

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS
November 12, 2014

At a regular meeting of the Public Service Authority Board of Directors held on Wednesday, November 12, 2014 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: Dave Dean; Dennis Setliff; Nancy Burchett; and Fritz Streff. Chairman Doug Warren was unable to attend the meeting.

Staff members present included: Peter Huber, County Administrator; Jared Linkous, County Engineer, Diane Newby, Finance Director; Ronnie Nichols, Director of Operations, Maintenance and Transportation; and Gena Hanks, Clerk to the Board.

Mr. Dean advised that Dr. Warren would be unable to attend the meeting and Mr. Dean would chair the meeting in Dr. Warren's absence.

1. Citizen Comments

Brenda Blackburn inquired as to the amount of funds received from the sale of metals at the drop sites. Ms. Blackburn advised she had attended recent Clean Community Council meetings, at which concerns were voiced as to the drop sites being full of metals. Ms. Blackburn suggested the funds from sale of metals should be returned to the PSA and not the county.

Ms. Blackburn expressed continued concerns over the lack of back billing of PSA customers who had been receiving garbage service without paying for that service.

Ms. Burchett requested a detailed report on revenues collected on the sale of metals for 2013 and 2014.

Ms. Blackburn described a recent FOIA request for the number of garbage customers, noting the figure provided was 9,000. Ms. Blackburn also described a meeting with Treasurer Melinda Worrell at which time Ms. Blackburn inquired as to the number of parcels in the county for which Ms. Worrell indicated there were 15,030 parcels of land in the county. Ms. Blackburn suggested the PSA staff go "door-to-door" as a means of determining the status as a PSA customer.

Mr. Dean acknowledged Ms. Blackburn's concerns and noted the PSA Board had been working on collection efforts, specifically through the creation of a "Collections Clerk" position, further noting monthly statistical information is provided to the Board.

Mr. Huber advised any monies received from the collection of the sale of metals was returned to the PSA.

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Mr. Huber advised that a direct match between PSA billings and real estate records could be used as one method for determining whether or not an individual is a PSA customer, indicating however, that a direct match between PSA billing and real estate records may not always be made but that does not necessarily conclude that they are not receiving the service. Mr. Huber advised that the 911 listing included parcels for every PSA pump station, etc. which resulted in the total number of parcels being larger than the PSA customer base.

Mr. Dean advised the PSA Board and staff are working towards a goal of confirming that all citizens receiving garbage service are paying for that service.

Dr. Streff expressed concern over unconfirmed data and requested staff provide a monthly report to include the number of PSA customers, how many letters were sent out and returned and where the PSA stands with the overall collections.

Staff was requested to provide an update at a future meeting.

Mr. Huber advised that while there are individuals that are not paying for garbage service, the figure is far less than the implied 50% rate.

2. Follow-up Items

A. VT Meter Study

Mr. Linkous provided an update on previous discussions to date by the PSA Board on the Pulaski Meter Project. Mr. Linkous advised the total estimated budget to be \$24,000 which includes personnel costs, travel and supplies, and overhead and continuing and professional education fees.

Board members discussed in detail the following matters related to the estimate and proposed study: concerns related to travel and supply fees; overhead costs; the potential for the building of a relationship between the PSA, County and Virginia Tech through use of the graduate student services; the need for staff to oversee the management of the project; and the advantages of investing in the study.

Mr. Linkous advised the study will provide a method by which the PSA can gage the accuracy of the meters and determine when meters should be replaced, as well as provide the PSA Board with a timetable for the expenditure of funds for replacement of the meters.

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On a motion by Dr. Streff, seconded by Mr. Setliff and carried, the Board approved the proposal as presented at a cost of \$24,000.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff, Ms. Burchett.
Voting no: None.
Not present: Dr. Warren.

B. Grant Funding to Address Bear Issues

Mr. Huber advised of no additional information to share regarding the matter, noting communications with Betsy Stinson of the Virginia Department of Game and Inland Fisheries resulted in Ms. Stinson advising additional research would be needed before a response could be provided to the PSA.

Staff was requested to provide an update at a future meeting.

C. Claytor Lake Levels

Mr. Huber summarized a decision by staff to defer the 2014 Claytor Lake drawdown to November 2015. Mr. Huber described the reasons for the decision, including the potential risk of significant interruption of water service to approximately half of the PSA's water customers, including several major industrial employers, if the drawdown occurred in 2014.

Board members discussed the following issues related to the lake drawdown: removal of silt; permitting requirements; the benefits of hydraulic dredging; plans to dredge the area around the PSA water intake; and the costs associated with the dredging operations.

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the Board approved spending of funds not to exceed \$50,000 towards the dredging around the PSA water intake.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff, Ms. Burchett.
Voting no: None.
Not present: Dr. Warren.

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3. Action Items

A. Fairlawn Drop Site Rental Charges

Mr. Huber described a meeting with Joe Sheffey and Clarke Wallcraft at which discussions were held regarding legal collections limitations based on a five-year statute of limitations, as well as the PSA's waiver of the \$5 tipping fee surcharge placed on other materials going into the landfill from third party haulers taking materials to the landfill.

Mr. Huber advised it was the consensus that the waiver by the PSA was greater than, or equal to the monthly charges that were supposed to be paid for the use of the transfer station.

Ms. Burchett noted the need for a correction to the minutes of the October PSA meeting to reflect the Pepper's Ferry agreement should be with the County and not the PSA.

Mr. Huber advised the lease agreement would be revised/updated and provided to the Board for review and approval.

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the Board approved the PSA continuing to waive \$5.00 fee, in return for the Pepper's Ferry waiving the annual fee for the Fairlawn Drop Site property, with a revised lease agreement to be prepared and presented to the PSA Board for formal review and approval.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff, Ms. Burchett.

Voting no: None.

Not present: Dr. Warren.

B. Service Award Policy Revisions

Mr. Huber advised of a recommendation by staff for modification of the service award section of the Personnel Policy, specifically as it relates to the transferring of employees to the county from employment by any branch of the county or from other localities.

Mr. Huber advised this suggested revision was brought to light during the recent transferring of employees from the Town of Pulaski as a result the Joint Dispatch system.

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Ms. Burchett expressed concern that the current revised language was misleading in that it was implied that employees transferring from other localities would receive service credit.

Mr. Huber described the benefits from joint operations, including the recently established Joint Dispatch system. Mr. Huber advised the Board of Supervisors had not approved the revisions and requested the PSA Board approval of the general "concept", which would allow staff to proceed with developing specific language to be presented to the Board of Supervisors and PSA Board.

Ms. Burchett noted that in order for the Personnel Policy to be effective and work for all employees, it was important that the PSA Board approve the same policies as that of the Board of Supervisors. Ms. Burchett expressed continued concern over the recommended revised language.

On a motion by Dr. Streff, seconded by Mr. Setliff and carried, the PSA Board approved supporting the general "concept" and moving forward with revising the existing personnel policies, specifically related to the transfer of employees, with revisions to be provided to the PSA for review and approval .

Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff.

Voting no: Ms. Burchett.

Not present: Dr. Warren.

C. Filing of Disclosure Statements

Ms. Hanks advised of the new filing deadline of December 15, 2014, noting the PSA Board is no longer required to complete the "Statement of Economic Interests" form, rather the PSA Board is now required to complete the "Financial Disclosure Statement".

D. Future Planning

Mr. Huber shared long range planning ideas from Mr. Setliff and requested the Board consider a joint meeting between the PSA Board, Industrial Development Authority (IDA), Board of Supervisors and Planning Commission to discuss various long range planning options.

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Board members discussed the potential for inviting one member from the IDA, Planning Commission and Board of Supervisors to meet jointly with the PSA Board, rather than the full Boards/Commission members.

By consensus, the PSA Board scheduled a meeting for Wednesday, December 3, 2014 at 5:00 p.m. in the County Administration Building for a joint meeting with representatives of the IDA, Planning Commission and Board of Supervisors.

4. Consent Items

On a motion by Dr. Streff, seconded by Ms. Burchett and carried, the Board approved the following Items of Consent:

A. Minutes of Previous Meeting

The Board approved the minutes of the October 14, 2014 meeting, as presented, with corrections.

B. Balance Due and Lien Reports

The Board reviewed and accepted the following balance due and lien reports:

Balance Due	8/4/2014	9/2/2014	10/2/2014	11/3/2014
Current Balance	724,218.18	641,451.25	651,649.46	519,978.16
Over 30 Days	293,895.59	263,485.98	82,086.74	83,512.60
Over 60 Days	161,482.92	237,075.00	41,937.57	23,767.01
Over 90 Days	1,126,018.06	1,140,815.33	1,122,805.85	1,136,643.73
Total	2,305,614.75	2,282,827.56	1,898,479.62	1,763,901.50
Liens Filed	1,346,855.59			

Details of Accounts Delinquent for 90 days or more

Detail by type of customer and level of service billed for

	Garbage & Water	Sewer Only	Garbage Only	Total
Residential	\$ 61,293.33	\$ 70,314.97	\$ 777,297.21	\$ 908,905.51
Commercial	\$ 2,202.74		\$ 49,424.20	\$ 51,626.94
Nonuser	\$ 176,111.28	See breakdown below		\$ 176,111.28
Total	\$ 239,607.35	\$ 70,314.97	\$ 826,721.41	\$ 1,136,643.73

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

	Inactive	Non User	Active	Total
Residential Water	\$ 53,963.98	\$ 31,850.48	\$ 7,329.35	\$ 93,143.82
Commercial Water	\$ 1,728.92		\$ 473.81	\$ 2,202.73
Residential Garbage	\$ 57,676.10	\$ 15,714.23	\$ 719,621.11	\$ 793,011.44
Commercial Garbage	\$ 40,071.03		\$ 9,353.17	\$ 49,424.20
Sewer	\$ 8,106.70	\$ 1,516.53	\$ 62,208.27	\$ 71,831.50
Penalty		\$ 12,961.37		\$ 12,961.37
Interest		\$ 114,068.67		\$ 114,068.37
Total	\$ 161,546.73	\$ 176,111.28	\$ 798,985.71	\$ 1,136,643.73

