

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
June 8, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, June 8, 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; 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.

B. 2020 Audit Presentation

Mrs. Emily Viers, CPA, Audit Manager, Robinson Farmer Cox Associates, presented the audit year ended June 30, 2020. Mrs. Viers confirmed there were no compliance issues and no significant audit adjustments.

4. Financial Matters

A. Financial Report

Mrs. Newby presented the Financial Report.

On a motion by Mrs. Coake, second by Mrs. Burchett 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 the amount received from the Commonwealth of Virginia Set-Off Debt Program was approximately \$12,794.41 less than last year.

Mr. Setliff requested Mr. Linkous provide a report at the July meeting on the Public Service Authority's (PSA) plan of action regarding the collection of delinquencies if/when the State of Emergency expires.

5. Action Items (New Business)

A. Community Use Dumpster Policy

Mr. Linkous presented a draft Community Use Dumpster policy which addressed the numerous areas throughout the county where rear load trucks are not able to access groups of homes to pick up refuse. In addition, the policy will provide for consistent management of dumpsters. Photographs were presented of locations where regulations have been implemented and enforced and of locations where dumpsters are misused.

Mr. Setliff suggested staff revise the wording for Item Seven (7) of the draft Community Use Dumpster policy by using the word "serviceable" instead of "suitable". He also recommended including in the policy, the application of a non-user fee for commercial and residential users of a community dumpster. Mr. Linkous advised at this time staff cannot determine whether account holders (residential and commercial) are moving, selling or renting, etc., and hoped the MUNIS software combined with the use of the county's Geographical Information System (GIS) and Real Estate office will be beneficial moving forward.

On a motion by Mr. Setliff, second by Mrs. Burchett and carried, the Board adopted the Community Use Dumpster policy with revisions as noted.

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

Voting No: None.

Mr. Swanson requested staff provide an update on the progress of the enforcement of the community use dumpster policy in a future meeting.

Mr. Setliff asked for item to be placed on a subsequent meeting agenda to discuss how to handle individuals and businesses who are not paying a refuse bill.

6. Action Items (Old Business)

A. None.

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 May.

Mr. Tolbert provided an update on compactors and other items that were completed at the Convenience Centers.

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

Mr. Linkous provided an update regarding the Water Master Plan.

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.

8. Other Matters from the Directors

A. None.

There were no additional Matters from the Directors.

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 May 11, 2021, regular meeting (with corrections) were approved by the Board at the June 8, 2021, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the June 8, 2021, meeting agenda in BoardDocs.

C. Budget Adjustments

The Budget Adjustments were approved as listed in the June 8, 2021, meeting agenda in BoardDocs.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the June 8, 2021, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #42502-42618.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of May 2021, the electronic version of which is filed in the June 8, 2021, BoardDocs agenda.

10. Informational Items

A. None.

There were no Informational Items.

11. Adjournment


A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Burchett and carried, the Board adjourned their June 8, 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, July 13, 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