

At a meeting of the Public Service Authority Board of Directors held on Tuesday, November 12, 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; Timothy E. Kirtner, County Attorney; 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 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 Pensacola, Florida due to family business.

On a motion by Mr. Setliff, second by Mr. Hale 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. Presentations and Citizens Comments

### A. Presentations and Citizens Comments

Edward Koll, 2938 Old Baltimore Road, Draper, commented on the requirement to pay for garbage collection service, which he was unaware of after four (4) years of living at his residence and burning his trash. He also spoke of the hardship his single income family has experienced due to this obligation.

## 3. 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; Mr. Timothy Kirtner, Authority Attorney 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:

- Enforcement of 1979 Ordinance Against Meridian

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.

#### 4. Approval of the Agenda

##### A. Additions or Changes to the Agenda

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

- #7. Action Items (Old Business), A. Board's Direction to Counsel Regarding Meridian Waste
- #11. Information Items, A. Update on Waterline Issues

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

Voting No: None.

Absent: Mr. Swanson.

#### 5. Financial Matters

##### A. Financial Report

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

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

Voting No: None.

Absent: Mr. Swanson.

Mr. Sweet advised of an article published in the Pulaski County People's Paper published on November 11, 2024, "Pulaski County PSA Faces Budget Shortfall: What's Causing Gap?".

##### B. Collections Update

Mrs. Lopez advised receipt of \$107.25 to be received from Debt Setoff and application of the new debt setoff process will begin in late November 2024. She also informed of staff's intention to begin the audit process for the Massie and Robinson districts.

Mr. Setliff requested a listing of the number of accounts ninety (90) days or more delinquent.

## 6. Action Items (New Business)

### A. Hilton Village Loop LMI Income Surveys

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board accepted the proposal submitted by the New River Valley Regional Commission to conduct income surveys for the Hilton Village Loop community water project for a price not to exceed \$3,500.00 to support the submission of an application for the Virginia Department of Health grant by the March 2025 deadline.

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

Voting No: None.

Absent: Mr. Swanson.

## 7. Action Items (Old Business)

### A. Board's Direction to Counsel Regarding Meridian Waste

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board authorized legal counsel to file an injunction against Meridian Waste.

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

Voting No: None.

Absent: Mr. Swanson.

## 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 October were reviewed by the Board.

Mr. Linkous advised that over six hundred tons of storm debris had been collected and some reimbursements have been submitted to FEMA.

The Board requested letters be sent to employees to recognize their efforts during Hurricane Helene recovery.

#### B. FSA Activity Report

The Board reviewed the September and October Fairlawn Sewer Authority (FSA) Activity Reports.

#### 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

There is discussion with the adjacent property owner regarding lighting concerns to be addressed in the design layout.

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

The level of disinfection by-products is starting to decline as the Town has gone online with its new tank.

##### D. Improvements to Fairlawn Convenience Center

The gates are in with electronic access functioning. Work continues on fabrication of the hopper; outstanding items include perimeter fencing and paving to be completed in Spring 2025.

##### E. Community Water Projects

Continued delivery of materials to Jill Drive; review of tank plans occurring.

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

There has been no response from the contractor. PSA will need to submit its own proposal or work in conjunction with Montgomery County.

##### G. Write Off Standard Operating Procedures

Ongoing.

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

Ongoing.

## I. Robinson Tract/Hilton Village Water Project

Action taken by Board under #6. Action Items (New Business) A. Hilton Village Loop LMI Income Surveys

### 9. Other Matters from the Directors

#### A. Updates Requested by Board Members

Mr. Setliff requested a review of the remote participation policy as there have been changes to the state statute.

Mrs. Burchett requested a policy for payment plans. She reminded Board members to include staff members in their responses to customers and commended staff and front-line employees for their continued efforts to address refuse account and availability fee questions, concerns and complaints.

### 10. 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.

Voting No: None.

Absent: Mr. Swanson.

#### A. Minutes of October 8, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the October 8, 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 for the Board's consideration.

#### D. Billing Adjustments

The Billing Adjustments were not available.

#### E. Accounts Payable

The Board Accounts Payable for checks numbered # 49948-50048.

## F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of October 2024, the electronic version of which is filed in the November 12, 2024, BoardDocs agenda.

## 11. Informational Items

### A. Update on Waterline Issues

Mr. Linkous provided an update to the Board on the following waterline issues:

- In the Draper area, under Interstate 81 (Exit 89) over to Draper Mountain and the Draper Golf Course, there have been several water leaks in the last six (6) months. The options for repair/maintenance - pipe bursting or boring under Interstate 81 could be costly and may require funds from reserves.
- In the Hazel Hollow/Hazelwood Drive area, there is a twenty-four (24) inch main which requires repair to seal the joint and completely align the pipe.

## 12. Adjournment

### A. Adjournment


On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board adjourned their November 12, 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, December 10, 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

