

At a meeting of the Public Service Authority Board of Directors held on Tuesday, December 10, 2024, at 9:00 a.m. in the Board 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 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 9 a.m.

### A. Confirmation of A Quorum

Five (5) Board members were present.

## 2. Presentations and Citizens Comments

### A. Presentations and Citizens Comments

Mr. Charles H. Hull, 3091 Schrader Hill Road, Pulaski, and Mr. Robert S. Rogers, 4858 Miller Ridge Road, Dublin, requested an update on the Community Water Project (Hilton Village Loop).

## 3. 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:

#5. Action Items (New Business), C. Discussion of Policy for Illegal Dumping Sites

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. Hale and carried, the Board accepted the November 2024 Financial Report as presented.

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

Voting No: None.

##### B. Collections Update

Mrs. Lopez advised of the start of application of the debt setoff to collect tax refunds from delinquent account holders.

Mr. Setliff requested a listing of the number of accounts sixty (60) and ninety (90) days or more delinquent.

#### 5. Action Items (New Business)

##### A. Modifications to the Delinquent Account Policy

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board modified the delinquent account policy to reflect the removal of the listing of account holder being identified, along with their outstanding balance, in a listing to be advertised in the local newspaper.

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

Voting No: None.

Staff will craft changes to policy for payment plans and cutoffs and bring back to Board for consideration.

## B. Proposed Policy Connection Fee Payment Options

On a motion by Mrs. Coake, second by Mr. Swanson and carried, the Board adopted the following policy for Connection Fee Payment Options effective December 10, 2024:

1. Connection fees paid in full, along with the application for service, will be charged the current connection fee adopted by the PSA Board of Directors.
2. A ten (10) month payment plan is available, with a 5% charge applied to the current connection fee adopted by the PSA Board of Directors (i.e., current connection fee X 1.05/10).

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

Voting No: None.

## C. Discussion of Policy for Illegal Dumping Sites

The Board will continue to adhere to the current procedures/protocols for handling illegal dumping sites with discretion given to the Executive Director and Deputy Director of the Public Service Authority.

### 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 November were reviewed by the Board.

## B. FSA Activity Report

The Board reviewed the November Fairlawn Sewer Authority (FSA) Activity Report.

## 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

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/Hilton Village Water Project

Update given by staff during Customer/Citizen Comments.

8. Other Matters from the Directors

A. Updates Requested by Board Members

None.

9. Items of Consent

On a motion by Mr. Hale, duly seconded 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 November 12, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the November 12, 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 # 50049-50155.

#### F. Personnel Changes

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

#### 10. Informational Items

A. None.

There were no Informational Items.

#### 11. Adjournment


A. Adjournment

On a motion duly made, second and carried, the Board adjourned their December 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, January 14, 2025, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

  
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Nancy M. Burchett, Chair

  
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Dennis L. Setliff, Secretary