

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS
August 11, 2015

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At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, August 11, 2015 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; Nancy Burchett; Dave Dean; Fritz Streff; and Dennis Setliff.

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

Dr. Warren called the meeting to order and welcomed those present.

1. Citizen Comments

A. Fluoridation

Dr. Warren described two documents provided by Garland Campbell related to fluoridations, specifically in Martinsville, VA and Colorado City. Dr. Warren also described personal research on fluoridation, including referendums on fluoridation since the 1950's, and additional statistics and findings online related to fluoridation.

Dr. Streff advised that most studies cited are "popular press" findings rather than scientific studies; however, he appreciated the open discussion on the matter and encouraged continued discussions based on scientific information and not the popular press.

Dr. Warren requested staff contact the New River Health District Director to seek input on the fluoridation issue and provide an update at a future PSA meeting.

B. Public Comments

There were no comments by the public.

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2. Financial Matters

A. Financial Report

Mr. Huber advised no financial report had been provided; noting that July 1, 2015 began the new fiscal year and the finance staff is focused on closing out the previous year and putting the new budget into place in the accounting system.

3. Follow-up Items

A. Collections Update

The PSA Board reviewed an update provided by Ms. Boyd as follows: money received from the State Set Off Debt Program stands at \$21,040.45; there have been 12 new customers to sign up for service in the month of July; staff is continuing to set update billing for those not signed up for garbage service; and Ms. Boyd continues the process of collection of delinquent accounts.

Mr. Setliff and Dr. Streff spoke regarding the collections process nearing completion. Mr. Dean requested PSA billing staff scrutinize the DeHaven Park customer base.

B. Update on Sewerage Authority Reconstruction Project

Mr. Setliff advised the contractor was expected to resume work on the project and a status report had been submitted to the Authority. Mr. Setliff also advised a formalized quote was expected from the contractor related to the discovery of a 54-inch pipe causing the interference with the planned sewer installation.

C. Community Recycling Center

Mr. Setliff provided a summary of the meeting with Volvo staff which included plans by Volvo to staff the center (with Volvo confirming the center would not be open to the general public). Mr. Setliff also described discussions related to transportation costs, and the potential for the PSA to provide Volvo with containers that are currently in reserve by the PSA.

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Board and staff also discussed the following: costs associated with the site; clarifying all costs would be passed through to Volvo, the ongoing investment by Volvo in providing "earth friendly" activities, the need for the PSA Board to be prepared to be responsive to other organizations in the county requesting similar services such as a recycling center, any additional PSA staff needed to provide the services, the current practice in place for hauling of James Hardie materials, and future plans by the New River Resource Authority's landfill cycle. Mr. Nichols advised no additional PSA staff would be needed for providing service to the proposed Volvo recycling center.

On a motion by Mr. Setliff, seconded by Mr. Dean and carried, the Board authorized Mr. Setliff to represent the PSA in discussions with Volvo and move forward on the planning and implementation of a recycling center at Volvo.

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

Voting no: None.

Dr. Warren shared information from the recent Pulaski Encouraging Progress (PEP) meeting in which discussions were held related to Walmart's plans for promoting local economics and expansion in communities.

D. Dredging Permit

Board members reviewed information provided in the BoardDocs agenda packet which included documents from an environmental specialist with the Blue Ridge Field Office including a verification letter, RP-2 permit and compliance certificate for the RP-2 dredging permit for the existing PSA water intake.

E. Brookmont Water

Mr. Linkous described Health Department notifications and a required response regarding disinfectant byproducts in the Brookmont water system and plans to install an automatic blow-off valve which will periodically release water in order to maintain sufficient turnover to prevent continued violations.

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Mr. Dean inquired if residents were made aware of the issue. Mr. Linkous advised that residents are made aware of the issue in the water system when there are occurrences. Mr. Linkous described the process of notifying the public and alternatives, as well as the challenges associated with each alternative. Dr. Streff emphasized there was no direct health concern to residents and suggested looking at other alternatives to increase testing options. Mr. Linkous advised the issue was being monitored.

F. Update on Garbage Collected around Cans

Mr. Huber summarized previous action by the PSA Board related to a citizen concern over the pickup of litter around trash cans and the Board's request that staff review the issue with PSA refuse collection staff to determine the frequency of such occurrences. Mr. Huber also shared articles from the Roanoke Times related to a similar issue occurring in Rocky Mount. Mr. Huber recommended that the PSA restate to residents that all trash should be secured in a can or bag, that refuse workers are responsible for picking up the trash that is in the can or trash bag and that property owners are responsible for any unsecured loose trash, whether scattered by wind, birds, or animals. Mr. Nichols advised a survey of PSA truck drivers indicated the issue of litter around trash cans was not widespread, but mostly sporadic. Mr. Nichols advised it was difficult to determine the owner of the trash, particularly in situations where multiple people bring trash to one location.

Board members concurred with staff sending a general communication to the residents reminding them of their obligations to picking up litter around trash cans, as well as encouraging removal of emptied cans from roadside once trash pickup has occurred.

4. Action Items

A. VDH Funding Authorization

Board members reviewed documentation including funding authorization from the Virginia Department of Health for the installation of emergency generators at the PSA's Water Treatment Plant.

Mr. Linkous described work to date, with the goal for completion in November 2015.

Board members discussed the total cost of the project, affects on the overall budget, potential for holding a ceremony at the WTP upon completion and the need to educate citizens on the ongoing efforts by PSA staff to keep costs to a minimum.

On a motion by Mr. Setliff, seconded by Dr. Streff and carried, the PSA Board accepted funding and authorized staff to take all acts necessary to sign all loan documents and proceed with closing.

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

Voting no: None.

