

At a meeting of the Public Service Authority Board of Directors held on Tuesday, February 18, 2025, 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; and Mrs. Ashley Coake. Absent: Mr. Douglas Swanson.

Staff members present included: Jared L. Linkous, P.E., CFM, Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, 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

Mr. Linkous 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.

2. Opening Business

A. 2025 Pulaski County Public Service Authority Board of Directors Rules of Procedure

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board adopted the 2025 Pulaski County Public Service Authority Board of Directors Rules of Procedure with the inclusion of §15.2-111 of the Code of Virginia, 1950, as amended, which allows any political subdivision, board of zoning appeals, or other local government board, commission or authority to reschedule or continue a regular meeting due to weather conditions by resolution, communicated to members and the press as soon as possible, to §4.2 of the Rules of Procedure.

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

Voting No: None.

Absent: Mr. Swanson.

Mr. Swanson advised he was participating remotely due to being on a personal vacation in Arizona.

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

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

Voting No: None.

B. Election of Officer: Chair, Pulaski County Public Service Authority Board of Directors

Mrs. Coake nominated Mrs. Burchett for Chair, Pulaski County Public Service Authority Board of Directors. Mr. Setliff seconded the nomination. There were no further nominations. Mrs. Burchett accepted the nomination.

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

Voting No: None.

C. Election of Officer: Vice Chair, Pulaski County Public Service Authority Board of Directors

Mr. Setliff nominated Mrs. Coake for Vice Chair, Pulaski County Public Service Authority Board of Directors. Mr. Hale seconded the nomination. There were no further nominations. Mrs. Coake accepted the nomination.

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

Voting No: None.

Abstain: Mrs. Coake.

D. Election of Officer: Secretary/Treasurer, Pulaski County Public Service Authority Board of Directors

Mrs. Coake nominated Mr. Setliff for Secretary/Treasurer, Pulaski County Public Service Authority Board of Directors. Mr. Hale seconded the nomination. There were no further nominations. Mr. Setliff accepted the nomination.

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

Voting No: None.

Abstain: Mr. Setliff.

E. Appointment of Clerk: Pulaski County Public Service Authority Board of Directors

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board appointed Ashley Edmonds as Clerk of the Pulaski County Public Service Authority Board of Directors.

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

Voting No: None.

F. Code of Conduct and Code of Ethics

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board adopted the Pulaski County Public Service Authority Board of Directors Code of Conduct and Code of Ethics.

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

Voting No: None.

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 Mr. Setliff, second by Mr. Swanson 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:

- Thornspring Sewer Agreement

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

Voting No: None.

B. Return to Open Session

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

5. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mr. Setliff, 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.

6. Financial Matters

A. Financial Report

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board accepted the January 2025 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 \$7,500.00 total collected thus far for debt setoff to include amounts from those on payment plans and delinquent account holders notified from letters.

C. Notification of Change of Banks

Mr. Setliff advised he would abstain from future votes involving First Bank & Trust in an effort to avoid any impropriety or conflict of interest. Mr. Setliff declared he and his wife recently placed investments with First Bank & Trust.

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board approved moving the Public Service Authority operating account to First Bank & Trust.

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

Voting No: None.

Abstain: Mr. Setliff.

D. Tyler Payment

A decision on this item will be deferred until the March 11, 2025, meeting.

7. Action Items (New Business)

A. Pulaski County Public Service Authority VRA Loan WSL-001-22BE (Community Water Improvements)

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved the Support Agreement Pulaski County Public Service Authority (Community Water Improvements Project) WSL-001-22BE.

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

Voting No: None.

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board adopted the Resolution Authorizing the Undertaking of Public Water Improvements and the Issuance, Sale and Award of A Not to Exceed \$3,162,300.00 Water, Sewer and Solid Waste Revenue Bond and Providing for the Form, Details and Payment of the Bond.

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

Voting No: None.

The Board concurred to authorize Mr. Linkous, Executive Director, Pulaski County Public Service Authority, to sign the Commitment Letter and Financing Agreement on behalf of the Public Service Authority Board of Directors.

8. Action Items (Old Business)

A. None.

There were no Action Items (Old Business) for the Board's consideration.

9. Reports from Executive Director and Staff

A. Operational Reports: Convenience Center and County Landfill Tonnage and Cut -Off List

The Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the month of January 2024 were reviewed by the Board.

B. FSA Activity Report

The Board reviewed the January 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

Accepted proposal for demolition and will start demolition within the next few weeks.

C. Brookmont Water System Disinfection By-Products

No report.

D. Improvements to Fairlawn Convenience Center

No report.

E. Community Water Projects

Action taken during #7. Action Items (New Business) A. Pulaski County Public Service Authority VRA Loan WSL-001-22BE (Community Water Improvements).

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

Working on a Request for Proposals (RFP) to put out this spring.

G. Write Off Standard Operating Procedures

Ongoing.

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

Ongoing.

I. Robinson Tract/Hilton Village Water Project

Survey went out; next step - door to door canvassing.

Mr. Linkous reported issues at the former landfill as a pump went out.

10. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff commented on five (5) months without termination of service for non-payment and a sewer overflow in Fairlawn on February 15, 2025.

Mrs. Burchett submitted documentation to reflect accurate refuse rate increase percentages over the past four years.

11. 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. - G.):

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

Voting No: None.

A. Minutes of January 14, 2025, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the January 14, 2025, 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 # 50296 - 50408.

F. Personnel Actions

Board members reviewed and approved Personnel Actions provided in the February 18, 2025, BoardDocs agenda.

G. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of January 2025, the electronic version of which is filed in the February 18, 2025, BoardDocs agenda.

12. Informational Items

A. None.

There were no Informational Items.

13. Adjournment

A. Adjournment

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board adjourned their February 18, 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, March 11, 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.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary

