

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
August 14, 2006

At a regular meeting of the Public Service Authority Board of Directors held on Monday, August 14, 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; 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; Ron Coake, County Engineer; and Gena Hanks, Executive Secretary.

1. Citizen Comments

There were no citizens present at the meeting.

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 \$18,351.05cr.

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

Voting no: None.

Absent: Mr. Vaughan.

2. Inmate Availability Report

Staff reported the inmate count for July 2006 averaged three 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.

4. Work Order Count

The following pickups were reported as pending: Pickups pending: 42 brush; 36 large; 0 tire(s); 6 refrigerator(s).



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2. Bond Extension Request

Mr. Huff advised he had met with Stan Moran who was eager to proceed with the project. Also, as reported in the Board packet, Mr. Coake advised the bond for Stan Moran and the water tanks is due August 15. The PSA authorized a 90-day extension, but the bond has not been revised. He advises the tank cannot be built within the 90-day extension. Mr. Coake recommends the bond be extended for a minimum of 90 days.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board authorized Stan Moran proceeding with the project.

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

Voting no: none.

3. Hogan's Dam RFP

As reported in the Board packet, the Board provided information from Joe Morgan regarding the development of utilities and other infrastructure to serve Hogan's Dam without impacting county or town tax rates or credit ratings. Mr. Huber suggested consideration of this approach along Claytor Lake and other development areas as may be identified in the soon to be revised Comprehensive Plan. By requiring that the entire cost of public improvements be paid for from higher property taxes only applicable to the specific area being served, this approach should provide a way to finance water, sewer and other public improvements without the potential for increasing taxes or costs for other portions of the County or Town.

The Board directed staff to research for additional information and provide an update at the September Board meeting.

4. Raw Water Pump Station Access

As reported in the Board packet, staff has been trying to resolve the issue about reliable access to the raw water pump station. Improvements to the existing right of way along the branch were bid and bid prices were in excess of \$140,000.

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The project was also not a desirable solution due to the location of the raw water line and the difficulty of working in the creek. The bid was never awarded and attempts have been made to obtain the original right of way through Draper Ridge Estates Subdivision as a more desirable solution.

The present property owner, Mr. Stephen Scheckler has agreed to the granting of a secondary access to the pump station based on the easement agreement, a copy of which is filed with the records of this meeting. Part of this agreement involves the installation of a water line by the PSA to serve the residence of Mr. Scheckler. The installation of this line will cost approximately \$12,000 (\$7,500 in labor and \$4,500 in materials).

Additional work will be required along right of way and particularly near the end where erosion has caused sever damage to the existing road to make the road useable. Approval to install this water line in exchange for the right-of-way is recommended, since this cost is significantly less than the \$140,000 low bid previously received for making the needed road improvements to allow vehicular access to the raw water pump station. The board discussed the desirability for installation of underground utility services within the right-of-way.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved execution of an agreement with Mr. Stephen Scheckler, subject to further discussions regarding the underground easement.

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

Voting no: none.

### 5. Sewer Pump Station Generators

Bids were received on August 11 for emergency generators to be located at Claytor Lake Pump Station No 5, Claytor Lake Pump Station No 4, Pulaski County High School Pump Station, and Claytor Lake Pump Station No 3. Mr. Coake reported the low bidder was American Electric Power.

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On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved awarding the bid to American Electric Power.

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

Voting no: none.

6. Texaco Pump Station Replacement

Bids were received on August 7, 2006 for replacement of the Texaco Sewage Pump Station (official name is Newbern Pump Station No 2). This pump station is located on the north side of Interstate 81 at the Dublin Exit. Bids were received from H. T. Bowling in the amount of \$313,500 and from William G. Simmons in the amount of \$329,000. The low bidder has been asked for any items which could lower the bid since the bid amount is substantially higher than the \$120,000 estimated cost for this project. While the low bidder is still reviewing options, it appears the only substantial savings (approximately \$50,000) would be the reinstallation of submersible pumps. However, the use of submersible pumps was a contributing factor to the need to replace the pump station since it is much more difficult to maintain and care for the submersible pumps. Mr. Coake recommended award of the bid to H. T. Bowling.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved staff negotiating and awarding of bid to H. T. Bowling for a maximum of \$313,500.

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

Voting no: none.

Mr. Loyd inquired regarding the surplus amount in the PSA funds and requested staff chart out revenues and expenditures to determine status of cash flow.

7. Purchase of Trucks

As reported in the Board packet and as a follow-up to the PSA's authorization to spend \$640,000 for the purchase of five garbage trucks, the county administrator reporting findings

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indicate that low bids for these vehicles exceeded available funding by approximately \$67,000. In an effort avoid overspending, Mr. Huber advised he had authorized proceeding with the purchase of a front load truck and two rear-load trash trucks.

