At a meeting of the Public Service Authority Board of Directors held on Tuesday, September 9, 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; Timothy E. Kirtner, Authority Attorney; Trish Cox, Finance Director; S. Diane Newby, 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

All five (5) Board members were present.

2. Presentations and Citizens Comments

A. Presentations and Citizens Comments

Breanna Smith, daughter of customer, Randy Sweeney (6022 Long Way, Fairlawn), remarked on the status of Mr. Sweeney's account.

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. Timothy Kirtner, Authority Attorney)

On a motion by Mr. Setliff, second by Mr. Swanson 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:

- Sweeney Account

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 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 Mrs. Coake, second by Mr. Hale and carried, the Board accepted the agenda with the addition of #6. New Business, A. Sweeney Account.

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 Mrs. Coake and carried, the Board accepted the August 2025 Financial Report as presented.

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.
Voting No: None.

B. Collections Update

The Board reviewed the Collection Update provided by staff. Mrs. Lopez advised the next district to be audited would be the Robinson District.

6. Action Items (New Business)

A. Sweeney Account

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board moved that due to extenuating circumstances, the Board has elected to exercise their discretion and accept Mr. Sweeney's proposal and upon receipt of $5,000.00 from Mr. Sweeney, the Board will release all liens held by the Pulaski County Public Service Authority with further stipulation that no service be restored until the underlying leak is repaired.

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) 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 August 2025 were reviewed by the Board.

B. FSA Activity Report

The Board reviewed the August 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

Equipment to be mobilized at site.

B. Brookmont Water System Disinfection By-Products

Notice to consumers sent.

C. Community Water Projects

Project is out to bid with bids due in twenty (20) days; a pre-construction meeting held. Well system at Jill Drive disconnected and handed back over to the Virginia Department of Health.

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

Working through process.

E. Write Off Standard Operating Procedures

Ongoing.

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

Staff spoke with American Electric Power (AEP) about placement of dumpsters around the lake.

G. Robinson Tract/Hilton Village Water Project

Waiting news on status of funding for project.

9. Other Matters from the Directors

A. Updates Requested by Board Members

There were no updates requested by board members.

10. Items of Consent

On a motion by Mr. Swanson, second by Mr. Hale and carried, the Board reviewed and approved the following items of consent (A. – E.):

Voting Yes: Mr. Setliff, Mr. Hale, Mrs. Burchett, Mrs. Coake, Mr. Swanson.
Voting No: None.

A. Minutes of August 12, 2025, Public Service Authority Board of Directors Meeting

The Board approved the minutes of the August 12, 2025, Public Service Authority Board of Directors Meeting.

B. Balance Due Report

The Balance Due Report was reviewed and approved.

C. Budget Adjustment

Budget Adjustment # 2025-06.

D. Accounts Payable

The Board Accounts Payable for checks numbered # 51162 - 51348.

E. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of August 2025, the electronic version of which is filed in the September 9, 2025, BoardDocs agenda.

10. Informational Items

There are no Informational Items.

11. Adjournment

A. Adjournment

On a motion by Mr. Swanson, second by Mrs. Coake and carried, the Board adjourned their September 9, 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, October 14, 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.

Nancy M. Burchett

Nancy M. Burchett, Chair

Dennis L. Setliff

Dennis L. Setliff, Secretary