

At a meeting of the Public Service Authority Board of Directors held on Tuesday, May 13, 2025, at 9:00 a.m. in the Board 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; Mrs. Ashley Coake and Mr. Douglas Swanson.

Staff members present included: Jared L. Linkous, P.E., CFM, Executive Director; Josh Tolbert, Deputy Director; Jonathan D. Sweet, County Administrator; Trish Cox, 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. Public Hearing

#### A. Proposed FY 2025-2026 Budget

Mrs. Burchett asked if staff had received any correspondence (oral or written) for the public hearing regarding the Proposed FY 2025-2026 Budget. Mr. Linkous advised no correspondence had been received and reviewed proposed revenue, expenditures and the capital improvement plan for FY 2025-2026.

Mrs. Burchett opened the Public Hearing on the Proposed FY 2025-2026 Budget.

There was no one present at the Public Hearing.

Mrs. Burchett closed the Public Hearing.

### 3. Presentations and Citizens Comments

## A. Presentations and Citizens Comments

There were no presentations or citizens comments.

## B. Presentation of the Financial Report for Year Ended June 30, 2024

Corbin Stone, CPA, MBA, Director, Robinson Farmer Cox Associates, presented the Financial Report for Year Ended June 30, 2024. He advised the Authority received an unqualified, unmodified report.

## 4. 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 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 regarding:

- Town of Dublin 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 Mr. Swanson 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.

### 5. Approval of the Agenda

## A. Additions or Changes to the Agenda

On a motion by Mr. Hale, second by Mrs. Coake and carried, the Board accepted the agenda as presented.

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

Voting No: None.

## 6. Financial Matters

### A. Financial Report

On a motion by Mrs. Coake, second by Mr. Swanson and carried, the Board accepted the April 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 two (2) lien payoffs were received (combined total just under \$7,000.00) at the end of last week and the Robinson and Massie district audit remain to be completed. Mrs. Burchett requested a comprehensive report be given after all of the audits are completed to document staff's efforts.

## 7. Action Items (New Business)

### A. Adoption of FY 2026 Rates

On a motion by Mrs. Coake, second by Mr. Setliff and carried, the Board adopted the proposed FY 2026 rates for water, sewer and refuse effective July 1, 2025, as advertised below (current and proposed rates)

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

Voting No: None.

- Note: In all current and proposed water and sewer scenarios below the monthly bill is calculated as follows:
  - Base Rate + (Gallons Used X Usage Rate ÷ 1,000)
- **Water**
  - **Current (Effective July 1, 2024)**

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.)	\$ 14.89
Medium Commercial (50,000 to 100,000 gal/mo.)	\$ 87.55
Large Commercial/Industrial (Over 100,000 gal/mo.)	\$ 175.12

Usage Rate (\$/1,000 gallons):

up to 50,000 gal	\$ 7.01
50,000 to 100,000 gal	\$ 6.57
over 100,000 gal	\$ 6.12

- **Proposed (Effective July 1, 2025)**

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.)	\$ 15.78
Medium Commercial (50,000 to 100,000 gal/mo.)	\$ 92.80
Large Commercial/Industrial (Over 100,000 gal/mo.)	\$ 185.63

Usage Rate (\$/1,000 gallons):

up to 50,000 gal	\$ 7.43
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50,000 to 100,000 gal      \$ 6.96

over 100,000 gal      \$ 6.49

➤ **Sewer**

▪ **Current (Effective July 1, 2024)**

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.)      \$ 17.52

Medium Commercial (50,000 to 100,000 gal/mo.)      \$ 126.32

Large Commercial/Industrial (Over 100,000 gal/mo.) \$ 262.64

Usage Rate (\$/1,000 gallons):

up to 50,000 gal      \$ 10.06

50,000 to 100,000 gal \$ 9.64

over 100,000 gal      \$ 9.18

▪ **Proposed (Effective July 1, 2025)**

Base Rate (\$/mo.):

