

At a meeting of the Public Service Authority Board of Directors held on Tuesday, August 13, 2024, at 9:00 a.m. in the Board Room, 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; and Mr. Douglas Swanson.

Staff members present included: Jared L. Linkous, P.E., Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, ICMA-CM; 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. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Randy Kiser, 3952 Peak Lane, Pulaski, requested the Board's consideration to forgo collection of payment for those living on Peak Lane, who are mostly there on weekends or part-time. He advised most do not use the service due to poor access and impracticality.

Thomas Terry, 3948 Peak Lane, Pulaski, asked the Board to consider Mr. Kiser's request for all residents of Peak Lane.

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 consult on legal matters. (Staff attending: Mr. Jared Linkous, Executive Director; Mr. Josh Tolbert, Deputy Director; and Mr. Jonathan Sweet, County Administrator)

On a motion by Mr. Setliff, 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 Mr. Setliff, second by Mrs. Coake 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. Swanson 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. Swanson, second by Mr. Hale and carried, the Board accepted the agenda with the following additions:

- Request for transfer of funds for purchase of containers
- Residential refuse challenges

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 Mrs. Coake, second by Mr. Swanson and carried, the Board accepted the July 2024 Financial Report as presented.

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

Voting No: None.

B. Collections Update

Staff reported the following:

- Debt Setoff: \$2,600 check on the way; \$17,900 collected
- Cloyd District Wrap Up: One hundred sixty-five (165) new accounts
- Draper District Update: four hundred and eighty (480) letters sent on June 27, 2024; two hundred eighty-five (285) new accounts

6. Action Items (New Business)

A. Request for Transfer of Funds for Purchase of Containers

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board approved staff's recommendation to transfer \$138,000.00 from reserves to purchase two (2) stationary compactors and two containers.

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

Voting No: None.

B. Residential Refuse Challenges

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board approved staff's recommendation to effective immediately provide a 10% increase (\$56,000.00) to residential rear load workers.

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 July were reviewed by the Board.

B. FSA Activity Report

The July 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

No report.

C. Brookmont Water System Disinfection By-Products

No report.

D. Improvements to Fairlawn Convenience Center

Discussed remaining items (fencing, optional paving and AEP electrical service) and total cost of project.

E. Community Water Projects

No report.

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

Staff reached out to Montgomery County, who advertised for bids for fire hydrant flow, repair and painting services at \$100 per hydrant. Staff contacted the company to request schedule and pricing and is awaiting a response. If the company will not honor the pricing given to Montgomery County, staff will have to procure services separately.

G. Write Off Standard Operating Procedures

Ongoing.

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

Ongoing.

I. Robinson Tract/Hylton Village Water Project

No report.

Staff to provide the Board members with an updated debt service spreadsheet.

Staff updated the Board concerning sulfate study activities which included staff's discussion with the Town of Pulaski. The Board and

staff will plan to set aside additional funds for this item in the next budget cycle.

9. Other Matters from the Directors

A. Updates Requested by Board Members

The Board discussed sponsoring a community shredding event and will looking at funding during planning for the next budget cycle.

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 July 9, 2024, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the July 9 2024, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

The Balance Due Report is not available.

C. Budget Adjustment

PSA Fund #2024-12 was approved.

D. Billing Adjustments

The Billing Adjustments were not available.

E. Accounts Payable

The Board Accounts Payable for checks numbered # 49563-49692.

F. Personnel Changes

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

11. Informational Items

A. None

There were no Informational Items.

12. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their August 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, Mr. Swanson.

Voting No: None.

The monthly meeting of the Public Service Authority Board of Directors will be held on Tuesday, September 10 2024, 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

