

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING  
April 14, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, April 14, 2020, 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; Mr. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett.

Staff members present included: Jared Linkous, Executive 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 9:00 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:

- PSA Franchise Agreement

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Public Service Authority Board of Directors entered into executive 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. Jared Linkous, Executive Director and Mr. Jonathan Sweet, County Administrator)

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

Voting No: None.

B. Return to Open Session

On a motion by Mr. Setliff, second by Dr. Streff 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 Dr. Streff 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

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

### 4. FY 2021 Proposed Budget and Capital Improvement Plan

Mr. Linkous presented the following proposed capital improvements and budget for FY 2021:

- Replace one ton dump truck
- Sewer pump station repairs
- Paving of the Dublin Convenience Center (Recommended sharing the cost with the Board of Supervisors)
- Replacement of one roll off truck and one rear load garage truck
- Dora Highway Convenience Center Improvements
- 3% increase for all PSA Employees
- 5% increase in water and sewer rates
- \$1.00 monthly increase in refuse and low volume rates
- Hiring of two employees for refuse (rear load workers)

### 5. Action Items:

#### A. Proposed Refuse and Rate Schedule

Mr. Linkous reviewed the proposed refuse, water and sewer rate schedule. A public hearing regarding a \$1.00 monthly increase in the residential refuse rates and 5% increase in water and sewer rates will be held on Monday, May 11, 2020, at 5:30 p.m. in the Board Room of the County Administration Building, 143 Third Street N.W., in the Town of Pulaski, Virginia.

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board approved to proceed with the advertisement for a \$1.00 increase in the monthly refuse rate and 5% water and sewer rate increase.

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

Voting No: None.

#### B. PSA Refuse Employees

Mr. Linkous announced Mr. Joshua Tolbert, Emergency Management Coordinator, will be the Interim Public Service Authority Deputy Director/General Services Director, and noted the position has been advertised and applications are being accepted.

Dr. Warren recommended a card to be available at the Tuesday, May 12, 2020, for all Board members to sign in appreciation to all of their employees for their dedication and service during the current pandemic.

Staff respectfully requests the Board's consideration of refuse employees to receive a \$100 bonus for up to three (3) weeks for a total of \$300 if they report to work all week, on time as scheduled.

Dr. Streff remarked refuse employees are exposed to and in direct contact with items that could potentially threaten their health and safety. Dr. Streff recommended offering refuse employees a \$200 bonus to be implemented immediately. If approved, Dr. Streff requested refuse employees be notified of the bonus as quickly as possible.

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board approved the refuse employees to receive a \$200 bonus for up to three (3) weeks for a total of \$600 if they report to work healthy, on time as scheduled, and the bonus is to start immediately after employees are informed.

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

Voting No: None.

### 6. Items of Consent

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

A. Minutes of Previous Meeting

The Minutes of March 10, 2020, meeting, were approved by the Board at the April 14, 2020, meeting.

B. Financial Report

The Financial Report was approved as listed in the April 14, 2020, meeting agenda in BoardDocs.

C. Balance Due Report

The Balance Due Report was approved as presented in the April 14, 2020, meeting agenda in BoardDocs.

D. Budget Adjustments

The Budget Adjustment was approved as listed in the April 14, 2020 meeting agenda in BoardDocs

E. Billing Adjustments

The Billing Adjustments were approved as listed in the April 14, 2020, meeting agenda in BoardDocs.

F. Accounts Payable

The Board ratified Accounts Payable for checks numbered #40697-40822.

G. Collection Update

Board members reviewed the Collection Update presented in the April 14, 2020, meeting agenda in BoardDocs.

H. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of March 2020, an electronic version of which is filed in the April 14, 2020, BoardDocs agenda.

I. 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 April 14, 2020, BoardDocs agenda.**

J. Activity Report

Board members reviewed the Activity Report presented in the April 14, 2020, meeting agenda in BoardDocs.

K. Pulaski County Middle School Sewer Extension

The Board reviewed the Pulaski County Middle School (PCMS) Sewer Extension project presented in the April 14, 2020, meeting agenda in BoardDocs.

L. Staff To Do List

The following updates were provided on the following Staff To Do list items:

A. Drop Site on the South Side of Claytor Lake

No report given.

B. Covered Water Meter Ordinance

No report given.

C. Draper Area Wythe County Sewer/PSA Connection

No report given.

D. Water Meter Replacement

No report given.

E. Water Master Plan

No report given.

F. Facilities for Refuse Employees

No report given.

G. Pulaski Convenience Center Relocation

No report given.

H. Brookmont Water System Disinfection By-Products

No report given.

I. Improvements to Fairlawn Convenience Center

No report given.

J. Write off Accounts Consideration

No report given.

8. Other Matters from the Directors

Mr. Dean inquired if the New River Resource Authority's (NRRRA) rates changed. Mr. Linkous advised the NRRRA recommended the rates would not change, but remain the same.

10. Informational Items

A. FY 2020 VBAF Assessment Grant Application for Former Town of Pulaski Wastewater Treatment Plant Site

Mr Linkous reviewed an e-mail from Mr. John Loftus with the Virginia Economic Development Partnership, stating the Pulaski County Service Authority's (PSA) application for \$50,000 in Virginia Brownfield's Assistance Fund (VBAF) was approved and reviewed the steps moving forward.

B. Articles of Incorporation - Public Service Authority (PSA)

Mr. Linkous reviewed the documents related to the Articles of Incorporation of the PSA. He commended Mrs. Burchett and Mrs. Grubb for their assistance in collecting the documentation related to the Articles of Incorporation.

C. Upcoming Capital Improvement Plan and Budget Schedule

Mr. Linkous advised the Board that Capital Improvement Plan and Budget Schedule was included for informational purposes only.

D. Mr. Ira Shelton "Pete" Crawford

Flowers were sent to the family of Mr. Ira "Pete" Crawford on behalf of the PSA Board of Directors.

Dr. Warren requested Mr. Linkous collaborate with Mr. Sweet on the preparation of a resolution for Mr. Pete Crawford to acknowledge his efforts in initiating the use of the debt set off program by the PSA and as a former member of the Public Service Authority (PSA) Board, Board of Supervisors (BOS), New River Resource Authority (NRRRA), Industrial Development Association (IDA) currently known as Economic Development Association (EDA).


11. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board adjourned their April 14, 2020, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The Pulaski County Public Service Authority will hold a public hearing on Monday, May 11, 2020, at 5:30 p.m., in the Board Room of the County Administration Building, 143 Third Street N.W., in the town of Pulaski, Virginia, on the proposed revision of water, sewer and refuse rates.

The next meeting of the Public Service Authority Board of Directors will be held on Tuesday, May 12, 2020, 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