

**AGENDA  
PULASKI COUNTY  
PUBLIC SERVICE AUTHORITY**

**Regular Meeting  
Tuesday, May 13, 2008  
9:00 a.m.**

**Follow-up Agenda**

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**Item**

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(Moment of silence held for Winston Snead)

(Staff to develop memorial resolution honoring Mr. Snead – Present at June PSA meeting – Place on June 10 agenda)

Mr. Hiss  
Ms. Hanks

1. Citizen Comments

- John & Nancy Robertson Account

(Approved policy allowing for waiving of interest and penalty fees for individuals with high bills, subject to these individuals qualifying for tax relief to the elderly – Prepare policy )

Mr. Hiss/Mr. Huber

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity:

1. Adjustments  
(Approved)

Ms. Sayers

2. Inmate Availability Report
3. Balance Due & Lien Report
4. Work Order Count
5. Drop Site Total & County Landfill Tonnage Report  
(Reviewed)

b. Action Items:

1. Minutes of Previous Meeting  
(Approved)
2. Accounts Payable  
(Approved)
3. Budget Presentation  
(Presented)

Ms. Hanks/Ms. Dehart

Ms. Sayers

(Approved health insurance portion of budget – No approval given on employee pay increases, compensation study implementation or contingency - Board meets again in a special meeting to be held on Tuesday, May 27 at 1:30 p.m.) Mr. Hiss

(Staff to confirm consultants are resurveying some counties re: compensation study) Mr. Hiss

4. Transfer of Payments Between PSA and Board of Supervisors  
(Tabled)

c. Informational Items:

1. Personnel Changes  
(Reviewed)
2. Financial Report & Budget Adjustments  
(Reviewed)
3. Utility Projects  
(Provided progress reports)
4. Claytor Lake Force Main Sewage Bypass  
(Provided documentation of a sewage bypass on the Claytor Lake Force Main as the result of a broken air relief valve)
5. Brookmont Area Waterworks Violation  
(Reported notice from Health Department of violation – Staff to work with Town of Pulaski to determine cause and solution to problem)

Mr. Coake

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. Water Treatment Plant Dispersion Wall Design
4. Installation of back-up generators at sewer pump station
5. Replacement of Texaco sewer pump station
6. Skyview/Fairgrounds/Commerce Park sewer preliminary engineering

3. Other Matters  
(Board members thanked Lane Penn and Gordon Jones for service to PSA)

(Mr. Nichols described a situation involving the damage to the concrete driveway of Mr. Tom Shelton of Mount Olivet and Mr. Shelton's request for replacement at a cost of \$1,080 – Mr. Coake suggested the possibility of turning the matter over to the county's insurance company)

4. Adjournment  
(To reconvene on Tuesday, May 27 at 1:30 p.m. for the purpose of discussing FY 09 PSA budget)

May 7, 2008

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

1. Citizen Comments:

John & Nancy Robertson Account – The Robertsons currently owe \$28,170.92 in unpaid water and garbage fees. \$17,770.92 of this amount is interest and \$1,513.76 is penalty. They qualify for tax relief for the elderly and have asked for a reduction in the penalty and interest. I recommend waiving these fees upon full payment of the \$8,882.83 in service fees owed. This recommendation is based on the fact that the state law and county ordinance waive the entire amount of real estate taxes for persons whose inability to pay is documented by income, net worth and age criteria. Furthermore, I recommend making a similar offer to Ms. Eanes, Ms. Slaughter and others who may be in similar circumstances. This offer may resolve the delinquency on these accounts and result in a more accurate reporting of the PSA's financial situation.

2. Reports from County Administrator and Staff:

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling a net (\$471.51) from contingency are submitted as described on the enclosed report.
2. Inmate Availability Report - Staff reports the PSA generally had use of two inmates per day for the month of April, with five inmates on Mondays.
3. Balance Due & Lien Report - **Enclosed** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 49 brush; 13 large item; 2 tires; 0 refrigerator.
5. Drop Site Total & County Landfill Tonnage Report – The drop site totals and county landfill tonnage reports for the month of April are as follows:

**DROP SITE TOTAL  
FOR THE MONTH OF APRIL 2008**

Site	Trips	Tons	Tons per haul
Dora Highway	52	90.69	1.75
Dublin	55	131.04	2.39
Fairlawn	17	89.60	5.27
<b>Totals</b>	124	311.33	2.51

**County Landfill Tonnage**

(County customers & Refuse Department Haulers)  
(for the Month of April 2008)

Commercial	Residential	Tires	Brush
2,510.94	1,009.70	3,766	285.35

b. Action Items:

1. Minutes of Previous Meeting – **Enclosed** are the minutes of the April, 2008 meeting for your review and approval.
2. Accounts Payable – Review and approval of the enclosed accounts payable is requested.

3. Budget Presentation – Please see separate attachment of the draft budget for consideration by the Board. Challenges in the development of a budget this year include:
  - a. 15% health insurance rate increase – The following steps have been included in the PSA and Board of Supervisors budgets:
    - i. Eliminating the 100% plan – This change encourages care in using health care services.
    - ii. Converting the existing 80% plan to an 80% FSA eligible plan – This change gives each participating employee access to their own pre-tax health savings account which they can take with them to other places of employment or into retirement. Under the HSA plan, \$1,260 would be placed in the health savings account at the beginning of the year for use in meeting deductible expenses for single person coverage. Likewise, \$2,508 would be funded for family coverage. Employees not using these amounts can carry them over to subsequent fiscal years and/or save them to pay health insurance premiums in retirement.
    - iii. Increasing employer contributions – Sharing of slightly more than half the increase in health insurance costs is recommended in order that employees moving from the 100% to 90% plans do not also have to pay more in premiums.
  - b. Employees pay increases – Since all employees regardless of pay have to adjust to increased fuel costs, staff proposes a \$500 flat amount combined with a 1.5% pay increase.
  - c. Compensation study implementation – The compensation study provides comparative pay information for Virginia localities similar to Pulaski County. The study evaluates each position to determine the fairness of their compensation considering both the starting pay and increases for experience in the specific job currently being done. While staff is still working to confirm the accuracy of the individual results, we recommend adjusting pay to reflect 100% of comparable minimum pay rates and funding 50% of comparable compensation recognizing experience in existing positions.
  - d. Contingency – I have made substantial departmental cuts to be able to accommodate these personnel needs. As a result, I recommend maintaining a substantial contingency allowing

for additional funding without impacting the financial viability of the PSA.

4. Transfer of Payments Between PSA and Board of Supervisors – The most favorable payoff for the PSA of all county debt is \$320,400. As noted in the financial report, the PSA currently has a cash balance of \$2,050,772.97 of which \$80,715 remains to be spend for capital improvements. Pay off of this debt will eliminate an annual debt service payment of \$22,547 to the Board of Supervisors. Approval is recommended effective June 30, 2008.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Spence. Also ***enclosed*** is notice that Lane Penn plans to retire effective May 30<sup>th</sup>. Lane has done an excellent job as supervisor of residential refuse services and will be missed. We will be advertising in-house, with the Southwest Times and the Virginia Employment Commission to fill this vacancy. Also ***enclosed*** is a grievance panel's favorable decision regarding a termination of employment decision.
2. Financial Report and Budget Adjustments - A copy of the monthly financial report and budget adjustments for the PSA is ***enclosed***, as prepared by Mr. Jones.
3. Utility Projects – ***Enclosed*** are progress reports from the staff of the Planning District Commission, as well as Draper Aden Associates. Also ***enclosed*** are letters mailed this week notifying residents (listing ***enclosed***) of the county's intent to acquire the right-of-way needed for these properties through legal means (condemnation) and offering them \$1 per linear foot as the legally required bona-fide offer.
4. Claytor Lake Force Main Sewage Bypass – ***Enclosed*** is correspondence from Mr. Coake to the Virginia Department of Environmental Quality providing documentation of a sewage bypass on the Claytor Lake Force Main as the result of a broken air relief valve.
5. Brookmont Area Waterworks Violation - We received notice from the Health Department Office of Drinking Water that the total trihalomethanes in the Brookmont area were above standards. As a result, the PSA will be required to mail or deliver a notice to existing and prospective customers by May 7, 2008 and every three months thereafter as long as the violation continues. We will also be working with the Town of Pulaski staff to determine the cause

and solution to the problem since the water used to serve the Brookmont portion of the County is provided by the Town of Pulaski Water system

- 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. Water Treatment Plant Dispersion Wall Design
  4. Installation of back-up generators at sewer pump station
  5. Replacement of Texaco sewer pump station
  6. Skyview/Fairgrounds/Commerce Park sewer preliminary engineering

PMH/gh