

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

July 14, 2009

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, July 14, 2009 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: Doug Warren, Vice-Chairman; Hollis Loyd, Secretary/Treasurer; Frank Conner; Pete Crawford; and David Dean. Chairman Maynard Sayers was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator and PSA Executive Director; Robert Hiss, Assistant County Administrator; Diane Newby, Finance Director; Ron Coake, County Engineer; Ron Nichols, Director of Fleet Maintenance; Brenda Sayers, PSA Bookkeeper; and Gena Hanks, Executive Secretary.

Mr. Huber advised that Chairman Sayers was unable to attend the meeting and that Dr. Warren would serve as Acting Chairman for the meeting.

Mr. Huber recommended postponing the facilities tour until a majority of the PSA Board members could participate.

1. Citizen Comments

There were no citizen comments.

2. Use of Water Tanks by the Pulaski County Wireless Authority

Mr. Huber introduced Carol Smith, Vice-Chair of the Wireless Authority, and John Ayers, President of Professional Networks, and provided background information regarding the request. Mr. Huber referred to excerpts from the June PSA staff memo and June PSA minutes related to this matter, a copy of which is filed with the records of this meeting.

Mr. Dean requested confirmation that the purpose of the request was to allow the Wireless Authority to use the PSA's water tanks for the purpose of allowing placement of antennas on the water tanks for the provision of high-speed internet service. Ms. Smith and Mr. Ayers confirmed Mr. Dean's understanding of the request.

Board members posed questions related to the PSA of having the antennas on water tanks. Mr. Huber advised the Wireless Authority would make money from the service and then reinvest the money towards the maintenance of the system or expansion of the service.

Mr. Ayers and Ms. Smith advised the placement of antennas on the water tanks would allow coverage of a wider area in the county and that the revenue generated from the services will allow for more microcells in other areas of the county, with the ultimate goal being to provide broadband to all citizens in Pulaski County. It was indicated there was no time frame in place,

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noting the Wireless Authority would provide services as money allows and that applications for stimulus funds have been submitted.

Dr. Warren inquired if WireDog would provide service on the south side of Claytor Lake, if a water tank is available. He advised that citizens on the south side of the lake presently use Verizon and Intelos which is not always satisfactory.

Mr. Huber advised the Wireless Authority is different from the PSA in that in technology are more temporal though both provide needed services.

Mr. Loyd inquired as to the cost of internet services to the customer. Mr. Ayers advised the cost is \$34.95 a month, or roughly \$300 per year.

Mr. Loyd inquired as to the benefit to the PSA for allowing placement of the antennas on the water tanks. Mr. Huber advised of the potential savings of approximately \$700 per month, per water tank, due to elimination of regular telephone lines used to signal the water level in each tank.

Mr. Conner recommended approval of allowing the placement of antennas on all water tanks, citing the benefit to Pulaski County citizens at a minimal cost.

Mr. Huber suggested the Board consider approving the request for a two year time period, with a review of the Fairlawn site to occur at the end of the two years.

Mr. Crawford expressed concern if the PSA Board does not approve the request, it could be some time before county citizens are provided the benefit of wireless service.

Ms. Smith indicated technology is changing rapidly and that by allowing placement of the antennas on all water tanks, it could allow for expansion of the services by the Wireless Authority throughout the county.

Mr. Huber suggested consideration to asking the City of Radford to use their tank if Radford residents could benefit from the service of an antenna on the Viscoe Road water tank.

Mr. Loyd expressed concern as to a potential liability to approving the request. Mr. Huber advised the PSA staff could review and approve all placement of antennas on the water tanks, prior to placement.

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Mr. Dean recommended approval of the two year stipulation, advising if the placement of antennas on the water tanks is not successful, then the PSA could withdraw its commitment.

On a motion by Mr. Dean, seconded by Mr. Conner and carried, the Board approved the installation of antennas on all PSA water tanks, pending review and approval by the County Engineer, and review to be conducted after a two-year period, with the focus on the utilization of the Fairlawn tank.

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

Voting no: none.

Not present: Mr. Sayers.

3. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board of Directors approved customer adjustments in the credited amount of \$2,517.95.

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

Voting no: none.

Not present: Mr. Sayers.

2. Inmate Availability Report

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

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.

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4. Work Order Count

Pickups pending: 4 brush; 6 large items; 0 tire; 0 refrigerators.

5. Drop Site and Landfill Totals

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

**DROP SITE TOTAL
FOR THE MONTH OF JUNE 2009**

| Site | Trips | Tons | Tons per haul |
|---------------------|--------------|-------------|----------------------|
| Dora Highway | 39 | 96.15 | 2.47 |
| Dublin | 38 | 146.37 | 3.86 |
| Fairlawn | 7 | 60.58 | 8.66 |
| Totals | 84 | 303.10 | 3.61 |

**COUNTY LANDFILL TONNAGE
(COUNTY CUSTOMERS & REFUSE DEPARTMENT HAULERS)
(FOR THE MONTH OF JUNE 2009)**

| Commercial | Residential | Tires | Brush |
|------------|-------------|-------|-------|
| 1,510.26 | 1,203.12 | 848 | 42.58 |

b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board approved the minutes of the June 9, 2009 Board meeting.

