

At a meeting of the Public Service Authority Board of Directors held on Tuesday, July 8, 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; Timothy E. Kirtner, Authority Attorney; Trish Cox, Finance Director; S. Diane Newby, 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

There were no Presentations nor Citizens Comments.

3. Executive Session

A. Enter Into 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 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:

- Customer Bankruptcy Case

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 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, Mr. Swanson.

Voting No: None.

C. Certification of Executive Session

On a motion by Mr. Swanson, 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.

4. 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.

5. Financial Matters

A. Financial Report

Mrs. Cox reintroduced Diane Newby, Assistant Finance Director, who started in the position on July 1, 2025.

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

B. Collections Update

The Board reviewed the collection update details which included amounts received from debt setoff. Mr. Setliff requested a 30-60-90 (overall) report to be provided at next meeting and Mr. Swanson

asked for a table or graphic reflecting the trend of collections over time.

6. Action Items (New Business)

A. None

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

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 June 2025 were reviewed by the Board.

B. FSA Activity Report

The Board reviewed the June 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

No report.

B. Brookmont Water System Disinfection By-Products

Notice to consumers will need to be sent for 2025 2nd quarter reports.

C. Community Water Projects

No report.

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

No report.

E. Write Off Standard Operating Procedures

Ongoing.

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

Ongoing.

G. Robinson Tract/Hilton Village Water Project

Tour completed with representatives from the Virginia Department of Health; one well tested positive for e-coli and more data was requested.

Additional items discussed:

- Fire hydrants installed in Draper Valley Golf Course area
- Final review of intake project completed; awaiting reimbursement
- Will receive additional information regarding the tank project in August

9. Other Matters from the Directors

A. Updates Requested by Board Members

Mrs. Burchett inquired about the use of fluoride in the water system. Mr. Linkous advised the use of fluoride in the authority's water system was directed; however, not required by the Virginia Department of Health. The Authority is adhering to the American Dental Association (ADA) guidelines which strongly recommends community fluoridation as a safe and effective way to prevent tooth decay.

10. Items of Consent

On a motion by Mr. Setliff, 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, Mr. Swanson.

Voting No: None.

A. Minutes of June 10, 2025, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the June 10, 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 # 50897-51024.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of June 2025, the electronic version of which is filed in the July 8, 2025, BoardDocs agenda.

11. Informational Items

Mrs. Burchett advised the Board members of a complaint received from the relative of a delinquent accountholder.

12. Adjournment

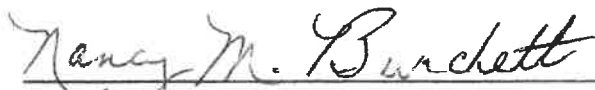
A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their July 8, 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, August 12, 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

