

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
May 8, 2007

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, May 8, 2007 at 9:00 a.m. in the Middle Conference Room of the County Administration Building Board Room, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: H. W. Huff, Jr., Chairman; Carl Mathes, Vice-Chairman; Doug Warren, Winston Snead, and Hollis Lloyd. Board member Archa Vaughan was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator; Robert Hiss, Assistant County Administrator; Brenda Sayers, PSA Bookkeeper; Ronnie Nichols, Director of Fleet Services; and Ron Coake, County Engineer.

Also present were Brent Lovell of the New River Valley Planning District Commission.

1. Citizen Concerns

Mr. Bill Jones of 3255 Lavender Road expressed concerns regarding garbage trucks using his driveway as a turnaround. Mr. Huff stated that the PSA should not be using his driveway without permission and that a turnaround needs to be established by VDOT. Until a turnaround is established, the PSA would either use his driveway or require pick-up at the end of the street. It was agreed by Mr. Jones to continue the use of his driveway until a turnaround could be established.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion of Mr. Mathes, seconded by Mr. Warren and carried, the Board of Directors approved customer credit adjustments in the amount of \$262.42-.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd,  
Mr. Snead, and Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

2. Inmate Availability Report

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

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3. Balance Due & Lien Report

The Board 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

The following pickups were reported as pending:  
Pickups pending: 14 brush; 3 large; 0 tire(s); 0 refrigerator(s).

5. Drop Site Totals

The following drop site totals were presented:

**DROP SITE TOTAL  
FOR THE MONTH OF APRIL**

<b>Site</b>	<b>Trips</b>	<b>Tons</b>	<b>Tons per haul</b>
<b>Dora Highway</b>	60	117.11	1.96
<b>Dublin</b>	63	127.60	2.03
<b>Fairlawn</b>	17	63.96	3.77
<b>Totals</b>	140	308.67	2.21

b. Action Items:

1. Minutes of Previous Meeting

On a motion by Mr. Mathes, seconded by Mr. Lloyd, and carried, the Board approved the April 10, 2007, minutes as presented.

2. Accounts Payable

Mr. Lloyd questioned the amount paid for gloves, unemployment insurance, and the container costs. It was explained that amount for gloves was higher due to a backlog of invoices, the unemployment insurance is a quarterly invoice, and the containers were for the recently approved front loading containers.

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On a motion by Mr. Mathes, seconded by Mr. Lloyd and carried, the Board approved the accounts payable for checks numbered 10586 through 10633, subject to audit.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Lloyd,  
Mr. Snead, and Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

3. Employee Transfer Policies

As a follow-up from the April meeting and included in the Board packet is a draft policy which would allow employees to freely transfer between county funded agencies without losing seniority or accrued sick or annual leave. As an alternative, the financial liability for leave balances would be transferred between employers based on full payment of liabilities for accrued annual leave and 50% payment of accrued sick leave.

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved the proposed employee transfer policy.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Lloyd,  
Mr. Snead, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

4. Joyce Way Waterline

The Board had deferred action on this request until the County Engineer could be present. As reported in the April packet, we have a request from Mr. Mike Mason to connect three homes to the water line in Joyce Way located on Belspring Road (Route 600). The existing water line is a 2" galvanized line and it is likely that corrosion has reduced the size of the line during the years. The line is approximately 25 years old with 11 homes on it. The line is approximately 600 feet long and would cost approximately \$25,000 to replace. The PSA Water Department has had to fix leaks in this line recently and is probably getting to the age to cause further problems. The immediate concern is allowing the three new connections and the likelihood of low pressure problems due to the increased demand. The proposed new connections would be at the end of the line on the Mason property.

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Mr. Huber recommended splitting the cost of this water line with the three residences connecting to the system through a \$2,000 connection fee. In this way the PSA would pay \$19,000 while the three new residences would pay a combined \$6,000 toward the cost of a new water line.

Mr. Huff asked about the potential low pressure problems. Mr. Coake said that if approved, he recommended at least a 4" line but preferred a 6" line with hydrant(s) to replace the existing 2" line.

It was discussed to include the standard \$350 connection fee in with the initial \$2,000 fee. Mr. Mason said one of three homes would not be built for about 3 years, so it was recommended to pay \$1,650 now, and the standard connection fee when necessary. Mr. Mason would present these options to his family members and follow-up with Mr. Huber.

5. Request for Water Service in Proposed Subdivision

Mr. Michael Slusher, representing The Thornspring Group, inquired about the availability of water to the proposed subdivision beside the Pulaski Golf Course. The three options in providing water service to the area are from the Town of Pulaski which has a water line on Morehead Lane a distance of 1,735 from that portion of the subdivision which would be developed first. The second alternative would be to connect to the PSA's Pulaski Corporate Center which is 3,250 feet from the nearest point in the development. However, a total of 7,000 feet of water line would be required to get to the portion of the subdivision to be developed first. In addition, an easement for the water line would have to be obtained from a third property owner. Third, is to connect to the County system at its current location at the Barn on Lee Hwy. which is over 4,500 feet to the development entrance.

