

At a meeting of the Public Service Authority Board of Directors held on Tuesday, January 9, 2024, 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 L. Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, ICMA-CM, County Administrator; Patricia Cox, Finance Director; and Ashley Edmonds, Clerk to the Board.

1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 9:07 a.m.

A. Confirmation of A Quorum

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

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. 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.

Mr. Linkous introduced Mrs. Patricia “Trish” Cox as the Finance Director for Pulaski County effective January 2, 2024.

4. Financial Matters

A. Financial Report

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board accepted the December 2023 Financial Reports as presented.

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

Voting No: None.

Absent: Mr. Swanson.

B. Collections Update

Mr. Linkous advised fifty - one (51) welcome letters were sent out for November 2023 on December 12, 2023.

5. Action Items (New Business)

A. Budget Calendar

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board approved the Capital Improvement Plan and FY 2025 Budget Schedule.

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

Voting No: None.

Absent: Mr. Swanson.

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 December were reviewed by the Board.

Cut offs/termination of service due to non-payment will resume in February 2024.

B. FSA Activity Report

The December 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

Final reimbursement request submitted to the Virginia Department of Health to officially close the project. Item to be removed from the Staff To Do List.

B. Facilities for Refuse Employees

No report.

C. Draper/Claytor Lake Convenience Center

Awaiting response regarding design services from Thompson & Litton.

D. Brookmont Water System Disinfection By-Products

No report.

E. Improvements to Fairlawn Convenience Center

Contractor has poured the footers; the forms are underway; and the tilt gates have been received.

F. Community Water Projects

Staff has requested updated costs from the engineer; Virginia Department of Health to offer 1.8% disadvantage rate and the environmental study is completed.

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

Item to be removed from the Staff To Do List.

8. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff requested an update on the Authority's delinquent accounts status.

9. Items of Consent

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

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

Voting No: None.

Absent: Mr. Swanson.

A. Minutes of December 12, 2023, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the December 12, 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 # 48823-48924.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of December 2023, the electronic version of which is filed in the January 9, 2024, BoardDocs agenda.

10. Informational Items

Mr. Linkous apologized for missing the December Board meeting. He advised that staff's recommendation for a Fats, Oils, Grease policy for the Public Service Authority (PSA) was not intended for enforcement but for definition of specifications and standards.

11. Adjournment

A. Adjournment

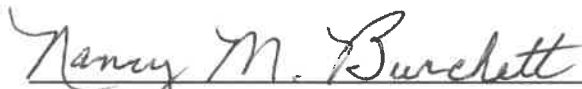
On a motion by Mr. Setliff, second by Mrs. Hale and carried, the Board adjourned their January 9, 2024, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

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, February 13, 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