

At a meeting of the Public Service Authority Board of Directors held on Tuesday, March 14, 2023, 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 Mrs. Ashley Coake, Vice Chair. Absent: Mr. Douglas Swanson.

Staff members present included: Jared Linkous, Director; Josh Tolbert, Deputy Director; 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

Four (4) Board members were present. Mr. Swanson was absent and participated remotely.

Mr. Swanson declared he was attending the meeting remotely from Florida as he was visiting with family.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board allowed Mr. Swanson to participate in the meeting remotely.

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

Voting No: None.

Absent: Mr. Swanson.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mr. Richard Kelly Chumbley, 2780 Wysor Road, Draper, commented about the use of the former hotel property as a PSA Convenience Center. He stated he had fourteen (14) acres of land near the former hotel that he had gifted to his son who planned to build a home on it. Mr. Chumbley asked if the Board considered adjacent property owners' views and the impact a Convenience Center would have on property values. He stated the Convenience Center was not needed nor wanted by the adjacent property owners and inquired if the property transaction and decision to place the Convenience Center at this location was "a done deal". Mr. Chumbley stated he was bothered by Mr. Linkous' comment at the February Board of Supervisors meeting that the proposed Convenience Center was an "exciting" project.

Mrs. Burchett asked Mr. Linkous to provide rebuttal on behalf of the Authority and Board members. Mr. Linkous acknowledged the former hotel property has been acquired by the PSA for the purpose of a Convenience Center and that no public hearing was required prior to purchase or planning. He advised that the PSA is in the process of demolition of the structure and has received an asbestos report. Mr. Linkous stated it is the goal of the PSA to improve their Convenience Centers to an optimum standard (manned, well-maintained/presentable, clean, safe and secured) and advised that this site would be more in line with the Convenience Center in Dublin as the site is narrow, which makes it easier to screen and has more trees. Mr. Linkous clarified that his comment made at the Board of Supervisors meeting was not meant to offend; however, he felt a Convenience Center was an improvement over the remnants of the former hotel.

Mrs. Patricia O'Dell, 3066 Old Route 100 Road, Draper, owns and lives on property one hundred and fifty (150) to two hundred (200) feet from the former hotel and main highway and she has plans to gift home to her grandson. Mrs. O'Dell is in opposition of the action to make the former hotel a Convenience Center, which she described as a dump site. She expressed concerns about run-off from the site, health concerns and the disturbance of the present view of the area from her home. Mrs. O'Dell asked that the PSA not put a dump at the former hotel as people can go to the Dublin site. Mrs. O'Dell also had a letter from Mr. Michael J. Barbour, Partner, Barbour & Simpkins, LLP, which she requested be read aloud by Ms. Lisa Burnett.

Several members of the Board acknowledge receipt of the letter from Mr. Barbour. Mr. Linkous advised of the Authority's policy to provide correspondence received from attorney's to the Authority's attorney for review and comment. Mr. Linkous described the design, function, stormwater management and manned activities of Convenience Centers.

Ms. Lisa Burnett, 134 14th Street N.W., Pulaski, asked if the decision to move forward with the location of Convenience Center at the former hotel site was a "done deal". She also questioned what message it sends when there are differing requirements for public and private entities to set up their businesses.

Mr. Linkous responded that staff's direction from the Board is to proceed with plans for the Convenience Center at the former hotel. He also advised that both public and private entities have permitting processes to be followed.

Mrs. Burchett expressed appreciation to those who communicated their concerns and comments with the Board.

3. Approval of the Agenda

A. Additions or Changes to the Agenda

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

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

Voting No: None.

Absent: Mr. Swanson.

4. Financial Matters

A. Financial Report

Mrs. Belcher presented the financial report to the Board and provided information regarding an error with the software and a charge code for commercial sewer calculation which will result in an adjustment to the County for a little over \$300,000 for former landfill charges. Once the software developers fix the error, the numbers for revenue and expenditures for commercial sewer will be on target.

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

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

Voting No: None.

Absent: Mr. Swanson.

B. Collections Update

Staff provided an update on collections. One hundred and forty-four (144) welcome letters were mailed on March 9, 2023 and there have been several customers that have paid off delinquencies in full.

Mrs. Burchett suggested write offs be conducted before the end of the fiscal year.

Mr. Sweet suggested drafting a joint policy with the County to limit individuals from accessing County (public) recreation assets/programs if they owe the County/PSA/FSA/etc., delinquent "fees" in excess of a certain amount for a specified period of excessive time, not to include individuals under the age of twenty-one (21) or any child or dependent of an individual who is delinquent for the stated amount and period of time. Mrs. Burchett inquired about the legalities of such policy and whether other localities had implemented a similar policy. Mr. Setliff supported the idea of the policy as he felt there needed to be consequences for those who choose to be delinquent in paying their bills. Mr. Hale asked if the Debt Set Off program was still utilized to retain funds for delinquent account holders.

5. Action Items (New Business)

A. None

There were no Action Items (Old Business).

6. Action Items (Old Business)

A. None

There were no Action Items (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 Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the month of February was reviewed by the Board.

Staff advised there were no cut offs for the month of February.

B. FSA Activity Report

The Board reviewed the February Fairlawn Sewer Authority (FSA) Activity Report. Mr. Setliff commented on the impact of tree roots in laterals and its effect in the increase in man hours and maintenance.

C. Staff To Do List:

The following updates were provided on the following Staff To Do List items:

Mrs. Burchett asked for the removal of Riverbend Water Delivery Issues Response and to add this item along with the Hilton Village/ Jill Drive water projects under one heading - Community Water Projects.

A. Drop Site on the South Side of Claytor Lake

No report.

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 (Draper) 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.

J. Riverbend Water Delivery Issues Response

Mr. Linkous reported letters had been sent to Riverbend residents to notify of upcoming surveying activities for the design process; he advised that positive responses have been received. Staff had applied for a categorical exclusion which was not successful; thus, adding another six (6) months (at least) to the process. Staff hopes to put the project out to bid by late summer/early fall, which reflects an aggressive and/or tight timeline.

Mr. Linkous advised a delay with setting up a second Hilton Village Loop Community meeting as results from water testing have not been shared (only one resident from the community has shared his or her result, which was positive for E.coli). Staff will send letters to community members to ask that they share their results with a meeting to be scheduled before June 2023.

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

No report given.

8. Other Matters from the Directors

A. Updates Requested by Board Members

None.

9. Items of Consent

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved the minutes of the February 14, 2023, Public Service Authority Board of Directors with amendments.

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

Voting No: None.

Absent: Mr. Swanson.

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

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

Voting No: None.

Absent: Mr. Swanson.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

There were no budget adjustments presented.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board Accounts Payable for checks numbered # 44871-45009.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of February 2023, the electronic version of which is filed in the March 14, 2023, BoardDocs agenda.

10. Informational Items

A. Virginia Optimization Program Award Presentation Meeting

Mr. Linkous reviewed information regarding the award and presentation and advised Eddie Viars, Chief Operator, Water Treatment Plant, would attend to accept the award. Mrs. Burchett expressed that she may attend as well.

B. 3063 Old Route 10 Asbestos Inspection Report

Mr. Linkous advised that staff would obtain quotes and discussed options for abatement, either third party abatement services or certification of personnel to complete the abatement. Staff will provide detailed expenditures for the entire project for evaluation by the Board at the April 11, 2023, meeting.

11. Adjournment

A. Adjournment

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board adjourned their March 14, 2023, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake. Voting No: None. Absent: Mr. Swanson.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, April 11, 2023, 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

