

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

Staff members present included: Jared L. Linkous, P.E., CFM, Executive Director; Josh Tolbert, Deputy Director; S. Diane Newby, Assistant Finance Director; Sarah Lopez, PSA Collections Specialist; Tammy Bentley, PSA Payroll Coordinator 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

Four (4) Board members were present. Mr. Swanson was absent.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizen/customer comments.

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 addition of #7. Reports From Executive Director and Staff, E. Community Water Projects Update.

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

Voting No: None.

Absent: Mr. Swanson.

4. Financial Matters

A. Financial Report

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

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

Voting No: None.

Absent: Mr. Swanson.

B. Collections Update

The Board reviewed the Collection Update provided by staff.

5. Action Items (New Business)

A. None.

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

6. Action Items (Old Business)

A. None.

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

7. 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 September 2025 were reviewed by the Board.

B. FSA Activity Report

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

C. Draper West Boil Water Advisories - After Action Reports

The Board reviewed the Draper West Boil Water Advisories - After Action Reports.

D. Staff To Do List:

The following updates were provided on the following Staff To Do List items:

A. Draper/Claytor Lake Convenience Center

Work (excavating and clearing) in progress.

B. Brookmont Water System Disinfection By-Products

Notice to consumers sent; issue will be resolved with the installation of pressure relieving valves by the Town of Pulaski.

C. Community Water Projects

More information provided in 7. E. Community Water Projects Update.

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

Working with Town of Pulaski on possible collaborative effort.

E. Write Off Standard Operating Procedures

Ongoing.

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

No report.

G. Robinson Tract/Hilton Village Water Project

More information provided in 7. E. Community Water Projects Update.

E. Community Water Projects Update

Mr. Linkous reviewed bids received for the Community Water Projects, with their being two (2) primary contracts: (1) waterline at Riverbend and Bella Vista and pump station and tank replacement at Bella Vista and discussed funding. Parity is required with Rural Development and due to the federal government shutdown, the funding request would have to be sent to the national office. Mr. Linkous advised he was reviewing financing through local sources and would continue to update the Board.

8. Other Matters from the Directors

A. Updates Requested by Board Members

There were no updates requested by board members.

9. Items of Consent

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board reviewed and approved the following items of consent (A. - C. and E):

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

Voting No: None.

Absent: Mr. Swanson.

A. Minutes of September 9, 2025, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the September 9, 2025, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

Due to software difficulties, this report was not available for September.

C. Budget Adjustment

Budget Adjustment # 2026-04 and Capital Budget Adjustment #2026-03.

D. Accounts Payable

Deferred.

E. Personnel Changes

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

10. Informational Items

Tammy Bentley was introduced as the new PSA Payroll Coordinator.

Ms. Edmonds reminded those present the next regular scheduled meeting would be held on Tuesday, November 18, 2025, as the second Tuesday in November (November 11, 2025) is Veterans Day and the office will be closed.

11. Adjournment

A. Adjournment

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board adjourned their October 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.

Voting No: None.

Absent: Mr. Swanson.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, November 18, 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