

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

January 9, 2006

At a regular meeting of the Public Service Authority Board of Directors held on Monday, January 9, 2006 at 9:00 a.m. in the Middle Conference Room of the County Administration Building Board Room, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: H. W. Huff, Jr., Chairman; Winston Snead, Secretary; Carl Mathes; Douglas Warren; and Hollis Loyd, Alternate. Board member Archa Vaughan was unable to attend the meeting. Staff members present included: Peter M. Huber, County Administrator; Nancy M. Burchett, Assistant County Administrator; H. R. Coake, County Engineer; and Gena T. Hanks, Clerk. Also present was Patrick Hughes of the New River Valley Planning District Commission and Bryan Cox, Radford University Intern.

1. Public Hearing

Mr. Huff advised a public hearing had been scheduled to consider a revision to the schedule of rates, fees and charges for residential refuse collection services. Mr. Huber advised the budget shortfall and fuel cost increases would be addressed by a rate of \$15 per month, or a \$2 increase for full service residential customers; and \$8 per month, or a \$1 increase for low-volume customers while leaving the non-user fees unchanged at \$10 per month.

Mr. Huff opened the public hearing. There were no citizen comments and the public hearing was closed.

Mr. Loyd questioned the higher rate for non-users than for low-volume users. Mr. Huber explained the low-volume users are allowed to use the landfill.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the PSA Board approved an increase to \$15.00 per month, or an additional \$2.00, for full service residential customers; and \$8.00 per month, or a \$1.00 increase for low-volume customers, while leaving the non-user fees unchanged at \$10 per month. The effective date of the new rates will be April 1, 2006.

Voting yes: Mr. Huff, Mr. Snead, Mr. Loyd, Dr. Warren, Mr. Mathes.

Voting no: none.

Not present: Mr. Vaughan.

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2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On the motion of Mr. Mathes, seconded by Dr. Warren and carried, the Board of Directors approved customer credit adjustments in the amount of \$2,098.86.

Voting yes: Mr. Huff Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd.

Voting no: none.

Not present: Mr. Vaughan.

2. Inmate Availability Report

Staff reported the inmate count for December 2005 averaged four inmates per day.

3. Balance Due & Lien Report

The Board reviewed the balance due and lien report as prepared by staff, a copy of which is filed with the records of this meeting. In addition, an explanation from PSA Bookkeeper Brenda Sayers was included in the Board packet regarding the increase in the reports over the past few months.

4. Work Order Count

The following pickups were reported as pending: Pickups pending: 7 brush; 13 large; 1 tire(s); 0 refrigerator(s).

5. Drop Site Total

The following drop site total report was presented

**DROP SITE TOTAL
FOR THE MONTH OF DECEMBER**

Site	Trips	Tonnage
Dora Highway	31	75.30
Dublin	23	67.17
Fairlawn	1	12.63
Total	55	155.1

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Staff was requested to confirm the accuracy of the drop site total for the Fairlawn drop site.

b. Action Items:

1. Steel-toed Shoe Policy

Mr. Huber presented a draft of the Safety Shoe Policy for the Board's review. As reported in the Board packet, in 1996 the Public Service Authority began providing employees \$85 for the purchase of steel-toed shoes in response to a recommendation from our workmen's compensation insurer. At that time, there was no specific policy regarding shoe standards, mandatory use, purchase frequency, or reimbursement criteria.

The Board directed staff to include wording in the policy regarding disciplinary action to be taken if safety shoes are not worn and that wearing of steel toed shoes be a mandatory requirement for employment in jobs where safety shoes are required. Further, the Board concurred with the draft policy, with the understanding the policy will be presented to Board of Supervisors for final approval.

Mr. Loyd suggested looking at a "cap" that straps on to the safety shoe as an alternative and for use by inmates.

2. Statement of Economic Interest Forms

As reported in the Board packet, forms are required to be turned in no later than January 12, 2006.

3. Route 11 Sewer Bore

As reported in the Board packet, a low bid of \$204,800 for the installation of a 48" bore under Route 11 near the intersection of Route 11 and Old Route 11 was received this month from Cherokee Construction. One issue in the cost of this bore is the risk to the contractor for encountering rock. In hopes of negotiating a reduction in the low bid, Ron Coake has worked with VDOT, H.T. Bowling and Schnabel to drill for soil samples across Route 11 in order to check for rock. In addition to making it easier to bore, the lack of rock also allows the

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diameter of the casing pipe to be reduced. The cost of the exploratory drilling is approximately \$5,000.

By consensus, the Board authorized negotiation of a contract with Cherokee Construction, subject to consultation with Chairman Huff, or his designee regarding boring costs.

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board approved the expenditure of \$5,000 to perform exploratory drilling.

Voting yes: Mr. Huff Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd.

Voting no: none.

Not present: Mr. Vaughan.

c. Informational Items:

1. Draper Valley Storage Facility Update

The Board reviewed an updated Progress Report on the Draper Valley Storage Facility project.

2. Personnel Changes

An update of recent personnel changes was presented to the Board.

3. Personnel Grievance

As reported in the Board packet, the Board was provided with information regarding the release from the employment with the PSA of two employees who were involved in a physical altercation with each other.

4. Collection of Delinquent Charges

As reported in the Board packet, the PSA has three years from the time charges are billed to file property liens. Thereafter, the liens are valid for 20 years. Thus, customers who invoke the statute of limitations can only be held to charges dating back a maximum of 23 years. The potential for loss of revenue is being researched as are collection options.

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The Board directed staff to confirm the statute of limitation is 20 years on liens. Further, staff was directed to review past records to determine lien amounts that are 20 years old or more and provide an update to Board at the next meeting.

5. Highland Park Sewer Easements

Staff reported work is moving forward with meetings scheduled in Highland Park on January 12 and 30, 2006 regarding the acquisition of the necessary easements.

6. Streetlights Installation

Staff confirmed no cost for the installation of standard cut-off lights and that reoccurring fees are \$5.22 per month per standard streetlight.

7. Draft Audit Report

As reported in the Board packet, a preliminary draft of the PSA audit was received indicating revenues of \$5,260,515; an increase of \$50,836 resulting in a year-end cash balance of \$2,660,170. Depreciation of \$901,746 and other adjustments converted the positive cash situation into an operating loss of \$379,097.

8. Charges for Campgrounds

As reported in the Board packet, staff suggested consideration to campgrounds as commercial customers rather than residential, which would be consistent with the classification of Covey's Campground and would significantly simplify billing calculations.

3. Approval of Minutes of December 12, 2005

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the minutes of December 12, 2005, as presented.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Loyd.

Voting no: none.

Not present: Mr. Vaughan.

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4. Accounts Payable

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the accounts payable as presented on checks numbered 4560 through 4626, subject to audit.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Loyd.

Voting no: none.

Not present: Mr. Vaughan.

5. Other Matters

Mr. Huber reported the agreement between James and Jewel White and the PSA had been signed.

Mr. Huber advised a grievance had been received from one of the two individuals released from employment with the PSA as reported in item 3.

6. Adjournment

By consensus, the Board adjourned the meeting. The next regular meeting of the Pulaski County Public Service Authority Board of Directors is scheduled for Monday, February 13, 2006 at 9:00 a.m. at the County Administration Building, 143 Third Street, N. W. in the Town of Pulaski, Virginia.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Loyd.

Voting no: none.

Not present: Mr. Vaughan.

H. W. Huff, Jr., Chairman

Winston Snead, Secretary