B. New River Packaging

Mr. Nichols advised that New River Packaging is requesting that the PSA consider providing a 35-yard self-contained compactor for lease. Mr. Nichols also advised that the PSA currently had 4-6 compactors that were still in good condition being used at various locations and leased on a monthly basis.

Board members discussed monthly lease costs and anticipated revenue.

On a motion by Mr. Setliff, seconded by Dr. Streff and carried, the Board approved leasing container to New River Packaging, with specifics regarding lease to be determined by Mr. Nichols.

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

Voting no: None.

Mr. Dean requested the PSA logo be placed on the containers.

5. Consent Items

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

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

Voting no: None.

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A. Minutes of Previous Meeting

The Board approved the minutes of the July 14, 2015 PSA Board meeting.

B. Balance Due and Lien Reports

Ms. Burchett described concerns over the increasing amount of the accounts delinquent for over 90 days, noting some may be erroneous where a bulk of the costs are from penalty and interest. Ms. Burchett requested staff focus on identifying customers for which garbage service is being provided, but where residents are not paying for service. Mr. Huber advised some residents have been taken to court through the lien process and that some of the accounts could likely be written off.

Debbie Boyd advised work was ongoing with some of these accounts, with little response.

Staff was requested to provide the PSA Board with a breakout of delinquent account charges by type such as non-user charges, penalty, interest along with an overall listing of delinquent accounts.

The Board approved the following balance due and lien reports:

Balance Due	5/1/2015	6/1/2015	7/1/2015	8/4/2015
Current Balance	670,461.12	596,914.28	762,957.12	655,820.58
Over 30 Days	48,099.45	94,451.28	47,577.05	31,035.31
Over 60 Days	63,719.75	27,074.11	62,853.64	48,559.19
Over 90 Days	1,112,396.80	1,144,166.23	1,150,965.86	1,142,748.30
Total	1,894,677.12	1,862,605.90	2,024,353.67	1,878,163.38
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	\$ 75,819.36	\$ 58,036.92	\$ 774,199.42	\$ 908,055.70
Commercial	\$ 1,825.60		\$ 51,400.91	\$ 53,226.51
Nonuser	\$ 181,466.09	See Breakdown Below		\$ 181,466.09
Total	\$ 259,111.05	\$ 58,036.92	\$ 825,600.33	\$ 1,142,748.30

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

	Inactive	Non User	Active	Total
Residential Water	\$ 69,140.64	\$ 31,529.75	\$ 6,678.72	\$ 107,349.11
Commercial Water	\$ 1,825.60			\$ 1,825.60
Residential Garbage	\$ 70,196.55	\$ 14,607.94	\$ 703,957.87	\$ 788,762.36
Commercial Garbage	\$ 42,997.82		\$ 8,448.09	\$ 51,445.91
Sewer	\$ 14,955.68	\$ 1,595.38	\$ 43,081.24	\$ 59,632.30
Penalty		\$ 13,369.00		\$ 13,369.00
Interest		\$ 120,364.02		\$ 120,364.02
Total	\$ 199,116.29	\$ 181,466.09	\$ 762,165.92	\$ 1,142,748.30

C. Budget Adjustments

There were no budget adjustments.

D. Billing Adjustments

Billing adjustments will be presented at the September Board meeting.

E. Accounts Payable

The Board approved accounts payable for checks numbered 8012292 through 8012437, subject to audit.

F. Personnel Changes

The Board reviewed and accepted the personnel changes as presented.

Dr. Streff referred to a recent personnel change on the report where turnover occurred within two weeks of the employee being hired. Mr. Nichols described the specific circumstances. Dr. Streff inquired if the PSA was paying competitive wages. Mr. Huber indicated wages were likely more competitive in the region and suggested consideration to marketing fringe benefits.

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6. Staff Reports

A. Operational Reports

By consensus, the Board reviewed and accepted the operational reports as follows:

1. Inmate Availability

Staff reported use of three inmates per day for the month of July 2015.

2. Drop Site and County Landfill Tonnage Reports for June 2015

Drop Site Totals
for the Month of July 2015

Site	Trips	Tons	Tons per haul
Dora Highway	16	53.29	3.33
Dublin	34	196.92	5.79
Fairlawn	10	48.88	4.88
TOTAL	60	299.09	4.98

County Landfill Tonnage
(County customers & refuse department haulers
for the Month of July

Commercial 3288.43	Residential 1257.24	Tires 1994	Brush 5.08
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3. Cut Off List

Staff reported there were 58 cutoffs for the month of June.

B. PSA Billing Office:

Board members reviewed a letter from the Town of Dublin granting the PSA's request to install the changeable electronic sign at the new PSA billing offices.

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Ms. Burchett inquired if a decision had been made as to the location for the signage. Mr. Huber advised design work was underway; however, it appears the signage could likely be placed in the area where the previous signage had been located.

Dr. Warren requested a ribbon cutting ceremony be planned when the facility is operational.

C. Update on Roanoke City Recycling

Board members reviewed information provided on the WDBJ 7 site related to the City of Roanoke's plans to change to a single-stream recycling program similar to the one being implemented by the PSA through the regional recycling center.

D. Sick Leave Bank Policy

Board members reviewed amendments to the Sick Leave Bank policy which had been approved by the Board of Supervisors, noting no specific action is required by the PSA Board since this is an adjustment to the County's personnel policy which is likewise applicable to the PSA employees.

7. 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
- i. Pulaski Drop Site

8. Other Matters

There were no other matters discussed at this time.

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9. Closed Session – 2.2-3711(A)1

A Closed Session was not held at this meeting.

10. Adjournment

On a motion by Dr. Streff, seconded by Mr. Dean and carried, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, September 8, 2015 at 9:00 a.m. in the Board Room of the CAB.

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

Voting no: None.


Doug Warren, Chairman


Nancy Burchett, Secretary/Treasurer