

At a meeting of the Public Service Authority Board of Directors held on Tuesday, April 9, 2024, at 9:00 a.m. in the EOC/IT Training Room, 89 Commerce Street, S.W., Maple Shade Plaza, 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 L. Linkous, Executive Director; Josh Tolbert, Deputy Director; Tim Kirtner, County Attorney; 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 9 a.m.

### A. Confirmation of A Quorum

Five (5) Board members were present.

## 2. Executive Session

An Executive Session is requested pursuant to Section 2.2-3711. A. 8. of the 1950 Code of Virginia, as amended, to consult on legal matters. (Staff attending: Mr. Jared Linkous, Executive Director; Mr. Josh Tolbert, Deputy Director; and Mr. Tim Kirtner, County Attorney)

On a motion by Mrs. Coake, 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 requiring the provision of legal advice regarding:

- Refuse Contract

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. 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. Swanson.

Voting No: None.

#### 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, Mrs. Coake, Mr. Swanson.

Voting No: None.

### 3. Presentations and Citizens Comments

#### A. Presentations and Citizens Comments

Mr. Paul Hamblin, 4058 Robinson Tract Road, Pulaski, stated he was previously opposed to the Hylton Village/Robinson Tract waterline project; however, he had changed his mind. Mr. Hamblin requested an update on the proposed water line project and asked for consideration for placement of a hydrant on his property if the project was approved and funding received.

### 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 with the following addition:

- Action Items (New Business), Meridian Waste Court Case

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. Setliff, second by Mr. Swanson and carried, the Board accepted the March 2024 Financial Report as presented.

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

Voting No: None.

Mrs. Belcher advised testing on payment plans and penalties and interest had started. She further stated no terminations of service would occur until all payment plans are entered and tested.

## B. Collections Update

Staff reported they were reaching out to customers whose delinquencies were \$300.00 and above; another 500 submissions to the Debt Set-Off program had been completed with almost \$10,000.00 collected; \$4,000.00 had been paid on an unpaid balance and thirteen (13) letters had been sent to those not meeting payment plans.

## 6. Action Items (New Business)

### A. Proposed Budget/Capital Improvement/Rate Schedule (Request to Advertise)

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board authorized advertisement for a public hearing to hear comments on the proposed rates and budget.

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

Voting No: None.

### B. Meridian Waste Court Case

On a motion by Mr. Swanson, second by Mr. Setliff and carried, with regard to Meridian Waste and other private haulers doing business in Pulaski County and the businesses that engage their services:

- 1) Notify Meridian and all other haulers of the requirement to submit a plan to transition services to the PSA and cease and desist providing services in the County
- 2) Identify all businesses in Pulaski County who are not subscribed to PSA services for refuse collection



3) Develop a plan to notify and enforce once the potential for any appeal of the decision is past or any actual appeal has been resolved

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

Voting No: None.

## 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 March were reviewed by the Board.

B. FSA Activity Report

The March 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:

The Board members requested estimated dates for milestones or completion be added to projects.

A. Facilities for Refuse Employees

No report.

**B. Draper/Claytor Lake Convenience Center**

Preliminary layouts reviewed.

**C. Brookmont Water System Disinfection By-Products**

Waiting for the Town of Pulaski to completed project.

**D. Improvements to Fairlawn Convenience Center**

Seeding and stormwater structures were completed; gates next to be installed

**E. Community Water Projects**

No report.

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

No report.

**G. Write Off Standard Operating Procedures**

No report.

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

Ongoing.

**I. Robinson Tract/Hylton Village Water Project**

Board members requested addition of this item.

**9. Other Matters from the Directors**

**A. Updates Requested by Board Members**

There were no updates.

## 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. Swanson.

Voting No: None.

### A. Minutes of April 2, 2024, Public Service Authority Board of Directors Budget Work Session

The Board approved the minutes of the April 2, 2024, Public Service Authority Budget Work Session.

### B. Minutes of March 26, 2024, Public Service Authority Board of Directors Budget Work Session

The Board approved the minutes of the March 26, 2024, Public Service Authority Budget Work Session.

### C. Minutes of March 12, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the March 12, 2024, Public Service Authority Board of Directors Meeting.

### D. Balance Due Report

The Balance Due Report is not available.

### E. Budget Adjustment

There were no budget adjustments submitted for consideration.

### F. Billing Adjustments

The Billing Adjustments were not available.



## G. Accounts Payable

The Board Accounts Payable for checks numbered # 49142-49241.

## H. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of March 2024, the electronic version of which is filed in the April 9, 2024, BoardDocs agenda.

## 10. Informational Items

There were no Informational Items.

## 11. Adjournment

### A. Adjournment

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Board adjourned their April 9, 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, Mr. Swanson.

Voting No: None.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, May 14, 2024, at 9 a.m. in the EOC/IT Training Room, 89 Commerce Street, S.W., Maple Shade Plaza, 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., Maple Shade Plaza, in the town of Pulaski, for a public hearing on the proposed FY 25 Budget and Proposed 7.5% Increase of Water, Sewer & Refuse Rates on Tuesday, May 7, 2024, at 5:30 p.m.



*Nancy M. Burchett*

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Nancy M. Burchett, Chair

*Dennis L. Setliff*

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Dennis L. Setliff, Secretary