

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
August 10, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, August 10, 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; Mr. Dennis Setliff; Mr. Doug Swanson; Mrs. Ashley Coake. Absent: Mrs. Nancy Burchett, Vice Chair.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator, Pulaski County; Diane Newby, Finance Director; Tracy Belcher, Assistant Finance Director and Ashley Edmonds, Deputy 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

4 (four) Board members were present. Mrs. Burchett was absent.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or comments from citizens.

3. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711.A.8. of the 1950 Code of Virginia, as amended, to discuss legal matters. (Staff attending: Mr. Jared Linkous, Executive Director; Mr. Josh Tolbert, Deputy Director and Mr. Jonathan Sweet, County Administrator, Pulaski County).

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

Legal Consultation: Pursuant to Virginia Code Section 2.2-3711(A) 8 discussion for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel regarding:

- Refuse Collection Contracts

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

Voting No: None.

Absent: Mrs. Burchett.

B. Return to Open Session

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

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

Voting No: None.

Absent: Mrs. Burchett.

C. Certification of Executive Session

On a motion by Mrs. Coake, 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, Mr. Swanson, Mrs. Coake.

Voting No: None.

Absent: Mrs. Burchett.

4. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board accepted the agenda with the following addition:

- Item #6. Action Items (New Business) B. New River Resource Authority Rate Request

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

Voting No: None.

Absent: Mrs. Burchett.

5. Financial Matters

A. Financial Report

Mrs. Newby reviewed the revenue, expenditure, capital funds revenue and expenditure and cash balance reports for the period ending July 30, 2021. She reported collection of revenues at 8% and expenditures spent at 8.5%, both are on target.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board accepted the financial reports as presented.

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

Voting No: None.

Absent: Mrs. Burchett.

B. Collections Update

Mr. Linkous provided the collections update. Staff continues work to prepare the mailing of the annual delinquency letters per policy adopted in 2020.

6. Action Items (New Business)

A. Countryside Landing Easement

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board accepted and received the Countryside Landing Phase I water and sewer lines into the Pulaski County Public Service Authority system to be maintained by the Authority.

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

Voting No: None.

Absent: Mrs. Burchett.

B. New River Resource Authority Rate Request

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board authorized staff to draft correspondence to the New River Resource Authority (NRRA) to request our disposal rate remains unchanged for a period of thirty-six months to help secure a contract and collect James Hardie Building Product's solid waste and to draft correspondence to the Pulaski County Board of Supervisors to request their support in the PSA's request to the New River Resource Authority (NRRA).

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

Voting No: None.
Absent: Mrs. Burchett.

7. Action Items (Old Business)

A. None.

There were no action items regarding old business.

8. 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 June. Mr. Tolbert reported that there is a new entrance at the Dublin Convenience Center for grinding which makes it easier for the attendant to identify items and enables the brush to be pushed. Mr. Tolbert also reported on stricter enforcement by convenience center attendants to ensure there is no dumping of materials by commercial businesses and turning away dump trailers and/or dump trucks due to overwhelming volume issues.

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 advised that items had been received from the engineer and are in the process of review. Mr. Linkous will provide comments upon completion.

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 advised that the survey was complete with results sent for drillings and borings. Draper Aden is working on the design, plans, bid documents, tech specifications and contract documents.

9. Other Matters from the Directors

Mr. Setliff requested an update on the following items: (details regarding Fairlawn Convenience Improvements and Status of the Water and Sewer Master Plan are listed under their respective numbers on #8. C. Staff To Do List [Items E. & I.]).

- Sale of Surplus Items - Mr. Tolbert reported all items deemed surplus had been sold with the total collected at approximately \$28,000.
- Hiring Process Related to July's Meeting - Mr. Linkous reported one interview has been completed for the Assistant Supervisor position.
- Discussion of Potential Outcomes from the Sulfate Survey - Mr. Linkous advised the sulfate study is now in data collection (Phase 2) which will last about one (1) year with a report to be generated. The report (Phase 3) will include recommendations/solutions.

Mr. Setliff also requested contact information (to include email) for assistance with termination of water service as the Fairlawn Sewer Authority Board of Directors has authorized resuming water shut-off for delinquent account holders.

10. Items of Consent

On a motion by Mrs. Coake, second by Mr. Swanson and carried, the Board reviewed and approved the following items of consent:

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

Voting No: None.

Absent: Mrs. Burchett.

A. Minutes of Previous Meeting

The Minutes of the July 13, 2021, regular meeting were approved by the Board at the August 10, 2021, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the August 10, 2021, meeting agenda in BoardDocs.

C. Budget Adjustments

There were no budget adjustment presented for consideration by the Board of Directors.

D. Billing Adjustments

The Billing Adjustments were approved as listed in the August 10, 2021, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #42619-42744.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of July 2021, the electronic version of which is filed in the August 10, 2021, BoardDocs agenda.

11. Informational Items

A. Pulaski Water Treatment Plant & Water Distribution System Improvements Preliminary Engineering Report

Mr. Linkous advised the town of Pulaski Water Treatment Plant & Water Distribution System Improvements Preliminary Engineering Report was approved by the Virginia Department of Health of July 23, 2021. Mr. Linkous has requested additional information regarding the elevation for the tank and will continue his review of the Preliminary Engineering Report. He will provide staff's recommendation regarding acceptance/approval of the report to the Board at the September 14, 2021, meeting.

12. Adjournment

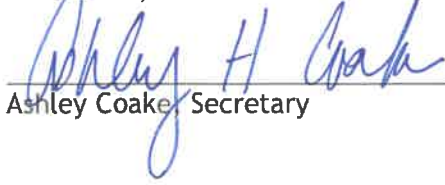
A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their August 10, 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, September 14, 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.

A handwritten signature in blue ink that reads "Dave Dean". The signature is written in a cursive style with a large initial "D".

Dave Dean, Chair

A handwritten signature in blue ink that reads "Ashley H. Coake". The signature is written in a cursive style with a large initial "A".

Ashley Coake, Secretary