The Refuse Department staff and county administrator also recommend the elimination of the third rear-load truck and substitution of another roll-off truck for the fourth rear-load truck. The purchase of a second front-load truck and 80 containers costing approximately \$56,000 should replace the majority of a rear-load route and allow a reduction in the number of rear-load routes from 9 to 8 routes.

Staff have found that there are significant operational difficulties in using the roll-off containers formerly used by the Giles County PSA. Thus, it is recommended that some of the savings from the elimination of one rear-load truck be applied to the purchase of 15 additional roll-off containers at an estimated cost of \$3,800 each or a total of \$57,000.

Finally, the pick-up truck used by the supervisor of the Refuse Department now has over 250,000 miles on it and the Board was requested to consider allowing the purchase of a replacement vehicle. These changes and an unanticipated savings in the purchase of the backhoe would leave an unexpended balance of approximately \$5,000 in capital funding earmarked by the PSA for vehicle purchases in the 2006-07 fiscal year.

Mr. Loyd inquired as to if a route was being retired or just a truck. Mr. Huber confirmed a route was being retired, but not a truck. Mr. Loyd also advised he had no problem with the purchase of new trucks; however, action needed to be taken to dispose of the trucks being removed from service.

By consensus, the Board approved elimination of the third rear-load truck and substitution of another roll-off truck for the fourth rear-load truck with some of the savings from the elimination of one rear-load truck to be applied to the purchase of 15 additional roll-off containers at an estimated cost of \$3,800 each or a total of \$57,000. The Board also approved purchase of a replacement vehicle for the pickup truck used by the supervisor of the Refuse Department.

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

Voting no: none.

8. Disposal Permit Policies

The Board reviewed in detail proposed Disposal Permit Policies.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the following Disposal Permit Policies:

**Disposal Permit Policies**

Town of Pulaski, Town of Dublin and  
Pulaski County Public Service Authority

1. Disposal permits will be required for all construction debris to include but not limited to siding, roofing, and flooring material. The disposal permits are used to ensure the waste material meets the disposal requirements of the New River Resource Authority (NRRA). The original disposal permit with any required testing documentation must be provided to the NRRA prior to disposal of the material. In the event that the waste material has been deemed acceptable non-friable asbestos and the demolition process has not altered the material so that it is no longer acceptable, the NRRA should be notified in advance with the appropriate documentation and at the scales house upon delivery so that special care can be taken to provide the best practical protection to all of the customers and staff.
2. Disposal permits are issued at no cost to paying PSA or Town of Dublin customers personally taking building materials to the New River Resource Authority Landfill. All commercial customers or contractors will be responsible for the disposal fees assessed by the New River Resource Authority at the scale house.
3. The PSA, the Town of Pulaski and the Town of Dublin will accept the disposal fees assessed on the disposal of household items for all residential customers that are driving a vehicle with a decal from Pulaski County, Town of Dublin or Town of Pulaski. If the customer is not driving a vehicle from the three aforementioned jurisdictions, then the PSA, the Town of Pulaski and the Town of Dublin will accept the disposal fees assessed on the disposal of household items

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for all residential customers that present a garbage bill from either the PSA, Town of Pulaski or Town of Dublin.

4. A disposal permit will be issued with all building permits issued by Pulaski County, Town of Pulaski, or the Town of Dublin. Disposal permits can be obtained for the Pulaski County Community Development office or either of the Town Offices' where building permits are issued. In situations that do not require building permits that will require disposal permits such as replacement of a roof, windows, and siding, the disposal permits may also be obtained from the PSA office located in Dublin Town Center, the Citizens' Service Center in the Fairlawn post office, or the NRRRA Administration Office located at the landfill on Cloyd's Mountain Road. The disposal permit holders shall be informed when they obtain a permit that whether a building permit is required or not, the waste material shall be managed by the permit holder in such a manner that does not alter the material so that it is deemed unacceptable for disposal at NRRRA. Also, the permit holder shall be informed that additional documentation and/or testing of the waste material may be required to ensure the material is deemed acceptable for disposal. If there are any questions regarding disposal permits to include documentation, material testing, requirements for disposal, please contact New River Resource Authority at 540-674-1677.

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

Voting no: none.

