

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
May 12, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, May 12, 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

An Executive Session is requested pursuant to Section 2.2-3711.A.3. 8. of the 1950 Code of Virginia, as amended, to discuss disposition or acquisition of publicly held property and specific legal matters. (Staff attending: Mr. Jared Linkous, Executive Director and Mr. Jonathan Sweet, County Administrator)

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Public Service Authority Board of Directors entered an Executive Session for discussion of the following:

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:

- NRV Commerce Park

Legal Consultation: 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.

- Pepperell Tank Agreement

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 Mrs. Burchett 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. Dean, 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

Changes to the agenda included the following items:

- 5. Financial Matters B. Discussion of Budget and Rates
- 6. Action Items (New Business) A. NRV Commerce Park
- 6. Action Items (New Business) B. Pepperell Tank Agreement

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

4. Presentations and Citizens Comments

There were no citizens comments.

5. Financial Matters

A. Financial Report

Mr. Linkous presented the Financial Report and reported a significant increase in tonnage at the Dublin Convenience Center. Mr. Linkous advised staff will continue to monitoring how COVID-19 (novel Coronavirus) will impact the Public Service Authority (PSA) due to the decrease in revenue stream from businesses and residential customers who are unable to pay their utility bills.

On a motion by Mr. Setliff, 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. Discussion of Budget and Rates

Mr. Linkous advised the County would decrease the Cost of Living Adjustment (COLA) from 3% to 2.5% and change the timing of start of the adjustment to October 2020 due to projected revenue loss. The PSA will follow suit with the County. A public hearing will to be held at the June 9, 2020, Public Service Authority (PSA) Board of Directors meeting. A second meeting will be held on Monday, June 29, 2020, at 9:00 a.m. for the approval to adopt the budget.

On a motion by Mrs. Burchett, second by Mr. Setliff and carried, the Board accepted the Board approved to adjust the budget calendar as presented by staff.

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

Voting No: None.

C. Collections Update

Mr. Linkous reviewed the Collections Update.

6. Action Items (New Business)

A. NRV Commerce Park

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board authorized staff to provide an easement to the NRV Commerce Park as requested to improve and maintain access.

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

Voting No: None.

B. Pepperell Tank Agreement

On a motion by Mr. Dean, second by Mr. Setliff and carried, the Board authorized staff to proceed with the Pepperell Tank Agreement pending all comments from legal counsel are addressed.

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

Voting No: None.

7. Action Items (Old Business)

A. Adoption of Fiscal Year 2021 Water, Sewer and Refuse Rates

Mr. Linkous introduced the resolution adopting the establishment of rates, fees and all other charges for the fiscal year of July 1, 2020 - June 30, 2021.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board approved the resolution adopting the establishment of the rates, fees and all other charges for the fiscal year July 1, 2020 - June 30, 2021.

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

Voting No: None.

8 Reports from Executive Director and Staff

A. Operational Reports: Convenience Center 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 May 12, 2020, BoardDocs agenda.

B. New River Resource Authority (Brush Grinding)

Mr. Linkous reported due to the response to the COVID-19 pandemic, the New River Resource Authority (NRRA) will not be mobilizing the brush grinding operations at this time. The New River Resource Authority (NRRA) will reevaluate the situation in June and will work with the member jurisdictions in June for one last grinding.

C. Pulaski County Sewerage Authority (PCSA)

Mr. Linkous presented the Pulaski County Sewerage (PCSA) Activity Report.

D. Pulaski County Middle School Sewer

Mr. Linkous advised the Pulaski County Middle School Sewer project is complete and will be removed from agenda moving forward.

E. 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.

9. Other Matters from the Directors

Mrs. Burchett inquired how many active garbage customers are in Pulaski County. Mr. Linkous remarked as of the March 2020 billing cycle, there are 7,982 active residential garbage customers in Pulaski County.

Mrs. Burchett requested the PSA Board discuss in ninety (90) days, the process for taking legal action for nonpayment by garbage only customers. Mr. Linkous remarked the next step is to attain the customer's property, with the official documentation from the County Attorney. Mr. Linkous emphasized if the Board wishes to take legal action, they must follow through with their decision.

Dr. Streff requested staff create a chart of customers who have outstanding accounts to include a listing of penalty and interest in separate categories. Mr. Linkous advised he would present the requested documentation to the Board at the June 9, 2020, meeting.

10. Items of Consent

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

A. Minutes of Previous Meeting

The Minutes of April 14, 2020, regular meeting, were approved by the Board at the May 12, 2020, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the May 12, 2020, meeting agenda in BoardDocs.

C. Budget Adjustments

The following Budget Adjustments were approved as presented in the May 12, 2020, meeting agenda in BoardDocs. Mrs. Burchett questioned if the insurance recoveries listed on the Budget Adjustment were for one or more claims and inquired about the purpose of the Rural Development Community Sewer Loan #6. Mr. Linkous advised he would follow up with Mrs. Newby and report back to the Board.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the May 12, 2020, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #40823-40953.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of April 2020, electronic version of which is filed in the May 12, 2020, BoardDocs agenda.

11. Informational Items

There were no informational items.


12. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board adjourned their May 12, 2020, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The next meeting of the Public Service Authority Board of Directors will be held on Tuesday, June 9, 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.

A meeting to approve the proposed FY2021 budget will be held on Monday, June 29, 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