

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
October 13, 2009

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, October 13, 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: Doug Warren, Vice-Chairman and Acting Chairman; Hollis Loyd, Secretary/Treasurer; Pete Crawford; David Dean; and alternate Board member Frank Conner. Chairman Maynard Sayers was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator and PSA Executive Director; Diane Newby, Finance Director; Ron Coake, County Engineer; Ronnie Nichols, Director of Fleet Maintenance; Brenda Sayers, PSA Bookkeeper; and Gena Hanks, Executive Secretary.

1. Citizen Comments

Tom Rutledge, representing Motor Mile Speedway, indicated he was attending the meeting to provide any feedback requested by the Board as it relates to the Motor Mile Speedway's request related to an agreement with the PSA. Dr. Warren advised this matter would be discussed as part of the Closed Session.

There were no other citizen comments.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board of Directors approved customer adjustments in the credited amount of \$5,600.72 cr.

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

Voting no: none.

Not present: Mr. Sayers.

2. Inmate Availability Report

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

Mr. Conner recommended use of the new inmate labor crew for additional PSA work. Mr. Huber suggested use of inmates for potential indoor work that may be needed by the county and/or the PSA.

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3. Balance Due & Lien Report

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

Mr. Loyd questioned the purpose of the increase in the balance due reports over the last few months. Ms. Sayers offered to provide a response and update at the November Board meeting.

4. Work Order Count

Staff reported the following pickups pending: 8 brush; 4 large items; 0 tire; 0 refrigerators.

Mr. Huber expressed appreciation to Mr. Nichols for the recent work by the PSA crew in their efforts to provide pickup services throughout the county.

5. Drop Site and Landfill Totals

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

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

| Site | | Tons | Tons per haul |
|---------------------|----|-------------|----------------------|
| Dora Highway | 36 | 79.10 | 2.20 |
| Dublin | 31 | 112.92 | 3.65 |
| Fairlawn | 7 | 46.54 | 6.65 |
| Totals | 74 | 238.56 | 3.23 |

**COUNTY LANDFILL TONNAGE
(COUNTY CUSTOMERS & REFUSE DEPT. HAULERS)
(FOR THE MONTH OF SEPTEMBER 2009)**

| Commercial | Residential | Tires | Brush |
|------------|-------------|-------|--------|
| 1,122.74 | 1,023.91 | 844 | 155.40 |
| | | | |

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Mr. Nichols reported efforts were underway to obtain cost estimates for bringing sites up to standards similar to those standards currently at the Montgomery County drop sites.

b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Loyd, seconded by Mr. Conner and carried, the Board approved the minutes of the September 8, 2009 Board meeting.

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

Voting no: none.

Not present: Mr. Sayers.

2. Accounts Payable & Budget Adjustments

Mr. Loyd questioned the purpose of the budget adjustments. Ms. Newby advised the budget adjustments were due in part to the budgeting for the additional PSA position, as well as recent adjustments for insurance payments.

On a motion by Mr. Loyd, seconded by Mr. Conner and carried, the Board approved the accounts payable for checks numbered 8002812 through 8002938, subject to audit.

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

Voting no: none.

Not present: Mr. Sayers.

3. Replacement of Handheld Water Meter Readers

Mr. Coake provided an update advising of receipt of a revised quote from Sensus of \$8,219.42 to replace the two PSA handheld water meter readers. As reported in the Board packet, the current handheld meters are over 10 years old and are no longer being serviced.

Mr. Conner inquired as to the potential for using radio equipment for reading meters. Mr. Loyd suggested a possible savings by using the radio as a means of reading meters, as well as a more efficient means of reading meters.

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Mr. Coake suggested using the new handheld meters and consideration to installing the use of a radio as an option for new projects.

The Board took no action, pending an analysis by staff as to other options, including the possibility of using radios for meter readings.

