

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

At a regular meeting of the Public Service Authority Board of Directors held on Wednesday, September 9, 2009 at 9:00 a.m. in the Middle Conference Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: Maynard H. Sayers, Chairman; Doug Warren, Vice-Chairman; Hollis Loyd, Secretary/Treasurer; Pete Crawford; and alternate Board member Frank Conner. Dave Dean was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator and PSA Executive Director; Robert Hiss, Assistant County Administrator; Diane Newby, Finance Director; Ron Coake, County Engineer; and Gena Hanks, Executive Secretary.

Also in attendance was Harry Hull of the Water Treatment Plant, Phyllis Brewer and Jean Brewer, on behalf of the Robert Brewer family.

1. Presentation to Robert Brewer Family

Chairman Sayers read a memorial resolution adopted by the PSA Board at its August meeting in which former PSA employee Robert Brewer had been recognized for his years of service to the PSA. Mr. Sayers recognized Phyllis and Jean Brewer, wife and daughter of Mr. Brewer and presented a resolution, as well a framed picture of the county flag being flown at half mast during the recent memorial for Mr. Brewer.

Harry Hull presented a framed courthouse print to the Brewer family on behalf of the Water Treatment Plant employees.

2. Citizen Comments

There were no citizen comments.

3. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Loyd seconded by Dr. Warren and carried, the Board of Directors approved customer adjustments in the credited amount of \$2,767.77.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

Chairman Sayers inquired of staff as to a concern related to a recent meter reading of the account of Ken Farmer. Ms. Sayers advised that, to her knowledge, no one within the PSA staff had been contacted by Mr. Farmer. Chairman Sayers requested Ms. Sayers initiate contact with Mr. Farmer to discuss Mr. Farmer's concerns related to the meter reading matter.

2. Inmate Availability Report

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

3. Balance Due & Lien Report

On a motion by Mr. Crawford, seconded by Mr. Loyd and carried, the Board approved the balance due and lien reports as prepared by staff, a copy of which is filed with the records of this meeting.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

Mr. Loyd posed several questions related to the commercial garbage and sewer accounts on the balance due reports. Ms. Sayers advised there were several accounts that remained active, indicating that most accounts have liens on the property.

4. Work Order Count

Staff reported the following pickups pending: 14 brush; 4 large items; 0 tire; 0 refrigerators.

5. Drop Site and Landfill Totals

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

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

**DROP SITE TOTAL
FOR THE MONTH OF AUGUST 2009**

Site	Trips	Tons	Tons per haul
Dora Highway	43	95.20	2.21
Dublin	40	131.83	3.30
Fairlawn	5	41.82	8.36
Totals	88	268.85	3.06

**COUNTY LANDFILL TONNAGE
(COUNTY CUSTOMERS & REFUSE DEPARTMENT HAULERS)
(FOR THE MONTH OF AUGUST 2009)**

Commercial	Residential	Tires	Brush
1220.33	1064.46	867	147.22

Mr. Loyd inquired regarding the differences in the total of the hauls at the Dora Highway and Dublin drop sites. Mr. Huber advised the difference was due to the shorter bins at the Dora Highway site.

b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved the minutes of the August 11, 2009 Board meeting.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

2. Accounts Payable

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved the accounts payable for checks numbered 8002713 through 8002810, subject to audit.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

3. Bearproof Lid for Appalachian Power

Staff reported Appalachian Power had offered to pay the estimated \$1,300 cost for installing a bear-proof lid on a dumpster located at the hydro plant, subject to PSA approval.

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved AEP paying the estimated \$1,300 cost for installing a bear-proof lid on dumpster at hydro plant.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

4. Commerce Park Utilities Project

As reported in the Board packet, staff provided a letter from the Planning District Commission to the Economic Development Administration (EDA) requesting an extension for the Commerce Park water and sewer project. Staff reported EDA regulations only allow granting of a one-time extension and there are a number of environmental and logistical issues to be resolved.

Mr. Loyd questioned the possibility of requesting a two-year extension. Mr. Huber advised staff was not sure they could justify the additional time.

Dr. Warren questioned the delay in obtaining the signatures on the agreement. Mr. Huber advised the City of Radford had made modifications to the agreement and that County Attorney Tom McCarthy had expressed concern over the vagueness of the modified language. Mr. Huber advised there had been concerns related to the size of the pipe as it relates to capacity. He indicated he had requested an electronic version of the agreement from the City of Radford.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

Mr. Coake suggested a review of what Pepper's Ferry had done as it related to capacity issues.

