At a meeting of the Public Service Authority Board of Directors held on Tuesday, June 9, 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; Timothy E. Kirtner, County Attorney; Brad Vaught, Assistant Finance Director; Sarah Lopez, Finance Accountant, Traci Nelson, PSA Collections Specialist 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. Citizens Comments

Kyle Glass, 4065 Robinson Tract Road, Pulaski, requested an update on the water line/route for the Community Water Project.

Charles Hull, 3091 Robinson Tract Road, Pulaski, advised he assisted with the work on the petition to the Board regarding the Community Water Project and was under the impression the water line would go all the way up Schrader Hill Road.

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. Tim Kirtner, Authority Attorney)

On a motion by Mrs. Coake, second by Mr. Setliff 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 Mr. Graybeal, second by Mr. Setliff 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 Mrs. Coake 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. Graybeal, second by Mr. Setliff and carried, the Board accepted 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 May 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 May were reviewed by the Board.

B. FSA Activity Report

The Board reviewed the May 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

Staff needs to add employee costs.

B. Brookmont Water System Disinfection By-Products

No report.

C. Community Water Projects

The Riverbend tests were clear, ready to start connections, date needed to close the well.

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

Discussed flushing of hydrants throughout county, each hydrant will be measured for flow capacity, hydrants will be repainted as predicated upon flow measurements.

E. Write Off Standard Operating Procedures

Staff to review accounts and begin to look at write off procedures.

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

No report.

G. Robinson Tract/Hilton Village Water Projects

Reviewed during Citizen Comments.

H. Draper Water Line Replacement

No report.

I. Hours for Fairlawn Convenience Center

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board authorized removal of I. Hours for Fairlawn Convenience Center from the Staff to Do List.

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

J. Shiloh Tank Project

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

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

A. Minutes of May 12, 2026, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the May 12, 2026, Public Service Authority Board of Directors Meeting.

B. Minutes of May 5, 2026, Public Service Authority Board of Directors Public Hearing on A Proposed 8% Increase of Water, Sewer and Refuse Rates

The Board approved the minutes of the May 5, 2026, Public Service Authority Board of Directors Public Hearing on A Proposed 8% Increase of Water, Sewer and Refuse Rates.

C. Minutes of March 24, 2026, Public Service Authority Board of Directors Work Session on FY 2027 Budget (Review of Proposed FY27 Budget)

The Board approved the minutes of the March 24, 2026, Public Service Authority Board of Directors Work Session on FY 2027 Budget (Review of Proposed FY27 Budget).

D. Minutes of March 17, 2026, Public Service Authority Board of Directors Work Session on FY 2027 Budget (Review of Proposed FY27 Capital Improvement Plan)

The Board approved the minutes of the March 17, 2026, Public Service Authority Board of Directors Work Session on FY 2027 Budget (Review of Proposed FY27 Capital Improvement Plan).

E. Balance Due Report

The Balance Due/Accounts Receivable Aging Report was reviewed and approved.

F. Budget Adjustment

There were no Budget Adjustments for consideration.

G. Accounts Payable

The Board Accounts Payable for checks numbered # 52257-52504.

H. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of April, the electronic version of which is filed in the June 9, 2026, BoardDocs agenda.

11. Informational Items

A. VCWRLF Principal Forgiveness Letter C-515891

The Board reviewed the VCWRLF Principal Forgiveness C-515891letter.

12. Adjournment

A. Adjournment

Mrs. Burchett invited everyone present to the Pulaski County's Veterans Remembrance Ceremony on Saturday, July 4, 2026, at 12 p.m., at the Pulaski Theatre, located at 14 West Main Street, in the town of Pulaski.

On a motion by Mr. Graybeal, second by Mrs. Coake and carried, the Board adjourned their June 9, 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, July 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.

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Nancy M. Burchett, Chair

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Dennis L. Setliff, Secretary