

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS  
AUGUST 9, 2011

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, August 9, 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; David Dean; and Hollis Loyd, Secretary/Treasurer. Board members Pete Crawford and Jerry White were unable to attend the meeting. Staff members present included: Peter Huber, County Administrator; Robert Hiss, Assistant County Administrator; Jared Linkous, County Engineer; Diane Newby, Finance Director; Debra Boyd, PSA Billing; and Gena Hanks, Executive Secretary.

Mr. Huber advised Board members that Mr. Crawford was unable to attend the meeting due to being out of town, Mr. White was unable to attend the meeting due to his wife's recent injury and illness and Mr. Conner was unable to fill in due to a medical appointment.

Dr. Warren called the meeting to order and declared a quorum present.

1. Citizen Comments

There were no citizen comments.

2. Finance

a. Follow-up from June Board Meeting:

1. PSA Loans from the Board of Supervisors

Mr. Huber reported the Board of Supervisors had approved waiving the five percent interest, if all amounts owed were paid by the PSA.

Board members expressed concern over the potential impact on the PSA's funds, including existing Certificates of Deposits, and questioned the method for setting up the payment option in 1982. Mr. Loyd questioned staff as to the possibility of the Board of Supervisors forgiving the interest. Mr. Huber responded that he would not expect the Board of Supervisors to accept the terms posed by Mr. Loyd.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the payoff of the interest free loan in exchange for waiver of interest on the interest bearing loan, with September 1, 2011 as the payoff date.

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Voting yes: Mr. Dean, Dr. Warren, Mr. Loyd.  
Voting no: none.  
Not present: Mr. Crawford, Mr. White.

2. Update on Skyview Sewer Project

Mr. Huber reminded the PSA Board of previous action to approve the use of funds remaining from the Highland Park Sewer Project (Approximately \$427,000) to be utilized for a portion of the Skyview Sewer Project, as well as noting that a combination of insufficient funds and time constraints associated with the funding source would not allow construction of the entire Skyview Sewer Project as originally planned. He also reported the design contract for extending gravity sewer to Route 100 was awarded to Anderson & Associates. He advised the project is currently ahead of schedule and that the plans have been approved by Rural Development and will be advertised for construction by August 21, 2011.

Board members questioned the location of the current Skyview project, the ability of the contractor to meet the deadline imposed by Rural Development, the additional costs associated with completing the entire Skyview project, any issues involving obtaining easements, and the potential for extending the service to the Fairgrounds.

Mr. Huber and Mr. Linkous provided details regarding the exact location of the current project and advised staff the project was expected to be accomplished by the February 1, 2012 deadline. Mr. Linkous advised crossing Route 100 to the fairgrounds created a challenge for VDOT, as well as being costly.

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board authorized staff to take all acts necessary to complete the first phase of the Skyview Sewer Project in time for the February 1, 2012 completion deadline.

Voting yes: Mr. Dean, Dr. Warren, Mr. Loyd.  
Voting no: none.  
Not present: Mr. Crawford, Mr. White.

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3. Update on Sewer Vacuum Truck Purchase

Mr. Huber reported a recommendation by staff that the remaining portion of the Highland Park Sewer Project funds be utilized toward the purchase of a sewer jet/vac truck. He reminded the Board of previous action authorizing staff to proceed with preparation of a Request for Proposal (RFP) for a sewer jet/vac truck. Mr. Linkous advised he is currently in discussions with Volvo regarding the availability of a chassis and noted the RFP can be finalized once the chassis availability is determined. Mr. Linkous also reported another option for procurement would be the National Joint Powers Alliance (NJPA) and is currently being evaluated by staff and auditors to determine if a significant cost savings would be possible by utilizing the bulk pricing available to the NJPA.

Mr. Huber advised Volvo had significant amount of sewer lines that need to be cleaned so there is a potential for an exchange of cleaning the lines for a potential chassis.

Board members questioned if the bid documents and purchase of the truck could be completed to allow for meeting the February 1, 2012 deadline allowing for use of the remaining funds from the Highland Park Sewer Project. Mr. Linkous advised the deadline would be met.

