

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
February 9, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, February 9, 2021, 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: Mr. Dave Dean, Chair; Mrs. Nancy Burchett, Vice Chair; Mr. Dennis Setliff; Mrs. Ashley Coake; Mr. Doug Swanson (attending the meeting remotely).

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance Director; Tracy Belcher, Assistant Finance Director; Debra Boyd, Accounts Payable/Collections Clerk and Natasha Grubb, Clerk to the Board.

1. Welcome and Call to Order

Mr. Linkous called the meeting to order at 9:00 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

Mr. Dean, Mrs. Burchett, and Mr. Setliff welcomed Mrs. Coake and Mr. Swanson (newly appointed Board members effective 2/1/2020) to the Board of Directors. Mr. Swanson and Mrs. Coake introduced themselves to the Board members and staff.

2. Election of Officers

A. Election of Officer: Secretary/Treasurer, Public Service Authority

Mr. Linkous asked for nominations for the office of Secretary/Treasurer.

Mrs. Burchett moved to nominate Mrs. Coake as Secretary/Treasurer, Public Service Authority Board of Directors and Mr. Setliff second the nomination.

Voting Yes: Mr. Setliff, Mr. Dean, Mr. Swanson, Mrs. Burchett.

Voting No: None.

Abstain: Mrs. Coake.

B. Election of Officer: Vice Chair, Public Service Authority

Mr. Linkous asked for nominations for the office of Vice Chair.

Mr. Dean moved to nominate Mrs. Burchett as Vice Chair, Public Service Authority Board of Directors and Mr. Setliff second the nomination.

Voting Yes: Mr. Setliff, Mrs. Coake, Mr. Dean, Mr. Swanson.

Voting No: None.

Abstain: Mrs. Burchett.

C. Election of Officer: Chair, Public Service Authority

Mr. Linkous asked for nominations for the office of Chair.

Mrs. Burchett moved to nominate Mr. Dean as Chair, Public Service Authority Board of Directors and Mr. Setliff second the nomination.

Voting Yes: Mr. Setliff, Mrs. Coake, Mr. Swanson, Mrs. Burchett.

Voting No: None.

Abstain: Mr. Dean.

3. 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, Tracy Belcher, Assistant Finance Director)

On a motion by Mr. Setliff, 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:

- Billing
- Appointment

Pulaski Encouraging Progress Steering Committee (PEP)

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:

- Refuse Contract

Voting Yes: Mr. Setliff, Mrs. Coake, Mr. Dean, Mr. Swanson, Mrs. Burchett.

Voting No: None.

B. Return to Open Session

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Public Service Authority Board of Directors returned to open session.

Voting Yes: Mr. Setliff, Mrs. Coake, Mr. Dean, Mr. Swanson, Mrs. Burchett.

Voting No: None.

C. Certification of Executive Session

On a motion by Mr. Setliff, second by Mrs. Coake 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, Mrs. Coake, Mr. Dean, Mr. Swanson, Mrs. Burchett.

Voting No: None.

4. Approval of the Agenda

A. Additions or Changes to the Agenda

The following items were added to the agenda:

- 7. Action Items (New Business) B. Appointment to Pulaski Encouraging Progress Steering Committee (PEP)
- 7. Action Items (New Business) C. Personnel Position at the Public Service Authority (PSA) Billing Office

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board voted by consensus in the affirmative to accept the agenda with the modifications presented by staff.

5. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

6. Financial Matters

A. Financial Report

Mrs. Newby presented the Financial Report, and reported the actual revenue collected through the end of January 31, 2021, was \$5,291,769.35; however, there is always a 3-5 day delay after the report is generated, because revenues and expenditures are uploaded from the Treasurer's office. At this time, staff does not know how the PSA will receive the Treasurer's office revenues and expenditures, as the two (2) software systems will not collaborate when the new utility billing system goes live in June 2021. The PSA Capital Fund expenditures shows a net loss due to the decision to fully fund capital projects. In addition, she informed the Board that restricted cash amounts slightly decreased because funds were moved from the restricted funds for the purchase of the two garbage trucks and roll offs.

Mr. Setliff questioned if the Board and staff would consider researching investments that pay more dividends than the money market account the PSA has currently. Mr. Linkous advised that staff was in the process of obtaining better rates.

