

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING

August 9, 2022

At a meeting of the Public Service Authority Board of Directors held on Tuesday, August 9, 2022, 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. Dennis Setliff; Mr. Eddie Hale; Mrs. Nancy Burchett, Chair, Mrs. Ashley Coake, Vice Chair and Mr. Douglas Swanson.

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, Clerk to the Board.

1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 9:01 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 citizens comments.

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 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:

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:

- Town of Pulaski Refuse Collection Contract
- Town of Pulaski Sewer Contract (Pertaining to the Middle School)

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

Voting No: None.

B. Return to Open Session

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

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

Voting No: None.

C. Certification of Executive Session

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

Voting No: None.

4. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board accepted the agenda as presented.

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

Voting No: None.

5. Financial Matters

A. Financial Report

Mrs. Belcher presented the financial report to the Board and provided the following updates:

- Bills are getting out on time and the Billing office is working on consistency.
- With meter change outs, there are fewer billing errors.
- Customers continue to make changes to their accounts; moving from low volume to full service.
- Belle Vista and Riverbend customers are being billed using flat fee and average usage. The project is under design with completion in a year and half to two years.
- Letters to non-users are scheduled to go out.

On a motion by Mrs. Coake, second by Mr. Swanson and carried, the Board accepted the Financial Report.

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

Voting No: None.

B. Collections Update

Mr. Linkous reviewed the Collection Update. Mr. Setliff requested the Board members be notified before the advertisement of delinquent accountholders is published.

6. Action Items (New Business)

A. None.

There were no Action Items (New Business).

7. Action Items (Old Business)

A. None.

There were no Action Items (Old Business).

8. Reports from Executive Director and Staff

9. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff had inquired about the date of the next New River Valley Regional Household Hazardous Waste Collection and Document Shredding event. It will be held on Saturday, September 10, 2022, from 10 a.m. - 2 p.m. at the New River Resource Authority, 7100 Cloyds Mountain Road, Dublin and residents served by the New River Resource Authority (NRRRA) who are interested in the event will need to call the NRRRA to schedule an appointment.

10. Items of Consent

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board reviewed and approved the following items of consent (A.- F.):

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

Voting No: None.

A. Minutes of the July 12, 2022, Public Service Authority Board of Directors Meeting

The amended Minutes of the July 12, 2022, Meeting of the Public Service Authority Board of Directors were approved by the Board at their August 9, 2022, meeting. An explanation was added to #7. Action Items (Old Business) A. 1986 Refuse Collection Agreement of the Town of Pulaski, The County of Pulaski, and the Pulaski County Public Service Authority and is recorded as follows:

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board moved to direct counsel to send a notice to the Town of Pulaski of intent to terminate the existing 1986 Refuse Collection Agreement effective December 31, 2022, and to communicate to counsel for the Town that the PSA proposal for a new contract to provide refuse collection services remains effective based on the terms in the Request for Proposal (RFP) issued by the Town.

For clarification purposes, the RFP stated proposals would be binding for ninety (90) days following the due date of June 1, 2022, which would be August 30, 2022.

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

Voting No: None.

Mr. Setliff expressed the Board's strongest desire to retain the Town of Pulaski's as customers and feels this will be mutually successful for both parties.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

There were no budgets.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 44052-44170. Mrs. Burchett inquired about the payment to Meade Contracting Co. for waterline repair.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of July 2022, the electronic version of which is filed in the August 9, 2022, BoardDocs agenda.

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 July.

B. FSA Activity Report

The Board reviewed the July 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

Mr. Linkous contacted a potential property owner. This item will be added to the September 13, 2022, meeting agenda under Executive Session.

B. Covered Water Meter Ordinance

No report given.

C. Draper Area Wythe County Sewer/PSA Connection

No report given.

D. Water Meter Replacement

The last round of round of meters has been ordered and 75% of residential meters have been replaced.

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.

J. Riverbend Water Delivery Issues Response

No Report.

K. Certification of Fire Hydrant Flow and Corresponding Paint Color Array

No Report.

11. Informational Items

A. None

Mr. Linkous advised that the Pulaski County Board of Supervisors approved the use of \$500,000 for the purchase of equipment and hiring of crew members.

11. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Board adjourned their August 9, 2022, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, September 13, 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.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary

