

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

March 11, 2008

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, March 11, 2008 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. Staff members present included: Peter M. Huber, County Administrator; Gordon Jones, Finance Director; Ron Coake, County Engineer; Brenda Sayers, PSA Bookkeeper; Ron Nichols, Director of Fleet Maintenance and Operations; and Gena Hanks, Executive Secretary.

1. Citizen Comments

There were no citizen comments.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Loyd, seconded by Mr. Mathes and carried, the Board of Directors approved customer credit adjustments in the amount of (\$2,733.18).

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

Voting no: none.

2. Inmate Availability Report

Staff reported the PSA generally had use of two inmates per day for the month of February.

3. Balance Due & Lien Report

The Board reviewed the balance due and lien reports as prepared by staff, a copy of which is filed with the records of this meeting.

4. Work Order Count

Pickups pending: 24 brush; 17 large item; 0 tires; 1 refrigerators

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5. Drop Site and Landfill Totals

The drop site totals and county landfill tonnage reports for the month of February were reported as follows:

Drop Site Total
for the Month of February 2008

Site	Trips	Tons	Tons per haul
Dora Highway	41	77.69	1.90
Dublin	58	229.13	3.95
Fairlawn	15	61.16	4.08
Totals	114	367.98	3.23

County Landfill Tonnage
(County customers & Refuse Department Haulers)
(for the Month of February 2008)

Commercial	Residential	Tires	Brush
417.07	2,086.08	581	76.58

b. Action Items:

1. Minutes of Previous Meeting

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the February 12, 2008, minutes as presented.

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

Voting no: none.

2. Accounts Payable & Budget Adjustments

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the accounts payable for checks numbered 800027 through 8000362, subject to audit.

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

Voting no: none.

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3. Adoption of Resolution – Archa Vaughan, Jr.

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board adopted the following resolution recognizing Archa Vaughan, Jr. for his service to the PSA Board:

**RESOLUTION
ARCHA VAUGHAN, JR.**

WHEREAS, Archa Vaughan served Pulaski County as a civic, business, church and community leader; and

WHEREAS, that service included 23 years of faithful membership on the Pulaski County Public Service Authority; and

WHEREAS, Archa Vaughan represented the interests of the residents the Massie District of Pulaski County, while diligently working for improved utility services county-wide; and

WHEREAS, Archa Vaughan earnestly sought to serve his community in all his endeavors; and

WHEREAS, Archa Vaughan's positive outlook is an example to fellow citizens.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Pulaski County Public Service Authority hereby extends its appreciation for the service provided by Archa Vaughan, Jr.; and

BE IT FURTHER RESOLVED that the text of this resolution be spread upon the minutes of the Pulaski County Public Service Authority this 11th day of March, 2008 in permanent testimony to the service of Archa Vaughan to Pulaski County.

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

Voting no: none.

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4. Proposed Lease for Corporate Center Water Tank

As reported in the Board packet, Board members were requested to approve a proposed lease for a cellular antenna on the Pulaski County Corporate Center Water Tank.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board authorized the county engineer to work with the company to work out the details for a specific agreement, as well as authorized the PSA chairman to sign the agreement, after review and concurrence by the county attorney.

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

Voting no: none.

5. Use of Master Meter to Serve Redivided St. Albans Property

As reported in the Board packet, the former Saint Albans property will be auctioned in May. In preparation for this auction, the auctioneer is proposing that the existing lot lines within the property be redivided. The domestic water supply to this property is presently served with a meter near Route 11 at the front of the property. The connection to this meter then serves the various buildings within this site. The revision of lot lines will place various buildings within separate tracts. These separate buildings will all be served by the original water meter and water distribution system that was part of the Saint Albans system. It is being requested by the agent of the property owner that the water system stay as presently installed and there would be an agreement with the various future property owners that they would be responsible for the private system within the site. Thus, multiple users would be served by one meter with the owner where the meter is located being responsible for payment of the bill as our customer. The billing would be for the multiple user rate depending on how many separate lots were being served.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved redividing the existing lot lines within the property, based on the difficulty of replacing the existing water system.

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

Voting no: none.

