

At a meeting of the Public Service Authority Board of Directors held on Tuesday, October 10, 2023, 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, Chair and Mr. Douglas Swanson. Absent: Mrs. Ashley Coake, Vice Chair.

Staff members present included: Jared Linkous, Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator; Timothy E. Kirtner, County Attorney; Diane Newby, Finance Director; Debra Boyd, Accounts Payable/Collections Coordinator and Ashley Edmonds, Clerk to the Board.

### 1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 9:03 a.m.

#### A. Confirmation of A Quorum

Four (4) Board members were present. Mrs. Coake was absent.

### 2. Presentations and Citizens Comments

#### A. Presentations and Citizens Comments

There were no presentations or citizen comments.

### 3. Executive Session

#### A. Enter Into 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. Jared Linkous, Executive Director; Mr. Josh Tolbert, Deputy Director; Mr. Timothy E. Kirtner, County Attorney and Mr. Jonathan Sweet, County Administrator)

On a motion by Mr. Swanson, 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 specific legal matters requiring the provision of legal advice.

- Solid Waste Collection

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mr. Swanson.

Voting No: None.

Absent: Mrs. Coake.

#### B. Return to Open Session

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

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mr. Swanson.

Voting No: None.

Absent: Mrs. Coake.

#### C. Certification of Executive Session

On a motion by Mr. Setliff, 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, Mr. Swanson.

Voting No: None.

Absent: Mrs. Coake.

#### 4. 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, Mr. Swanson.

Voting No: None.

Absent: Mrs. Coake.

#### 5. Financial Matters

##### A. Financial Report

No action was taken on the Financial Report due to an incorrect submission. The September 2023 report will be provided to the Board with the October 2023 report for approval.

Mrs. Burchett requested a total count of active and inactive accounts (total number of customers from month to month).

##### B. Collections Update

Mrs. Boyd reported several payoffs of delinquent accounts and removal of delinquent account holders who failed to comply to the terms of their payment arrangements. Mrs. Boyd will have training on how to apply liens within the Munis software.

## 6. Action Items (New Business)

### A. None

There were no Action Items (New Business).

## 7. Action Items (Old Business)

### A. Pulaski County Waterworks Lead Service Line Inventory BIL-50L-22

On a motion by Mr. Swanson, second by Mr. Setliff and carried, the Board accepted the funding package from the Virginia Department of Health consisting of \$250,000.00 as a loan with a 10-year term (or the design life of the project, whichever is less) and an interest rate of 1.0% for the lead service line inventory project (BIL-50L-22) provided there is no mandatory requirement to raise rates.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mr. Swanson.

Voting No: None.

Absent: Mrs. Coake.

## 8. Reports from Executive Director and Staff

### A. Operational Reports: Convenience Center and County Landfill Tonnage, Inmate Availability and Cut -Off List

The Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the month of September were reviewed by the Board.

Mr. Setliff inquired about the status of service cut offs for delinquent account holders. Mr. Linkous advised there is a lack of available employees to perform this task as the water crew is at half-staff and there have been software issues with the development of the listing. Mr. Setliff requested an update on its reestablishment.

### B. FSA Activity Report

The September Fairlawn Sewer Authority (FSA) Activity Report was reviewed by the Board.

#### C. Staff To Do List:

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

##### A. Covered Water Meter Ordinance

The Board requested staff remove the Covered Water Meter Ordinance item from the To Do List.

##### B. Draper Area Wythe County Sewer/PSA Connection

Staff to send follow up correspondence to Wythe County Water and Wastewater to assess interest and report back to the Board for further discussion.

##### C. Water Meter Replacement

Water Meter Replacement is ongoing; last round of residential meters received.

##### D. Water Master Plan

Staff views the Water Master Plan as a “living document” with the initial product received. The Board requested staff remove the Water Master Plan from the To Do List.

##### E. Facilities for Refuse Employees

\$221,000.00 set aside; however, is not 100% funded; staff acknowledged the current situation works but is not ideal as a shower facility is desired.

##### F. Draper/Claytor Lake Convenience Center

Ongoing.

#### G. Brookmont Water System Disinfection By-Products

Staff advised Town of Pulaski is working to build a new water tank.

#### H. Improvements to Fairlawn Convenience Center

Staff advised the brush site will be moved to a new location.

#### I. Community Water Projects

Staff described environmental process delays and requirements added to contract.

#### J. Certification of Fire Hydrant Flow and Corresponding Paint Color Array

Staff provided update on the hydrant flushing process.

#### K. Write Off Standard Operating Procedures

Ongoing.

#### L. Site for Snowville Convenience Center

Staff expressed Board's desire for a Convenience Center in the Snowville area and are searching for a site.

#### M. Communication on How the PSA Offers Recycling Services to Our Customers

Staff is reviewing how we now offer recycling services to our customers with plans to communicate how recycling works.

### 9. Other Matters from the Directors

#### A. Updates Requested by Board Members

Mrs. Burchett requested an update on the Pulaski County Middle School sewer billing.

Mr. Setliff requested communication be drafted to PSA customers regarding requirements for curbside and special pick up and requested an update regarding the hours of service for the Convenience Centers, specifically the Fairlawn location. Mr. Setliff also advised AECOM/CHA Design/Construction Solutions will present the results of the Sulfate Study on October 18, 2023, at 6:30 p.m. in the New River Room of the Pulaski County Innovation Center, 6580 Valley Center Drive, Radford. Staff will advise media outlets there may be three (3) or more Board members in attendance and will send an invitation to the Board members.

#### 10. Items of Consent

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Board reviewed and approved the following items of consent (A. - F.):

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mr. Swanson.

Voting No: None.

Absent: Mrs. Coake.

#### A. Minutes of September 12, 2023, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the September 12, 2023, Public Service Authority Board of Directors Meeting.

#### B. Balance Due Report

The Balance Due Report is not available.

#### C. Budget Adjustment

There were no Budget Adjustments.

#### D. Billing Adjustments

The Billing Adjustments were not available.

#### E. Accounts Payable

The Board Accounts Payable for checks numbered # 48505-48603.

#### F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of September 2023, the electronic version of which is filed in the October 10, 2023, BoardDocs agenda.

#### 11. Informational Items

A. None

There were no Informational Items presented.

#### 12. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Board adjourned their October 10, 2023, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting. (Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mr. Swanson. Voting No: None. Absent: Mrs. Coake.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, November 14, 2023, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary