

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
November 12, 2019

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, November 12, 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; Mr. Dave Dean, Vice Chair; 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 9:00 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

2. Executive Session

A. Enter Into Executive Session

Pursuant to Virginia Code Section 2.2-3711(A)8 consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, regarding:

- Ms. Teresa Whitt

On a motion by Mr. Setliff, second by Mr. Dean and carried, the Public Service Authority Board of Directors entered into closed session for the discussion regarding consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Staff attending: Mr. Linkous, Executive Director)

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

Voting No: None.

B. Return to Open Session

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

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

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

Voting No: None.

3. Approval of the Agenda

A. Additions or Changes to the Agenda

- 8. Reports from Executive Director and Staff D. Fairlawn Convenience Center
- 8. Reports from Executive Director and Staff E. Collier Street Subdivision Update

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

4. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no citizens comments.

5. Financial Matters

A. Financial Report

Mr. Linkous presented the financial report and advised adjustments could be made to the appearance of the reports if the Board desired.

Mrs. Burchett recommended staff include bank balances to the financial report.

Mr. Linkous stated he would speak with Mrs. Newby to advise of Mrs. Burchett's request to include bank balance.

On a motion by Mr. Dean, second by Mrs. Burchett and carried, the Board reviewed and accepted the Financial Report.

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

Voting No: None.

B. Collections Update

Mr. Linkous reviewed the collections update and noted Mr. Timothy C. Sutphin set up payment arrangements for his account at 3628 Ferncliff Road, Pulaski, VA. The penalty and interest codes have been removed from his account with the understanding he must make monthly payments by the 25th of each month. This account will be monitored to ensure payments are made monthly and in five (5) years the Board will revisit his payment arrangement and discuss how to proceed.

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 12, 2019, BoardDocs agenda.

B. Activity Report

Mr. Linkous provided the Activity report for the PCSA.

C. Pulaski County Middle School Sewer Extension

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

D. Fairlawn Convenience Center

Mr. Nichols reported while there will not be an expansion at the Fairlawn Convenience Center at this time, there will be upgrades such as removing the pine trees and an additional three (3) containers will be placed in the ground for trash, tires and trash. Mr. Nichols advised the Board that Dora Highway Convenience Center is the top priority.

Mr. Dean questioned if the Peppers Ferry Regional Wastewater Authority was aware of the foul odors near James Hardie. Mr. Linkous advised the Peppers Ferry Regional Wastewater Authority Board was aware of the issues and recently had a meeting to begin the process of a sulfate study. There will be at least three (3) different phases; Phase I will be focused on data collections, Phase II will focus on collecting additional information and Phase III will focus on developing a plan and move forward to address the issues. Mr. Linkous stressed to the Board it will take many years before this issue is resolved.

E. Collier Street Update

At the PSA meeting held on Tuesday, October 8, 2019, the Board made a decision not to replace the pavement for Collier Street. After an onsite meeting with the representatives from the Collier Street area, Mr. Linkous agreed to address the Board and request consideration of the purchase of one ton of asphalt and the utilization of the PSA's equipment to pave a small area. This would take place in the spring and would require a half day of staff time. The property owners agreed to placing the terms in writing.

By consensus in the affirmative, the Board agreed with the execution of Mr. Linkous's recommendation.

Mr. Linkous advised the pre-bid meeting for the Filter Media Replacement Project will be held in the Board Room on November 19, 2019, at 10:00 a.m. and the bid opening will be held on Tuesday, January 7, 2020, at 2 p.m. in the Board Room.

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 updates on the Community Sewers projects and noted Dr. Warren and Mrs. Burchett will attend the loan closing held on Wednesday, November 20, 2019.

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 provided updates on the water meter replacement.

F. Water Master Plan

Mr. Linkous provided updates and the water master plan.

G. Facilities for Refuse Employees

No report given.

H. Pulaski Convenience Center Relocation

Mr. Linkous provided an update on the Pulaski Convenience Center Relocation.

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

Mr. Setliff asked Mr. Linkous for an update regarding reseeding for Collier Street. Mr. Linkous remarked the contractors returned to all of the sites the last week in October to address areas as well as specific documented requests/complaints for reseeding. Staff will know more in the spring regarding if the reseeding was successful. The final payment was made; however, the bond will be held until the project is completely satisfied.

Mrs. Burchett inquired about the Master Water and Sewer Plan meetings. Mr. Linkous remarked one or two citizens have showed up at the meetings held on Thursday, October 24, 2019 and Monday, November 4, 2019.

Mr. Dean requested staff provide a monthly report or update on new water and sewer connections.

Mr. Setliff noted he would not be present at the Tuesday, December 10, 2019, PSA meeting.

10. Items of Consent:

On a motion by Mr. Setliff, 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 October 8, 2019, regular meeting, were approved by the Board at the November 12, 2019, meeting.

B. Balance Due Report

The balance due report was approved as presented in the November 12, 2019, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustments.

D. Billing Adjustments

The billing adjustments were approved as listed in the November 12, 2019, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified accounts payable for checks numbered #40223-40303.

F. Personnel Changes

Board members reviewed and approved a memo describing personnel changes in the month of October 2019, an electronic version of which is filed in the November 12, 2019, BoardDocs agenda.

10. Informational Items

A. Notice of Alleged Violation-Pulaski Moose Lodge

The Board reviewed the notice of alleged violation for the Pulaski Moose Lodge. There were no questions.

11. Adjournment

A. Adjournment

On a motion by Mr. Dean, second by Mrs. Burchett and carried, the Board adjourned their November 12, 2019, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The December meeting of the Public Service Authority will be held on Tuesday, December 10, 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