

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

December 8, 2009

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, December 8, 2009 at 9:00 a.m. in the Central 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, Acting Chairman; Hollis Loyd, Secretary/Treasurer; Pete Crawford; David Dean; and Frank Conner. Staff members present included: Peter Huber, County Administrator and PSA Executive Director; Robert Hiss, Assistant County Administrator; Diane Newby, Finance Director; Ronnie Nichols, Director of Fleet Maintenance; Brenda Sayers, PSA Bookkeeper; and Gena Hanks, Executive Secretary.

Mr. Huber announced the resignation of Maynard Sayers from the PSA Board citing Mr. Sayer's desire to spend more time focusing on family commitments.

Dr. Warren called the meeting to order.

1. Citizen Comments

Dr. Warren advised he had been contacted by Morgan Morris requesting the PSA Board continue its discussions regarding the provision of a drop site on the south side of Claytor Lake.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

Mr. Loyd questioned what action was being taken by staff to address the outstanding residential water over 90 days. Ms. Sayers advised there had been several high leaks in the previous month.

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board of Directors approved customer adjustments in the credited amount of \$1,1710.17(cr).

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

Voting no: none.

2. Inmate Availability Report

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

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Mr. Loyd noted the drop site trips were lower than normal. Mr. Nichols advised drop site trips decreased during the winter months, but would pick back up in February and March.

Mr. Crawford commended staff for arranging for use of inmates on the trash trucks. He advised the two individuals working the back end of the trash truck that service his home were doing a good job. He indicated attempts were made routinely by the back end workers to make sure the lids to trash cans were replaced.

Dr. Warren questioned if the PSA was receiving its fair share of inmates. Mr. Huber responded the PSA and county were receiving six to eight inmates daily, which indicated a fair share of use of inmates by the PSA and county, compared to other localities. Mr. Conner advised issues related to the provision of security limited the increase in the number of inmates used by the PSA.

Mr. Dean expressed concern over trash cans and lids being strewn along the Twin Oaks area of the town.

Mr. Huber advised citizens were encouraged to use bags for disposing of trash, rather than cans. The Board discussed various means to containing lids and cans along the refuse collection routes in the county.

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.

4. Work Order Count

Staff reported the following pickups pending: 1 brush; 1 large items; 0 tires; 0 refrigerators.

5. Drop Site and Landfill Totals

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

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

Site	Trips	Tons	Tons per haul
Dora Highway	24	58.36	2.44
Dublin	25	86.18	3.45
Fairlawn	2	15.21	7.61
Totals	51	159.75	3.14

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

Commercial	Residential	Tires	Brush
953.57	1001.45	527	140.73

b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board approved the minutes of the November 10, 2009 Board meeting.

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

Voting no: none.

2. Accounts Payable & Budget Adjustments

On a motion by Mr. Loyd, seconded by Mr. Conner and carried, the Board approved the accounts payable for checks numbered 8003067 through 8003149, subject to audit.

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

Voting no: none.

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3. Drop Site Improvements

Mr. Nichols provided a detailed report on potential improvements to the county's drop sites, a copy of which is filed with the records of this meeting. Discussions were held regarding the existing drop sites, specifically upgrades at the sites, the possibility of providing additional entrances to the sites, and the desire by the PSA Board to bring the sites to the same standards as those of the Montgomery County drop sites.

Mr. Nichols advised the estimates for the provision of a drop site on the south side of Claytor Lake were difficult to determine and could increase, or possibly decrease, depending upon site upgrades.

Mr. Dean expressed concern over the PSA's ability to finance the improvements.

By consensus, the Board directed staff to continue to review options for drop site improvements and provide updates to the Board on a monthly basis.

4. Commerce Park Water

Mr. Huber provided a report on the financial impact of the proposed water rates for the Commerce Park water project. He advised staff had reviewed the current budget and how the budget would change with water purchased from the City of Radford. He advised the PSA would incur expenses of \$180,000 to \$200,000; however, this would not take place until 2012.

Staff advised it would continue to work with the City of Radford and provide updates to the PSA Board.

5. Radio Upgrades

As reported in the Board packet, the PSA currently maintains wide-band radios used for communications between trucks and other equipment. The County is being required to convert 20 older radios to a narrow-band frequency system. While this work is not required by the FCC until 2013, staff can reprogram other existing radios at no cost as part of an overall upgrade of the Sheriff's Office dispatch system. The cost to the PSA for this upgrade is \$9,629, less a \$700 rebate, for a net

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cost of \$8,929. The upgrade is scheduled to take place during the Christmas break. Due to lead time needed to order the radios and a savings to the PSA budget from a reduction in the number of dumpsters ordered, staff advised the purchase of these radios has been authorized and ratification of this action by the PSA Board is respectfully requested.

Mr. Loyd questioned if a radio was provided for each truck. Mr. Nichols responded that a radio was provided to each truck, although he didn't know the exact number of radios.

Mr. Nichols advised the radios will be digital capable. Mr. Loyd questioned the age of the existing radios. Mr. Nichols advised the current radios are approximately seven years old.

Mr. Conner suggested the county employ an individual to oversee the radios throughout the county.

Dr. Warren questioned if radios were used on the PSA's water tanks. Mr. Huber advised radios were not used on the water tanks.

Mr. Huber advised the radio changeover was also related to the Sheriff's office. Dr. Warren questioned if the switch is made to digital, if the range is shorter than analog. Mr. Nichols indicated the change to digital would not pose a problem.

Mr. Dean questioned if the radios could be traded in. Mr. Nichols advised he would review the potential for recycling the radios with the company providing the radios.

On a motion by Mr. Dean, seconded by Mr. Crawford and carried, the Board ratified approval to providing for radio upgrades through the purchase of 20 new radios.

