

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

November 13, 2008

At a regular meeting of the Public Service Authority Board of Directors held on Wednesday, November 13, 2008 at 9:00 a.m. in the Middle Conference Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: Carl Mathes, Secretary/Treasurer; Douglas Warren; Hollis Loyd; and Maynard Sayers. Also present was Frank Conner, Alternate PSA member. H. W. Huff, Jr., Chairman, was unable to attend the meeting due to being hospitalized. Staff members present included: Peter M. Huber, County Administrator; Robert Hiss, Assistant County Administrator; Diane Newby, Finance Director; Ron Coake, County Engineer; Ron Nichols, Director of Fleet Maintenance and Operations; Brenda Sayers, PSA Bookkeeper; and Gena Hanks, Executive Secretary.

Mr. Huber provided an update on Mr. Huff advising that Mr. Huff was recovering from surgery at Pulaski Community Hospital.

1. Citizen Comments

There were no citizen comments.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Loyd, seconded by Mr. Sayers and carried, the Board of Directors approved customer adjustments in the amount of \$3,012.88.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd,
Mr. Sayers, Mr. Conner.

Voting no: none.

Not present: Mr. Huff.

2. Inmate Availability Report

Staff reports the PSA generally had use of two inmates per day for the month of October, with five inmates on Mondays.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 13, 2008

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.

Mr. Loyd inquired of staff as to any increases in late payments. Ms. Sayers advised she had not seen either an increase, or a decrease, in late payments. She also advised some liens are being paid off.

Ms. Sayers advised most 90 day accounts are for individuals with a water leak and extra time is being allowed by for these individuals to make payment.

Mr. Loyd questioned the number of commercial garbage and sewer accounts. Ms. Sayers explained this was for residential accounts and there was no way to collect, since the customer may have water and garbage with the Town of Pulaski, Town of Dublin or Pulaski County Sewerage Authority.

Ms. Sayers advised there are some large delinquent garbage accounts; however, collection is difficult due to the only option being discontinuance of garbage pickup. Staff was requested to obtain the number of customers with delinquent garbage accounts.

Ms. Sayers advised most large delinquent accounts have liens placed against them; however, she would like for the Board to consider writing off the inactive residential garbage accounts, since most are individuals who have moved out of the county.

Staff was requested to place on the December agenda consideration to writing off delinquent accounts for garbage customers.

4. Work Order Count

Pickups pending: 26 brush; 18 large item; 0 tires; 1 refrigerator.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 13, 2008

5. Drop Site and Landfill Totals

The drop site totals and county landfill tonnage reports for the month of October were reported as follows:

Month of October 2008

Site	Trips	Tons	Tons per haul
Dora Highway	34	86.72	2.55
Dublin	35	103.45	2.96
Fairlawn	8	58.99	7.37
Totals	77	249.16	12.88

**County Landfill Tonnage
(County customers & Refuse Department Haulers)
(for the Month of October 2008)**

Commercial	Residential	Tires	Brush
1978.58	1004.84	713	128.27

b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Loyd, seconded by Mr. Sayers and carried, the Board approved the minutes of the October 14, 2008 Board meeting.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd,
Mr. Sayers, Mr. Conner.

Voting no: none.

Not present: Mr. Huff.

2. Accounts Payable

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved the accounts payable for checks numbered 8001414 through -8001509, subject to audit.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd,
Mr. Sayers, Mr. Conner.

Voting no: none.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 13, 2008

Not present: Mr. Huff.

3. Sulfate Allocation and Surcharge Program

As reported in the Board packet, the purpose of the Sulfate Allocation and Surcharge Program is to allow limited discharges exceeding plant standards in exchange for payment of surcharge fees. Based on current discharge levels by the PSA's industrial customers, there does not appear to be any benefit to participating in this program.

4. Highland Park Rate Resolution

WHEREAS, the Pulaski County Public Service Authority was formed as a political subdivision to exercise public and essential governmental functions to provide for the public health and welfare of the citizens of Pulaski County; and

WHEREAS, it has operated and maintained water systems, sewer systems and refuse and disposal systems within Pulaski County; and

WHEREAS, the County has been awarded funding from the USDA Rural Development Agency for the construction of the Highland Park Sewer Project;

NOW BE IT RESOLVED, the Pulaski County Public Service Authority agrees to consider for adoption the following rates for the above mentioned project at a future public hearing by the Public Service Authority:

Sewer Rates:
\$25.13 non user rate
\$25.13 minimum
\$4.50 per 1,000 gallons used

Furthermore, the Board requested that the Town of Dublin consider billing for these services on behalf of the PSA so that the customer will only receive one bill for utility services.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd,
Mr. Sayers, Mr. Conner.

Voting no: none.

Not present: Mr. Huff.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

November 13, 2008

5. Interconnection of Water Systems

a. Wythe County

As reported in the Board packet, staff shared correspondence from Wythe County Administrator Cellell Dalton requesting initiation of discussions regarding a possible interconnection between water systems.

Mr. Sayers inquired if Wythe County had excess capacity. Mr. Huber advised Wythe County is building a new water treatment plant with the potential to expand.