Mr. Loyd questioned the need for a sewer vac truck, cost savings to the PSA and the plans for use of the truck. Mr. Linkous explained the current issues experienced by PSA staff related to build up on manholes and the continued efforts to clean the lines. Mr. Loyd requested staff provide an update at the September PSA meeting as to any additional costs, as well as a report on bid results.

4. Update on PSA Truck Purchase

Mr. Huber advised that as part of the PSA budget, the PSA Board approved \$25,000 for the purchase of a Water Treatment Plant (WTP) vehicle. He noted the vehicle has been purchased and is being equipped and that since the Water Treatment Plant has one relatively new vehicle, staff would like to transfer the use of this new truck to the water/sewer distribution department rather than at the water treatment plant. Plans would then be to transfer an existing used vehicle from the water department to replace the

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Water Treatment Plant vehicle needing to be replaced. Mr. Huber further advised this exchange of trucks between the Water Treatment Plant and the water/sewer departments would result in better utilization of new vehicles within the PSA, noting the heavy duty suspension of the used  $\frac{3}{4}$ -ton truck from the water department will be helpful to the Water Treatment Plant when having to haul chemicals down to the raw water intake.

Dr. Warren advised this report was for informational purposes only and no action was needed by the PSA Board.

5. Update on Elimination of 2,000 gallons minimum

Mr. Huber advised Board members had been provided a copy of the minutes of the November 17, 2003 PSA Board meeting at which the 2,000 gallon minimum monthly billing was eliminated by the PSA Board.

6. Update on Findings related to Treasurer Serving as Collection Agency

Mr. Huber advised staff continued to work on this matter and would provide updates as they occur.

7. Update on Raw Water Pump Rebuild

Mr. Huber advised the PSA Board had approved the use of \$84,000 remaining from the funds not utilized for filter media replacement and to rebuild the raw water pumps. Mr. Huber also described the bid results and noted the award of the bid was provided to F&R Electric with a cost of \$24,000 for both pumps. He advised the first pump has been removed and is currently being rebuilt with plans to rebuild the second pump after the first pump is in service. He also advised there were no plans for the remaining \$60,000. Mr. Loyd questioned if the \$60,000 could be used for any other items needed by the Water Treatment Plant, rather than allocating additional money. Mr. Huber advised the \$60,000 would remain as part of the PSA budget.

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8. Update on Parrott Mountain Tank Road

Mr. Linkous advised the estimated cost of repairs to the Parrott Mountain Road to be \$25,000, with a low bid contract of \$21,400 which was awarded to HT Bowling.

Mr. Dean inquired as to the expected completion date. Mr. Linkous advised it was expected to take a couple of months to complete the project.

9. Update on Draper West Pump Station

Mr. Linkous described problems associated with the Draper West booster pump station not having three-phase power available from American Electric Power and the susceptibility damage during power outages. He advised this unit has been damaged due to power failures at least once per year. He advised the addition of surge protection for this and other stations that seem to be susceptible to power surges was estimated to be \$3,000 per station.

Mr. Loyd questioned how many stations had single phase power. Mr. Linkous advised of at least one other station located on Thornspring Road.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the addition of surge protection for stations that are susceptible to power surges at a cost of \$3,000 per station.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

10. Update on Water and Sewer Modeling Software

Mr. Linkous advised of the purchase of software at a cost of \$22,690, following approval by the PSA Board at its July board meeting.

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11. Update on Water Treatment Plant Valve Actuator Replacement

Mr. Huber advised of award of the contract to Perkinson Company for the filter valve actuator replacement at a cost of \$54,600. He advised this action was taken following PSA Board approval for the use of \$36,000 from the filter media replacement budget to be used with \$24,000 previously allocated.

12. Update on Water Treatment Plant Dechlorination Building

Mr. Huber reported the Water Treatment Plant staff is currently working on construction of the de-chlorination building, utilizing materials purchased under a previous budget.