C. Budget Adjustments

The Board approved the following budget adjustments:

PSA FUND #4

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
		TOTAL \$ -
EXPENDITURES:		
500-046100-8101	Water Dept Machinery & Equipment	\$ 1,672.00
500-094100-8256	Water Meter Project/Leak Detection Equipment	4,328.00
500-091400-9301	Contingency Funds	(6,000.00)
		TOTAL \$ -

D. Billing Adjustments

The Board reviewed and accepted billing adjustments totaling a net credit of \$29,296.16.

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Ms. Burchett inquired regarding the adjustments to the James Hardie account and inquired if these were for adjustments that had been previously reviewed and approved. Mr. Huber advised the adjustments were as a result of the waiving of fees for the James Hardie account.

E. Accounts Payable

The Board approved accounts payable for checks numbered 8011047 through 8011211, subject to audit.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff, Ms. Burchett.

Voting no: None.

Not present: Dr. Warren.

6. Staff Reports

On a motion by Ms. Burchett, seconded by Dr. Setliff and carried, the Board reviewed and accepted the following reports from staff:

A. Financial Report

The Board reviewed the financial report provided by Ms. Newby.

Dr. Streff noted the revenue and expenditures were in line.

B. Operational Reports

1. Inmate Availability

Staff reported use of three inmates per day for the month of October 2014.

2. Drop Site and County Landfill Tonnage Reports for October 2014

Drop Site Totals
for the Month of October 2014

Site	Trips	Tons	Tons per haul
Dora Highway	13	32.61	2.51
Dublin	22	87.96	4.00
Fairlawn	8	30.70	3.84
Totals	43	151.27	3.52

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County Landfill Tonnage
(County customers & refuse department haulers
for the month of October 2014)

Commercial	Residential	Tires	Brush
3293.92	1103.04	616	2.31

3. Cut Off List

Staff reported there were 49 cutoffs for the month of October.

4. Personnel Changes

Staff reported the following change in personnel: Hired - Darrell Sadler, Sanitation Worker.

C. Collections Report

Ms. Boyd reports the following progress has been made in PSA Collections:

1. There has been one additional claim submitted by the State in the amount of \$713.00.
2. No new accounts added since last meeting for those not signed up for garbage service.
3. New billing accounts are still being set up and will start the next quarterly billing in December.
4. Additional letters to homeowners have been sent out on November 7th for those customers not currently being billed by PSA.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff, Ms. Burchett.

Voting no: None.

Not present: Dr. Warren

6. Closed Session – 2.2-3711.A.1

On a motion by Mr. Setliff, seconded by Ms. Burchett and carried, that the Public Service Authority Board of Directors entered into Closed Session for discussion of the following:

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Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.2-3711(A)3 discussion of well property in the vicinity of the PSA water treatment plant raw water pump station.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff, Ms. Burchett.
Voting no: None.
Not present: Dr. Warren

Return to Regular Session

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, that the Board return to regular session.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff, Ms. Burchett.
Voting no: None.
Not present: Dr. Warren

Certification of Conformance with Virginia Freedom of Information Act

On a motion by Dr. Streff, seconded by Ms. Burchett and carried, the PSA Board of Directors adopted 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 Public Service Authority.

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Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff, Ms. Burchett.

Voting no: None.

Not present: Dr. Warren

8. Staff To-Do Listing

The Board reviewed the following staff listing of ongoing items:

- a. Skyview/NRV Fairgrounds Sewer Funding
- b. Drop Center on the South Side of Claytor Lake
- c. Dublin PSA Office Relocation
- d. Covered Water Meter Ordinance
- e. Draper Area Wythe County Sewer/PSA Connection
- f. Water Meter Replacement
- g. Water Master Plan
- h. Change Exist at Fairlawn Drop Site

Staff was requested to remove brush from the fence at the Fairlawn Drop Site to to assist in the installation of "Look Right" signage at the drop site exit.

9. Other Matters

Ms. Burchett described citizen concerns related to the water quality testing standards.

Mr. Setliff provided an update on the construction of the Fairlawn sewer system.

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10. Adjournment

On a motion by Dr. Streff, seconded by Ms. Burchett and carried, the Board adjourned its regular November 2014 meeting to a special meeting to be held at 5:00 p.m. on Wednesday, December 3, 2014 for the purpose of discussing future planning of projects. The next regular meeting of the PSA Board is scheduled for Tuesday, December 9, 2014 at 9:00 a.m. in the Board Room of the CAB.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Streff, Ms. Burchett.

Voting no: None.

Not present: Dr. Warren.



Doug Warren, Chairman



Nancy Burchett, Secretary/Treasurer