

## PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING

June 9, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, June 9, 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; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance 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

5 (five) Board members were present.

### 2. Approval of the Agenda

Changes to the agenda included the following items:

- 7. Action Items (Old Business) B. Outstanding Refuse Account Documentation
- 8. Reports from Executive Director and Staff B. Update on the Volvo Refuse Trucks

Mr. Linkous introduced Mr. Josh Tolbert as Interim Deputy Director, and advised Mr. Tolbert will provide an update regarding the Volvo Refuse Trucks.

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

### 3. Presentations and Citizens Comments

There were no citizens comments.

### 4. Public Hearing

#### A. FY 20-21 Budget

The Board reviewed the proposed FY 20-21 budget. Dr. Warren opened the public hearing for citizens comments. There were no comments. Dr. Warren asked if staff received any written or oral comments from citizens. Staff advised no comments were received.

**REVENUE PROJECTIONS**

	<b>Budget FY 19-20</b>	<b>Proposed Budget FY 20-21</b>	<b>Difference Inc (Decrease)</b>
<b>PSA FUND:</b>			
Revenue Use of Money & Property	74,764	100,132	25,368
Charges for Services	9,986,900	9,991,800	4,900
Recovered Costs	237,488	213,935	(23,553)
<b>TOTAL PSA FUND REVENUE</b>	<b>\$ 10,299,152</b>	<b>\$ 10,305,867</b>	<b>\$ 6,715</b>
<b>PSA CAPITAL IMPROVEMENTS FUND:</b>			
Revenue Use of Money & Property	\$ -	\$ 2,000	\$ 2,000
Transfer from PSA Fund	916,500	1,198,852	282,352
State Revenues	-	1,500,500	1,500,500
<b>TOTAL PSA CAPITAL IMPROVEMENTS FUND REVENUE</b>	<b>\$ 916,500</b>	<b>\$ 2,701,352</b>	<b>\$ 1,784,852</b>
<b>TOTAL REVENUE ALL FUNDS</b>	<b>\$ 11,215,652</b>	<b>\$ 13,007,219</b>	<b>\$ 1,791,567</b>

**EXPENDITURE SUMMARY**

	<b>Budget FY 19-20</b>	<b>Proposed Budget FY 20-21</b>	<b>Difference Inc (Decrease)</b>
<b>PSA FUND:</b>			
Refuse Services	\$ 4,788,712	\$ 4,428,275	\$ (360,437)
Water Services	1,901,405	1,819,657	(81,748)
Sewer Services	1,027,091	1,131,103	104,012
PSA Administration	771,759	793,754	21,995
Street Lights	16,500	6,700	(9,800)
PSA Capital Reserve	100,000	82,210	(17,790)
PSA Miscellaneous Expenses	17,500	12,000	(5,500)
Transfer to PSA Capital Fund	916,500	1,198,852	282,352
Debt Service	759,685	833,316	73,631
<b>TOTAL PSA FUND EXPENDITURES</b>	<b>\$ 10,299,152</b>	<b>\$ 10,305,867</b>	<b>\$ 6,715</b>
<b>PSA CAPITAL IMPROVEMENTS FUND EXPENDITURES</b>	<b>\$ 916,500</b>	<b>\$ 2,701,352</b>	<b>\$ 1,784,852</b>
<b>TOTAL EXPENDITURES ALL FUNDS</b>	<b>\$ 11,215,652</b>	<b>\$ 13,007,219</b>	<b>\$ 1,791,567</b>

Dr. Warren closed the public hearing.

On a motion from Mr. Setliff, second by Mrs. Burchett and carried, the Board adjourned the public hearing.

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

Voting No: None.

Absent: None.

5. Financial Matters

A. Financial Report

Mrs. Newby presented the Financial Report and reported Public Service Authority (PSA) revenues and expenditures are on track with 91% of revenues collected and 82% of overall expenditures expended through May 31, 2020. The net revenue on May 31, 2020, were at \$1,070,118 while covering operational expenses and completing \$2.2 million in transfers to the PSA capital fund. The PSA capital fund has net revenues of \$1,492,486 as several projects in the FY-20 budget have not been completed. Any unfinished projects at the end of FY-20 will have their remaining funding rolled over into the FY-21 budget through an adjustment projected to be presented for the Board's consideration at the July 14, 2020, PSA meeting.