On a motion by Mr. Crawford, seconded by Dr. Warren and carried, the Board ratified approval of a one-year extension of the Commerce Park water and sewer project.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

5. Parrott Waterline Extension

As provided in the Board packet, staff provided a copy of the survey letters which were distributed for a requested water line extension in the Parrott community. Staff also provided an update of the survey results as of the sending of the initial packet.

Mr. Loyd referenced the initial survey letter, indicating the letter had stated the service was for "sewer", rather than water. Staff confirmed the requested service was for water and not sewer.

Mr. Loyd requested confirmation as to the current charges for water service. Mr. Huber advised a report would be provided at the October Board meeting as to the current charges for water service.

6. Rt. 114 Bridge Utility Crossing Agreement

As reported in the Board packet, staff provided a copy of the final draft of the agreement providing for the sharing of costs for the installation of conduits needed for any future installation of water or sewer lines across the New River and the Norfolk & Western Railway bridges.

Mr. Huber provided an update on the current use of attorney services by the county and PSA, advising that Jim Guynn had served as an attorney for VACO/VML and the county had continued to use Mr. Guynn for personnel related matters. Mr. Huber also advised that Sam Campbell provides collections related services.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

On a motion by Mr. Loyd, seconded by Mr. Conner and carried, the Board approved the agreement for sharing costs for the installation of conduits along with any changes by County Attorney.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

7. Upgrade of Recycling and Large Item Drop Centers

As reported in the Board packet, staff suggested exploring the cost of upgrading the three drop centers to reflect the standard set by the Montgomery County PSA. Staff proposes to provide the PSA with the cost of upgrading the three existing drop centers and to explore funding options through both the PSA and the New River Resource Authority.

Mr. Huber suggested consideration to jointly purchasing a mobile chipper with the Town of Pulaski. He advised the Town of Pulaski had suggested a partnership utilizing the lot behind the Wendy's in the Town of Pulaski.

Mr. Conner suggested consideration to the PSA taking a grinder to residents' houses upon request. Mr. Huber advised staff would evaluate this option.

On a motion by Mr. Crawford, seconded by Mr. Loyd and carried, the Board approved exploring options for upgrading the three drop centers.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

8. Provision of Billing and Collection Services for the Pulaski County Sewerage Authority

As reported in the Board packet, the Pulaski County Sewerage Authority predated the Public Service Authority in providing sewer service to the Fairlawn community. Over the years, the Sewerage Authority has maintained a billing, payment collection and maintenance system entirely separate

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

September 9, 2009

from the Public Service Authority. In this time of increasing economic difficulty, maintenance of separate systems is increasingly difficult to justify. More importantly, the payment of two bills by residents receiving water or garbage service from the PSA and sewer service from the Sewerage Authority is an additional complication in the life of county citizens.

Staff proposed that the PSA include the Sewerage Authority charges on the PSA bills with a corresponding transfer of revenue collected by the PSA be transferred to the Sewerage Authority. Further, the PSA would not be incurring any ongoing cost following the initial set up of this system. The Sewerage Authority is currently under significant fiscal stress. Staff recommended that the PSA offer to provide billing services to the Sewerage Authority at no cost to the Sewerage Authority during a three-year trial period. This approach gives both authorities the opportunity to confirm whether or not joint billing is feasible.

Board members discussed the feasibility of the PSA providing such services, indicating it is not the desire of the PSA to discontinue the current bookkeeping system of the Fairlawn Bookkeeping Service, but rather to offer billing services by the PSA. Mr. Loyd questioned if the PSA had received any fees for services to the Sewerage Authority. Mr. Coake indicated the PSA had not received any payment for technical services previously offered by the PSA.

Mr. Coake advised the Fairlawn Bookkeeping Services also serves as a Post Office for the Fairlawn community.

Mr. Crawford inquired as to how many PSA customers use the direct debit services of the PSA. Ms. Sayers offered to provide this information at the October Board meeting.

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved offering the PSA's services to the Pulaski County Sewerage Authority for billing and operational assistance.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

c. Informational Items:

1. Personnel Changes

The Board reviewed an update report on recent personnel changes, as prepared by Norma Spence.

2. Financial Report

Mr. Huber provided a copy of the financial report as prepared by Ms. Newby.

Mr. Loyd expressed concern over the low cash balance. Ms. Newby advised the PSA would be reimbursed for the water projects and that reimbursement was expected within two weeks of the date of the PSA meeting. Mr. Loyd questioned if the PSA could operate with a negative balance (not counting CD investments). Ms. Sayers advised the recent garbage billing would generate funds.

