

At a meeting of the Public Service Authority Board of Directors held on Tuesday, June 10, 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; Mrs. Ashley Coake and Mr. Douglas Swanson.

Staff members present included: Jared L. Linkous, P.E., CFM, Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, County Administrator; Trish Cox, 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 9:02 a.m.

### A. Confirmation of A Quorum

Five (5) Board members were present.

## 2. Public Hearing

### A. FY 2024-2025 Budget Amendment

Mrs. Cox reviewed the FY 2024-2025 Budget Amendment resulting from the carryover of purchase orders. The Public Hearing was properly advertised in local publications on May 30 and June 6, 2025. Staff had not received any correspondence (oral or written) for the public hearing regarding the FY 2024-2025 Budget Amendment.

Mrs. Burchett opened the Public Hearing on the FY 2024-2025 Budget Amendment.

There were no comments.

Mrs. Burchett closed the Public Hearing.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved Budget Adjustment PSA Capital Fund #2025-02 (FY 2024 Purchase Order Rollover) in the amount of \$618,796.42.

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

Robin Taylor Silverglate, 4533 Waterfront Farms Drive, Draper, remarked on the limitations placed on low volume refuse customers and requested changes to the policy to improve efficiency and better accommodate customers.

### 4. Approval of the Agenda

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

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board accepted the agenda with an addition of an updated attachment for #6. Action Items (New Business) B. Town of Dublin Refuse Contract.

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

Voting No: None.

### 5. Financial Matters

#### A. Financial Report

Mrs. Cox introduced Brooke Cox, PSA Payroll Coordinator, who started in the position on June 1, 2025.

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board accepted the May 2025 Financial Report as presented.

## B. Collections Update

The Board reviewed the collection update details which included amounts received from debt setoff and information requested on the status of the district audits.

## 6. Action Items (New Business)

### A. Adoption of FY 2026 Budget and Capital Improvement Plan

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adopted the Budget for the Pulaski County Public Service Authority for the Fiscal Year July 1, 2025, through June 30, 2026, Appropriating Funds for All Contemplated Expenses for the Authority.

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

Voting No: None.

RESOLUTION ADOPTING THE BUDGET FOR THE PULASKI COUNTY PUBLIC SERVICE AUTHORITY (AUTHORITY) FOR THE FISCAL YEAR JULY 1, 2025 THROUGH JUNE 30, 2026 APPROPRIATING FUNDS FOR ALL CONTEMPLATED EXPENSES FOR THE AUTHORITY

WHEREAS, the Pulaski County Public Service Authority Board has prepared budgets for this Authority setting forth the contemplated expenditures and revenues as well as the aggregate amount to be appropriated for the next Fiscal Year; and,

WHEREAS, the Authority has established and approved utility rates sufficient to meet the expenditure requirements of this budget for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026;

NOW, THEREFORE BE IT RESOLVED AND ENACTED by the Authority, after due notice and mature consideration of the said budget, that the attached budget shall be and is hereby adopted as the budget of

the Pulaski County Public Service Authority for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

PUBLIC SERVICE AUTHORITY FUND:

A total sum of \$11,914,875 is hereby appropriated. Said funds are to be expended as follows:

Residential Refuse \$2,581,381

Convenience Centers 337,562

Commercial Refuse 486,638

Roll off Refuse 1,252,484

PSA Administration 976,698

Construction Administration 33,470

Street Lights 9,000

Lakewood Estates Water 530

Water Service 939,883

Water Treatment Plant 1,954,651

Sewer Collection 549,581

Sewer Treatment 891,869

Capital Reserves 0

Transfer to PSA Capital Fund 1,040,700

Debt Service 860,428

**TOTAL PUBLIC SERVICE AUTHORITY FUND \$11,914,875**

PUBLIC SERVICE AUTHORITY CAPITAL FUND:

A total sum of \$1,040,700 is hereby appropriated. Said funds are to be expended as follows:

Residential Refuse 330,700

Commercial Refuse 0

PSA Administration 0

Water Services 540,000

Water Treatment Plant 170,000

Sewer Collection 0

TOTAL PUBLIC SERVICE AUTHORITY CAPITAL FUND      \$1,040,700

TOTAL PUBLIC SERVICE AUTHORITY ALL FUNDS              \$12,955,575

THIS RESOLUTION is adopted the 10th day of June 2025, in the County of Pulaski, Virginia, by the Pulaski County Public Service Authority Board and shall be effective July 1, 2025.

