At a meeting of the Public Service Authority Board of Directors held on Tuesday, February 10, 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; Tim Kirtner, Authority Attorney; Justin Martin, Finance Director; Sarah Lopez, PSA Collections Specialist and Ashley Edmonds, Clerk to the Board.

1. Welcome and Call to Order

Mr. Linkous called the meeting to order at 9:01 a.m.

A. Confirmation of A Quorum

Five (5) Board members were present.

2. Opening Business

A. Election of Officer: Chair, Pulaski County Public Service Authority Board of Directors

Mrs. Coake nominated Mrs. Burchett for Chair, Pulaski County Public Service Authority Board of Directors. Mr. Setliff seconded the nomination. There were no further nominations. Mrs. Burchett accepted the nomination.

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

B. Election of Officer: Vice Chair, Pulaski County Public Service Authority Board of Directors

Mr. Setliff nominated Mrs. Coake for Vice Chair, Pulaski County Public Service Authority Board of Directors. Mr. Graybeal seconded the nomination. There were no further nominations. Mrs. Coake accepted the nomination.

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

C. Election of Officer: Secretary/Treasurer, Pulaski County Public Service Authority Board of Directors

Mrs. Coake nominated Mr. Setliff for Secretary/Treasurer, Pulaski County Public Service Authority Board of Directors. Mr. Graybeal seconded the nomination. There were no further nominations. Mr. Setliff accepted the nomination.

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

D. Appointment of Clerk: Pulaski County Public Service Authority Board of Directors

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board appointed Ashley Edmonds as Clerk of the Pulaski County Public Service Authority Board of Directors.

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

E. 2026 Pulaski County Public Service Authority Board of Directors Rules of Procedure

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board adopted the 2026 Pulaski County Public Service Authority Board of Directors Rules of Procedure.

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

F. Code of Conduct and Code of Ethics

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board adopted the Pulaski County Public Service Authority Board of Directors Code of Conduct and Code of Ethics.

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

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

4. Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A. 7. 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. Jonathan Sweet, County Administrator and Mr. Tim Kirtner, County Attorney)

On a motion by Mr. Setliff, second by Mr. Hale 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) 7 discussion of legal matters regarding:

- Radford Water Agreement

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

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

5. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mr. Hale, second by Mr. Setliff and carried, the Board accepted the agenda as presented.

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

6. Financial Matters

A. Financial Report

On a motion by Mr. Setliff, second by Mr. Graybeal and carried, the Board accepted the January 2026 Financial Report as presented.

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

B. Collections Update

Mrs. Lopez advised of updated debt setoff amounts and the results of the payment plan audit.

7. Action Items (New Business)

A. None.

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

8. Action Items (Old Business)

A. None.

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

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, Inmate Availability and Cut-Off list for the month of January 2026 were reviewed by the Board.

B. FSA Activity Report

The Board reviewed the January 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 Waystem Disinfection By-Products

No report.

C. Community Water Projects

Submittals received.

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

No report.

H. Draper Water Line Replacement

No report.

10. Other Matters from the Directors

A. Updates Requested by Board Members

No Updates requested by Board Members.

11. Items of Consent

On a motion by Mrs. Coake, second by Mr. Graybeal 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 January 14, 2026, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the January 14, 2026, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

The Balance Due Report was reviewed and approved.

C. Budget Adjustment

There were no Budget Adjustments for the Board’s consideration.

D. Accounts Payable

The Board Accounts Payable for checks numbered # 51833 – 51909.

E. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of January 2026, the electronic version of which is filed in the February 10, 2026, BoardDocs agenda.

12. Informational Items

A. Pulaski County Public Service Authority Award Notification

Board members reviewed the award notification received from the Virginia Department of Health regarding the funding offer.

13. Adjournment

A. Adjournment

On a motion by Mr. Graybeal, second by Mrs. Coake and carried, the Board adjourned their February 10, 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, March 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