

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
May 11, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, May 11, 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 and Mrs. Ashley Coake.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator; 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. Swanson, second by Mr. Setliff 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

There were no presentations or citizens comments.

4. Financial Matters

A. Financial Report

Mrs. Belcher presented the Financial Report. There were no questions.

On a motion by Mrs. Burchett, 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 advised that Mrs. Dressel paid \$9,408.26 to satisfy the delinquent account of Mrs. Irene Hicks (Mrs. Dressel's mother). Mrs. Dressel's check has cleared the bank and the lien will be released on Tuesday, May 11, 2021.

C. Robinson, Farmer, Cox Associates

Mr. Linkous reviewed the audit report for the fiscal year ending June 30, 2020, and letter from Robinson, Farmer, Cox Associates.

Mrs. Burchett inquired why the fixed assets were not picked up over the last two years. Mrs. Burchett asked how to prevent this issue in the future and questioned if the fixed assets can be flagged in Munis. Mr. Linkous advised the new software will not track fixed assets as this option was not purchased.

Mr. Linkous inquired if the Board was interested in having a representative from Robinson, Farmer, Cox Associates provide an audit presentation to the Board. Mrs. Burchett advised she would prefer a representative from Robinson, Farmer, Cox Associates present the audit. Mr. Linkous stated he would coordinate with Robinson, Farmer, Cox Associates to have a representative present at the June 8, 2021, meeting.

5. Action Items (New Business)

A. Adoption of FY 2022 Budget, Capital Improvement Plan and Rates

Mr. Linkous presented the proposed Pulaski County Public Service Authority (PSA) Fiscal Year 2021-2022 Budget, Capital Improvement Plan, 5% Increase of Water and Sewer Rates and \$2.00 Increase of Residential Refuse Rates.

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board approved the proposed Pulaski County Public Service Authority (PSA) Fiscal Year 2021-2022 Budget, Capital Improvement Plan, 5% Increase of Water and Sewer rates and \$2.00 Increase of Residential Refuse Rates as presented.

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

Voting No: None.

B. Utilis Satellite Leak Detection

Mr. Linkous presented proposals and a scope of work from Utilis. Utilis uses technology by NASA to look for water on other planets and can detect potential leaks under the surface. The company originally contacted the Town of Dublin and because the town is so small, the PSA was asked if it would like to participate and share the costs. The cost for the hot/cold map will be \$40,000.00 and if approved, the PSA and the Town of Dublin will split the cost and be responsible for paying \$20,000 each.

Mr. Setliff recommended Mr. Linkous contact the Town of Pulaski, and if the town is interested in participating, the cost can be split between the PSA and the towns of Dublin and Pulaski. Mr. Setliff elaborated on how satellite leak detection will be beneficial to the PSA and its customers.

Mrs. Coake inquired if the hot/cold map would be something performed yearly. Mr. Linkous advised, if approved, the PSA would use the product this year and determine its effectiveness for future use.

Mr. Dean inquired if there would be only one (1) scan. Mr. Linkous reported it is a snapshot for that moment in time.

Mr. Linkous recommended the PSA Board sign a contract with Utilis and authorize \$20,000 be appropriated from the operational reserve to fund the map.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board authorized Mr. Linkous execute a contract with Utilis and appropriated \$20,000 to fund the satellite leak detection map.

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

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

The Board reviewed the Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the month of April.

reminded Mr. Tolbert to submit pictures when new equipment or vehicles are purchased.

B. FSA Activity Report

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

C. Penalty and Interest

Mr. Linkous reported on an error discovered when researching the documentation Mrs. Dressel presented at the April 13, 2021, meeting. When the delinquent letters were drafted, an error occurred within the BAI system and the penalty and interest were not applied. Therefore, the PSA did not collect penalty and interest on accounts for customers who arranged payment plans and for accounts that were paid in full, and will have to write-off penalty and interest on forty (40) accounts. Mr. Linkous further explained he is currently working with BAI and Munis to confirm all information regarding delinquencies is accurate.

Going forward, Mr. Linkous advised, Mrs. Debra Boyd, PSA Accounts Payable/Collections Clerk, will be the only person working with customers regarding delinquent accounts.

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. Mrs. Burchett asked who is responsible for paying for the project. Mr. Linkous remarked the majority of the funds will be the industry's responsibility and the Economic Development Association (EDA), Town of Pulaski and Pepper's Ferry Regional Wastewater Treatment Facility Board of Directors will share the cost.

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. Dean shared his concerns regarding the foul smell throughout the county. Mr. Linkous remarked there have been some progress, however; it will take time to resolve this issue.

Mr. Dean inquired if infrastructure funds were available to the Public Service Authority (PSA) or other organizations. Mr. Linkous reported the funds go directly to the County and will dispersed through Mrs. Janet Jonas, Cares Act Coordinator.

Mr. Sweet advised there are specific guidelines regarding how COVID-19 funds are to be used. Mrs. Jonas will review all projects that qualify and create a list of projects to be funded.

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 Public Hearing for Budget and Rates at the April 26, 2021.

The Minutes of April 26, 2021, Public Hearing were approved by the Board at their May 11, 2021, meeting.

B. Minutes of Public Service Authority Board of Directors Meeting April 13, 2021

The Minutes of April 13, 2021, Budget Work Session were approved by the Board at the May 11, 2021, meeting.

E. Balance Due Report

The Balance Due Report was approved as presented in the May 11, 2021, meeting agenda in BoardDocs.

F. Budget Adjustments

The Budget Adjustments were approved as listed in the May 11, 2021, meeting agenda in BoardDocs.

G. Billing Adjustments

The Billing Adjustments were approved as listed in the May 11, 2021, meeting agenda in BoardDocs.

H. Accounts Payable

The Board ratified Accounts Payable for checks numbered #42387-42501.

I. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of April 2021, the electronic version of which is filed in the May 11, 2021, BoardDocs agenda.

10. Informational Items

There were no Information Items.

11. Adjournment

A. Adjournment

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board adjourned their May 11, 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, June 8, 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