

At a meeting of the Public Service Authority Board of Directors held on Tuesday, October 8, 2024, at 9:00 a.m. in the Executive Conference 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; 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 and participated remotely.

Mr. Swanson advised he was attending the meeting remotely from Sterling, Virginia due to a family commitment.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board allowed Mr. Swanson to participate in the meeting remotely.

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

Voting No: None.

Absent: Mr. Swanson.

## 2. Public Hearing

### A. FY 2024-2025 Budget Amendment

Mrs. Belcher advised a Public Hearing was necessary due to the carryover of open purchase orders into the FY 25 budget and the adjustment to the PSA Capital Fund #2025-01 totaling \$8,087,344.64.

Mrs. Burchett, Chair, opened the Public Hearing.

There were no comments.

Mrs. Burchett closed the Public Hearing.

On a motion from Mr. Setliff, second by Mr. Hale and carried, the Board approved the Budget Adjustment #2025-01 and the carryover of open purchase orders into the FY 25 budget totaling \$8,087,344.64.

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

Voting No: None.

Absent: Mr. Swanson.

### 3. Presentations and Citizens Comments

#### A. Presentations and Citizens Comments

There were no presentations or citizens comments.

### 4. Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A. 8. 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 and Mr. Jonathan Sweet, County Administrator)

On a motion by Mrs. Coake, 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) 8 discussion of legal matters regarding:

- Refuse Contract/Private Haulers

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

Voting No: None.

Absent: Mr. Swanson.

#### B. Return to Open Session

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

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

Voting No: None.

Absent: Mr. Swanson.

#### C. Certification of Executive Session

On a motion by Mr. Hale, second by Mrs. Coake 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.

Absent: Mr. Swanson.

## 5. 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.

Voting No: None.

Absent: Mr. Swanson.

## 6. Financial Matters

### A. Financial Report

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

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

Voting No: None.

Absent: Mr. Swanson.

### B. Collections Update

Mrs. Lopez advised application of the new debt setoff process will begin in November 2024.

## 7. Action Items (New Business)

### A. None

There were no Action Items (New Business).

## 8. Action Items (Old Business)

### A. None

There were no Action Items (Old Business).

## 9. 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 September were reviewed by the Board.

Mr. Linkous provided updates on flood damage and reviewed efforts made by PSA staff and employees during Hurricane Helene and the ongoing recovery. The Board requested staff share what challenges were encountered and what was learned during this time at the November 12, 2024, meeting. The Board also discussed communicating the PSA's efforts and recognizing its employees' efforts.

### B. FSA Activity Report

The September Fairlawn Sewer Authority (FSA) Activity Report will be provided at the November 12, 2024, meeting.

### 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

Lot line revision paperwork handed over to attorney for adjacent property owner's signature.

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

No report.

#### D. Improvements to Fairlawn Convenience Center

Readying for completion - compactor installed; fabrication for hopper needed and some of the paving is done.

#### E. Community Water Projects

Mobilized materials to Jill Drive/delivered for installation; Virginia Department of Health has closed the well and the waterline will need to be installed by January 1, 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

No funding received from the Virginia Department of Health on the Hylton Village project; income surveys will need to be completed.

#### 10. Other Matters from the Directors

##### A. Updates Requested by Board Members

None.

#### 11. Items of Consent

On a motion by Mrs. Coake, second by Mr. Setliff 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 September 10, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the September 10, 2024, Public Service Authority Board of Directors Meeting.

##### B. Balance Due Report

The Balance Due Report is not available.

##### C. Budget Adjustment

There was no Budget Adjustment for the Board's consideration.

##### D. Billing Adjustments

The Billing Adjustments were not available.

##### E. Accounts Payable

The Board Accounts Payable for checks numbered # 49802-49947.

## F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of September 2024, the electronic version of which is filed in the October 8, 2024, BoardDocs agenda.

## 12. Informational Items

Mr. Sweet advised of a Special Called Meeting of the Pulaski County Board of Supervisors to be held tonight (October 8, 2024) at 6 p.m.

## 13. Adjournment

### A. Adjournment

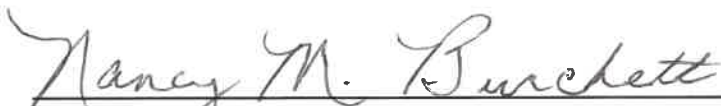
On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board adjourned their October 8, 2024, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

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, November 12, 2024, at 9 a.m. in the Executive Conference 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