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

Voting no: none.

Not present: Mr. Sayers

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2. Accounts Payable

Mr. Loyd questioned the \$40,000 paid to Meade Contracting. Mr. Coake confirmed this was payment for work on the Timberlane project.

On a motion by Mr. Conner, seconded by Mr. Loyd and carried, the Board approved the accounts payable for checks numbered 8002444 through 8002498, subject to audit.

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

Voting no: none.

Not present: Mr. Sayers

3. Bank Account Renewal

As reported in the Board packet, the three-year banking agreement with National Bank expired on June 30, 2009. The existing terms could be renewed for an additional two years if approved by the Board of Supervisors, the PSA Board and National Bank. Mr. Huber reported the Board of Supervisors had approved the agreement, noting the original procurement was done in 2006.

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board approved renewal of the banking agreement for an additional two years.

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

Voting no: none.

Not present: Mr. Sayers

4. Irene Hicks Request for Waiver of Penalty and Interest Charges

As reported in the Board packet, Board members were provided a copy of an application submitted by Irene Hicks for tax relief for the elderly and handicapped. Staff reported that while this application meets the threshold criteria, it will not be valid for the purpose of reducing property taxes until next year, as it was not submitted prior to the deadline.

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As noted in the Board packet, Mr. Huber recommended waiver of \$1,341.43 in penalty and \$8,707.16 in interest charges and freezing further interest and penalty charges, pending full payment of \$12,040.02 in non-user charges due to the PSA. Mr. Huber advised that Ms. Hicks's daughter Sharon Dressel has been paying off Ms. Hicks' other considerable debts and is proposing payment of \$100 per month while working to sell the property with full payment of the \$12,040.02 balance due upon sale of the land or generation of income from the property.

Mr. Loyd inquired if there was a lien on the property. Ms. Sayers advised that although the property had changed from Ms. Hick's name to that of her daughter, Sharon Dressel, the lien continues to be held on the property.

Mr. Dean recommended sending a letter to Ms. Dressel stipulating the commitment to the proposed payment schedule. He also suggested consideration to the offer of a settlement of \$6,000, eliminating the \$100 monthly payment and remaining debt.

Dr. Warren recommended staff discuss the matter with Ms. Dressel, including the status of the sale of the property and the potential sale of the property.

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board deferred action on this matter to the August meeting, pending contact with Ms. Hick's daughter to determine the status of the property and to pursue a potential settlement.

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

Voting no: none.

Not present: Mr. Sayers

5. Proposed Agreement – Commerce Park and PSA

As provided in the Board packet, Board members reviewed a memo and suggested points of a proposed agreement between the Commerce Park Participation Committee and the Pulaski County Public Service Authority,

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as well as a funding breakdown between the Authority and the Participation Committee for the utility work.

Mr. Loyd inquired if the PSA could charge the Commerce Park a non-user fee equal to the debt service. Mr. Huber responded a non-user fee could be charged.

Mr. Loyd inquired as to the timeline for active water service at Commerce Park. Mr. Coake advised a projected date of 2013 for water at Commerce Park.

Mr. Huber requested approval of the "concept" for the terms covered in the draft agreement.

On the motion of Mr. Crawford, seconded by Mr. Loyd and carried, the Board approved the concept of the terms of the proposed agreement with pending review of the details.

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

Voting no: none.

Not present: Mr. Sayers

6. Change Order Request

As provided in the Board packet, Board members were presented with a change order with Meade Excavating in the amount of \$23,346.50 for work done on the Timberlane and Jackson Avenue road water lines. Staff indicated this increase is due to additional length of pipe that needed to be installed above the amount shown in the plans.

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board approved the change order in the amount of \$23,346.50 for work on the Timberlane and Jackson Avenue road water lines.

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

Voting no: none.

Not present: Mr. Sayers

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7. Drop Center Hours

As reported in the Board packet, the location of the Goodwill Industries drop boxes at the Dublin and Fairlawn Drop Centers allowed the hours of operation to be extended by an additional 24 hours (four hours per day on weekdays, and four hours on Sunday). Previously, the hours at these sites and the current hours at the Dora Highway site are four hours per day on weekdays and eight hours on Saturday. These hours were staggered so that the Dublin site is open on weekday mornings due to its central location while the Fairlawn and Dora Highway sites were open on weekday afternoons. The PSA Drop Center budget was increased this year to accommodate continuation of the current hours of operation without the assistance previously provided by Goodwill.

Further reported in the Board packet, drop site attendants are being paid an average of \$7.89 per hour or \$8.50 with fringe benefits (FICA). Thus, making up all the Goodwill hours would cost \$21,216 per year (24 hours x 2 drop centers x \$8.50 per hour x 52 weeks per year). The extended hours have been pending review of the overall situation by the PSA Board rather than to curtail the drop center hours following the withdrawal of Goodwill's participation.

