At a meeting of the Public Service Authority Board of Directors held on Tuesday, January 13, 2026, 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. Alan Graybeal.

Staff members present included: Jared L. Linkous, P.E., CFM, Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, County Administrator; Justin B. Martin, 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 a.m. and welcomed Mr. Alan Graybeal, who was appointed by the Pulaski County Board of Supervisors at their December 15, 2025, meeting to represent the Ingles District on the Pulaski County Public Service Authority Board of Directors.

A. Confirmation of A Quorum

All five (5) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Charles Hull, 3091 Schrader Hill Drive, Pulaski, requested an update regarding water service for the Trinity Baptist Church and Hilton Village Loop residents.

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 as presented.

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

4. Financial Matters

A. Financial Report

Mr. Linkous introduced Mr. Justin B. Martin as the new Finance Director for Pulaski County.

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

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

B. Collections Update

The Board reviewed the Collection Update provided by staff.

5. Action Items (New Business)

A. Budget Calendar

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board adopted the Budget Calendar for Fiscal Year 2027 as presented.

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

6. Action Items (Old Business)

A. Resolution – First Bank

On a motion by Mr. Setliff, second by Mr. Hale, the Board adopted the Resolution Authorizing the Undertaking of Public Water Improvements and the Issuance, Sale and Award of A Not to Exceed $2,210,735 Water, Sewer and Solid Waste Revenue Note and Providing for the Form, Details, and the Payment of Note and authorized staff to complete all necessary steps to execute any and all related documents.

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

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

B. FSA Activity Report

The Board reviewed the December 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

Re-advertise to bid for Thornspring Pump Station

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.

8. Other Matters from the Directors

A. Updates Requested by Board Members

Mr. Setliff expressed appreciation to Amy Parker, PSA Billing Supervisor, for her assistance to Fairlawn Sewer Authority as they continue to transition to a new software platform.

Mr. Sweet inquired about a public hearing held on January 12, 2026, by the City of Radford on a Water Rate Adjustment (Pulaski County/PSA). Mr. Linkous advised no notification or communication had been received from the City of Radford on this matter.

Mrs. Coake inquired about the status of the Draper Water Line Replacement project.

9. Items of Consent

On a motion by Mr. Hale, second by Mrs. Coake 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. Graybeal.
Voting No: None.

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

The Board approved the minutes of the December 9, 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

There were no Budget Adjustment(s) to be considered by the Board.

D. Accounts Payable

The Board Accounts Payable for checks numbered # 51690-51797.

E. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of December 2025, the electronic version of which is filed in the January 13, 2026, BoardDocs agenda.

10. Informational Items

A. Development Incentive Policy

Mr. Linkous presented information regarding a Development Incentive Program which would provide credits for new residential development. Mr. Linkous will provide a draft for the Board's consideration in a future meeting.

11. Adjournment

A. Adjournment

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board adjourned their January 13, 2026, 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. Graybeal.
Voting No: None.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, February 10, 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