

At a meeting of the Public Service Authority Board of Directors held on Tuesday, March 12, 2024, at 9:00 a.m. in the Executive Conference 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 Mrs. Ashley Coake, Vice Chair. Absent: Mr. Douglas Swanson.

Staff members present included: Jared L. Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, ICMA-CM, County Administrator; Patricia Cox, Finance Director; Tracy Belcher, Assistant Finance Director; Sarah Lopez, PSA Collections Specialist and Ashley Edmonds, Clerk to the Board.

1. Welcome and Call to Order

Mrs. Burchett called the meeting to order at 8:58 a.m.

A. Confirmation of A Quorum

Four (4) Board members were present. Mr. Swanson was absent and participated remotely.

Mr. Swanson advised he was attending the meeting remotely from Florida.

On a motion by Mr. Hale, second by Mr. Setliff and carried, the Board allowed Mr. Swanson to participate in the meeting remotely.

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

Voting No: None.

Absent: Mr. Swanson.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Mr. Kyle E. Glass, 4065 Robinson Tract Road, Pulaski, requested an update on the proposed Robinson Tract Road/Hylton Village Loop water line project, urged the Board to look to the future and proceed with the project. Mr. Glass also inquired about providing an incentive to encourage others to get their well water tested and the possibility of implementing a connection fee payment plan.

Mr. Robert S. Rogers, 4858 Miller Ridge Road, Dublin, and on behalf of Trinity Baptist Church, 4008 Robinson Tract Road, Pulaski, spoke in support of the proposed water line project and asked the Board members not to forget them. Mr. Rogers also advised that the members of the church had the well water tested and were told the water would not kill them but the tester stated he would not drink it.

Mr. Charles H. Hull, 3091 Shrader Hill Road, Pulaski, inquired about what was the biggest obstacle the individual(s) had that were opposed to the proposed project. Mr. Hull also remarked about Trinity Baptist Church's consideration of assisting with connection fee costs.

Mr. Steven M. Taylor, 4215 Robinson Tract Road, Pulaski, remarked his mother lived in the project area and signed petition. Mr. Taylor stated individuals were lied to and intimidated into signing the petition. He further stated the Robinson Tract area is currently in a health need situation in regard to water and in five (5) years, it will be health emergency. Mr. Taylor urged the Board to disregard the petition and not put the community in further danger by not proceeding with the project as the petition was a political action from two (2) individuals and not a true representation of the Hylton Village/Robinson Tract community.

Mrs. Sandra W. Hull, 3091 Schrader Hill Road, Pulaski, commented that people were lied to and have stated they wished they had not signed the petition. Mrs. Hull asked for the Board's help to test wells in the area along with assistance with education on the proposed water line project.

Mr. Richard K. Chumbley, 2780 Wysor Road, Draper, expressed his appreciation for the Authority's water line in the Draper area as his father worked very diligently to help water to the area. Mr. Chumbley asked whose idea it was to keep the exciting news about the Convenience Center at the former hotel under wraps. He stated the absence of a public hearing on the subject left him and other property owners in the area feeling disrespected.

3. 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. Swanson.

4. Financial Matters

A. Financial Report

On a motion by Mrs. Coake, second by Mr. Hale and carried, the Board accepted the February 2024 Financial Report as presented.

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

Voting No: None.

Absent: Mr. Swanson.

Mrs. Belcher advised the PSA General Reserve and PSA Capital Reserve Funds were successfully transferred to the Local Government Investment Pool.

B. Collections Update

Mrs. Belcher and Mrs. Lopez spoke about the submission of approximately five hundred (500) individuals into the Commonwealth

of Virginia's Debt Set Off program. Staff will continue efforts to update liens and look at write offs.

C. Draft Budget and Capital Improvement Plan

Mr. Linkous presented the draft FY 2025 budget and capital improvement plan with no recommendations from staff. The Board will meet on Tuesday, March 26, 2024, to review the proposed FY 2025 capital improvement plan.

5. Action Items (New Business)

A. Surplus Vehicles

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board declared the following vehicles which are inoperable or no longer in use by the Authority surplus:

- PRR205-2007 VOLVO VHD64B Roll Off Truck
- PRR202 - 1994 Volvo WG64 Roll Off Truck
- Roll off Truck 30 - 1989 White Motor Company Road Boss
- Rear load Truck 14 - 2006 Volvo VHD64
- PW13 - 2007 Ford Escape

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

Voting No: None.

Absent: Mr. Swanson.

6. Action Items (Old Business)

A. None.

There were no Action Items (Old Business).

7. 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 February were reviewed by the Board.

B. FSA Activity Report

The February 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. Facilities for Refuse Employees

No report.

B. Draper/Claytor Lake Convenience Center

Preliminary plans submitted by Thompson & Litton with comments by staff given.

C. Brookmont Water System Disinfection By-Products

No report.

D. Improvements to Fairlawn Convenience Center

Concrete poured; putting in guardrail. Mr. Sweet asked for the Board to consider a ribbon cutting once work is completed.

E. Community Water Projects

Mr. Swanson expressed his support for the proposed Robinson Tract/Hylton Village waterline project.

Mr. Setliff asked staff to work with the Extension Office to provide well testing for those in the Robinson Tract/Hylton Village

community. Mr. Sweet asked the Board to consider investing in a partnership with the Extension office on well water testing.

Mrs. Burchett requested staff share any guidance with Trinity Baptist Church on connection fee costs and payment plan options if they are willing to assist the community members with expenses.

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

No report.

G. Write Off Standard Operating Procedures

Staff to provide information at a future meeting.

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

Ongoing.

8. Other Matters from the Directors

A. Updates Requested by Board Members

There were no updates.

9. Items of Consent

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

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

Voting No: None.

Absent: Mr. Swanson.

A. Minutes of February 13, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the February 13, 2024, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

The Board approved Budget Adjustment #2024-03.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board Accounts Payable for checks numbered # 49026 - 49141.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of February 2024, the electronic version of which is filed in the March 12, 2024, BoardDocs agenda.

10. Informational Items

There were no Informational Items.

11. Adjournment

A. Adjournment

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board adjourned their March 12, 2024, 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. Swanson.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, April 9, 2024, at 9 a.m. in the Executive Conference 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 EOC/IT Training Room, located at 89 Commerce Street S.W., in the town of Pulaski, for work sessions on the FY 2025 Budget on the following dates:

- Tuesday, March 26, 2024, 2:30 p.m.
- Tuesday, April 2, 2024, 2:30 p.m.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary