

At a meeting of the Public Service Authority Board of Directors held on Tuesday, June 11, 2024, at 9:00 a.m. in the EOC/IT Training Room, 89 Commerce Street, S.W., Maple Shade Plaza, 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 L. Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, ICMA-CM, County Administrator; Tracy Belcher, Assistant Finance Director; Sarah Lopez, PSA Collections Specialist and Ashley Edmonds, Clerk to the Board.

## 1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 8:58 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 comments from citizens or customers of the Public Service Authority.

### B. Presentation of the Financial Report for Year Ended June 30, 2023

Emily Viers, CPA, Member, Robinson, Farmer, Cox, presented the Financial Report for Year Ended June 30, 2023. She advised the Board members of the receipt of a clean, unmodified report with all findings from previous years addressed and no written management comments. In addition, Mrs. Viers reviewed the governance letter.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board accepted the Financial Report for Year Ended June 30, 2023, as presented.

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

Voting No: None.

The Board also approved, depending on the nature of findings, virtual/remote delivery of the report by the auditor.

### 3. 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.

### 4. Financial Matters

#### A. Financial Report

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board accepted the May 2024 Financial Report as presented.

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

Voting No: None.

Mrs. Belcher stated approximately one hundred seventy - five (175) water turnoffs had been performed with eighty (80) reconnections. The next scheduled water cutoff will occur on July 8, 2024. She advised this was the second month of application of penalties and

interest and the amount of delinquent (past due sixty (60) days or more for garbage only is \$773,000.00.

The Board reaffirmed the enforcement of the habitability component of the ordinance for nonuser fee assessment.

## B. Collections Update

Staff reported the following:

- \$25,000.00 collected from Virginia's Set Off program with four (4) matches for \$1,200.00 since the last meeting
- Forty (40) new payment plans with a total of eighty (80) plans
- Twenty - three (23) garbage accounts have been created
- Seventy - eight welcome letters sent

## 5. Action Items (New Business)

A. None

There were no Action Items (New 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 May were reviewed by the Board.

B. FSA Activity Report

The May 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. Facilities for Refuse Employees**

No report.

**B. Draper/Claytor Lake Convenience Center**

No report.

**C. Brookmont Water System Disinfection By-Products**

No report.

**D. Improvements to Fairlawn Convenience Center**

No report.

**E. Community Water Projects**

Going out to bid in fall 2024; construction to start in spring 2025.

**F. Certification of Fire Hydrant Flow and Corresponding Paint Color Array**

No report.

**G. Write Off Standard Operating Procedures**

Ongoing.

**H. Snowville Convenience Center (Desire for/Site Location)**

Ongoing.

## I. Robinson Tract/Hylton Village Water Project

Health Department needs LMI (Low to Moderate Income) surveys to be completed by the New River Valley Regional Commission (NRVRC) and more water samples are needed; construction funds are needed, no favorable grant monies/ only loans to be received at this time. Mr. Linkous will revise the health concern language in the Water Master Plan and bring it back to board for consideration.

## 8. Other Matters from the Directors

### A. Updates Requested by Board Members

Outstanding Balances for Each Debt Service Account was reviewed. Staff to add information to reflect the true debt load.

## 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 May 14, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the May 14, 2024, 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 submitted for consideration.

#### D. Billing Adjustments

The Billing Adjustments were not available.

#### E. Accounts Payable

The Board Accounts Payable for checks numbered # 49360-49464.

#### F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of May 2024, the electronic version of which is filed in the June 11, 2024, BoardDocs agenda.

#### 10. Informational Items

##### A. None

There were no Informational Items.

#### 11. Adjournment

##### A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their June 11, 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, Mr. Swanson.

Voting No: None.

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

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Nancy M. Burchett, Chair

*Dennis L. Setliff*

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Dennis L. Setliff, Secretary