B. Town of Dublin Refuse Contract

On a motion by Mr. Setliff, second by Mr. Swanson and carried, the Board approved the refuse contract with the Town of Dublin effective July 1, 2025.

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

Voting No: None.

This Contract is made this June \_\_\_, 2025, effective however as of July 1, 2025 ("Effective Date"), by and between the PULASKI COUNTY PUBLIC SERVICE AUTHORITY ("PSA"), a public service authority organized and existing under the Virginia Water and Waste

Authorities Act; and the TOWN OF DUBLIN, VIRGINIA (“Town”), a Virginia municipal corporation, and a “locality” as defined in Virginia Code §15.2-102.

Whereas, the Town is currently the exclusive provider of solid waste collection services to residential customers within the corporate limits of the Town of Dublin; and

Whereas, the PSA, pursuant to an agreement entered into between the Town and the PSA in 2021, currently provides solid waste collection services to commercial and industrial customers within the Town; and

Whereas, the PSA provides solid waste collection services to residential, commercial and industrial customers within the boundaries of Pulaski County; and

Whereas, the PSA has the resources necessary to provide solid waste collection services to residential customers in the Town; and

Whereas, Virginia Code §15.2-932 authorizes any locality to contract with any “person” (which includes the PSA, pursuant to Virginia Code §1-230) for “garbage and refuse [(i.e., solid waste)] pickup and disposal services” within that locality; and

Whereas, the Town and the PSA have determined that the PSA providing solid waste collection service to residential customers within the Town of Dublin would be more economical and efficient for both parties, and still provide the same, if not better, level of collection service to commercial and industrial customers within the Town;

Therefore, in consideration of the mutual benefits accruing to both by the performance of this contract, the PSA and the Town agree as follows:

1. Beginning as of the Effective Date, the PSA shall collect and assume all responsibility for collecting, at customer premises within

the Town, using PSA collection vehicles and personnel, all solid wastes of and generated by residential garbage service customers within the Town, and transport such solid waste to, and dispose of same at, an approved landfill site (currently the Regional Disposal Facility located on Cloyd's Mountain Road), operated by the New River Resource Authority ("NRRA")). The foregoing applies to both present and future residential customers within the Town of Dublin, and PSA's duty and right to collect and dispose of residential solid wastes within the Town shall be exclusive.

2. PSA collections within the Town shall be affected at least once per week; however, the parties recognize that problems beyond PSA's control, such as inclement weather, equipment breakdowns, personnel shortages, and the like may sometimes delay or alter collections; however, PSA shall take such precautions as are prudent to address foreseeable problems so as to avert collection interruptions.

3. Should the need arise, the Town shall take such measures as then authorized by law to assure that the PSA retains the exclusive right to collect and dispose of residential solid wastes within the Town during the term (whether the initial term or any renewal term) of this contract, such measures including adopting or extending exclusivity ordinances and/or taking legal enforcement action (separately or in conjunction with PSA), as then appropriate.

4. PSA shall be solely responsible for (i) acquisition, operation, and maintenance, and all costs therefor, of appropriate and sufficient equipment, and (ii) employment, training, retention, and supervision, and all costs/expenses therefor, of personnel, to properly and timely discharge its solid waste collection duties as stated herein.

5. The initial term of this contract shall be 10 years, beginning as of the Effective Date, and this contract shall automatically renew for 10, consecutive terms of 5 years each, unless either party gives the other party no less than 6 months prior written notice before the

end of the then current term, that such party does not wish to renew this contract.

6. Solid waste collection rates charged by the PSA to residential customers within the Town shall initially be same as stated in Exhibit A hereto, and may change from time to time, but such rates shall at all times be comparable to<sup>1</sup> the rates charged by PSA for commercial and industrial solid waste collection within Pulaski County.

7. The Town shall act as the billing agent for the PSA with respect to solid waste collection residential customers in the Town. It is understood by the PSA that the Town shall add to the rates charged by the PSA a charge to be determined by the Town. The determined amount will be collected and retained by the Town as an administrative fee.

