkous recommended a petition be initiated to help identify and understand the needs of the residents, such as how many residents may or may not be interested in the connection of county water, if homeowners will allow easements for pump station and tank sites and the identification of health concerns. Mr. Linkous encouraged Mr. Snow to speak with the Virginia Cooperative Extension office regarding testing their water.

Dr. Warren encouraged Mr. Snow to communicate with neighbors in the subdivision and the properties owners off Route 11 and identify if neighbors may or may not be interested in connection regardless of the outcome.

Dr. Streff stressed the importance of testing their water, starting a petition and informing the Board of the findings to help the project move forward.

#### 4. Financial Matters

##### A. Financial Report

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

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

##### B. Collections Update

Mr. Linkous provided the collections update.

Dr. Streff stated Mrs. Blackburn contacted him and stated she had not received or heard anything from Staff regarding her request.

Mr. Linkous advised staff continues to research the account information. Staff encountered difficulty identifying the dates Mrs. Blackburn occupied the building as the original service agreements were purged according to Library of Virginia retention record standards (four (4) years ago). Staff is working with the Town of Dublin to determine when Mrs. Blackburn occupied the building which will assist in confirming the accurate charges for penalty and interest. Mrs. Boyd spoke with Mr. Blackburn to request if she could provide her lease agreement and as of today, Tuesday, June 11, 2019, Mrs. Boyd has not heard from Mrs. Blackburn.

Dr. Warren stated if Mrs. Blackburn is willing to pay off the delinquent account, staff should work with her to resolve any issues.

Mr. Linkous advised staff will follow up with Mrs. Blackburn.

##### C. One Call Report

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

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

There were no new action items regarding new business.

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

##### A. Connection Fees

Mr. Joseph Guthrie, Supervisor, Cloyd district, requested consideration to allow Public Service Authority (PSA) customers to make monthly installments in lieu of a one time upfront payment of the PSA connection fee.

Staff recommended approval of a new Low Moderate Income (LMI) program. For residents to qualify, they must complete the Community Development Block Grant (CDBG) application for Low to Moderate Income (LMI) determination. If the resident qualifies for the LMI program, they will be given four (4) months to pay the connection fee. The current connection fee, which is subject to change, is \$700 which will result in a payment of \$175 per month for a period of four (4) months.

Mr. Linkous noted residents are not under any obligation to connect to PSA sewer; however, they are required to pay a non-user fee of \$12.77 per month.

Mr. Dean asked if this program was available to Skyview residents only. Mr. Linkous advised the program would be available to all residents.

Mr. Linkous explained residents eligible for Low Moderate Income (LMI) program will sign an agreement acknowledging responsibility for paying the \$175 installments for the connection fee in addition to their monthly

bill. The agreement will include a disclaimer stating failure to pay will result in disconnection of water and the payment of the connection fee in full prior to reconnection of service.

Dr. Streff stated most residents cannot afford to pay a monthly \$200 bill and proposed extending the four (4) monthly installments to ten (10) months.

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board approved the Low Moderate Income (LMI) program for residents who qualify to pay \$70 monthly installments for ten (10) months towards the connection fee in addition to their monthly service bill.

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

Voting No: None.

Absent: Mr. Setliff

Mr. Linkous will update Mr. Setliff, regarding the Board's decision, and Mr. Setliff will inform Mrs. Britt, of the Board's decision.

#### B. First Bank

The Pulaski County Sewerage Authority (PCSA) plans to allow their customers to pay their sewer payments at First Bank and requests a decision be made by the PSA Board regarding the use of First Bank in Fairlawn as an alternative payment collection source for PSA customers.

Mr. Linkous spoke with First Bank Representatives, and they have no issues with daily reconciliation; however, they will require the PSA to open an account and maintain a minimum balance of \$25,000. First Bank has also expressed a need to further discuss posting directly to County financial software with their Information Technology (IT) department.

Staff recommended based upon the minimum balance requirement, direct posting concerns and past audit findings with other outside bill collection agencies, not using First Bank in Fairlawn as an additional payment collection source for PSA customers at this time.

Mrs. Burchett noted PSA customers have at least five different options for making payment such as Fairlawn Bookkeeping, Pulaski County Treasurer's office, PSA billing office, The National Bank (Downtown Pulaski Branch), online services and by mail.

Dr. Streff requested the Board table the discussion and further action on the matter until Mr. Setliff is present.

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board agreed to table the discussion until Mr. Setliff is present to provide additional information and answer further questions.

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

Voting No: None.

Absent: Mr. Setliff

#### 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 June 11, 2019, BoardDocs agenda.

Mr. Dean inquired if the PSA used the same (3) three inmates each week and asked if it was possible for the PSA to obtain additional inmate assistance.

Mr. Nichols stated the same inmates are used each week, unless they are released, and then they are replaced with another inmate. The Regional Jail determines the number of inmates the PSA can use and unfortunately, there are many times there is a struggle to receive three (3) inmates.

##### B. Pictures of New Garbage Trucks

Mr. Nichols presented photographs of the two (2) trucks that the PSA purchased last year. Volvo showcased the trucks as they were built locally.

##### C. Activity Report

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

D. Pulaski County Middle School Sewer Extension

Mr. Linkous reviewed the updates on the Pulaski County Middle School sewer extension.

E. 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 updates for the Community Sewers project.

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

Mr. Linkous anticipates closing on the funding and financing for the water meter replacement project by June 30, 2019.

F. Water Master Plan

No report given.

G. Facilities for Refuse Employees

No report given.

H. Pulaski Convenience Center Relocation

Design services are being procured and the Town of Pulaski will handle the of the removal of buildings and site prep work.

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

There were no other matters from the Directors.

9. Items of Consent

On a motion by Mr. Dean, 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 May 14, 2019, regular meeting, were approved by the Board at the June 11, 2019, meeting.

B. Balance Due Report

The balance due report was approved as presented in the June 11, 2019, meeting agenda in BoardDocs.

C. Budget Adjustments

Budget adjustment PSA Fund #2019-08 was approved.

D. Billing Adjustments

The billing adjustments were approved as listed in the June 11, 2019, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #8018465-8018609.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of May 2019, an electronic version of which is filed in the June 11, 2019, BoardDocs agenda.

10. Informational Items

A. Mt. Olivet BDP Result

Mr. Linkous reviewed the Mt. Olivet water samples collected on May 16, 2019. Based on the results, waterworks is in compliance with the Total Trihalomethanes (TTHM) and Total Haloacetic Acids (HAA5) maximum contaminant levels and has not exceeded a TTHM or HAA5 operational evaluation levels. The collection of samples for TTHM and HAA5 analysis will occur during the third week of August 2019.

Mr. Linkous announced the Commonwealth of Virginia has designated June 30, 2019, for Drinking Water and Wastewater Professionals Appreciation Day.

A. Adjournment

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board adjourned their June 11, 2019, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The July meeting of the Public Service Authority will be held on Tuesday, July 9, 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 D. Warren, DED, Chairman



Nancy Burchett, Secretary/Treasurer