

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
April 13, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, April 13, 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; Mr. Doug Swanson; Mrs. Ashley Coake.

Staff members present included: Jared Linkous, Executive 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. Dean 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

A. Additions or Changes to the Agenda

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

3. Presentations and Citizen Comments

A. Presentations and Citizen Comments

Ms. Sharon Farmer- Dressel, 1001 S 53rd Avenue, Yakima, Washington 98908, spoke in regard to her mother, Mrs. Irene Hicks', delinquent account. Mrs. Hicks has a remaining balance of \$24,636.98 and requested the Public Service Authority (PSA) Board of Directors consider accepting a lump sum of \$6,000 to settle the delinquent account. Ms. Dressel advised if an agreement could not be reached between the two parties, the Public Service Authority Board of Directors could acquire the property.

4. Financial Matters

A. Financial Report

Mrs. Newby presented the Financial Report

Mrs. Burchett questioned if the decrease in water revenue was due to COVID-19. Mr. Linkous advised he believed there were some issues with a commercial meter and have hired a contractor to investigate and possibly replace if needed.

Mrs. Newby also advised there was a mix-up with classifications of the water and sewer salaries that contributed to the decrease.

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

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

Voting No: None.

B. Collections Update

Mrs. Boyd provided the collections update and reported that staff is working to compile a list of the delinquent letters that were mailed to account holders. She hoped to present this information to the Board at the May 11, 2021, meeting.

5. Action Items (New Business)

A. New River Water Company (NRWC) Waterworks in Pulaski County

Mr. Linkous presented an email from Brian Blankenship, P.E., Engineering Field Director, Virginia Department of Health. The New River Water Company is not eligible for construction funding assistance from the Office of Drinking Water (ODW) Drinking State Revolving Fund Program (DWSRF) for improvements to bring the waterworks into compliance or connect to a regional water works system. The Office of Drinking Water requests the Public Service Authority (PSA) consider assisting in the immediate public health priority concerns regarding the failing systems. The PSA would be responsible for the connection of Bellavista Subdivision and Riverbend Subdivision, upgrade the PSA facilities and waterlines, meters, service lines within the noncompliant waterworks to increase reliability of service to serve citizens, and address pressure or water detention issues within the PSA regional waterworks impacted by this new service extension. If approved, staff would be required to complete and submit a Financial and Construction Assistance Program (FCAP) application by April 30, 2021. If the Virginia Department of Health approves the application, the loan consists of an interest free, principal forgiveness for the two (2) subdivisions and waiver of the preliminary engineering report. This would present an opportunity for the Public Service Authority (PSA) to also provide water service to Hilton Village Loop. The project would be referred to as the Community Waterworks Project which will include the Riverbend Subdivision, Bellavista Subdivision and Hilton Village Loop.

Mr. Swanson inquired if sewer connection for the Riverbend Subdivision could be completed at the same time as the water connection. Mr. Linkous stated it was possible; however, it would cause a delay to the project. The Virginia Department of Health wants the project to be completed immediately because of the water concerns and recommended not adding sewer at this time. Mr. Linkous further explained that customers do not have to connect to PSA sewer, but will be required to pay a non-user fee if they do not connect.

Mr. Dean expressed his appreciation for staff's attention to the concerns expressed by the residents of Hilton Village Loop by including the area in the project.

Staff respectfully requested authorization to complete and submit Financial and Construction Assistance Program (FCAP) application through the Virginia Department of Health to fund the Community Waterworks Project, to include Bellavista Subdivision, Riverbend subdivision and Hilton Village Loop.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board authorized staff to complete the application Financial and Construction Assistance Program application.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.
Voting No: None.

6. Action Items (Old Business)

A. Sharon Dressel (Irene Hicks)

The Board expressed there was no need to take any action on this matter and referred to its Delinquent Account Policy that was adopted at the June 9, 2020, Public Service Authority Board of Directors meeting.

Mr. Swanson recommended Mr. Linkous send a letter to Mrs. Dressel and include the Delinquent Account Policy.

7. 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 March.

B. FSA Activity Report

Mr. Linkous presented the Fairlawn Sewer Authority (FSA) Activity Report.

C. 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

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

Mrs. Coake thanked Mr. Linkous for taking her and Mr. Swanson to see of the PSA infrastructures.

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 Public Service Authority Board of Directors Budget Work Session March 30, 2021

The Minutes of March 30, 2021, Budget Work Session were approved by the Board at their April 13, 2021, meeting.

B. Minutes of Public Service Authority Board of Directors Budget Work Session March 23, 2021

The Minutes of March 23, 2021, Budget Work Session were approved by the Board at the April 13, 2021, meeting.

C. Minutes of Public Service Authority Board of Directors Budget Work Session March 16, 2021

The Minutes of March 16, 2021, Budget Work Session were approved by the Board at the April 13, 2021, meeting.

D. Minutes of Public Service Authority Board of Directors Meeting March 9, 2021

The Minutes of March 9, 2021, meeting were approved by the Board at the April 13, 2021, meeting,

E. Balance Due Report

The Balance Due Report was approved as presented in the April 13, 2021, meeting agenda in BoardDocs.

F. Budget Adjustments

The Budget Adjustments were approved as listed in the April 13, 2021, meeting agenda in BoardDocs.

G. Billing Adjustments

The Billing Adjustments were approved as listed in the April 13, 2021, meeting agenda in BoardDocs.

H. Accounts Payable

The Board ratified Accounts Payable for checks numbered #42557-42386.

I. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of March 2021, the electronic version of which is filed in the April 13, 2021, BoardDocs agenda.

10. Informational Items

Mrs. Belcher advised she spoke with Mrs. Melinda Worrell, Treasurer, Pulaski County and the Treasurer's Office will continue to accept Public Service Authority (PSA) utility payments when the Munis software is implemented.

Mrs. Burchett requested a thank-you note be sent to the Treasurer for continuing to provide a payment location for the PSA customers.

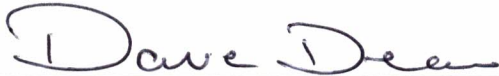
Mr. Setliff shared his appreciation to Mr. Clay Howlett, IT Director, Pulaski County, and his staff for the installation of the new equipment located in the Board Room.

11. Adjournment

A. Adjournment

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board adjourned their April 13, 2021, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, May 11, 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, Chair



Ashley Coake, Secretary