On a motion by Mr. Sayers, seconded by Mr. Loyd and carried, the Board authorized an expenditure of up to \$3,000 towards determining the technical viability of making a water connection.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd,
Mr. Sayers, Mr. Conner.

Voting no: none.

Not present: Mr. Huff.

b. City of Radford

As reported in the Board packet, a productive first meeting was held with City of Radford representatives regarding the implementation of the Commerce Park water improvements. Staff reported the City is currently calculating long-term water costs prior to scheduling a second meeting. Also provided to Board members was an overall map of the proposed water interconnection and improved service to the Commerce Park.

By consensus, the Board approved the scheduling of a meeting with the City of Radford for Tuesday, November 18 at 1:30 p.m. for the purpose of discussing a proposed water interconnection.

6. Adoption of Purchasing Policies

As reported in the Board packet, in reviewing the County's purchasing policy, the question has been raised as to the adoption of a purchasing policy by the PSA. To clarify this

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

November 13, 2008

matter, staff recommended that the PSA adopt the County's policy.

Board members posed several questions to staff regarding the county's purchasing policies, including requesting clarification on the general procedures for items costing between \$30,001 and \$50,000.

On a motion by Mr. Sayers, seconded by Dr. Warren and carried, the Board adopted the county's purchasing policies, a copy of which is filed with the records of this meeting in the Office of the County Administrator.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd,
Mr. Sayers, Mr. Conner.

Voting no: none.

Not present: Mr. Huff.

7. Pulaski County Sewerage Authority Request for Storage Area

As reported in the Board packet, the Pulaski County Sewerage Authority is looking for indoor space in which to store equipment and materials needed to serve the Fairlawn area. Approval of the concept of sharing of a storage facility in the vicinity of the Fairlawn Large Item Drop Center site next to Pepper's Ferry Regional Wastewater Treatment Plant is requested.

Mr. Coake inquired as to the possibility of space at the Riverlawn School which will be vacated once the new school opens. Mr. Nichols advised he was not aware of the plans for the school once it is vacated.

Mr. Huber recommended consideration by the PSA Board for the sharing of a storage facility based on the mutual benefit a facility would have to PSA operations.

On a motion by Mr. Loyd, seconded by Mr. Sayers and carried, the Board approved the concept of sharing a storage facility in the vicinity of the Fairlawn large item drop center site, with staff to develop and present the final cost figures at a future PSA meeting.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 13, 2008

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd,
Mr. Sayers, Mr. Conner.

Voting no: none.

Not present: Mr. Huff

8. Route 114 Bridge Construction

As reported in the Board packet, Ron Coake has been working with VDOT and neighboring localities regarding provisions for utility installations as part of the construction of the new Route 114 bridge. By consensus, the PSA Board confirmed its initial commitment to contribute \$25,000 towards the installation of conduits for utility installations through abutments in the new bridge.

c. Informational Items:

1. Personnel Changes

As reported in the Board packet, Board members were provided with a copy of recent personnel changes prepared by Norma Spence, Administrative Assistant.

2. Financial Report

As presented in the Board packet, Board members were provided a financial report and budget adjustments as prepared by Ms. Newby.

3. Utility Projects

As provided in the Board packet, Board members were presented the most recent progress reports.

4. Motor Vehicle Safety Policy

An update was provided at the October PSA meeting regarding safety issues, as well as presentation of a draft of the VACo modeled Motor Vehicle Safety policy. It was further reported that VACo on-line training is being tested for consideration in the establishment of recommended standards.

Staff advised of plans to provide an update to the Board once a policy is drafted.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 13, 2008

5. Drop Center Operations Implementation

As reported in the Board packet, staff advised of the possible hiring of Goodwill employees by the PSA which will give the PSA the ability to cross train existing drop center and Goodwill employees and extend drop center hours at no additional cost.

Mr. Huber advised no action had been taken by Goodwill and any decision by Goodwill will be reported to the PSA Board at a future meeting.

6. Need for Fire Hydrants in Fairlawn

As reported in the Board packet, there is a potential need for fire hydrants in vicinity of proposed commercial apartments in Fairlawn. Staff advised this matter would be evaluated and likely required to be installed by the developer as part of the site plan review process.

7. Update on Recycling Efforts

As reported in the Board packet, Volvo has delayed the proposed development of a recycling center due to current lack of funding. Staff was directed to obtain pricing and include the purchase of a roll-off box for white paper on the December agenda.

d. Current Authorized Projects & Items Under Review:

Staff provided updates on the following projects with those updates being noted in italics:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway) (*Taking bids*)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (*Bids to be advertised by January, 2009*)
3. Water Treatment Plant Dispersion Wall Construction (*Completion expected 60 days*)
4. Water Treatment Plant Raw Water Intake Access Road (*Grading completed – Waterline installed - Ready to pave*)

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 13, 2008

3. Other Matters

There were no other matters discussed at this time.

4. Adjournment

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, December 9, 2008 at 9:00 p.m. in the Middle Conference Room of the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

Voting yes: Mr. Mathes, Dr. Warren, Mr. Loyd, Mr. Sayers,
Mr. Conner.

Voting no: none.

Not present: Mr. Huff.

Carl Mathes, Secretary