

At a meeting of the Public Service Authority Board of Directors held on Tuesday, September 10, 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; and Mr. Douglas Swanson.

Staff members present included: Jared L. Linkous, P.E., Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, ICMA-CM; Timothy E. Kirtner, Authority Attorney; 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

Five (5) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens/customer comments.

3. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A. 7. of the 1950 Code of Virginia, as amended, to consult on legal matters. (Staff attending: Mr. Jared Linkous, Executive Director; Mr. Josh Tolbert, Deputy Director; Mr. Jonathan Sweet, County Administrator and Mr. Timothy Kirtner, Authority Attorney)

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Public Service Authority Board of Directors entered an Executive Session for discussion of the following:

Legal Matters: Pursuant to Virginia Code Section 2.2-3711 (A) 7 consultation with legal counsel and/or briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- Refuse Contract/Private Haulers

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

Voting No: None.

B. Return to Open Session

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Public Service Authority Board of Directors returned to Open Session.

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

Voting No: None.

C. Certification of Executive Session

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Public Service Authority Board of Directors adopted the following resolution certifying conformance with the Virginia Freedom of Information Act:

WHEREAS, the Public Service Authority Board of Directors has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with provision of the Virginia Freedom of Act.

WHEREAS, Section 2.2-3371(A) of the Code of Virginia requires a certification by the Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Public Service Board of Directors hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution files applies; and (ii) only such business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Public Service Authority Board.

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

Voting No: None.

4. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board accepted the agenda with the following addition:

- #6. Action Items New Business, A. Irrigation Meter Policy

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

Voting No: None.

5. Financial Matters

A. Financial Report

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

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

Voting No: None.

B. Collections Update

Staff reported the following:

- Debt Setoff slow down; will resubmit in late October/November
- Review of account audits for Cloyd and Draper districts
- Review of account audits for welcome letters
- Starting an audit of the Ingles district; anticipate 1,000 letters to be sent
- Five hundred fifty-nine new accounts (refuse only, mostly standard/full volume)

6. Action Items (New Business)

A. Irrigation Meter Policy

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board approved to update/expand the leakage policy to include other instances such as irrigation where the water is not flowing into the sewer system or a separate meter. This will be applied at the discretion of the staff.

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

Voting No: None.

7. Action Items (Old Business)

A. None.

There were no Action Items (Old Business).

8. 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 August were reviewed by the Board.

B. FSA Activity Report

The August 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

Approval received from the County's Planning & Zoning Department for the lot line revision; awaiting signatures from the adjacent property owner (Southwestern Virginia Gas). Will need to advertise the use of QR codes required for entry/use of site

C. Brookmont Water System Disinfection By-Products

No report.

D. Improvements to Fairlawn Convenience Center

Security cameras, internet and gates installed; paving to be conduct

E. Community Water Projects

Jill Drive residents received notification of connection fees and movement of existing lines, if needed, is homeowners' responsibility. Riverbend project will go out to bid late 2024/early 2025 with start of construction in summer 2025

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

Message left for consultant working with Montgomery County; may need to procure own firm

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.

Staff reported the following:

- PFAS testing conducted at all PSA systems, only found at Jill Drive well. Fifteen hundred (1,500) feet of six (6) inch line with one (1) hydrant to be installed before the first of the year (2025)
- Productive meeting held with the Town of Pulaski regarding actions for sulfate study
- Dublin Tank Painting options: (1) patch repair with ten (10) years of monitoring or (2) preferred: replacement; requested schedule and price and meeting with US Cellular for removal of equipment

9. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff requested the Board's and staff's input for the Peppers Ferry Regional Wastewater Treatment Authority's master plan to be sent to Ryan Hendrix, Executive Director.

10. Items of Consent

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

Voting No: None.

A. Minutes of August 13, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the August 13, 2024, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

PSA Fund #2025-02 was approved.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board Accounts Payable for checks numbered # 49693-49801.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of August 2024, the electronic version of which is filed in the September 10, 2024, BoardDocs agenda.

11. Informational Items

A. None

There were no Informational Items.

12. Adjournment

A. Adjournment

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board adjourned their September 10, 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, October 8, 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