6. Deposit of Dumpsters and Roll offs

As reported in the Board packet, staff had given administrative approval of requiring a deposit for dumpsters and roll offs where the customer is not an existing water customer. The deposits are \$100 for a dumpster and \$300 for a roll-off. This action was taken to reduce accounts payable resulting from non-payment for these services. Staff requested ratification of this action.

Mr. Loyd questioned allowing exception to water customers.

Ms. Sayers confirmed renters are charged a deposit.

Mr. Mathes suggested a stencil be placed on dumpsters describing the weight allowed.

By consensus, Board members requested staff to review the matter further and provide a recommendation at April meeting.

c. Informational Items:

1. Personnel Changes

As reported in the Board packet, Board members were presented with a copy of recent personnel changes prepared by Norma Spence, Administrative Assistant.

2. Financial Report

As presented in the Board packet, Board members were presented a financial report prepared by Gordon Jones. Also presented was the FY 07 PSA Audit report.

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3. Update on Goodwill Industries Manning of Drop Sites

Mr. Nichols advised he had met with the Goodwill Industries representative. He advised that Goodwill Industries has agreed to man the sites until at least June 30, 2008.

4. Publication of Delinquent PSA Customer Listing

As reported in the Board packet, information was provided from Attorney Sam Campbell providing suggestions regarding publication of the delinquent PSA customer listings.

Mr. Huff expressed concern over publishing the list, most particularly for those elderly individuals whose names may be on the list.

Mr. Loyd inquired as to the ability of staff to determine how many of the individuals on the list are not capable of paying the delinquent billing. Staff advised there were no means of determining income eligibility of individuals on the list.

Mr. Mathes suggested exhausting all other means available in collecting on delinquent accounts before publishing the delinquent list.

5. Debt Collection Efforts

The following information was reported in the Board packet on debt collection efforts:

The PSA billing staff has submitted 560 active and inactive delinquent PSA accounts to the state debt set-off program which diverts any repayment of state tax refunds to the PSA and others who may be owed payments. These 560 customers owe the PSA a total of \$294,171.39. This is the first year that this step has been taken by the PSA and we are already seeing some results. We are enlisting the assistance of Sam Campbell in collecting delinquent commercial refuse accounts.

As a follow-up to the February meeting, the PSA serves 4,618 residential garbage only customers of which 543 or 11.76% are over 90 days delinquent. Unfortunately terminating service to these customers is likely to

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increase the volume of refuse dumped on the roadsides. The PSA also serves 478 commercial garbage only customers of which 20 or 4.18% are over 90-days delinquent.

Finally, the PSA staff has taken liens on all properties where there is a delinquent amount older than 60 days. Of the 58 new liens taken, 20 resulted in payment of the amount due.

6. Water Treatment Plant Update

An update from the Water Treatment Plant was provided in the Board packet, a copy of which is filed with the records of this meeting.

Mr. Huber invited Board members to participate in a tour of the Water Treatment Plant, along with new Board of Supervisors member Charles Bopp. Dr. Warren requested he be notified when the tour was scheduled.

Mr. Huber commended the Water Treatment Plant staff for keeping the equipment clean at the plant.

Mr. Mathes inquired as to the status of the replacement of the flocculator. Mr. Coake advised prices are currently being obtained for the replacement.

7. Capital Improvements Plan Listing

Board members reviewed the Capital Improvements listing as provided in the Board packet. Several questions were posed by Board members related to the status of projects listed for the current fiscal year.

Board members directed staff to provide updated budget figures at the April Board meeting.

8. Disposition of Surplus Pipe

As reported in the Board packet, PSA Water Department employee Richard Fasnacht noticed some discarded water pipe near the water tank at the Corporate Center. Mr. Fasnacht arranged for Titus Arnold, a trash truck driver, and Yogi

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Dollinger, equipment operator, to remove the pipe and sell it for scrap generating approximately \$6,000 in revenue for the PSA.

Board members expressed appreciation to the employees for their initiative in selling the pipe.

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

Mr. Jones inquired of the Board as to any need for the auditor to attend a future PSA meeting to review the FY 07 audit with Board members. Board members concurred that no meeting with the auditor was needed at this time.

4. Adjournment

By consensus, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, April 8, 2008 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

H. W. Huff, Jr., Chairman

Winston Snead, Secretary