Mr. Setliff asked if PSA revenue was in good shape. Mrs. Newby confirmed that it is.

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

Voting Yes: Mr. Setliff, Mrs. Coake, Mr. Dean, Mr. Swanson, Mrs. Burchett.

Voting No: None.

B. Collections Update

Mrs. Boyd provided the collections update and reported since the mailing of letters sent to delinquent account holders in July 2020, the PSA has collected over \$200,000. In addition, she informed the Board that she collected \$11,000 from a lien that was paid off.

Mrs. Burchett questioned how old the lien was. Mrs. Boyd advised she did not know the actual date, but it went back further than the year 2000.

7. Action Items (New Business)

A. Equipment Hauling for Industrial Refuse Contracts

Mr. Tolbert reported the most efficient way for the Public Service Authority (PSA) to transport industrial refuse is using a combination of roll off containers and a live floor trailer. The PSA would be responsible for loading the board from a concrete area know as the bunker. In addition, he informed the board that the purchase of a wheel loader is required to load the board. The cost of the trailer would cost \$274,408.00. Mr. Tolbert provided quotes and photos of the proposed equipment.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board approved the purchase of the roll off containers and the live floor trailer.

Voting Yes: Mr. Setliff, Mrs. Coake, Mr. Dean, Mr. Swanson, Mrs. Burchett.

Voting No: None.

B. Appointment to the Pulaski Encouraging Progress Steering Committee

The Board nominated Mr. Dean to represent the PSA on the Pulaski Encouraging Progress Steering Committee (PEP).

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board appointed Mr. Dean to represent the PSA on the Pulaski Encouraging Progress Steering Committee.

Voting Yes: Mr. Setliff, Mrs. Coake, Mr. Swanson, Mrs. Burchett.

Voting No: None.

Abstain: Mr. Dean

. C. Personnel Position at the PSA Billing Office

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board approved the hiring of an Office Assistant for the PSA Billing Office.

Voting Yes: Mr. Setliff, Mrs. Coake, Mr. Dean, Mr. Swanson, Mrs. Burchett.

Voting No: None.

8. Action Items (Old Business)

There were no action items regarding old business.

9. 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 for the month of January.

B. PCSA Activity Report

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

Mr. Setliff reported the Pulaski County Sewerage Authority changed their name to the Fairlawn Sewer Authority (FSA).

Mrs. Burchett inquired about how many customers the PCSA currently had and questioned why the PCSA changed their name. Mr. Setliff stated the PCSA had a total of 893 customers and advised a survey was completed last year and a majority of the Authority's customers did not feel the name represented the area served. In addition, the name change will help to reduce confusion between the PSA or PCSA.

Mrs. Burchett questioned if the PSA provided the PCSA with meter readings. Mr. Setliff confirmed the PSA provides the monthly meter readings.

C. Capital Improvement & Budget Schedule

The Board reviewed the Capital Improvement & Budget Work Session Schedule.

Mr. Setliff remarked he has a prior engagement scheduled on Tuesday, March 23, 2021 and would need to leave no later than 5:30 p.m.

Mr. Swanson advised he may need to attend the upcoming meetings remotely.

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

Mr. Linkous advised he requested Draper Aden provide a breakdown of the proposed projects to better identify future Capital Improvement Plan projects.

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.

10. Other Matters from the Directors

Mr. Dean thanked the Board and staff for the sympathy card and flowers that were sent to him after the passing of his father.

11. Items of Consent

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

A. Minutes of Previous Meeting

The Minutes of January 12, 2021, regular meeting (with corrections) were approved by the Board at the February 9, 2021, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the February 9, 2021, meeting agenda in BoardDocs.

C. Budget Adjustments

The Budget Adjustments were approved as listed in the February 9, 2021 meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the February 9, 2021, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #42008-42121.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of January 2021, the electronic version of which is filed in the February 9, 2021, BoardDocs agenda.

12. Informational Items

There were no Informational Items.

13. Adjournment

A. Adjournment

- On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board adjourned their February 9, 2021, 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, March 9, 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.



Dave Dean, Chairman



Ashley Coake, Secretary