Following an inquiry by Mr. Huff, Mr Slusher stated they had never discussed building a private water system. This development would need approx. 58,000 gallons per day at build-out and would need 145,000 gallons per day of sewer capacity at its peak flow. They would install 8" sewer lines gravity fed to the pump station.

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Mr. Coake expressed concerns about there only being a 6" line from Thornspring tank to the barn. Mr. Huber stated that it may be possible to extend the water line from the Corporate Center straight thru Mr. Booth's property instead following property lines, which would cut down on the number of linear feet and the construction cost.

It was agreed that Mr. Slusher is to meet with Mr. Coake and Town officials to discuss more specifics and provide further information at the next Board meeting.

6. Employee Identification Cards

It is recommended to update employee identification cards to allow for color coded photo identification cards which can be used should customers request identification, as well as in the administration of emergency response situations. The cost of these cards would be shared between the Board of Supervisors, the School Board and the Department of Social Services if they choose to participate.

The Board agreed with Mr. Huber to purchase these cards for its employees with the cost being less than \$1,000.

7. Replacement of Form Burster

The machine used to separate PSA bills, checks and other forms is in need of replacement based on the unavailability of spare parts. Mr. Huber stated staff is examining whether to buy a new machine, lease a machine, or outsource this function to a private company. Mr. Huber will report on findings at the next meeting.

8. Hydrant Flushing

Hydrants should be flushed before summer. Mr. Huff instructed Mr. Huber to hire part-time workers as deemed necessary. There are approximately 500 hydrants and flushing is generally performed between 10:00 p.m. and 5:00 a.m.

9. Water Service to Southside of Claytor Lake

In response to continued questions regarding the potential availability of water service to the south side of Claytor Lake, the New River Valley Planning District

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Commission is sponsoring a preliminary engineering report for the provision of public water service to the Snowville and Hiwassee communities. This report is to be paid for by an EDA grant.

On a motion by Mr. Warren, seconded by Mr. Mathes and carried, the Board authorized the preliminary engineering report.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd,  
Mr. Snead, and Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

c. Informational Items:

1. Personnel Changes

As reported in the Board packet, the Board reviewed recent personnel changes as provided by Ms. Spence.

2. Financial Report

As presented in the Board packet, the Board reviewed the financial report as prepared by Gordon Jones.

3. Projects Update

The Board received an update from the Planning District Commission on the various water and sewer projects. Brent Lovell from the PDC recommended pursuing condemnation procedures for three easements in the Rolling Hills subdivision and possibly five in the Orchard Hills subdivision. The official final offer letters need to be prepared. He is still making progress in Highland Park, but over seventy easements are still needed.

4. Water Service to Commerce Park

In an effort to improve the volume of water available to the Commerce Park, the New River Valley Regional Planning District Commission is working on an Economic Development Administration grant to provide additional water capacity to the Commerce Park. It is believed that the most economical means of doing so is through the formation of a regional water

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authority, through which water produced by the Radford City water treatment plant can be used to supply the eastern part of Pulaski County leaving more of the capacity of the existing PSA water treatment plant available to serve the Commerce Park. This approach may also provide the eastern portion of Pulaski County with the ability to be served by two water treatment plants.

Mr. Huff expressed concerns regarding a regional authority for water and requested that the county revisit the cost of refurbishing its water filtration plant.

Mr. Huber explained four potential advantages of the proposal is: 1) affordability of expanding county's existing plant, 2) growth in Fairlawn and the Commerce Park will require more water capacity, currently provided from Dublin on too small of a line, 3) the security of having a back-up water system in case of problems or disaster at the existing plant, and 4) the formation of an authority will limit Radford's ability to annex into Fairlawn or Pulaski County.

It was agreed by consensus to postpone approval of a resolution to participate with Radford on a water supply project until more information can be presented.

d. Current Authorized Projects & Items Under Review:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (engineering underway)
3. Water Treatment Plant Dispersion Wall Design
4. Installation of back-up generators at sewer pump station
5. Replacement of Texaco sewer pump station
6. Skyview/Fairgrounds/Commerce Park sewer preliminary engineering

3. Other Matters

Mr. Huber distributed a survey letter sent to all property owners in the Pine Grove subdivision regarding streetlights. The deadline for returning the survey is May 25, 2007.

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Mr. Huber distributed a container inventory prepared by Ronnie Nichols. He reported the PSA has 70, either 30 or 40 yard containers, and seven compactor containers. It also owns 180 front load containers.

Mr. Coake updated the Board on the new Draper water tank. The contractor's bond will expire on July 21<sup>st</sup>. The new tank will be at the new subdivision site.

Mr. Huber distributed a draft garbage service easement agreement as prepared by Robert Hiss and reported the agreement is still being reviewed by the County Attorney. Mr. Huff thought that the county has entered into individual agreements in the past based on particular circumstances and those may be worth looking into.

4. Adjournment

On a motion by Mr. Mathes, seconded by Mr. Warren and carried, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, June 12, 2007 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd, Mr. Snead,  
and Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

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H. W. Huff, Jr., Chairman

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Winston Snead, Secretary