4. Additional PSA Position

As reported in the Board packet, staff has determined that the PSA refuse budget for this year inadvertently cut one position from the previous year's staffing level. It was reported that with a couple of employees out on workers comp, the unusual amount of employee absences, and only getting two inmates a day, this vacant position has become more and more critical to the operations of the refuse crew. In this year's budget (including drivers and rear workers), the PSA has 30 positions budgeted and 30 positions filled. Therefore, a budget adjustment is needed to allow the PSA to fill this vacant position. The cost of the position is \$18,242 plus benefits or a total of \$28,312.

Mr. Loyd requested an update on the PSA's employee absenteeism rate. Mr. Nichols advised absenteeism varies depending upon situations related to workman's comp issues, sickness and vacation schedules. He noted that when the PSA is at full staff, the inmates are used for cleanup.

On a motion by Mr. Crawford, seconded by Mr. Dean and carried, the Board approved a budget adjustment in the amount of \$28,312, allowing for the filling of the vacant PSA position.

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

Voting no: none.

Not present: Mr. Sayers

5. Relocation of Large Item Drop Site in Town of Pulaski

As reported in the Board packet, the Town of Pulaski is requesting consideration by the PSA in assisting the Town with the purchase of lot for relocating the current large item drop site in the Town of Pulaski, with said lot being located between

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the old Kroger and Pulaski Plaza. Staff reported Town staff had indicated the Town Council may be willing to split acquisition of the lot and offer in-kind construction assistance.

Discussions were held by Board members related to runoff concerns on the proposed property, accessibility at the existing site versus the new site, the cleanliness of the proposed new site and environmental issues.

By consensus, the Board requested staff pursue other options with the Town, including the potential for a location beside of the existing town pump station. Further, staff was requested to clarify any potential environmental liabilities at the proposed site.

6. Skyview Subdivision Survey Update

As reported in the Board packet, the results of the household survey for the Skyview Subdivision area residents in the extension of sewer service through their community indicated a response rate of 78.4%, with 72.5% of those responding being in favor of the project. Staff noted this response meets the PSA's requirements for the installation of utility lines.

Discussions were held by Board members related to the estimation of resident's bills, as well as the total cost to the individual homeowner.

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board authorized staff proceeding with the environmental review, engineering work and financial study related to feasibility of extending service to Fairgrounds.

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

Voting no: none.

Not present: Mr. Sayers

c. Informational Items:

1. Personnel Changes

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

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2. Financial Report

Board members reviewed a copy of the financial report as prepared by Ms. Newby.

Mr. Loyd expressed concern over the drop in the cash flow and recommended a thorough review by county staff of the cash flow vs. revenue.

Ms. Newby advised the drop in cash flow was due in part to spending towards capital improvements. She noted the budget adjustment approved by the Board would assist in offsetting the cash flow.

3. Follow-up from September Board meeting

The Board reviewed a memo prepared by staff responding to various questions posed by Board members at the August PSA meeting, a copy of which is filed with the records of this meeting.

4. Garbage Truck Citation Update

As reported in the PSA packet, a PSA garbage truck was cited for being overweight. Mr. Nichols advised staff was unable to determine the weight of the truck as refuse is picked up. He also advised a request to appeal this citation was underway, based on the fact that the driver has no way of knowing the weight of the vehicle as material is being picked up.

5. Construction Update

As reported in the Board packet, E.C. Pace, the contractor to whom the bid for the Orchard Hills sewer line was awarded, has requested permission to proceed with construction at their own risk prior to the execution of contract documents or a notice to proceed. We obtained concurrence from Rural Development in administratively granting this request.

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6. Sewer Service to Carl Brumfield Residence

As reported in the Board packet, E. C. Pace has agreed to modify the current plans for sewer service to the Brumfield residence. This change would be at no additional cost to the PSA and would address concerns Mr. Brumfield has with his lateral extending to the front of his home. The PSA would be responsible for maintenance of approximately 100 feet of lateral line across an open field rather than approximately 40 feet located under Armstrong Street. This request has been approved administratively since it would address a citizen concern without any additional cost to the PSA.

