At a meeting of the Public Service Authority Board of Directors held on Tuesday, December 9, 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; S. Diane Newby, Assistant Finance Director; Sarah Lopez, PSA Accounting Coordinator and Ashley Edmonds, Clerk to the Board.

1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 9:01 a.m.

A. Confirmation of A Quorum

All five (5) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or comments.

3. Executive Session

A. Enter Into Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A. 6. of the 1950 Code of Virginia, as amended, to discuss the investment of public funds. (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:

Investment of Public Funds: Pursuant to Virginia Code Section 2.2-3711 (A) 6 discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected:

- Stateson Homes Development

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 Mrs. Coake 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 Mr. Hale 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 Mrs. Coake, second by Mr. Hale 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

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

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

Voting No: None.

B. Collections Update

The Board reviewed the Collection Update provided by staff.

6. Action Items (New Business)

A. None

There were no Action Items (New Business).

7. Action Items (Old Business)

A. Shiloh Tank Replacement

On a motion by Mr. Setliff, second by Mr. Swanson, the Board formally accepted the Virginia Department of Health's funding package (100 % principal forgiveness/grant) of $5,881,000.00.

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

Voting No: None.

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

B. FSA Activity Report

The Board reviewed the November 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

No report.

C. Community Water Projects

Award made; checking status of parity request and working on closing with bond counsel.

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

No report.

9. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff requested an update on Joint Party Discussions Regarding Solid Waste Pickup. Mr. Linkous advised there has not been a great deal of movement on this item. He further stated correspondence has been sent and staff should know more as the notification periods approach.

10. Items of Consent

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

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

A. Minutes of November 18, 2025, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the November 18, 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 # 2026-05 was approved as submitted.

D. Accounts Payable

The Board Accounts Payable for checks numbered #51532 -51688.

E. Personnel Changes

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

11. Informational Items

Mr. Swanson advised of his intention to resign as a member of the Pulaski County Public Service Authority Board of Directors. He has notified the Chair of the Pulaski County Board of Supervisors, who are considering his replacement. He stated it has been a privilege to serve on the Board and the citizens/customers of the Pulaski County Public Service Authority.

Several members expressed appreciation of Mr. Swanson's service, specifically noting his wisdom, dignified manner and business acumen.

12. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their December 9, 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, January 13, 2026, 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