At a meeting of the Public Service Authority Board of Directors held on Tuesday, March 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; and Mrs. Ashley Coake. Absent: Mr. Alan Graybeal.

Staff members present included: Josh Tolbert, Deputy Director; Jonathan D. Sweet, County Administrator; Justin B. Martin, Finance Director; Brad Vaught, 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 a.m.

A. Confirmation of A Quorum

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

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Steve Taylor, 4215 Robinson Tract Road, Pulaski, requested the Authority's assistance on how to determine who qualifies for funds for connection fees pledged by Trinity Baptist Church. He also inquired about plans for extension of the water line for residents in the surrounding area.

3. Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A. 8. of the 1950 Code of Virginia, as amended, to discuss legal matters. (Staff attending: Mr. Josh Tolbert, Deputy Director and Mr. Jonathan Sweet, County Administrator)

On a motion by Mr. Setliff, second by Mrs. Coake 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) 8 discussion of legal matters regarding:

- Radford Water Agreement

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

B. Return to Open Session

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Public Service Authority Board of Directors returned to Open Session.

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

C. Certification of Executive Session

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

4. 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.
Voting No: None.
Absent: Mr. Graybeal.

5. Financial Matters

A. Financial Report

Mr. Martin introduced Mr. Brad Vaught as the new Assistant Finance Director for Pulaski County.

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

C. Draft Budget and Capital Improvement Plan

The Draft Budget and Capital Improvement Plan was distributed by Mr. Martin. Additional review and discussion will be conducted at the upcoming budget work sessions.

6. Action Items (New Business)

A. None.

There were no Action Items (New Business) for consideration.

7. Action Items (Old Business)

A. None.

There were no Action Items (Old Business) for consideration.

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 February were reviewed by the Board.

B. FSA Activity Report

The Board will review the February Fairlawn Sewer Authority (FSA) Activity Report at the next meeting.

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

Reviewed during Citizen/Customer Comments.

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

No report.

E. Write Off Standard Operating Procedures

Work to commence to establish a policy after FY 2027 budget is adopted.

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

Mr. Setliff requested an update on this item.

G. Robinson Tract/Hilton Village Water Project

Mrs. Burchett stressed the importance of communication to the affected community members/potential customers on the project's status.

H. Draper Water Line Replacement

No report.

9. Other Matters from the Directors

A. Updates Requested by Board Members

There were no Updates Requested by Board Members.

10. Items of Consent

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

A. Minutes of February 10, 2026, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the February 10, 2026, 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 # 51911 – 52021.

E. Personnel Changes

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

11. Informational Items

A. 2025 VOP Award

The Board reviewed notification of the Authority's waterworks receipt of the 2025 Excellence in Waterworks Operations/Performance Award.

12. Adjournment

A. Adjournment

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board adjourned their March 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. Voting No: None.
Absent: Mr. Graybeal.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, April 14, 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.

The Pulaski County Public Service Authority Board of Directors will meet in the Executive Training Room of the County Administration Building, located at 143 Third Street N.W., in the town of Pulaski, for budget work sessions on the following dates:

- Tuesday, March 17, 2025, 2:30 p.m.
- Tuesday, March 24, 2025, 2:30 p.m.

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Nancy M. Burchett, Chair

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Dennis L. Setliff, Secretary