13. Update on Water Treatment Plant Sludge Basin Pumps

Mr. Linkous reported the Water Treatment Plant (WTP) sludge basins have historically been drained and cleaned with the sludge land applied at the New River Valley Airport on average once every five years at a cost of approximately \$60,000. He indicated the process would be more efficient and reduce the potential of short circuiting if the sludge basins could be drained prior to cleaning the sedimentation basins. He advised the WTP staff identified an unused sludge basin pump originally provided as spare parts at the time of WTP construction and noted the pump had never been used and was purchased approximately 35 years ago and that it could be brought into service at an estimated cost of \$1,000. He also advised that in addition to these improvements, several options are currently being evaluated to dispose of the sludge in a more economical manner to allow for more frequent cleaning.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved an expenditure of \$1,000 to bring the pump into service.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

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14. Update on Water Treatment Plant Chemical Optimization/Efficiency Study

Mr. Huber described PSA Board funding of an Alternate Disinfection/Treatability Study in the amount of \$25,000 last fiscal year, noting the study was not awarded. He advised staff is requesting that the funds be transferred to the current fiscal year to award a WTP Chemical Optimization/Efficiency Study, which would include evaluation of other chemicals used at the WTP beyond the chlorine gas for disinfection.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved transfer of funds from last year's budget to the current budget to award a WTP Chemical Optimization/Efficiency Study, which would include evaluation of other chemicals used by the WTP beyond the chlorine gas for disinfection.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

15. Update on Pay Change

Mr. Huber advised the Board of Supervisors has tentatively concurred with the recommendation of the PSA Board to grant employees an additional one-half percent pay increase. He indicated the matter will be placed on the August Board agenda for approval at the August Board of Supervisors meeting. He also advised the cost to the PSA of a one-half percent increase would be approximately \$8,500.

Mr. Loyd suggested consideration to granting a full one percent increase, bringing the total cost of living increase to two percent which would be in line with the increase provided to School Board employees.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved an additional one-half percent cost of living increase for PSA employees, noting the Board of Supervisors are expected to do the same at its August meeting.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

16. Housing Rehabilitation

As reported in the Board packet, the following is a listing of liens related to the first ten homes planned for rehabilitation as part of grants awarded to address housing conditions in the Baskerville community and along Dora Highway:

- a. 5163 Baskerville – Marie Arnold – \$2,164.80 (this also affects Frances and Charles Lewis as the Arnold property has to be subdivided to provide housing for both sisters)
- b. 5151 Arnold Ln. – Andrew and Patricia C. Arnold - \$2,104.53 (claimed they never received a bill and has made no payment since service began)
- c. 5149 Baskerville – Patricia A. Arnold - \$4,526.78 (claimed she never received a bill until July and did make the first payment in July 2011)
- d. 5158 Baskerville – Mary Marguerite Williams – 2 accounts for one person – “Mary” Account (correct account) is \$734.65 and “Marguerite” Account is \$1,391.03. The “Marguerite” account needs to be discontinued and any payments moved to the “Mary” account. Also, the liens for the “Marguerite” account need to be removed.

Mr. Huber advised the list was comprehensive and a title search had not been done on all neighborhoods.

Board members expressed concern regarding: the potential for setting a precedent for other property issues; the potential that funds will not be collected from the property owner; the property owners ability to pay current bills; the impact to the PSA on failure by a citizen to meet their obligations; and the ability of the PSA to enforce procedures.

Mr. Huber recommended the Board approve the concept of a side agreement with individuals with substantial outstanding bill. He advised Board approval of the concept of an agreement was not approval of the agreement. He also advised Attorney Sam Campbell was drafting an agreement which would be presented to the Board at a future meeting.

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On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved staff continuing with the concept of an agreement between property owners and the PSA, for individuals with an outstanding bill.

Voting yes: Mr. Dean, Dr. Warren, Mr. Loyd.  
Voting no: none.  
Not present: Mr. Crawford, Mr. White.

b. Review of Financial Report

Ms. Newby reported a net loss of \$30,000 due to recent payment of workman's comp and property insurance payments, as well as semi-annual payments on health insurance for employee HAS.

Ms. Newby reviewed in detail a written report responding to questions which Mr. Loyd had presented to her by phone prior to the meeting. A copy of said questions and responses is filed with the records of this meeting.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the monthly financial report, as presented, a copy of which is filed with the records of this meeting.