Mr. Linkous reported there was less water production last month and usage of the Dublin Convenience Center remains higher than average. In addition, refuse collection is slightly higher with the amount of cut-offs at a slight increase. Mr. Setliff inquired if the PSA planned to turn off citizens' water in June 2020. Mr. Linkous advised cuts-off will not begin in June; however, he was waiting for guidance from the state level.

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. Collections Update

Mr. Linkous reviewed the Collections Update.

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

There were no Action Items regarding New Business.

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

##### A. Approval of FY 20-21 Rates

Mr. Linkous reviewed the Resolution Adopting the Establishment of Rates, Fees and All Other Charges for the Fiscal Year July 1, 2020-June 30, 2021.

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board approved the Resolution Adopting the Establishment of Rates, Fees and All Other Charges for Fiscal Year July 1, 2020-June 30, 2021.

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

Voting No: None.

##### B. Outstanding Refuse Account Documentation

Mr. Linkous presented a draft policy regarding outstanding refuse accounts which if approved by the Board of Directors will take effect July 1, 2020, and shall repeat on July 1 of each year. Account holders with an outstanding balance of more than \$300 will be notified, by certified mail, of the policy and payment in full will be requested within 90 days. The account holder will also be advised, failure to make payment in full, within 90 days will result in the account holder being identified, along with their outstanding balance, in a listing to be advertised in the local newspapers.

Dr. Streff recommended staff include the start and end dates to the policy for the outstanding refuse accounts.

Mr. Setliff proposed advertising three (3) consecutive weeks instead of once in the local newspapers. Dr. Streff stated he disagreed with account holders being identified in the local newspapers.

Dr. Streff and Mrs. Burchett commended Mr. Linkous and staff for their efforts in establishing a policy for delinquent refuse accounts.

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board approved the policy for the outstanding refuse accounts with the inclusion of start and end dates.

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

Voting No: Mr. Setliff, Dr. Streff

Mr. Setliff advised he did not vote in favor of the policy for the outstanding refuse accounts because he believed delinquent account holders should be identified in advertisements in the local newspapers for three (3) consecutive weeks. However, he applauded Mr. Linkous and staff for developing the policy and he planned to acquire a copy for review with the Pulaski County Sewerage Authority (PCSA) Board of Directors.

#### 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 June 9, 2020, BoardDocs agenda.

##### B. Volvo Refuse Trucks

Mr. Tolbert reported the new roll off truck purchased from Volvo, with only 1,600 miles, broke down on the interstate. Volvo stated the issue was with the engine and would take at least thirty (30) days to repair. Mr. Tolbert also noted the rear load truck was taken to Fontaine on June 8, 2020, for repair for an anti-freeze leak and should be returned on June 9, 2020.

Mr. Dean requested Mr. Tolbert send photographs of any vehicles and heavy equipment purchased by the PSA for inclusion in materials for the Board's review.

##### B. Budget Update

Mr. Linkous reviewed the proposed PSA Capital Improvement and Budget for Fiscal Year 2020-2021.

##### C. Pulaski County Sewerage Authority (PCSA)

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



D. 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

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

H. Brookmont Water System Disinfection By-Products

No report given.

I. Improvements to Fairlawn Convenience Center

No report given.

J. Write off Accounts Consideration

Mr. Linkous confirmed the Write off Accounts Consideration can be removed from the staff to do list.

9. Other Matters from the Directors

A. VACORP Insurance Recoveries

Mr. Linkous reviewed the VACORP Insurance Recoveries.

B. Rural Development - Community Sewer Loan #6

Mr. Linkous reviewed the Debt Service regarding the Community Sewers loans.

10. Items of Consent

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

A. Minutes of Previous Meeting

The Minutes of May 12, 2020, regular meeting, were approved by the Board at the June 9, 2020, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the June 9, 2020, meeting agenda in BoardDocs.

C. Budget Adjustments

The Budget Adjustments #2020-07 was approved and presented in the June 9, 2020, meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the June 9, 2020, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #40954-41072.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of May 2020, electronic version of which is filed in the June 9, 2020, BoardDocs agenda.

11. Informational Items

There were no informational items.

12. Adjournment

A. Adjournment

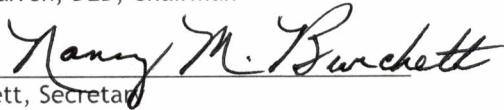
On a motion by Mr. Setliff, second by Mr. Dean and carried, the Board adjourned their June 9, 2020, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

A special called meeting to approve the proposed FY 2021 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.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, July 14, 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