

At a meeting of the Public Service Authority Board of Directors held on Tuesday, January 14, 2025, 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; 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. Edward Koll, 2938 Old Baltimore Road, Draper, expressed his disappointment regarding the lack of detail recorded in the Presentations and Citizens Comments section of the November 12, 2024, Public Service Authority Board of Directors meeting minutes. He requested that the following details be included:

Over the past four (4) years, the cost of refuse service from the Public Service Authority has increased by thirty-six percent (36%), while his personal income has grown by eight percent (8%) and the regional income level has risen by eight and a quarter percent (8.25%) during the same period. Mr. Koll emphasized that the cost of the service has increased four (4) times faster than his income, creating a significant financial strain on his household.

Mr. Koll further explained that for the last four (4) years, he has maintained a single-income household and questioned where the necessary funds would come from to keep his account in good standing with the Public Service Authority. Specifically, he asked if he would be expected to cut medical expenses by forgoing medication and doctor's appointments or reduce his mortgage payments. He requested the Board provide answers to these questions, which he originally submitted during the November 12, 2024, meeting.

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; and Mr. Jonathan Sweet, County Administrator)

On a motion by Mr. Setliff, second by Mrs. Coake 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:

- Water Cutoffs

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 Mrs. Coake, second by Mr. Swanson and carried, the Board accepted the agenda as presented.

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 Mr. Hale, second by Mrs. Coake and carried, the Board accepted the December 2024 Financial Report as presented.

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

Voting No: None.

B. Bank Update

Staff is currently interviewing five banks within Pulaski County to potentially move our operating accounts from our current bank, the National Bank of Blacksburg (NBB). We are seeking a bank with a strong treasury service for local governments and a robust online platform. The PSA intends to utilize our financial ERP system for electronic bank reconciliation. To do this, we need the bank to provide a BAI file, which our current bank is unable to provide. We will present our recommendation to the board at a future meeting.

C. Collections Update

Mrs. Lopez advised of submissions to the debt setoff program.

6. Action Items (New Business)

A. Update Regarding Reappointment of Board of Directors

The Board will review and consider adoption of Rules of Procedure, Code of Ethics, Code of Conduct and the election of officers at their February 11, 2025, meeting.

B. Inclement Weather Refuse Collection Policy

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board reaffirmed the current procedures within in the current Inclement Weather Refuse Collection Policy with no rebates given and refuse to be picked up the following week on the customers' regular scheduled day.

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

Voting No: None.

C. Budget Calendar

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board adopted the Budget Calendar for FY26.

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

Voting No: None.

7. Action Items (Old Business)

A. Modifications to the Delinquent Account Policy

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board approved the modifications to the Delinquent Account Policy.

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

Voting No: None.

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 December were reviewed by the Board.

B. FSA Activity Report

The Board reviewed the December 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

Staff is awaiting a response from the adjacent property owner's legal team regarding the acquisition of property, specifically concerning their lighting request.

C. Brookmont Water System Disinfection By-Products

No report.

D. Improvements to Fairlawn Convenience Center

Paving to be addressed.

E. Community Water Projects

Design process for Riverbend is ninety percent (90%) complete; staff to meet with adjacent property owner on Robinson Tract regarding the stream. Staff reports the goal for both projects is to go to bid in the spring of 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/Hilton Village Water Project

No report.

Mr. Sweet discussed partnering with the Pulaski County Board of Supervisors with litter prevention efforts.

Mr. Setliff updated the Board on the damages to the Peppers Ferry Regional Wastewater Treatment Authority's pumps due to Hurricane Helene. He reported two (2) pumps were fully submerged resulting in \$6 million in damages.

8. Other Matters from the Directors

A. Updates Requested by Board Members

None.

9. 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 December 10, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the December 10, 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 # 50156-50295.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of December 2024, the electronic version of which is filed in the January 14, 2025, BoardDocs agenda.

10. Informational Items

A. None.

There were no Informational Items.

11. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Board adjourned their January 14, 2025, 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, February 11, 2025, 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

