

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS  
APRIL 12, 2011

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, April 12, 2011 at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: Doug Warren, Chairman; Pete Crawford, Vice-Chairman; Hollis Loyd, Secretary/Treasurer; Jerry White; and Frank Conner, Alternate. Board member Dave Dean was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator; Robert Hiss, Assistant County Administrator; Diane Newby, Finance Director; Debbie Boyd, PSA Billing staff; and Gena Hanks, Executive Secretary.

Dr. Warren called the meeting to order.

Mr. Huber introduced new county engineer Jared Linkous and provided information regarding Mr. Linkous employment background.

1. Citizen Comments

Dr. Warren opened the meeting for citizen comments.

Mr. Garland Campbell expressed sympathy for the citizens affected by the tornados.

Mr. Campbell thanked the PSA Board for distribution of the recent citizen survey related to outside water meters. He also expressed concern over use of fluoridation in water, suggesting it was not needed. Mr. Campbell also provided a web site as a source of information related to fluoridation.

2. Finance

a. Follow-up from March Board Meeting

1. Non-User Customers Listing (Other than water)

Mr. Huber reported accounts for non-users had been divided into water, sewer and garbage services.

2. Report on Employee Work Hours and Use of Vehicle

As reported in the Board packet, staff had investigated the allegations made by Brenda Blackburn at the March meeting and steps had been taken to address the personnel matter.

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3. Sewer Vac Rate

As reported in the Board packet, an update from the Town of Pulaski had been provided advising the rental rate for the sewer vacuum truck would be \$80 per hour, with the PSA providing operators and fuel.

4. Report on Amnesty Program

Mr. Huber provided an update on previous discussions by the Board regarding an amnesty program. Mr. Huber recommended the PSA allow citizens to apply for a one-time waiver of penalty and 50% waiver of interest charges to be combined with a requirement to use the automatic bank draft debit program. Further, that in keeping with previously approved policies, residents receiving a break in real estate taxes through the Tax Relief for the Elderly would continue to be granted full waiver of both penalty and interest charges when paying their delinquent account in full.

Dr. Warren and Mr. White requested staff pursue options related to implementation of an amnesty program and provide a more formal proposal for the Board's review at its May meeting.

5. Water Treatment Plant Roster

Board members were provided an updated roster of Water Treatment Plant employees.

b. Review of Financial Report

On a motion by Mr. White, seconded by Mr. Loyd and carried, the Board reviewed and approved the financial report, as submitted.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd, Mr. White.

Voting no: none.

Not present: Mr. Dean.

c. Balance Due & Lien Reports

By consensus, the Board accepted the following balance due and lien report:

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**Detail by type of customer and level of service billed for**

	<b>Garbage &amp; Water</b>	<b>Sewer Only</b>	<b>Garbage Only</b>	<b>Total</b>
<b>Residential</b>	27,449.00	8,318.26	545,583.65	\$ 581,350.91
<b>Commercial</b>	1,410.98	-	17,374.70	\$ 18,785.68
<b>Nonuser</b>	160,921.69	-	-	\$ 160,921.69
<b>Total M</b>	<u>\$189,781.67</u>	<u>\$ 8,318.26</u>	<u>\$ 562,958.37</u>	<u>\$ 761,058.28</u>

	<b>Inactive</b>	<b>Nouser</b>	<b>Active</b>	<b>Total</b>
<b>Residential Water</b>	22,370.20	160,921.69	5,078.80	188,370.69
<b>Commercial Water</b>	1,379.88	-	31.10	1,410.98
<b>Residential Garbage</b>	37,312.11		508,271.54	545,583.65
<b>Commercial Garbage</b>	13,529.84		3,844.86	17,374.70
<b>Sewer</b>	2,029.53		6,288.73	8,318.26
<b>Total</b>	<u>\$ 76,621.56</u>	<u>\$160,921.69</u>	<u>\$523,515.03</u>	<u>761,058.28</u>

<b>Amount</b>	
<b>New Leins Filed in March A-D</b>	\$266,311.16
<b>Leins Paid in March</b>	\$1,608.45
<b>Returned unclaimed</b>	1

Debbie Boyd explained the balance due and lien reports and described in detail the status of existing liens.