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

Voting no: none.

6. Rebate of Connection Fee

As reported in the Board packet, while in the process of building two houses in the Rolling Hills Subdivision, Austin Hall paid the PSA \$7,000 for two connections and an additional \$5,000 was paid for the provision of sewer service

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to a third house. These fees were paid in 2004 and the funds were used by the PSA to build a small section of the overall Rolling Hills sewer system now being financed by the Rural Development grant. Since this system will become part of the overall Rolling Hills public sewer and each of these three homes would be paying higher debt service costs, staff recommends these connection fees be rebated less a \$500 connection fee for each residence.

Mr. Loyd questioned if there was a statute of limitations on the amount of time for a payback.

Mr. Dean and Mr. Crawford indicated the PSA had some obligation to pay the fees back. Mr. Crawford recommended establishing a policy to address possible future similar situations. Mr. Conner advised the PSA should honor its obligation by paying the fees back to the customer.

By consensus, the Board requested staff advise the matter is being reviewed. Staff was requested to provide a listing of any of previous similar requests.

c. Informational Items:

1. Personnel Changes

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

2. Financial Report

Ms. Newby provided Board members with a copy of the financial report. Mr. Huber and Ms. Newby described a change in the format slightly by the addition of a color coded column describing the percent of budget received or spent to date. Green numbers indicate better than expected results, blue represents within two percent of expected and red indicates areas of possible concern. The color code shows most annual billings in red when they may not be of significant concern.

Mr. Loyd requested an additional column be included on the report to show the previous month's percentage, as well as the current month.

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3. Preliminary Audit Results

Mr. Huber clarified that the report that was submitted to the auditors was a staff report to the auditors and not the audit results as reported in Board packet.

4. Freedom of Information Act Request

As reported in the Board packet, Board members were provided with a Freedom of Information Act (FOIA) request from a former employee and a response prepared by Robert Hiss regarding wages earned by part-time (less than 32 hours per week) employees working for the PSA. Mr. Huber also presented a copy of a letter from the Virginia Retirement System in response to a request from a former employee.

Mr. Loyd requested staff to review the Federal Guidelines related to the paying of retirees and provide an update at the January PSA meeting.

5. Closing of Sewer Loans and Community Meetings

As reported in the Board packet, Rural Development loans for the extension of sewer service to Rolling Hills, Orchard Hills, Vista, and Highland Park subdivisions were closed on November 19th and two informational meetings have been scheduled with residents for the purpose of describing what residents can expect to happen during the construction, installation and billing processes.

6. Lakewood Estates Emergency Management Plan

Staff reported receipt of a violation notice from the Virginia Department of Health due to the Virginia Department of Emergency Management not having an approved Emergency Management Plan for operation of the Lakewood water system on file. Staff advised of not being aware of this requirement as the system is considered to be a part of the overall PSA water system. Mr. Huber advised Richard Fasnacht, Water Department Supervisor has been asked to work with Bobby Clark, Emergency Management Coordinator in the development of the required plan.

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Mr. Huber provided a brief history of the Lakewood Estates Operation. Board members requested the County Engineer provide an update as to how water would be provided to this community should the existing well become unusable.

7. Armstrong Street Sewer

Mr. Huber provided a request by the Dublin Town Manager for consideration by the PSA to billing the Town of Dublin for Armstrong Street apartment sewer.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the PSA billing the Town of Dublin for sewer services provided to the Armstrong Street apartments such that the apartments remain Dublin customers.

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

Voting no: none.

d. Current Authorized Projects & Items Under Review:

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

1. Water Cutoff Issue

As reported in the Board packet, Board members were provided with an excerpt from the State Code authorizing localities and authorities discontinue water service for non-payment of sewer service by another authority or locality. Staff advised of plans to forward this information to the Town of Dublin as part of a request for coordination of billing for sewer service to the Dublin area subdivisions

2. Staffing Report

As reported in the Board packet, Board members were provided with a detailed staffing report, a copy of which is filed with the records of this meeting.

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3. Outstanding Items

As reported in the Board packet, staff efforts this month have focused on completion of the audit, upgrading the financial report, estimating the cost of upgrading the drop centers, implementation of the Commerce Park water project and closing of the Rural Development sewer projects. The focus in December and January is anticipated to be:

- Implementation of any authorized Drop Site improvements
- Sharing Drop Site use with the City of Radford
- Location of Drop Site on Southside of Claytor Lake
- Relocation/expansion of Dora Highway Drop Center
- Consideration to updated meter reading system
- Request for fire hydrants on Depot Road

4. Current Authorized Projects & Items Under Review:

- Construction of water and sewer service to mobile home parks
- Construction of sewer service to Rolling Hills, Orchard Hills, Vista, and Highland Park Subdivisions
- Preliminary engineering reports and environmental assessment for sewer service to Skyview Subdivision and the New River Valley Fairgrounds
- Engineering, easement acquisition and construction of Commerce Park Water and Sewer Project

Mr. Dean inquired if staff had received a response related to the potential for relocating the current Dora Highway drop site location. Mr. Nichols advised no action had been taken on this matter.

3. Other Matters

Mr. Nichols provided a report on the quotes for a new truck chassis and packer body, a copy of which is included with the records of this meeting. The matter will be placed on the January agenda for further consideration by the Board.

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4. Adjournment

On a motion by Mr. Conner, seconded by Mr. Dean and carried, the Board adjourned its regular December meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, January 12, 2010 at 9:00 a.m. in the Central Conference Room of the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

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

Voting no: none.

Douglas Warren, Acting Chairman

Hollis Loyd, Secretary/Treasurer