Voting yes: Mr. Dean, Dr. Warren, Mr. Loyd.  
Voting no: none.  
Not present: Mr. Crawford, Mr. White.

c. Balance Due & Lien Reports

The following report was provided:

<b>Balance Due</b>	<b>5/3/2011</b>	<b>6/3/2011</b>	<b>7/1/2011</b>	<b>8/2/2011</b>
Current Balance	404,557.19	374,608.01	573,118.99	446,481.59
Over 30 Days	60,886.47	31,822.55	90,828.32	59,388.84
Over 60 Days	12,675.96	38,996.10	14,423.61	9,939.42
Over 90 Days	759,778.25	764,404.63	785,599.10	784,412.06
<b>Total</b>	<b>\$ 1,237,897.87</b>	<b>\$ 1,209,831.29</b>	<b>\$ 1,463,970.02</b>	<b>\$ 1,300,221.91</b>
<b>Liens Filed</b>				<b>\$ 359,566.74</b>

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**Details of Accounts Delinquent for 90 days or more**

**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>	32,684.84	8,608.93	556,018.46	\$ 597,312.23
<b>Commercial</b>	1,431.59	-	19,416.47	\$ 20,848.06
<b>Nonuser</b>	166,251.77	-	-	\$ 166,251.77
<b>Total</b>	\$ 200,368.20	8,608.93	\$ 575,434.93	\$ 784,412.06

**Detail by type of customer and active, inactive and non-user accounts**

	<b>Inactive</b>	<b>Non User</b>	<b>Active</b>	<b>Total</b>
<b>Residential Water</b>	27,382.13	166,251.77	5,302.71	198,936.61
<b>Commercial Water</b>	1,431.59	-	-	1,431.59
<b>Residential Garbage</b>	45,324.34	-	510,694.12	556,018.46
<b>Commercial Garbage</b>	15,417.48	-	3,998.99	19,416.47
<b>Sewer</b>	2,108.34	-	6,500.59	8,608.93
<b>Total</b>	\$ 91,663.88	\$ 166,251.77	\$ 526,496.41	784,412.06

	<b>Nonuser Breakdown</b>
<b>Resi Water/Garbage</b>	<b>\$ 166,251.77</b>
<b>Sewer</b>	\$ 145.50
<b>Grand Total</b>	\$ 166,397.27

Board members expressed concern over lack of staff activity in filing of liens. Debbie Boyd reported many accounts were commercial accounts where payment is not being made.

Ms. Boyd advised that Joe's Pizzeria had an outstanding bill from when the business was located in the Memorial Square Shopping Center. She indicated phone calls to the business had not been returned and Joe's Pizzeria currently did not have a container.

Mr. Huber suggested contacting the Health Department regarding outstanding commercial accounts for restaurants and/or food vendors to determine what action may be taken by Health Department, as it relates to discontinuing garbage collection services for non-payment.

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Mr. Loyd inquired if it would be possible for those customers with outstanding residential garbage bills who also have PSA water to have their water cut off due to outstanding garbage bill. Mr. Huber advised sewer is paid first, then garbage and then water and that water is cut off for lack of payment on both sewer and garbage.

d. Budget Adjustments

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the following budget adjustments:

		PSA FUND #1	
Account Number	Account Title		Amount Increase (Decrease)
<b>REVENUES:</b>			
500-041050-0100	Transfer from Reserves	\$	411,013.00
		TOTAL	\$ 411,013.00
<b>EXPENDITURES:</b>			
500-094100-8101-001	Water Department Mower	\$	375.00
500-094100-8101	Administration Computer Equipment		138.00
500-091400-9301	Contingency Funds		(513.00)
500-094100-8152	Valve Actuator Replacements		60,000.00
500-094100-8246	Route 100 Water Line Replacement		50,000.00
500-094100-8265	Telemetry Equipment		10,130.00
500-094100-8266	Sheetz Water Line Repair		16,450.00
500-094100-8112-000	Water Treatment Plant Improvements		23,732.00
500-094100-8115-000	Water Tank Painting		120,000.00
500-094100-8112-006	Floculator Replacement		21,701.00
500-094100-8112-008	Alternate Disinfection/Treatability Study		25,000.00
500-094100-8125	Raw Water Pumps		84,000.00
		TOTAL	\$ 411,013.00

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

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e. Billing Adjustments

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board approved a billing adjustment totaling a credit adjustment of \$3,055.12.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

f. Accounts Payable

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board approved accounts payable for checks numbered 8005725 through 8005828.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

g. PSA Disposal Policy for Shingles and Building Debris

Mr. Huber reviewed with Board members a policy by the New River Resource Authority by which the landfill will accept shingles at a rate of \$54 per ton based on the assumption that they contain non-friable asbestos. In reviewing this policy, the staffs of the New River Resource Authority and the PSA recommend discontinuing the PSA's current assumption of the "4-tons free" policy by which non-user and full service PSA customers can dispose of up to 4 tons annually paid for by the PSA. In addition to the financial cost to the PSA, the concern is with tracking of which customers have used or not used this policy over the past year. The PSA Board may want to consider implementation of a slight rate decrease in the non-user and full-service customers as compensation for the reduction in PSA cost.

No action was taken by the Board, pending determination as to what the NRRRA is going to do as far as a minimum fee.

h. Garbage Truck Purchase

As reported in the Board packet, Ronnie Nichols has obtained bids from three companies for the chassis and solicited bids from three companies but only received two bids for the body. His recommendation is to accept the bid from Truck Enterprise for \$111,679.64 for the 2012

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chassis since it is only \$424.64 more than the next lowest bid of \$111,255 for a 2010 chassis. With regards to the packer body, his recommendation is to accept a bid of \$50,500 from Mid-State since it matches our specifications. Two other units were priced as much as \$5,651 less but do not have the same compaction rate nor do they have the heavier gage steel that the PackMor body does. These recommendations would keep a standard body with the rest of the fleet and would cost the PSA a total of \$162,279.64 with \$180,000 having been budget for this purchase.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved acceptance of the bid from Truck Enterprise for \$111,679.64 for the 2012 chassis; and acceptance of a bid of \$50,500 from Mid-State for the packer body for a total cost of \$162,279.64, with \$180,000 having been budgeted for this purpose.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

i. Prior Orchard Hills Sewer Customer

As reported in the Board packet, staff has met with two of the six households in the Orchard Hills subdivision who had been connected to the PSA sewer system approximately ten years prior to the recent sewer installation. As a result of this meeting, staff was made aware of a letter giving these residents the option of being billed at a rate of \$6.50 per month since they paid \$3,800 each toward the cost of extending sewer service to their homes rather than the \$25.13 minimum bill being charged for debt service for the newly installed lines. Staff advised that while converting them to the lower rate would be simple from an administrative perspective, it would be fairer and more consistent to reimburse their original investment and bill them for the higher rate. The PSA board had discussed this previously and had recommended that the original amount be depreciated. However, in light of the stated commitment in the April 1999 letter, depreciating the original amount is unlikely to result in an amount sufficient to cause residents to voluntarily pay the overall \$25.13 per month minimum bill.

Staff also noted this situation is compounded by the fact that these residents were never added to either the PSA or Town billing systems. Assuming an average usage of 4,000 gallons per month, a 10-year billing period and a sewer rate of \$4.50 per 1,000 gallons, residents received the benefit of \$2,940 in unbilled services.

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Considering the overall balance, staff recommends offering a reimbursement of \$3,800, less half the estimated \$2,940 in sewer usage (\$3,800-\$1,470) or \$2,330 as an incentive to increase their minimum monthly bill from \$6.50 to \$25.13.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved offering two residents in Orchard Hills Subdivision a reimbursement of \$3,800 less half the estimated \$2,940 in sewer usage (2,330), as an incentive to increase their minimum monthly bill from \$6.50 to \$25.13.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

j. PSA Billing to Towns of Dublin and Pulaski

Mr. Huber reported the annual billings for water service to the Town of Pulaski and Town of Dublin had been presented to each locality. He indicated the PSA would likely need to work with the Town of Dublin on the \$350,677.42 due from the Town of Dublin to the PSA. Mr. Huber advised when the sewer system was installed through Commerce Park, water lines owned by the Town of Dublin were busted, with the contractor making repairs. As a result, the Town of Dublin lost a large volume of water. Mr. Huber suggested the PSA take into consideration the loss of water by the Town of Dublin when working with the Town on the billing matter.

