

At a meeting of the Public Service Authority Board of Directors held on Tuesday, December 12, 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; Mrs. Ashley Coake, Vice Chair and Mr. Douglas Swanson.

Staff members present included: Josh Tolbert, Deputy Director; 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 a.m.

A. Confirmation of A Quorum

Five (5) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

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, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.

Voting No: None.

4. Financial Matters

A. Financial Report

Mrs. Belcher reported on recent software training on penalties, interest and payment plan tracking. She advised water cutoffs for delinquent accounts will resume in February 2024 (weather permitting) and notification will be given to customers on bills.

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board accepted the November 2023 Financial Reports as presented.

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

Voting No: None.

B. Collections Update

The Board reviewed the Collection Update and requested a final response from Tim Kirtner to confirm the Authority's ability to advertise the names of delinquent account holders in local newspapers.

5. Action Items (New Business)

A. Fats, Oil, Grease (FOG) Policy

Mr. Tolbert advised the Authority does not have a Fats, Oil Grease (FOG) and reviewed a proposed policy.

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board approved moving forward with the proposed policy with the proposed policy coming back to the Board for review and approval.

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

Voting No: None.

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 November were reviewed by the Board.

B. FSA Activity Report

The November Fairlawn Sewer Authority (FSA) Activity Report was reviewed by the Board.

C. Staff To Do List:

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

A. Water Meter Replacement Project

No report.

B. Facilities for Refuse Employees

No report.

C. Draper/Claytor Lake Convenience Center

Term contracts signed.

D. Brookmont Water System Disinfection By-Products

No report.

E. Improvements to Fairlawn Convenience Center

No report.

F. Community Water Projects

No report.

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

No report.

H. Write Off Standard Operating Procedures

Ongoing.

I. Snowville Convenience Center (Desire for/Site Location)

Ongoing.

J. Communication on How the PSA Offers Recycling Services to Our Customers

Public Service Authority Updates and Information on Single Stream Recycling will be placed in the January - March 2024 Pulaski County Citizen Newsletter.

8. Other Matters from the Directors

A. Updates Requested by Board Members

There were no updates.

9. Items of Consent

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

Voting No: None.

A. Minutes of November 14, 2023, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the November 14, 2023, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

There were no budget adjustments presented for approval.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board Accounts Payable for checks numbered #48692-48821.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of November 2023, the electronic version of which is filed in the December 12, 2023, BoardDocs agenda.

10. Informational Items

Mrs. Belcher inquired about setting penalty and interest based on billing/due date.

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board approved setting the billing/due date for the Public Service Authority for the twenty fifth or first business date thereafter.

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

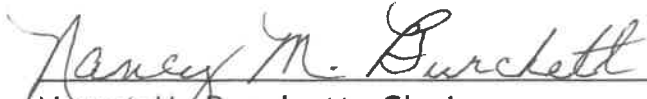
Voting No: Mr. Setliff.

11. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their December 12, 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, Mr. Swanson. Voting No: None.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, January 9, 2024, 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