Residential/Small Business (Less Than 50,000 gal/mo.) \$ 18.57

Medium Commercial (50,000 to 100,000 gal/mo.)      \$ 133.90

Large Commercial/Industrial (Over 100,000 gal/mo.) \$ 278.40

Usage Rate (\$/1,000 gallons):

up to 50,000 gal      \$ 10.66

50,000 to 100,000 gal \$ 10.22

over 100,000 gal      \$ 9.73

➤ **Current Connection Fees (Effective July 1, 2022)**

Residential

- Water
  - 1 Connection\* \$ 1,000.00
  - 2 - 10 Connections\*\* \$ 600.00
  - 11 - 19 Connections\*\*\$ 500.00
  - 20 or more Connections\*\* \$ 400.00
- Sewer
  - 1 Connection\* \$ 1,200.00
  - 2 - 10 Connections\*\* \$ 800.00
  - 11 - 19 Connections\*\*\$ 700.00
  - 20 or more Connections\*\* \$ 600.00

\* Single Residential Connection Includes Appurtenances

\*\* Developer Provides and Installs Appurtenances with Multi-Connection Rate

Water connection appurtenances include: tap into main line, service line from main to meter, corporation stop, meter box, meter setter, meter, service line stub out and meter lid. Water connection fees only apply where a PSA line is directly adjacent to the meter location. Water line extensions, rock removal, creek crossings, road borings over 30 ft. in length or other unusual costs are added to the above fee.

Sewer connections include: tap into main line, service lateral from main to property line and/or right of way, and cleanout. Sewer line extensions, rock removal, creek crossings, road crossings, or other unusual costs are added to the above fee.

Commercial

Water \$2,400.00

Sewer \$2,400.00

➤ **Proposed Connection Fees (Effective July 1, 2025) - NO CHANGE**

Residential

- Water
  - 1 Connection\* \$ 1,000.00
  - 2 - 10 Connections\*\* \$ 600.00
  - 11 - 19 Connections\*\* \$ 500.00
  - 20 or more Connections\*\* \$ 400.00
- Sewer
  - 1 Connection\* \$ 1,200.00
  - 2 - 10 Connections\*\* \$ 800.00
  - 11 - 19 Connections\*\* \$ 700.00
  - 20 or more Connections\*\* \$ 600.00

\* Single Residential Connection Includes Appurtenances

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Water connection appurtenances include: tap into main line, service line from main to meter, corporation stop, meter box, meter setter, meter, service line stub out and meter lid. Water connection fees only apply where a PSA line is directly adjacent to the meter location. Water line extensions, rock removal, creek crossings, road borings over 30 ft. in length or other unusual costs are added to the above fee.

Sewer connections include: tap into main line, service lateral from main to property line and/or right of way, and cleanout. Sewer line extensions, rock removal, creek crossings, road crossings, or other unusual costs are added to the above fee.

Commercial

Water \$2,400.00

Sewer \$2,400.00

➤ **Current PSA Refuse Rates (Effective July 1, 2024)**

**Basic Services**

Residential

- Standard \$ 23.00
- Low Volume \$ 15.00

Commercial

- Barrel
  - Standard (2 Barrels) \$ 25.00
  - Additional, ea. \$ 5.00
- Dumpster (6 Yard Container)
  - Rent, per month \$ 25.00
  - Haul, ea. \$ 35.00
- Roll off (30 Yard Container)
  - Rent, per month \$ 95.00
  - Haul, ea. \$ 100.00
  - Tipping Fee, per ton
    - Up to 500 ton \$42.00
    - 500 to 2,000 ton \$38.00
    - over 2,000 ton \$33.00

▪ **Special Services**

Residential

- Brush/Debris
  - Small Load (One Grapple) Free
  - Additional Grapple(s), ea. \$ 34.00

- Full Truck, ea. \$ 230.00

## Commercial

- Boom Truck
  - Haul, ea. \$ 100.00
  - Tipping Fee, per ton \$ 42.00
- Compactor
  - Rent (30 Yard Container), per month \$ 350.00
  - Rent (40 Yard Container), per month \$ 400.00
  - Haul, ea. \$ 100.00
  - Tipping Fee, per ton
    - up to 500 ton \$42.00
    - 500 to 2,000 ton \$38.00
    - over 2,000 ton \$33.00
- Special Event
  - Truck, per hour \$ 150.00