8. On a monthly basis, the Town shall submit bills to, and receive payments of same from, the residential solid waste collection service customers within the Town, then, by the last business day of the month immediately following the 'billed-for' month, remit the amounts actually collected, less the additional charge to be determined by the Town, and retained by the Town on each monthly customer bill, to the PSA. The Town shall be responsible for collection of all such service charges, including any late penalties and interest, and shall remit such collected payments to the PSA, as and when collected. The Town shall not be obligated to remit any payment to the PSA for such services unless and until same is collected from the customer. If necessary to facilitate collection of any delinquent account(s), if then authorized by law, the Town will file lien(s) on the real property(ies) of the delinquent customer's(s') business premises and take any other appropriate collection action(s). Per PSA policy, PSA will continue solid waste collections at any delinquent customer's premises, provided however that the Town, in its role as billing agent, agrees to discontinue water service

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<sup>1</sup> "Comparable to" shall not be construed to mean 'identical to'.



to any solid waste collection customer whose account is more than 60 days in arrears.

9. As used in this contract, “solid waste” includes, but is not limited to, garbage, trash, refuse, sludge, and like discarded materials, and debris, including debris from storm damage, provided that the solid waste will be accepted for disposal by NRRA, or some other refuse disposal site used by PSA. PSA shall have no obligation to collect or dispose of dangerous, illegal, or highly hazardous or toxic refuse.

10. This document contains the entire agreement between the parties on the matters addressed herein. No modification of, amendment to, or revocation of this contract shall be effective unless in writing and properly signed by both parties. Any and all prior agreements, representations, negotiations, discussions, ‘understandings’, other communications, and/or contracts or leases, whether oral or written, of whatever nature, at whatever time such occurred, and between or involving whomever, pertaining to matters addressed in this contract shall be conclusively deemed merged into and superseded by the provisions of this contract.

The Town confirms that the Council of the Town of Dublin, in public session on April 17, 2025, has adopted a resolution approving this contract and authorizing the Mayor of the Town of Dublin, Virginia to execute this contract on behalf of the Town.

The PSA confirms that the Board of Directors of the Pulaski County Public Service Authority, in public session on June 10, 2025, has adopted a resolution approving this contract and authorizing the Chairman of the PSA Board of Directors to execute this contract on behalf of the PSA.

## 7. Action Items (Old Business)

A. None.

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

## 8. 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 May 2025 were reviewed by the Board.

### B. FSA Activity Report

The Board reviewed the May 2025 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. Draper/Claytor Lake Convenience Center

Work to begin in Fall/Winter 2025.

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

No report.

#### C. Community Water Projects

Completing pavement repair on Jill Drive; working on design and waiting to bid for Riverbend project.

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

The water plant is about to start fire hydrant flow/flushing with assistance from the County's Fire Chief.

E. Write Off Standard Operating Procedures

Ongoing.

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

Ongoing.

G. Robinson Tract/Hilton Village Water Project

Staff is providing feedback to the Virginia Health Department and is working on user agreements (must be at/over 51%); discussed Community Development Block Grants (CDBG) and the requirements to be met for the project.

9. Other Matters from the Directors

A. Updates Requested by Board Members

Mrs. Burchett remarked about media reports and a public hearing held by the Town of Pulaski regarding the town's budget and specifically, plans for their water treatment plant and sewer projects. She inquired about the state of the authority's water plant and Mr. Linkous advised \$ 5 - 6 million has been spent to maintain the plant. He further described completed maintenance projects: dredging, extending screening electric actuators, the filter rehabilitation process, replacement of media and changes to the operation of the plant.

10. Items of Consent

On a motion by Mr. Setliff, second by Mr. Swanson 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 May 13, 2025, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the May 13, 2025, Public Service Authority Board of Directors Meeting.

#### B. Balance Due Report

The Balance Due Report is not available.

#### C. Budget Adjustment

The Board approved Budget Adjustment PSA Fund #2025-05: \$104,723.00.

#### D. Billing Adjustments

The Billing Adjustments were not available.

#### E. Accounts Payable

The Board Accounts Payable for checks numbered # 50778-50896.

#### F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of May 2025, the electronic version of which is filed in the June 10, 2025, BoardDocs agenda.

#### 11. Informational Items

No Informational Items were discussed.

#### 12. Adjournment

##### A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their June 10, 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, July 8, 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