3. Operations

a. Minutes of Previous Meeting

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the July 12, 2011 minutes as presented, subject to audit.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

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b. Inmate Availability Report

Staff reported use of two inmates per day during the month of July.

c. Drop Site Total & County Landfill Tonnage Reports

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

**Drop Site Total for the  
Month of July 2011**

Site	Trips	Tons	Tons per haul
Dora Highway	27	83.72	3.10
Dublin	35	112.32	3.21
Fairlawn	5	46.78	9.36
<b>Totals</b>	67	242.82	3.63

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

Commercial	Residential	Tires	Brush
431.06	1136.99	530	7.81

d. Personnel Changes

Board members reviewed recent personnel changes as reported by Norma Spence.

e. Agreement with Pulaski County Sewerage Authority

As reported in the Board packet, Dennis Setliff, Vice Chair of the Pulaski County Sewerage Authority, requests consideration by the PSA Board to the continuation of the maintenance agreement by which the PSA staff provides maintenance services to the Sewer Authority. Based on the costs to the PSA being somewhat less than the \$12,000 paid by the Sewer Authority, renewal of the agreement is recommended.

Ms. Newby reported the current amount paid by the Sewerage Authority covers labor only.

The PSA Board reviewed the terms of the existing agreement. Staff was directed to contact the Chairman of the Sewerage Authority to

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discuss revisions to the agreement and provide an update at the September meeting.

f. Update on PSA Water and Sewer Billing Procedures

The Board reviewed the current billing procedures which are noted as follows:

- |                     |  |
|---------------------|--|
| • Read Meters       | First 3 Weeks of Month (Bi-Monthly)                |
| • Mail Bills        | Last Week of Month                                 |
| • Bills Due         | 15 <sup>th</sup> of each Month                     |
| • Mail Late Notice  | 21 <sup>st</sup> of each Month                     |
| • Absolute Due Date | Last Day of Month                                  |
| • Water Shut-Offs   | First Tuesday and Wednesday of the following month |

Staff advised once the water has been shut-off, a reconnection fee of \$50 is enforced and a tampering fee of \$100 can be applied if the customer attempts to reconnect service themselves and absolute due dates, reconnection fees, and tampering fees are documented in the late notice.

Staff recommended cutting water off five days after the bill is due and replacing the second cut-off mailing with a notification on the bill as is being done by the towns of Pulaski and Dublin.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved cutting water off five days after bill is due and replacing the second cut-off mailing with a notification on the bill as is being done by the Town of Pulaski, as well as the scheduling of an individual to turn water back on the same day the individuals pay reconnection fees as long as payment is made by 5:00 p.m.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

4. Informational Items

a. Past Due Notice by Town of Pulaski

The Board reviewed a notice being issued by the Town of Pulaski to residents in the tornado stricken area of the town who may have a past due account.

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b. PSA Safety Meeting Update

The Board reviewed a report providing an update of items discussed at a PSA employee safety meeting.

c. PSA Notice of Lien Forms

Staff reported the General Assembly modified the State Code last year to require additional notices be given to property owners prior to filing of liens.

d. Brookmont Water

The Board reviewed correspondence from the Health Department providing comments related to the Brookmont water system noting that the system is operating within Health Department parameters.

5. Current Authorized Projects

a. Action Items

- Construction of Highland Park sewer  
*(now substantially complete)*
- Skyview/NRV Fairgrounds sewer funding
- Construction of Commerce Park Utility Project
- 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

• Safety Awards

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the payout of \$100 to drivers and and \$50 for helpers with good safety records, totaling \$1,700 this year.

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

Voting no: none.

Not present: Mr. Crawford, Mr. White.

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Mr. Dean expressed concern over receiving phone calls from citizens as a result of personal phone information being listed on web page. Staff was directed to take action to update the county's web page to include phone numbers for PSA offices, as appropriate.

Mr. Huber provided Board with the resignation of Jerry White from PSA Board. Mr. White indicated his resignation was due to an ongoing health situation with spouse.

Mr. Loyd inquired as to the status of the amnesty program. Ms. Boyd reported one person had taken advantage of the program to date.

7. Adjournment

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board adjourned its regular August meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, September 13, 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. Dean, Dr. Warren, Mr. Loyd.

Voting no: none.

Not present: Mr. Crawford, Mr. White.

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Doug Warren, Chairman

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Hollis Loyd, Secretary/Treasurer