

At a meeting of the Public Service Authority Board of Directors held on Tuesday, February 13, 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 9 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 San Diego due to a work obligation.

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

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

Voting No: None.

Absent: Mr. Swanson.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

3. Approval of the Agenda

A. Additions or Changes to the Agenda

On a motion by Mrs. Coake, second by Mr. Setliff 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 Mr. Hale, second by Mr. Setliff and carried, the Board accepted the January 2023 Financial Report as presented.

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

Voting No: None.

Absent: Mr. Swanson.

B. Collections Update

Mrs. Belcher introduced Sarah Lopez as the PSA Collections Specialist. Ms. Lopez will be completing training for the Set Off Debt program and has been working to clean up and get payment plans into MUNIS and implemented.

Mrs. Burchett requested a 30/60/90-day (Balance Due report) be provided to the Board with the agenda.

Sixty - five (65) welcome letters were sent out for December 2023 on January 18, 2024.

5. Action Items (New Business)

A. Local Government Investment Pool (LGIP)

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board approved the PSA operational fund balance remain with National Bank and both the PSA General Reserve and PSA Capital Reserve Funds be transferred to the Local Government Investment Pool.

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

Voting No: None.

Absent: Mr. Swanson.

Mr. Setliff requested staff provide information on the Local Government Investment Pool to the staff at the Peppers Ferry Regional Wastewater Treatment Authority.

B. Community Water Projects

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

Signed contract for design services from Thompson & Litton.

C. Brookmont Water System Disinfection By-Products

No report.

D. Improvements to Fairlawn Convenience Center

Contractor finishing the forms, put concrete next; located sediment basin; and work to place electricity to the gates and attendant's area will be wrapping up soon. Anticipated completion of improvements by July 1, 2024.

E. Community Water Projects

(5. Action Item New Business, B. Community Water Projects; No further update given)

Mr. Burchett declared she would not participate in the discussion and would abstain from voting as she owns real estate where the proposed water line will be considered.

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board will leave Hylton Village as a bid alternate in the Community Water Project and will use \$1,000,000.00 from the tank painting/maintenance fund with the remaining funding shortfall to be covered through the increased loan amount from the Virginia Department of Health (VDH).

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

Voting No: None.

Absent: Mr. Swanson.

Abstain: Mrs. Burchett.

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

No report.

G. Write Off Standard Operating Procedures

Ongoing.

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On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board will leave Hylton Village as a bid alternate in the Community Water Project and will use \$1,000,000.00 from the tank painting/maintenance fund with the remaining funding shortfall to be covered through the increased loan amount from the Virginia Department of Health (VDH).

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

Voting No: None.

Absent: Mr. Swanson.

Abstain: Mrs. Burchett.

6. Action Items (Old Business)

A. Fats, Oil, Grease (FOG) Policy

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board authorized use of the latest version of the Western Virginia Water Authority's Fats, Oils, Grease Policy.

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

Voting No: None.

Absent: Mr. Swanson.

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 January were reviewed by the Board.

B. FSA Activity Report

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

Mr. Setliff expressed extreme appreciation for the efforts at Madison Avenue.

C. Staff To Do List:

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 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.

Voting No: None.

Absent: Mr. Swanson.

A. Minutes of January 9, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the January 9, 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 #2024-02: 178,719.00.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board Accounts Payable for checks numbered # 48925-49025.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of January 2024, the electronic version of which is filed in the February 13, 2024, BoardDocs agenda.

10. Informational Items

There were no Informational Items.

11. Adjournment

A. Adjournment

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board adjourned their February 13, 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, March 12, 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.



Nancy M. Burchett, Chair



Dennis L. Setliff, Secretary