

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING

October 12, 2021

At a meeting of the Public Service Authority Board of Directors held on Tuesday, October 12, 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, Pulaski County; S. Diane Newby, Finance Director; Tracy Belcher, Assistant Finance Director and Ashley Edmonds, 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. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or comments from citizens.

3. 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 accepted the agenda as presented.

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

Voting No: None.

4. Financial Matters

A. Financial Report

Mrs. Belcher presented a year to date budget analysis with revenue and expenditures for water, sewer, refuse and PSA Capital Fund, along with updated debt service information for the Board's review. Several Board members responded favorably to the new format and Mr. Swanson asked if a comparison to the prior year could be given in graphic, i.e., chart. Mrs. Belcher stated a chart would be included in the next report.

On a motion by Mrs. Burchett, second by Mrs. Coake and carried, the Board accepted the Financial Report as of September 30, 2021, with the changes to the format.

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

Voting No: None.

B. Collections Update

Mr. Linkous provided the collections update.

Mr. Linkous advised water-cutoffs for delinquent account holders will commence on October 27, 2021. Staff is considering placing an advertisement in the local papers to update account holders. Mr. Setliff discussed the Fairlawn Sewer Authority's (FSA) plans for termination of water service for those account holders who are delinquent on payment.

- all. Linkous also advised of the plans to go live with MUNIS Utility Billing the second week of November 2021. Notifications will be sent to PSA payment locations: National Bank of Blacksburg, the Pulaski County Treasurer's Office and Fairlawn Bookkeeping & Tax Service and to customers via local newspapers, County

website and social media platforms to inform that payments will not be accepted a few days prior to the launch.

5. Action Items (New Business)

A. None.

There were no action items regarding new business.

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 September.

Mr. Tolbert advised that the overgrowth on signs at the Convenience Centers had been removed. Staff is looking at making improvements to the gates at the Pulaski and Dublin Convenience Centers and to the signage at all of three (3) of the Convenience Centers.

Mr. Tolbert reported there were no bids received for the PSA and County paving projects. He cited supply chain and workforce issues as the main factors given by contractors when contacted. Staff has reached out to the Town of Pulaski to find out if the PSA and County could piggyback on their paving contract for completion of the projects this fall; however, the contractor will try but this is unlikely. The projects will be re-advertised for bids in Spring 2022 as the funds will be available through June 30, 2022, and are available for carryover into the next fiscal year.

B. FSA Activity Report

Mr. Linkous presented the Fairlawn Sewer Authority (FSA) Activity Report. Mr. Setliff requested a review of the maintenance hours regarding the Dudley Ferry project as PSA crews worked to properly locate and repair the waterline in the area at the same time.

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

No report given.

Mr. Linkous advised that the Pepperell Water Tank would be taken offline. Complaints of dirty or brown water may be received; however, the disruption should be cleared quickly.

8. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff reviewed the following items:

- Fairlawn Sewer Authority (FSA) newsletter; advised the FSA is conducting an audit of the United States Postal Service to assess delivery times of invoices
- Fairlawn Sewer Authority (FSA)/PSA maintenance activity year to date report; reviewed the annual summary and 2019 employee and machine costs.

A meeting will be scheduled with Mr. Setliff, Mr. Linkous and Mr. Sweet to discuss the current maintenance agreement with the Fairlawn Sewer Authority.

9. Items of Consent

On a motion by Mrs. Coake, second by Mrs. Burchett and carried, the Board reviewed and approved the following items of consent (A.- F.):

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

Voting No: None.

A. Minutes of Previous Meeting

The Minutes of the September 14, 2021, regular meeting were approved by the Board at the October 12, 2021, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the October 12, 2021, meeting agenda in BoardDocs.

C. Budget Adjustments

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

D. Billing Adjustments

The Billing Adjustments were approved as listed in the October 12, 2021, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 42966-43062.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of September 2021, the electronic version of which is filed in the October 12, 2021, BoardDocs agenda.

10. Informational Items

A. None

There were no information items.

11. Adjournment

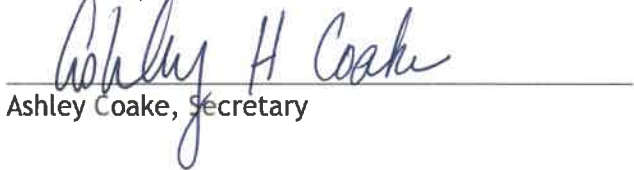
A. Adjournment

On a motion by Mrs. Burchett, second by Mr. Swanson and carried, the Board adjourned their October 12, 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, November 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, Chair



Ashley Coake, Secretary