Mr. Loyd expressed concern over the potential of having 800-900 liens, as well as concerns over the outstanding balance. Mr. Loyd questioned the lack of a 30-60-90 day report. Ms. Boyd advised the report would be provided at the May meeting.

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d. Budget Adjustments

There were no budget adjustments at this meeting.

e. Billing Adjustments

Staff reported a net credit of \$7,757.61.

On a motion by Mr. Crawford, seconded by Mr. White and carried, the Board approved a billing adjustment totaling a credit adjustment of \$7,757.61.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd, Mr. White.

Voting no: none.

Not present: Mr. Dean.

f. Accounts Payable

On a motion by Mr. Loyd, seconded by Mr. White and carried, the Board approved accounts payable for checks numbered 8005124 through 8005298.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd, Mr. White.

Voting no: none.

Not present: Mr. Dean.

g. Town of Dublin Water Accountability

As reported in the Board packet, an analysis was provided of master meter readings as compared to billed usage by gallons for the Town of Dublin system, noting the summary shows a substantial leakage, or erroneous meter readings, which could be of potential future concern to the PSA. Mr. Huber indicated the PSA continues to work with the Town in figuring out where the errors may be and further recommended that an adjustment in the amount of water charged to the Town of Dublin be considered once a consistent record of normal usage can be determined.

h. Town of Pulaski Sewer Pump Station

As reported in the Board packet, it was noted the PSA has a 7.84% capacity in the Dora Highway pump station while using 0% and a 55% capacity in the Wurno pump station while using 7.9%. Mr. Huber

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explained the existing cost sharing agreement needs to be revised with a recommendation that a revised agreement to more closely match current and anticipated flows into each of these stations and that the proportionate cost of upgrading each station be included in the overall cost calculations. Mr. Huber advised the county engineer would be asked to work on these calculations.

i. Town of Pulaski Request for Release of Lien

As reported in the Board packet, a request had been received from the Town of Pulaski asking that the PSA release \$1,193.19 in liens from two structures, explaining these liens were accrued by the previous owner, Janelle Atway who passed away in January, 2006, with the property transferring in July 2009 to Dawn Quesenberry who is seeking state assistance in the rehabilitation of her property. Mr. Huber advised that because the property was transferred without a deed of trust, the lien did not need to be satisfied when the property changed hands.

Mr. White expressed concern that the PSA did not recoup its money prior to the transfer of property. By consensus, Board members requested staff to determine what actions need to be taken to prevent any similar situations from occurring. In addition, staff was directed to seek a recommendation from Attorney Sam Campbell and provide an update on the matter at a future meeting.

j. Painting of Transfer Trailer

Board members reviewed pictures of the two transfer trailers used to convey refuse from the Fairlawn Drop Center to the landfill. Mr. Huber noted a price of \$4,500 each to have these two trailers sandblasted and painted.

Mr. White recommended approval of this request be put on hold, pending a review of the costs associated with the painting, as well as a determination of the impact on the PSA from the recent tornado.

k. Banking Services Analysis

Board members reviewed results of the recent Request for Proposals for banking services.

On a motion by Mr. White, seconded by Mr. Loyd and carried, the Board approved continuing the banking services through NBB, noting the

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PSA receives a significant benefit from this banking arrangement through the collection and direct entry of payments from the public.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd,  
Mr. White.

Voting no: none.

Not present: Mr. Dean.

I. Stone Ridge Master Meter Replacement

As reported in the Board packet, Mr. Huber described the PSA utilized water flowing through the Town of Dublin water system in order to provide water to the Stone Ridge Subdivision indicating the meter installed to measure the flow of water out of the Dublin system into the PSA's Stone Ridge distribution network was a new design that never worked correctly during low flow conditions and as a result, individual meter readings have been used to determine how much water would otherwise be deducted from the Dublin's overall usage.

Mr. Huber advised the PSA plans to again use the Dublin system to provide water to the Commerce Park.

Mr. Huber requested an expenditure of \$6,757.71 for the purchase and installation of a 6" compound meter at a PSA cost of \$6,757.71, with the installation to be done by the Town of Dublin.