7. Rural Development Grant Funds

As reported in the Board packet, Rural Development is offering up to 75% grants matched with 2.625% loans for utility projects which address a potential health hazard. These funds can include water tanks, water and sewer system improvements, as well as line extension to unserved areas. Suggestions for possible projects were requested.

8. Available Flow to Radford Army Ammunition Plant

As reported in the Board packet, Draper Aden Associates provided an update via e-mail regarding available flow to RAAP. Staff reported the 200,000 gallons per day is significantly less than the amount that RAAP staffs were looking for. Staff plans to request a meeting with the Commander to reinforce our interest in serving the RAAP via the proposed water line to the City of Radford.

9. Unified PSA Rates

As reported in the Board packet, in discussing various utility service issues with Travis Jackson, District Director for Rural Development, he recommends consideration to the establishment of a uniform utility rate. A uniform rate would simplify the administration of PSA billing and the application for additional funding. However, the implementation of a unified rate would also result in a rate increase for a significant number of existing PSA customers to offset rate increases in areas paying higher than normal rates due to the cost of serving those areas. Implementation of a unified rate would also

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require that the Board of Supervisors agree to establishing special taxing districts where utility services cost significantly more than the average as a protection to the PSA's financial situation.

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

Mr. Huber shared a photo of a new logo to be placed on the side of the roll off containers. Mr. Nichols indicated this logo was being used as a means of identifying the PSA.

Mr. Huber suggested the PSA Board consider moving its regular monthly meeting location to the Central Conference Room located in the basement of the County Administration Building, due to the growing number of people attending the regular monthly meetings of the PSA.

Mr. Huber advised of an offer by Attorney David Thomas for representation of the PSA and other localities as it relates to the railroad crossing matter. Mr. Huber recommended, and the Board concurred, with submitting the request by Mr. Thomas to the Virginia Association of Counties for review and consideration.

4. Closed Session – 2.2-3711.A.7

A closed meeting is requested pursuant to Section 2.2-3711.A.7 of the 1950 Code of Virginia, as amended, to discuss legal matters.

It was moved by Mr. Crawford, seconded by Mr. Dean and carried, that the Public Service Authority Board of Directors enter Closed Session for discussion of the following legal matters:

- Water Agreement with City of Radford
- Motor Mile Speedway Agreement

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

Voting no: none.

Not present: Mr. Sayers

Return to Regular Session

It was moved by Mr. Crawford, seconded by Mr. Loyd and carried, that the Board return to regular session.

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

Voting no: none.

Not present: Mr. Sayers

Certification of Conformance with Virginia Freedom of Information Act

It was moved by Mr. Crawford, seconded by Mr. Loyd and carried, that the PSA Board of Directors adopt the following resolution certifying conformance with the Virginia Freedom of Information Act.

WHEREAS, the Public Service Authority Board of Directors has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the PSA Board of Directors hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

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

Voting no: none.

Not present: Mr. Sayers

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Motor Mile Speedway Agreement

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved an amendment to the Motor Mile Speedway agreement allowing for extending the time period to December 31, 2013, with review of the agreement and a possible further extension to be considered by the PSA Board at the end of that time period.

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

Voting no: none.

Not present: Mr. Sayers

Water Agreement with City of Radford

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board requested amendments be referred to the County Attorney for review, with a final contract to be returned to PSA Board for final review.

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

Voting no: none.

Not present: Mr. Sayers

The Board concurred with a request from staff to extending an expression of thanks to the City of Radford for their efforts in working on the proposed agreement. Staff was also directed to request clarification as to the rates, as well as determine the impact on the PSA.

5. Tour of Montgomery Recycling Facility

The Board left the County Administration Building and traveled to Montgomery County for a tour of the Montgomery Recycling facility.

6. Adjournment

By consensus, the Board adjourned its regular October meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, November 10, 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.

Maynard H. Sayers, Chairman

Hollis Loyd, Secretary/Treasurer