At a meeting of the Public Service Authority Board of Directors held on Tuesday, November 18, 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; Mrs. Nancy Burchett; Mrs. Ashley Coake. Absent: Mr. Eddie Hale 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; 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

Three (3) Board members were present. Mr. Hale and Mr. Swanson (listening remotely) were absent.

2. Public Hearing

A. FY 2025 – 2026 Budget Amendment

Mrs. Burchett read the following declaration regarding Community Water Projects:

I am the owner of real estate properties having an address of 5791 & 5795 Ridgewood Place, Pulaski, VA 24301. These two properties are within the area that would be served by the Community Water Projects, should the PSA Board choose to proceed with that part of the project. As a result of my ownership of these properties within the Community Water Projects area, I have a personal interest in the Board’s discussion of the water projects presented for consideration today. The consideration of the Community Water Projects does not affect my properties alone. I am in a group of more than three (3) property owners who would be affected by the Community Water Projects. I am able to participate in the discussion of the water projects fairly, objectively, and in the public interest.

Mrs. Newby reviewed the FY 2025-2026 Budget Amendment resulting from the transfer of open purchase orders from FY 2025 to FY 2026 totaling $7,319,067.08. The Public Hearing was properly advertised in local publications on October 31 and November 7, 2025. Staff had not received any correspondence or comment (oral or written) for the public hearing regarding the FY 2025-2026 Budget Amendment.

Mrs. Burchett opened the Public Hearing on the FY 2025-2026 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 #2026-02 in the amount of $497,662.54 and Budget Adjustment PSA Capital Fund #2026-06 in the amount of $6,821,404.54, totaling $7,319,067.08.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or comments.

4. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A. 3. of the 1950 Code of Virginia, as amended, to discuss the acquisition or disposition of real property. (Staff attending: Mr. Jared Linkous, Executive Director; Mr. Josh Tolbert, Deputy Director; and Mr. Jonathan Sweet, County Administrator; Listening remotely: Mr. Swanson)

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Public Service Authority Board of Directors entered an Executive Session for discussion of the following:

Acquisition or Disposition of Real Property: Pursuant to Virginia Code Section 2.2-3711 (A) 3 discussion of the acquisition or disposition of real property regarding:

- Easement Acquisition – Community Water Projects

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

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, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

C. Certification of Executive Session

On a motion by Mrs. Coake, second by Mr. Setliff 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, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

5. 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. New Business, B. Community Water Projects (Motion to Proceed with Acquisition of Easement).

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

6. Financial Matters

A. Financial Report

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

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.

Absent: Mr. Hale, Mrs. Burchett.

B. Collections Update

The Board reviewed the Collection Update provided by staff. Mrs. Burchett requested a report once all district audits were completed.

7. Action Items (New Business)

A. Habitable Structure Definition

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved a revision to the habitable structure definition within the low volume/non-user rate policy as presented.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

B. Community Water Projects (Motion to Proceed with Acquisition of Easement)

Mrs. Burchett read the following declaration regarding Community Water Projects:

I am the owner of real estate properties having an address of 5791 & 5795 Ridgewood Place, Pulaski, VA 24301. These two properties are within the area that would be served by the Community Water Projects, should the PSA Board choose to proceed with that part of the project. As a result of my ownership of these properties within the Community Water Projects area, I have a personal interest in the Board's discussion of the water projects presented for consideration today. The consideration of the Community Water Projects does not affect my properties alone. I am in a group of more than three (3) property owners who would be affected by the Community Water Projects. I am able to participate in the discussion of the water projects fairly, objectively, and in the public interest.

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board authorized proceeding with the acquisition of the easement in regard to the Community Water Projects as discussed in Executive Session.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

8. Action Items (Old Business)

A. Community Water Projects

Mrs. Burchett read the following declaration regarding Community Water Projects:

I am the owner of real estate properties having an address of 5791 & 5795 Ridgewood Place, Pulaski, VA 24301. These two properties are within the area that would be served by the Community Water Projects, should the PSA Board choose to proceed with that part of the project. As a result of my ownership of these properties within the Community Water Projects area, I have a personal interest in the Board's discussion of the water projects presented for consideration today. The consideration of the Community Water Projects does not affect my properties alone. I am in a group of more than three (3) property owners who would be affected by the Community Water Projects. I am able to participate in the discussion of the water projects fairly, objectively, and in the public interest.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board awarded of the following portions of the Community Water Line Installation Project: 1. Riverbend at $828,071.00, Hilton Village at $1,178,164.00 and estimated bonds, mobilization and record drawings at $211,000.00 with the total estimated waterline at $2,217,235.00 (+/- 10%).

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board rejected bids for the Tank/Pump Station portion of the Community Water Projects.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board authorized the Loving Field portion of the Community Water Project be installed using 100% available grant dollars with follow-up with the Virginia Department of Health and/or if the funds are not available, using $1,000,000.00 set aside to purchase materials and utilize the Authority's/County's labor forces.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board accepted a proposal from First Bank and Trust to provide interim financing for twelve (12) months at a rate of 6.95%.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

Mr. Setliff provided the following comment:

The recent decision to provide access to clean drinking water for the Hilton Village community should be recognized not only for its immediate humanitarian benefit but also as a vital component of the county's long-term strategic planning. Providing a reliable source of clean water addresses a critical necessity for residents, ensuring their health and well-being.

Should a disruption occur in the delivery of drinking water to areas west of Dublin, the current infrastructure would not provide a sustainable, long-term solution for freshwater delivery in that portion of Pulaski County. The lack of a contingency plan could leave these communities vulnerable in the event of supply chain interruptions or emergency situations.

A few years ago, Pulaski County, in collaboration with the Town of Pulaski, initiated a joint project to enhance the region's water infrastructure. This project involved increasing the installed height of the Town of Pulaski's water tank located at the intersection of Robinson Tract Road and Loving Field Road. This modification was designed to enable gravity flow from the elevated tank, thereby ensuring that freshwater delivery could be sustained to the impacted area.

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, and Cut-Off list for the month of October 2025 were reviewed by the Board.

B. FSA Activity Report

The Board reviewed the October 2025 Fairlawn Sewer Authority (FSA) Activity Report.

Mr. Setliff advised of the process of implementation of new software (Quikwater) for the Fairlawn Sewer Authority (FSA).

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

No report.

C. Community Water Projects

Addressed in #8. Action Items (Old Business), A. Community Water Projects

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

No report.

E. Write Off Standard Operating Procedures

No report.

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

No report.

G. Robinson Tract/Hilton Village Water Project

Addressed in #8. Action Items (Old Business), A. Community Water Projects

10. Other Matters from the Directors

A. Updates Requested by Board Members

There were no updates requested by board members.

11. 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. – E.):

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

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

The Board approved the minutes of the October 14, 2025, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

The Balance Due/Accounts Receivable Aging Report was reviewed and approved.

C. Budget Adjustment

Budget Adjustment PSA Fund # 2026-03 was approved as submitted.

D. Accounts Payable

The Board Accounts Payable for checks numbered # 51433 – 51514.

E. Personnel Changes

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

12. Informational Items

Mrs. Burchett shared a compliment received from Mrs. Donna Knarr regarding the fantastic job done by PSA refuse workers.

Mr. Linkous shared a photo from Halloween of a child dressed as a PSA refuse worker.

13. Adjournment

A. Adjournment

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board adjourned their November 18, 2025, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

Voting Yes: Mr. Setliff, Mrs. Burchett, Mrs. Coake.
Voting No: None.
Absent: Mr. Hale, Mr. Swanson.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, December 9, 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