Board members questioned the age of the meter, who is liable for the meter, and should Draper Aden assume some responsibility for the costs.

Mr. Loyd suggested consideration to installing the waterline down Route 11 from Fairlawn. Mr. Huber advised staff would review the potential use of Rt. 11 and obtain costs and provide Board with update.

A motion was made by Mr. Loyd and seconded by Mr. White authorizing staff to review options for tapping into the waterline along Rt. 11 for the Stone Ridge project. A vote was not called due to a subsequent motion being offered as an amendment.

On a motion by Mr. Conner, seconded by Mr. Crawford, the Board considered the purchase and installation of a 6" compound meter at a PSA cost of \$6,757.71, with the installation to be done by the Town of Dublin. Further, staff was requested to ask for accountability by Draper Aden Associates for the costs associated with the meter.

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Voting yes: None.

Voting no: Mr. Crawford, Mr. Conner, Mr. Dr. Warren, Mr. Loyd,  
Mr. White.

Not present: Mr. Dean.

While the Board supported addressing the Town of Dublin's concern, the motion was defeated to allow consideration to the extension of a new water line from Old Route 11 to the Stone Ridge Subdivision.

3. Operations

a. Minutes of Previous Meeting

By consensus, the Board approved the March 8, 2011 minutes as presented.

b. Inmate Availability Report

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

c. Drop Site Total & County Landfill Tonnage Report

Staff reported the following drop site total and county landfill tonnage:

**Drop Site Total  
For the Month of March 2011**

Site	Trips	Tons	Tons per haul
Dora Highway	35	103.10	2.95
Dublin	31	145.10	4.68
Fairlawn	5	40.63	8.13
<b>Totals</b>	71	288.83	4.07

**County Landfill Tonnage  
(County customers & Refuse Department Haulers)  
(for the Month of March 2011)**

Commercial	Residential	Tires	Brush
2424.07	1095.89	673	90.63

d. Personnel Changes

There were no personnel changes to report.

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e. Payroll Deductions

As reported in the Board packet, Robert Hiss has been working to provide additional life and disability health insurances available to County employees through payroll deductions. These insurances would include an optional retirement program provided through the Life Insurance Company of the Southwest (LSW) brokered locally by Kenneth Myers and a Short Term Disability product through AllState brokered locally by Dorothy Waller. Existing employees would be able to sign up for these new coverages during the open enrollment period and new employees could do so as they are hired. Nationwide would remain as a provider of optional 457 retirement plans with LSW's products as an alternative.

On a motion by Mr. Crawford, seconded by Mr. White and carried, the Board approved providing additional life and disability health insurances available to county employees through payroll deductions which include an optional retirement program provided through the Life Insurance Company of the Southwest (LSW) brokered locally by Kenneth Myers and a Short Term Disability product through AllState brokered locally by Dorothy Waller.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd, Mr. White.

Voting no: none.

Not present: Mr. Dean.

f. Draft of 2011-12 Budget

Mr. Huber and Ms. Newby provided a detailed summary of the draft FY 12 PSA budget.

Mr. White requested confirmation that there was no anticipated rate increases. Mr. Huber confirmed there was no recommendation from staff for a rate increase for PSA customers.

Mr. Loyd questioned the revenue projections. Ms. Newby and Mr. Huber were asked to review the summary numbers.

g. Carry-on Trucking Request for Sewer

As reported in the Board packet, a request had been received from Carry-on Trucking for the provision of sewer service and noted since this request is in the vicinity of the anticipated Town of Pulaski pump

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station/gravity sewer line serving the Dora Highway/Block Plant Road intersection, staff recommends the matter be referred to the Town of Pulaski with plans by the PSA to extend a sewer line from the company to the end of the proposed Town of Pulaski line.

