

At a meeting of the Public Service Authority Board of Directors held on Tuesday, April 8, 2025, 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 and Mrs. Ashley Coake. Absent: Mr. Douglas Swanson.

Staff members present included: Jared L. Linkous, P.E., CFM, Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, County Administrator; Tim Kirtner, County/Authority Attorney; Trish 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 participating remotely due to taking care of family in Pensacola, Florida.

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. Setliff, 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. 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; Mr. Jonathan Sweet, County Administrator and Mr. Tim Kirtner, County/Authority Attorney)

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 regarding:

- Enforcement of 1979 Ordinance Against Meridian & New River Recycling
- Update on EEOC Claim by Former Employee

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 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. Setliff, second by Mrs. Coake 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. Coake, second by Mr. Hale and carried, the Board accepted the agenda with the following addition:

- #11. Informational Items A. OSHA Inspection Update

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. Setliff and carried, the Board accepted the March 2025 Financial Report as presented.

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

Voting No: None.

## B. Collections Update

Mrs. Lopez advised that two hundred fourteen (214) letters were sent in the first half of the Ingles District audit.

The Board would like to have staff present information and have further discussion in a future meeting concerning the use of a debt collection agency.

## 6. Action Items (New Business)

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

The Board decided to delay consideration of the proposed FY 2025-2026 budget until the June 10, 2023, meeting.

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board authorized the advertisement of a Public Hearing for a proposed 6% Increase on Water, Sewer and Refuse Rates on Monday, May 5, 2025, and the advertisement of a Public Hearing for the Proposed FY 2025-2026 Budget on Tuesday, May 13, 2025.

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

Voting No: None.

On a motion by Mr. Setliff, second by Mrs. Coake and carried, the Board authorized charging a \$2.75 fee per credit card transaction effective July 1, 2025.

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

Voting No: None.

Mrs. Burchett called for a recess at 10:54 a.m. The meeting resumed at 11 a.m.

## 7. Action Items (Old Business)

A. None.

There were no Action Items (Old Business) for the Board's consideration.

## 8. Reports from Executive Director and Staff

### A. Operational Reports: Convenience Center and County Landfill Tonnage and Cut -Off List

The Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list for the month of March 2025 were reviewed by the Board.

### B. FSA Activity Report

The Board reviewed the March Fairlawn Sewer Authority (FSA) Activity Report.

### C. Staff To Do List:

The following updates were provided on the following Staff To Do List items:

#### A. Facilities for Refuse Employees

Remove from Staff To Do List.

B. Draper/Claytor Lake Convenience Center

Majority of building demolished.

C. Brookmont Water System Disinfection By-Products

No report.

D. Improvements to Fairlawn Convenience Center

Paving completed; remove from Staff To Do List.

E. Community Water Projects

Jill Drive completed with exception of paving of driveways.

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

No report.

G. Write Off Standard Operating Procedures

Ongoing.

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

Ongoing.

I. Robinson Tract/Hilton Village Water Project

Surveys are completed.

9. Other Matters from the Directors

A. Updates Requested by Board Members

The Pulaski County Public Service Authority achieved the Virginia Optimization Program (POM) Gold Standard of Excellence in 2024 for its water treatment operations from the Virginia Department of Health's Office of Drinking Water. Mrs. Burchett will attend to represent the Authority.

#### 10. Items of Consent

On a motion by Mr. Hale, second by Mrs. Coake 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 March 11, 2025, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the March 11, 2025, Public Service Authority Board of Directors Meeting.

##### B. Balance Due Report

The Balance Due Report is not available.

##### C. Budget Adjustment

There were no Budget Adjustments for the Board's consideration.

##### D. Billing Adjustments

The Billing Adjustments were not available.

##### E. Accounts Payable

The Board Accounts Payable for checks numbered # 50525- 50649.

##### F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of March 2025, the electronic version of which is filed in the April 8, 2025, BoardDocs agenda.

## 11. Informational Items

### A. OSHA Inspection Update

Mr. Linkous advised there was an unscheduled inspection conducted by OSHA at the water treatment plant and staff received a follow-up report regarding chlorine gas safety procedures. There were three options given for correction and a plan of action is required.

Mr. Linkous reported on a call received from the Virginia Department of Health regarding available Hurricane Helene funding. Staff recommends the Shiloh water tank project be pitched for funding and applications are due May 1, 2025.

## 12. Adjournment

### A. Adjournment

On a motion by Mr. Setliff, second by Mr. Hale and carried, the Board adjourned their April 8, 2025, 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 13, 2025, at 9 a.m. in the Board 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 hear comments concerning a proposed 6% increase in water, sewer and refuse rates on Monday, May 5, 2025, in the Board Room of the



County Administration Building, located at 143 Third Street N.W., in the town of Pulaski.

  
\_\_\_\_\_  
Nancy M. Burchett, Chair

  
\_\_\_\_\_  
Dennis L. Setliff, Secretary

