

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
December 8, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, December 8, 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; Debra Boyd, Accounts Payable/Collections Clerk and Natasha Grubb, Clerk to the 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.1. of the 1950 Code of Virginia, as amended, to discuss personnel. (Staff attending: Mr. Jared Linkous, Executive Director, Mr. Josh Tolbert, Deputy Director, Mr. Jonathan Sweet, County Administrator)

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

Personnel: Pursuant to Virginia Code Section 2.2-3711(A) 1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of public officers, appointees or employees, regarding:

- Staff Evaluations

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 Mr. Dean 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 Mr. Setliff 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.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

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

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

4. Financial Matters

A. Financial Report

Mrs. Newby presented the Financial Report. The Public Service Authority's (PSA) net cash remains at the same level for the last three months. The net loss in the PSA fund was \$578,000.00 which was not good, however \$473,000.00 in write-offs to delinquent utility accounts are affecting that number resulting in a net cash basis loss of \$105,000.00. This number should catch up in December when the quarterly garbage billing is prepared again.

On a motion by Mr. Setliff, second by Mr. Dean 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

Mrs. Boyd provided the collections update and advised since the mailing of the letters sent to delinquent account holders in July 2020, the PSA has collected \$215,179.86.

Dr. Warren advised he received a letter from one of the delinquent account holders that filed for bankruptcy. Mr. Linkous remarked the County Attorney, Mr. Tim Kirtner, is aware of the letter and advised it was for informational purposes only.

Dr. Warren expressed his appreciation to Mrs. Boyd for her hard work and dedication in the collection of delinquent accounts.

Mr. Linkous remarked he and Mrs. Boyd were working together to compose a policy and procedure on how to file liens to present to the Board.

5. Action Items (New Business)

A. Resolution Authorizing the Construction and Financing of Improvements to the Water System of the Pulaski County Public Service Authority

Mr. Linkous advised Dr. Warren and Mrs. Burchett will both need to be present on Wednesday, December 16, 2020, for the closing on the construction of the Water Intake project.

On a motion by Dr. Streff, second by Mr. Setliff and carried, the Board reviewed and adopted the Resolution Authorizing the Construction of Improvements to the Water System along with the Financing, Funding and Support Agreements.

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

Voting No: None.

B. Public Service Authority Roll Off Containers/Equipment

Mr. Linkous reviewed the proposal for the Public Service Authority roll off containers and equipment. To continue to provide excellent service to current and future PSA roll off customers and satisfactorily handle an anticipated large increase in volume, staff recommends the hiring of four (4) additional drivers and the purchase of four (4) additional trucks and 28 additional containers to improve efficiency at the Convenience Centers with new equipment and operational procedures. Staff is requesting \$948,338.00 for the purchase of equipment and an additional \$135,000.00 to move from reserves to fund the project.

Mr. Sweet advised the Board to move for approval of modifications to increase the \$135,000.00 to \$141,000.00 for personnel expenses.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board reviewed and approved the expenditure of \$948,338.00 for the purchase of equipment and appropriated \$135,000.00 for the purchase of Public Service Authority roll off containers and equipment and an additional \$6,000 for personnel expenses from reserves.

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

Voting No: None.

6. Action Items (Old Business)

There were no Action Items regarding Old Business.

7. Reports from Executive Director and Staff

A. Operational Reports: Convenience Center and County Landfill Tonnage, Inmate Availability and Cut -Off List

There were no reports for the Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for November.

B. PCSA Activity Report

Mr. Linkous presented the Pulaski County Sewerage (PCSA) Activity Report. There were no questions.

C. Hydrant Meters

Mr. Linkous discussed concerns the PSA has with fire hydrants and the risk for cross contamination. At this time, the PSA does not have a policy for fire hydrants and staff recommends a policy be established. Mr. Linkous will draft a policy for fire hydrant and present it to the Board at a future meeting.

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

Mr. Linkous provided an update regarding Improvements to Fairlawn Convenience Center.

J. Write off Accounts Consideration

No report given.

8. Other Matters from the Directors

Mr. Setliff inquired if the Morgan Cut Tank project was complete. Mr. Linkous remarked the project is almost complete with all inspections passing on Thursday, December 3, 2020. Results for testing of samples results for bacteria are forthcoming.

The Board expressed their appreciation and gratitude to all staff for their hard work and dedication especially through the ongoing pandemic of COVID-19.

9. Items of Consent

On a motion by Mr. Setliff, 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 November 10, 2020, regular meeting were approved by the Board at the December 8, 2020, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the December 8, 2020, meeting agenda in BoardDocs.

C. Budget Adjustments

The Budget Adjustments were approved as listed in the December 8, 2020 meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the December 8, 2020, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #41663-41751.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of November 2020, the electronic version of which is filed in the December 8, 2020, BoardDocs agenda.

10. Informational Items

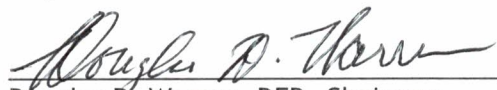
There were no Informational Items.

11. Adjournment

A. Adjournment

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board adjourned their December 8, 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, January 12, 2021, 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