Mr. Crawford requested an update on the PSA's Certificates of Deposits. Ms. Sayers advised the CD's are staggered and would come due in July 2010.

Mr. Coake indicated some contractors may have been paid before the submittal of the draw down request to Rural Development. Mr. Huber advised staff would monitor all future draw down requests for the water projects.

On a motion by Mr. Crawford, seconded by Dr. Warren and carried, the Board accepted the financial report as presented.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

3. Follow-up from August Board meeting

Mr. Huber distributed an analysis prepared by Richard Fasnacht of the PSA Water Service Department on the "Average Cost of Materials for Water Service Installations". A breakdown of Water Revenues and Expenditures per 1,000 Gallons Billed was also distributed by staff.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

4. Update on Irene Hicks Request for Waiver of Penalty and Interest Charges

As reported in the Board packet, staff had allowed Ms. Hick's daughter, Sharon Dressel, until September 7, 2009 to respond to the lump sum offer by the PSA to settle the debt on her mother's account for \$6,000.

On a motion by Dr. Warren, seconded by Mr. Conner and carried, the Board approved allowing payment of \$1,000 per month by Ms. Dressel, over a six-month period, with the debt to be released following full payment at the end of the six month period.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren,
Mr. Loyd, Mr. Conner.

Voting no: none.

Not present: Mr. Dean

5. Rolling Hills, Orchard Hills, Vista and Highland Park Sewer Projects

As reported in the board packet, the PSA had received authorization from Rural Development to award the construction bids for sewer service to the Orchard Hills, Rolling Hills, Vista and Highland Park sewer systems. Staff indicated the next steps are for the contractors to obtain the various construction bonds and liability insurance coverages. The financing will then be closed, preconstruction conferences held and notices to proceed will be issued.

6. Skyview Subdivision Sewer Project

Staff reported distribution of survey letters for the extension of sewer service to the Skyview Subdivision, as well as a meeting with the residents to present the project and respond to questions regarding the Skyview sewer service. Staff reported the following results as of the September 9th Board meeting: eleven residents in favor (57.9%) and eight opposed (42.1%). Mr. Huber advised residents had until September 18, 2009 to respond to the survey, but advised PSA staff planned to follow-up with those residents not responding to survey.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

7. Streetlight Rate Increase

As reported in the Board packet, staff provided a copy of the State Code advertising section which leaves open the PSA's ability to change garbage and streetlight rates on a shorter notice than the 60 days required for water and sewer rates. Staff advised the PSA is currently being charged between \$11.43 and \$13.32 for streetlight services. At the same time, the PSA has been charging customers \$13.94 per light per month. Thus, it does not appear that a rate increase is needed. However, staff advised the PSA does have some slippage in billing the IDA for their part of the cost of streetlights for property still owned by the IDA. While this slippage is being corrected, there is likely to be some deficit in this line item with the closing of Findlay Industries, TMD Friction, and Pfizer.

Mr. Loyd inquired if the IDA is being billing for the cost of streetlights in the Corporate Center. Mr. Huber advised staff would determine if the IDA is being billed for the cost of streetlights for Corporate Center property and provide an update at the October Board meeting.

d. Current Authorized Projects & Items Under Review:

The Board reviewed the following current authorized projects and projects under review:

1. Sharing Drop Site use with the City of Radford
2. Location of Drop Site on Southside of Claytor Lake

3. Other Matters

Chairman Sayers inquired regarding the lack of water service in the Tiny Town Mobile Home Park over the 2009 Labor Day weekend. Mr. Coake and Mr. Huber advised the problem was investigated by PSA Staff and it was determined not to be within the PSA system or the result of any PSA action.

Chairman Sayers inquired as to what is being doing to obtain easements for PSA matters. Mr. Coake advised the current practice of obtaining easements by staff and engineers is under review by PSA staff, with efforts to insure that proper procedures are being followed by staff and engineers engaged by the PSA.

Mr. Coake provided an update on the health of Water Treatment Plant Superintendent Eddie Fisher.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 9, 2009

Mr. Loyd requested an update on the drop sites locations being provided at the National Forest, as well as on property across the Lighthouse Bridge. Mr. Huber advised an update would be provided at the October PSA meeting.

5. Adjournment

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board adjourned its regular September meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, October 13, 2009 at 9:00 a.m. in the Middle Conference Room of the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

Voting yes: Mr. Sayers, Mr. Crawford, Dr. Warren, Mr. Loyd,
Mr. Conner.

Voting no: none.

Not present: Mr. Dean

Maynard H. Sayers, Chairman

Hollis Loyd, Secretary/Treasurer