### ➤ Proposed PSA Refuse Rates (Effective July 1, 2025)

## Basic Services

### Residential

- Standard \$ 24.50
- Low Volume \$ 16.00

### Commercial

- Barrel
  - Standard (2 Barrels) \$ 26.50
  - Additional, ea. \$ 5.50
- Dumpster (6 Yard Container)
  - Rent, per month \$ 26.50
  - Haul, ea. \$ 37.00

- Roll off (30 Yard Container)
  - Rent, per month \$ 100.00
  - Haul, ea. \$ 106.00
  - Tipping Fee, per ton
    - Up to 500 ton \$45.00
    - 500 to 2,000 ton \$40.00
    - over 2,000 ton \$35.50
  
- **Special Services**

### Residential

- Brush/Debris
  - Small Load (One Grapple) Free
  - Additional Grapple(s), ea. \$ 36.00
  - Full Truck, ea. \$ 245.00

### Commercial

- Boom Truck
  - Haul, ea. \$ 106.00
  - Tipping Fee, per ton \$ 45.00
- Compactor
  - Rent (30 Yard Container), per month \$ 375.00
  - Rent (40 Yard Container), per month \$ 425.00
  - Haul, ea. \$ 106.00
  - Tipping Fee, per ton
    - up to 500 ton \$45.00
    - 500 to 2,000 ton \$40.00
    - over 2,000 ton \$35.00
- Special Event

- Truck, per hour \$ 160.00

## 8. Action Items (Old Business)

A. None.

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

## 9. 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 April 2025 were reviewed by the Board.

B. FSA Activity Report

The Board reviewed the April 2025 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. Draper/Claytor Lake Convenience Center

No report.

B. Brookmont Water System Disinfection By-Products

Notice to consumers sent in early May for 2025 Q1; seeing a reduction in the numbers trending downward.

C. Community Water Projects

Riverbend plans have not been received, requests for easements, staff working with VDOT.

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

No report.

E. Write Off Standard Operating Procedures

Ongoing.

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

Ongoing.

G. Robinson Tract/Hilton Village Water Project

Submitted application for VDH funding for Robinson Tract/Hilton Village Loop

Other items discussed: Draper West Water Tank project is out to bid; staff is working with VDOT concerning preferred pipe bursting efforts prior to taking the tank out of service; and submitted application for Lake Ridge Tank Replacement project.

10. Other Matters from the Directors

A. Updates Requested by Board Members

No Updates requested.

11. Items of Consent

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

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

Voting No: None.

A. Minutes of May 5, 2025, Public Service Authority Board of Directors Public Hearing on A Proposed 6% Increase of Water, Sewer and Refuse Rates

The Board approved the minutes of the May 5, 2025, Public Service Authority Board of Directors Public Hearing on A Proposed 6% Increase of Water, Sewer and Refuse Rates.

B. Minutes of April 8, 2025, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the April 8, 2025, Public Service Authority Board of Directors Meeting.

C. Minutes of April 1, 2025, Public Service Authority Work Session on FY 2026 Budget (Review of Proposed FY26 Budget)

The Board approved the minutes of the April 1, 2025, Public Service Authority Work Session on FY 2026 Budget (Review of Proposed FY26 Budget).

D. Minutes of March 25, 2025, Public Service Authority Work Session on FY 2026 Budget (Review of Proposed FY26 Capital Improvement Plan)

The Board approved the minutes of the Minutes of March 25, 2025, Public Service Authority Work Session on FY 2026 Budget (Review of Proposed FY26 Capital Improvement Plan).

E. Balance Due Report

The Balance Due Report is not available.

F. Budget Adjustment

Budget Adjustment PSA Fund #2025-03 and Budget Adjustment PSA Fund #2025-04: \$76,601.46.

## G. Billing Adjustments

The Billing Adjustments were not available.

## H. Accounts Payable

The Board Accounts Payable for checks numbered # 50650-50777.

## F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of April 2025, the electronic version of which is filed in the May 13, 2025, BoardDocs agenda.

## 12. Informational Items

There were no Informational Items were discussed.

## 13. Adjournment

### A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their May 13, 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, June 10, 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.



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Nancy M. Burchett, Chair

  
Dennis L. Setliff, Secretary

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