At a meeting of the Public Service Authority Board of Directors held on Tuesday, April 14, 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: Josh Tolbert, Deputy Director; Jonathan D. Sweet, County Administrator; Timothy E. Kirtner, County Attorney; Justin B. Martin, Finance Director; Sarah Lopez, Finance Accountant, 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

Five (5) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizen comments.

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; 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) 8 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 Mrs. Coake, second by Mr. Graybeal 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 Mr. Hale, 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.

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, Mr. Graybeal.
Voting No: None.

5. Financial Matters

A. Financial Report

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

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 March were reviewed by the Board.

B. FSA Activity Report

The Board reviewed the February and March Fairlawn Sewer Authority (FSA) Activity Reports.

C. Staff To Do List:

The following updates were provided on the following Staff To Do List items:

A. Draper/Claytor Lake Convenience Center

Work to resume after completion of trail project.

B. Brookmont Water System Disinfection By-Products

No report.

C. Community Water Projects

Update given on construction, connections about a month away; will move to Riverbend next

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

Putting on flow meters; painting of hydrants in spring

E. Write Off Standard Operating Procedures

No report.

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

No report.

G. Robinson Tract/Hilton Village Water Projects

Update under Community Water Projects.

H. Draper Water Line Replacement

No report.

I. Hours for Fairlawn Convenience Center

No report; added to list.

J. Shiloh Tank Project

No report; added to list.

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 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. Graybeal.

Voting No: None.

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

The Board approved the minutes of the March 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

The Board approved Budget Adjustment PSA #2026-20: $23,950.00 and Budget Adjustment PSA 2026-21: $5,881,000.00.

D. Accounts Payable

The Board Accounts Payable for checks numbered # 52023 – 52116.

E. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of March, the electronic version of which is filed in the April 14, 2026, BoardDocs agenda.

11. Informational Items

A. None.

There were no Information Items.

12. Adjournment

A. Adjournment

On a motion by Mr. Graybeal, second by Mrs. Coake and carried, the Board adjourned their April 14, 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, May 12, 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 hear comments concerning proposed rates/budget/capital improvement plan in the Board Room of the County Administration Building, located at 143 Third Street N.W., in the town of Pulaski, on Tuesday, May 5, 2026, at 5:30 p.m.

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Nancy M. Burchett, Chair

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Dennis L. Setliff, Secretary