

**PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING**  
**December 14, 2021**

At a meeting of the Public Service Authority Board of Directors held on Tuesday, December 14, 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; Debra Boyd, Accounts Payable/Collections Coordinator; 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

Mrs. Brenda Blackburn advised the Board of an incident at the Dublin Convenience Center where her son, Ryan, was turned away by the attendant. She stated her son was dropping off items for her husband (who she reported is disabled veteran with COPD) and was told by the attendant that Mr. Tolbert, Deputy Director, Public Service Authority, had advised the attendant that Mrs. Blackburn and her son would not be allowed to use the Convenience Centers. Mrs. Blackburn wanted to know why she and her son would be barred from the Convenience Centers when dropping off items for her husband, who is a Pulaski County resident and property owner (of the truck and trailer used by Mrs. Blackburn and her son). Mr. Dean asked if this incident had been reported to staff (specifically to Mr. Linkous, Executive Director) and advised that all complaints/inquiries should be directed to staff prior to bringing issues to the Board for resolution. Mr. Linkous stated the refusal could be due to enforcement of regulations at the Convenience Centers, which include: use of the Convenience Centers is for residential use only; no dump trailers; volume/scale of refuse and size of trailer, etc. Staff will further investigate the matter.

3. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A.1.8. of the 1950 Code of Virginia, as amended, to discuss personnel and consult with staff on legal matters. (Staff attending: Mr. Jared Linkous, Executive Director, Mr. Josh Tolbert, Deputy Director and Mr. Jonathan Sweet, County Administrator).

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

Personnel: Pursuant to Virginia Code Section 2.2-3711(A) 1 discussion for consideration of employment, assignment, promotion, performance, demotion, salaries, disciplining or resignation of public officers, appointees or employees, regarding:

- Personnel Matters

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:

- Contract

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

Voting No: None.

#### B. Return to Open Session

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

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

Voting No: None.

#### C. Certification of Executive Session

On a motion by Mr. Swanson, second by Mrs. Coake 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, Mrs. Burchett, Mr. Dean, Mr. Swanson, Mrs. Coake.

Voting No: None.

#### 4. Approval of the Agenda

## A. Additions or Changes to the Agenda

On a motion by Mr. Swanson, second by Mrs. Burchett and carried, the Board accepted the agenda with the addition of the following items:

6. Action Items (New Business), A. Water Sewer Service Technician Position; B. Deputy Director, Water and Sewer Position

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

Voting No: None.

## 5. Financial Matters

### A. Financial Report

Mrs. Belcher advised that due to issues with the implementation of Munis Go Live Utility Billing, the year to date budget analysis was not available. She described the challenges encountered with the utility billing launch, i.e., identification of need for updated practices and oversight and the learning curve of staff to implement these practices for utilization with software, specifically moving away from manual to electronic/digital application; integration of water meter data and transfer and billing and information technology employees' absences.

Mrs. Burchett asked if the water meter readings were correct. Mr. Linkous replied that the readings were accurate and reported the base rate was charged in December. Mr. Linkous reminded the Board that the bill looks different and calls from customers had been received as more detail has been provided.

Mr. Setliff expressed his displeasure with staff's delay in notifying the Fairlawn Sewer Authority of issues with the water meter readings. He requested going forward, notice be given as soon as possible. Mrs. Belcher stated staff would keep the Fairlawn Sewer Authority abreast of issues.

### B. Collections Update

Mrs. Boyd provided the collections update and reported 76 customers are taking advantage of payment arrangements on delinquent accounts. The Board members also reviewed the Balance Due comparisons.

## 6. Action Items (New Business)

### A. Water Sewer Service Technician Position

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board authorized advertisement of a Water Sewer Service Technician and application of the necessary budget adjustments to fund the position.

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

Voting No: None.

### B. Deputy Director, Water and Sewer Position

On a motion by Mr. Setliff, second by Mr. Coake and carried, the Board authorized advertisement of a Deputy Director, Water and Sewer and application of the necessary budget adjustments to fund the position.

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

Voting No: None.

#### 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 November.

Mr. Setliff inquired about the schedule of grinding services at the Convenience Centers. Staff advised the grinding services are performed by a third party source and further information would be provided.

Mr. Dean asked about the upcoming Christmas and New Year holiday schedule for refuse and convenience center employees.

Mr. Linkous advised that due to billing software issues, staff elected not to conducted water cut-offs this month.

#### B. FSA Activity Report

Mr. Linkous presented the Fairlawn Sewer Authority (FSA) Activity Report. The Board review the report and there were no questions.

#### 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

Comments were submitted to the designer for stormwater review; design to be finalized in first quarter 2022.

9. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff requested staff commit to getting the water meter readings to the Fairlawn Sewer Authority closer to the first of month target. Mrs. Belcher stated staff would continue to work toward the target and committed to keeping the Fairlawn Sewer Authority abreast of any issues surrounding water meter readings.

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 (A. - G.):

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

Voting No: None.

A. Minutes of Previous Meeting

The Minutes of the November 9, 2021, regular meeting were approved by the Board at the December 14, 2021, meeting.

B. Balance Due Report

Due to issues with the implementation of Munis Go Live Utility Billing, the Billing Adjustments were not available.

#### C. Budget Adjustments

There were no Budget Adjustments.

#### D. Billing Adjustments

Due to issues with the implementation of Munis Go Live Utility Billing, the Billing Adjustments were not available.

#### E. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 43154-43261.

#### F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of November 2021, the electronic version of which is filed in the December 14, 2021, BoardDocs agenda.

#### G. Personnel Policy

The Board reviewed and approved the proposed personnel policy as presented in the December 14, 2021, BoardDocs agenda.

### 11. Informational Items

#### A. Capital Improvement Plan and Budget Schedule

Mr. Linkous presented the Capital Improvement and Budget Schedule.

Mr. Sweet updated the Board on the County's success in receiving a Virginia Telecommunications Initiative (VATI) grant to deploy a universal broadband project that would deliver a fiber-to-the-home solution to more than 7,800 unserved residents, businesses and community anchors throughout the County and the FY 2021 American Rescue Plan Act Build Back Better funding application in support of our local auto industry.

### 12. Adjournment

#### A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Burchett and carried, the Board adjourned their December 14, 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, January 11, 2022, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

D Dean

Dave Dean, Chair

Ashley H Coake

Ashley Coake, Secretary