9. Employee Education Assistance

As reported in the Board packet, Eric Bucey and the Beans and Rice organization are offering free GED classes. Classes are typically two hours in duration and are held during the work day. While the classes are free to both the employee and the employer, employer's are asked to pay employees their normal pay rate for one hour of the class while employees are asked to use personal time to attend the other hour (non-paid). Mr. Huber reported he had administratively approved the use of County time for this purpose, encouraged participation by employees and proposed revision to the portion of the County Personnel Policy allowing the use of an hour per day paid by the County for the express purpose of taking GED classes only for the consideration by the Board of Supervisors at the August board meeting.

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On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved modification to the policy as follows:

"Compensation - Classes must be taken on the employee's personal time **except that the County will pay employees their normal rate of pay for one hour of GED classes per day with the employee contributing a like amount of personal time per day and making reasonable progress toward obtaining a GED.**"

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

Voting no: none.

10. Shelor Motor Mile Sewer Service Agreement

As reported in the Board packet, Shelor Motor Mile engineers did not anticipate a \$14,210 cost for installing a metering station for sewer entering the Peppers Ferry Sewer Transmission line. Mr. Huber recommended the PSA pay the installation of power to the site at a cost of \$3,443, leaving the remaining cost for electric installation of \$4,000 and an estimated \$6,767 for installation of the flow meter to be paid by Shelor. The Board was provided a copy of the agreement with Shelor Motor Mile pertaining to the installation of this sewer line.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the PSA paying the installation of power to the site at a cost of \$3,443 leaving the remaining cost for electric installation of \$4,000 and an estimated \$6,767 for installation of the flow meter to be paid by Shelor.

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

Voting no: none.

c. Informational Items:

1. Personnel Changes

An update of recent personnel changes was provided to the Board in the Board packet.

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2. Local Limits Flexibility

As reported in the Board packet, a response from Clarke Wallcraft had been received regarding a request to provide for some flexibility allowing for inter-company exchanges in meeting newly standardized sewer pretreatment standards.

3. Pulaski Central Water & Sewer Project Meeting Notes

The Board was provided a copy of the July 7 meeting notes related to the Pulaski Central Water and Sewer project via the Board packet.

4. Water Treatment Plant Reissuance of VPDES Permit

Correspondence from DEQ was included in the Board packet providing public notice regarding a comment period on a draft permit from DEQ that will allow the release of treatment wastewater into a body of water in Pulaski County.

5. Sewer Line Extension Project

As reported in the Board packet, the Board was provided an update on obtaining easements for the Rolling Hills, Orchard Hills and Highland Park sewer projects.

6. Probable Construction Cost for Hidden Valley & Eagle View

Cost estimates for the Hidden Valley and Eagle View projects were included in the Board packet.

7. Waste Stream Report

As reported in the Board packet, the Board was provided with updated waste stream reports for Pulaski County and other jurisdictions.

8. Household Hazardous Waste Collection Day

As reported in the Board packet, the Board was provided with a brochure describing free collection of household hazardous wastes by the New River Resource Authority on Saturday, August 12.

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9. Report on Existing Situations Where Liens With Large Balances Exist

The Board was provided with a comparison between persons eligible for tax relief for the elderly and those who have significant outstanding PSA balances for either water/sewer or garbage services.

By consensus, the Board directed staff to provide the Board with a detailed Balance Due Report, specifically for water, sewer and garbage.

10. Refuse Department Restructuring

Staff reported the hiring of Lane Penn to supervise residential refuse service with Jerry Taylor assigned to supervise roll-off, dumpster, drop centers and special pickup services.

d. Current Authorized Projects & Items Under Review:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (engineering underway)

3. Closed Session - 2.2-3711.A.1

Chairman Huff advised the personnel matter previously scheduled for discussion in Closed Session could be discussed in open session.

4. Approval of Minutes of July 10, 2006

On a motion by Mr. Snead, seconded by Mr. Loyd and carried, the Board approved the minutes of July 10, 2006.

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

Voting no: None.

Absent: Mr. Vaughan.

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5. Accounts Payable

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved the accounts payable as presented on checks numbered 5440 through 5501, subject to audit.

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

Voting no: None.

Absent: Mr. Vaughan.

6. Other Matters

Mr. Huber reported a civil suit by a PSA employee alleging racial discrimination.

Mr. Coake provided an update regarding a report of a child falling into a manhole in Gateway Trailer Park.

Mr. Huber reported Kenneth Stoots is working towards retirement.

The Board directed staff to research any previous occurrences which allowed for a retiring employee to purchase a county or PSA owned vehicle with high mileage and for which the employee operated said vehicle on a daily basis as a part of employee's job.

7. Adjournment

By consensus, the Board adjourned the regular meeting. The next regular meeting of the PSA Board is scheduled for Monday, September 11, 2006 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

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H. W. Huff, Jr., Chairman

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Winston Snead, Secretary