

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING
October 11, 2022

At a meeting of the Public Service Authority Board of Directors held on Tuesday, October 11, 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 and Mr. Douglas Swanson. Participating remotely: Mrs. Ashley Coake, Vice Chair.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator, Pulaski County; Tim Kirtner, County Attorney, Pulaski County; 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

Mrs. Burchett called the meeting to order at 9 a.m.

A. Confirmation of A Quorum

4 (four) Board members were present.

Mrs. Coake disclosed the need to participate remotely as she is in Denver, Colorado for work.

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board accepted Mrs. Coake's participation in the meeting remotely.

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

Voting No: None.

Abstain: Mrs. Coake.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizen 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. Jonathan Sweet, County Administrator and Mr. Tim Kirtner, County Attorney, Pulaski County)

On a motion by Mr. Swanson, second by Mr. Setliff 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:

- Proposed Wastewater Collection System Project

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

Voting No: None.

B. Return to Open Session

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

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

Voting No: None.

C. Certification of Executive Session

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

Voting No: None.

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:

- #4. Executive Session - 2.2-3711 (A) 8 Legal Consultation Proposed Wastewater Collection System Project

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

Voting No: None.

5. Public Hearing

A. FY 2022-2023 Budget Amendment

Mrs. Newby reviewed the budget adjustments and advised that the public hearing had been properly advertised. Mrs. Newby recommended approval of the budget amendment regarding the carryover of funds for capital items.

Mrs. Burchett opened the public hearing. There were no comments. Mrs. Burchett closed the public hearing.

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board approved the following budget adjustments totaling \$5,796,270.00:

- PSA Capital Fund #2023-01: \$810,204.78
- PSA Capital Fund #2023-02: \$4,986,062.47

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

Voting No: None.

6. Financial Matters

A. Financial Report

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

- Cut-offs of customer accounts delinquent ninety days resumed
- Letters sent to about three hundred (300) individuals in the Newbern Heights/Robinson Tract areas regarding residential refuse collection
- Payment plans now in MUNIS with the ability to assess penalty and interest
- Revenues and expenditures are on track
- Lock box at National Bank of Blacksburg closed on November 1, 2022; bank will process payments for walk-in customers only

Mrs. Burchett inquired about revenue for dumpsters. Mrs. Belcher stated this could be a coding error and she would review and report findings with Mrs. Burchett.

Mr. Setliff inquired about the number of potential cut-offs and requested a revised budget which reflected refuse collection revisions.

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

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

Voting No: None.

B. Collections Update

Mrs. Boyd provided the collections update. There were no questions.

7. Action Items (New Business)

A. None.

There were no Action Items (New Business).

8. Action Items (Old Business)

A. None.

There were no Action Items (Old Business).

9. 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.

B. FSA Activity Report

The Board reviewed the September 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

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

Equipment has been purchased and staff is assessing the movement of some PSA employees to positions with the County department. Staff hopes this department will be at full staff at the first quarter of the year.

J. Riverbend Water Delivery Issues Response

No Report.

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

No Report.

10. Other Matters from the Directors

A. Updates Requested by Board Members

Mrs. Burchett gave an update on the community meeting held with Hilton Village Loop residents on September 28, 2022, at the Robinson Tract Community Center. She stated about twenty (20) individuals were in attendance and the following items of focus were discussed:

- Current well and septic systems in the area are at forty (40) years or more life span
- PSA availability fee
- Access to fire hydrants
- Reduction in home insurance
- An individual spoke of the benefits of whole home filtration systems for well users
- Representatives from Trinity Baptist Church requested the proposed water line six (6) years ago

Mrs. Burchett advised that there was some support among those present for the proposed water line and applications were given for well testing through the Pulaski County Cooperative Extension Office. Staff will provide a mailing list to the Cooperative Extension office and a survey would be given after testing to obtain feedback from residents. Mrs. Burchett stated the residents wanted transparency from the PSA and another meeting with a payment plan and/or financial assistance options presented.

Mrs. Burchett asked for staff to draft letters for Lavender Road and Ridgewood Lane regarding the status of the water project. The Board discussed possible meetings for the Belle Vista and River Bend communities.

11. Items of Consent

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

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

Voting No: None.

A. Minutes of the September 13, 2022, Public Service Authority Board of Directors Meeting

The Minutes of the September 13, 2022, Meeting of the Public Service Authority Board of Directors were approved by the Board at their October 11, 2022, meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

The Board approved Budget Adjustment PSA Fund #2023-01: \$5,730.00.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered # 44307-44401.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of September 2022, the electronic version of which is filed in the October 11, 2022, BoardDocs agenda.

12. Informational Items

A. None

13. Adjournment

A. Adjournment

On a motion Duly made, second and carried, the Board adjourned their October 11, 2022, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mr. Swanson, Mrs. Coake.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, November 15, 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