4. Informational Items

a. Commerce Park Coordination with Town of Dublin

Board members were provided a copy of correspondence to Dublin Mayor Skeens and Dublin Town Manager Bill Parker apologizing for the lack of coordination of the design of the Commerce Park water system.

b. Water System Reports

Staff reported another water pump is down at Possum Hollow and that repairs to the Possum Hollow pump can be done by staff resulting in a savings to the PSA. Mr. Huber also noted a failed pump in the Mount Olivet water system is also causing the pump motor to also have to be rewound; however, both repairs have been completed.

c. GPS Costs

Staff provided an update into the cost of installing GPS tracking devices on school buses and PSA garbage trucks, indicating the cost still seems too high, considering other equipment needs within the PSA and School Board. However, in the event the PSA Board would want to consider it, the cost to the PSA would be approximately \$10,000 with benefits to being able to better respond to citizen questions by knowing where trash trucks and school busses are located, and the ability to better design truck routes.

d. Recycling Center (Drop Site) Update

As reported in the Board packet, the Town of Pulaski advised that a survey has been submitted to Honeywell's Global Real Estate in Arlington Heights, IL. which is being circulated to Honeywell legal, etc. for the appropriate approvals and the signature of the Global Real Estate office. Further, the Town also advised a subdivision review by the town's Planning Commission will be needed, since there is an extension of right-of-way involved and also the parcel will have to be rezoned to Drop Zone from I-2 since the Town does have specific zoning district for drop site activity. The Town also indicates they have concern with being able to pay for the needed site improvements.

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By consensus, Board members expressed concern over any potential costs by the PSA for improvements to the site. Board members directed county staff to follow-up with the Town of Pulaski seeking confirmation as to the Town's commitment to pay for improvements at the site, and if the Town is unable to pay for site improvements, request the Town provide suggestions for alternate locations for a drop site.

e. Water Treatment Plant Budget Summary

A summary was provided on the budget for the Water Treatment Plant, including a monthly production report, the purchase of .5 MGDl allowing a 16-hour per day schedule instead of the current 18+ hours per day, and the staffing levels currently at the plant.

f. Hiring of County Engineer

Mr. Huber confirmed the hiring of Jared Linkous as the new county engineer with employment to begin on April 25, 2011.

Mr. White questioned if Mr. Linkous would be making his residence in Pulaski County. Mr. Huber advised Mr. Linkous does plan to move to Pulaski County.

g. Highland Park Progress Report

As reported in the Board packet, sewer service to Highland Park is continuing with the contractor having difficulty with clean-up due to cold weather holding back grass growth, noting completion is anticipated in the next month weather permitting.

h. Supervisory Training

Board members were provided the syllabus for the second of a seven week training being held for supervisory staff at NRCC.

i. Town of Pulaski Request for Matching Funds for SERCAP Project

As reported in the Board packet, SERCAP and the Town of Pulaski are requesting \$1,000 in matching funds for the study of utility service needs in the vicinity of the municipal boundaries.

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j. Drop Center Operations

As reported in the Board packet, revisions to the duties and responsibilities of drop center attendants are being put into place. Mr. White inquired as to action that would be taken if drop site attendants violate the duties and responsibilities. Mr. Huber advised proper disciplinary steps would be taken as called for in the Personnel Policy.

5. Current Authorized Projects

a. Action Items:

- Construction of Highland Park sewer
- Skyview/NRV Fairgrounds sewer funding
- Commerce Park Utility closing and construction
- Drop Center location South side of Claytor Lake
- Evaluation of "radio read" water meter option

b. Pending Items:

- Lakewood Estates emergency response plan
- Evaluation of joint negotiation of rail crossing fees

6. Other Matters

Mr. Huber advised the Water Treatment Plant was without power temporarily; however, Appalachian Power Company responded immediately and there was no need for a boil water notice for PSA customers.

Dr. Warren described a legal notice recently published regarding the Montgomery County Regional Solid Waste Authority rates, specifically noting the recycling services provided and charges. County staff was requested to do a cost comparison of the PSA and Montgomery County recycling rates and provide an update at a future meeting.

Mr. White inquired regarding the SERCAP Project, specifically the \$1,000 to provide the study. Mr. Huber advised the costs for the study were grant funded.

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8. Adjournment

On a motion by Mr. White, seconded by Mr. Loyd and carried, the Board adjourned its regular April meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, May 10, 2011 at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd, Mr. White.

Voting no: none.

Not present: Mr. Dean.

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Douglas Warren, Chairman

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Hollis Loyd, Secretary/Treasurer