

At a meeting of the Public Service Authority Board of Directors held on Tuesday, November 14, 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; Mrs. Ashley Coake, Vice Chair and Mr. Douglas Swanson.

Staff members present included: Jared Linkous, Director; Josh Tolbert, Deputy Director; Diane Newby, Finance Director; Maci Hamilton, Payroll 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

Five (5) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mrs. Debra Brouse, P. O. Box 1335, Dublin, remarked about payment of services when no one is on the premises as she has a home on Beach Drive that is not occupied from September through May. She encouraged the Board complete an audit of accounts to ensure all customers are paying for services.

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 and Mr. Josh Tolbert, Deputy Director)

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

Personnel Matter

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

B. Return to Open Session

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

C. Certification of Executive Session

On a motion by Mr. Swanson, 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. Swanson.
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. Swanson.
Voting No: None.

5. Financial Matters

A. Financial Report

On a motion by Mr. Hale, second by Mr. Setliff and carried, the Board accepted the September 2023 and October 2023 Financial Reports as presented.

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

Voting No: None.

B. Collections Update

Mr. Linkous reviewed the Collection Update and advised that staff was working toward a write off policy and amounts to present to the Board.

Mr. Setliff requested a progress report on delinquencies.

6. Action Items (New Business)

A. None

There were no Action Items (New Business).

7. Action Items (Old Business)

A. None

There were no Action Items (Old Business).

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 October were reviewed by the Board.

B. FSA Activity Report

The October 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. Draper Area Wythe County Sewer/PSA Connection

The Board requested staff remove the Draper Area Wythe County Sewer/PSA Connection item from the To Do List.

B. Water Meter Replacement Project

Staff sent in final pay request; \$36,000.00 contingency returned, closing out project with VDH. One hundred (100) - one hundred fifty (150) meters remaining to be replaced; funding to be discussed in future budget discussions.

C. Facilities for Refuse Employees

No report.

D. Draper/Claytor Lake Convenience Center

No report.

E. Brookmont Water System Disinfection By-Products

No report.

F. Improvements to Fairlawn Convenience Center

No report.

G. Community Water Projects

No report.

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

No report.

I. Write Off Standard Operating Procedures

Ongoing.

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

No report.

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

No report.

9. Other Matters from the Directors

A. Updates Requested by Board Members

Board members reviewed updates on the status of PCMS sewer billing, communication to customers regarding requirements for curbside service and special pick up; sulfate study and hours of operation for the Convenience

Centers.

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. - F.):

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

A. Minutes of October 10, 2023, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the October 10, 2023, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

Budget Adjustment 2024-02 was approved by the Board.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board Accounts Payable for checks numbered # 48604-48691.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of October 2023, the electronic version of which is filed in the November 14, 2023, BoardDocs agenda.

11. Informational Items

A. None

There were no Informational Items presented.

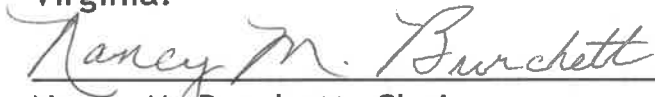
Mrs. Burchett thanked Diane Newby, who is retiring, for her service to the Public Service Authority.

12. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their November 14, 2023, 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. Swanson. Voting No: None.)

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, December 12, 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