

At a meeting of the Public Service Authority Board of Directors held on Tuesday, July 9, 2024, at 9:00 a.m. in the Board Room, 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: Josh Tolbert, Deputy Director; Trish Cox, Finance Director; 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 9 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

Richard Chumbley, 2780 Wysor Road, Draper, requested to see the preliminary drawing of the Draper/Claytor Lake Convenience Center.

Kimberly Brown, 624 Highland Terrace, Pulaski, remarked about Verizon cell phone towers.

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

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board accepted the June 2024 Financial Report as presented.

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

Voting No: None.

Absent: Mr. Swanson.

B. Collections Update

Staff reported the following:

- Debt Setoff: received two (2) checks
- Refuse Collection: received two (2) payoffs from lien process (\$3,000)
- Draper Letters: four hundred and eighty (480) letters sent with applications for refuse only on June 27, 2024

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 June were reviewed by the Board.

B. FSA Activity Report

The June 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

Working on installation of new electrical service, truck entry gate and fencing.

E. Community Water Projects

No report.

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

No report.

8. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff requested recommendations from sulfate study/PSA should put aside funds for remediation.

9. Items of Consent

On a motion by Mr. Setliff, 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 June 11, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the June 11, 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 # 49465-49562.

F. Personnel Changes

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

10. Informational Items

A. None

There were no Informational Items.

11. Adjournment

A. Adjournment

On a motion by Mr. Hale, second by Mr. Setliff and carried, the Board adjourned their July 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, August 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

Nancy M. Burchett, Chair

Dennis L. Setliff

Dennis L. Setliff, Secretary