Mr. Nichols advised he was awaiting a return call from a representative of the U. S. Forest Service to determine the location of the dumpster requested by the Forest Service.

Mr. Loyd questioned the effect on the potential for a manned site on the south side, if the hours are reduced at the drop site.

Mr. Dean advised he was not in favor of reducing the hours at the Dora Highway site.

Mr. Huber advised he had not received a response from the City of Radford to the Board's request for consideration to allowing the sharing of sites.

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On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board approved continuing with the current hours at the drop sites and reporting back to the PSA Board the results from a meeting with the City of Radford regarding exploring options for sharing of the drop sites.

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

Voting no: none.

Not present: Mr. Sayers

8. Dumpster on South Side of Lake

As reported in the Board packet and as an item related to the issue of the drop center hours, a request was received that the PSA consider the location of a drop center, or unmanned dumpsters, on the South side of Claytor Lake.

Mr. Loyd inquired if there was land on the south side suitable for a drop site. Mr. Huber suggested potential site locations including the fire stations, school, or boat ramps.

Mr. Loyd requested staff develop a map showing the sites for potential locations of a drop site on the south side, and to include on the map any potential sites for land owned by the state.

By consensus, the Board requested staff explore options for a manned site on the south side of Claytor Lake.

9. Consent to Easement/Encroachment Agreement

As reported in the Board packet, when Steve Sheckler granted the PSA an easement for the construction of a better road to the raw water intake pumps at the PSA water treatment plant, he violated the specific terms of a conservation easement he had granted to the Virginia Outdoors Foundation. The Foundation researched the matter and has determined that while the specific terms were violated, the intent of the easement was not altered. In order to address this discrepancy, the Foundation is requesting consideration by the PSA to an agreement as may be modified. Staff requested Tom McCarthy review the details to ensure that the PSA would have the ability to make any needed improvements to the road

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should the pump station ever need to be rebuilt. Approval of the agreement, as may be modified by Mr. McCarthy, was recommended.

On a motion by Mr. Crawford, seconded by Mr. Loyd and carried, the Board approved an agreement with appropriate language to be added allowing for action by the PSA to take whatever acts necessary to access pump station, including upgrades to road, and noting that part of the road is currently paved, and also include language to allow the PSA to take all acts necessary to meet DEQ requirements which may be established in the future.

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

Voting no: none.

Not present: Mr. Sayers

c. Informational Items:

1. Personnel Changes

As reported in the Board packet, there have been no personnel changes since the last meeting.

2. Financial Report

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

3. Utility Projects

As presented in the Board packet, Board members were provided with an update on the utility projects by the New River Valley Planning District Commission.

4. Update from May Meeting

The Board reviewed in detail the follow-up memo which responded to inquiries/questions from Board members at the June 9 PSA meeting. A copy of the follow-up memo is filed with the records of this meeting.

Mr. Nichols also distributed a spreadsheet noting the history of the PSA trucks that included age, mileage, etc.

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5. Sewage Pump Station Overflow

As provided in the Board packet, Board members reviewed correspondence from Mr. Coake to DEQ providing documentation of a sewage overflow from the New River Industries Sewage Pump Station in Fairlawn.

6. Commerce Park/Pulaski Project Summary

As provided in the Board packet, Board members reviewed a summary of the June 10 meeting.

7. Unclaimed Property

As reported in the Board packet, the PSA was included in a state list of individuals and firms whose unclaimed property was being held by the state. Staff advised the following response was received as a result of a submission of an inquiry by the PSA: "We received your inquiry and it appears that you may have property to claim. The inquiry will be processed in the order in which it was received. Please allow 6 to 8 weeks for more information to be sent for we are currently experiencing a backlog situation. We hope to correct this situation as soon as possible." Thank you, Department of Treasury, Division of Unclaimed Property". Staff will keep the PSA Board informed of any results received from the state.

8. PER Results for Water Extension to Parrott Mount Road and High Road

As reported in the Board packet, the PSA received a request to extend a water line on top of Parrott Mountain. However, the cost does not seem feasible as it will require a \$58.78 per month non-user/minimum bill. Considering this cost and the interest by citizens in the installation of the water line in what appears to be a low- to moderate-income community, it is recommended that the PSA consider utilization of the Community Development Block Grant – Self-Help program and will report our findings at the next PSA meeting.

By consensus of the Board, the Board requested staff provide its findings at the August PSA meeting.

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9. Virginia Rural Water Association

As provided in the Board packet, Board members reviewed correspondence offering technical assistance in utilizing the Rural Development Loan process.

d. Current Authorized Projects & Items Under Review:

Mr. Coake reported the completion of Water Treatment Plant Dispersion Wall construction.

3. Other Matters

Mr. Huber presented for the Board's review a "Proposed PSA Policy re: Items Placed for Curbside or Dumpster Location". Board members posed questions requesting clarification on the need for such a policy.

Mr. Huber advised the policy would encourage reuse of items, but not for personal use. Mr. Loyd expressed concern that such a policy would be difficult to enforce.

On a motion by Mr. Crawford, seconded by Mr. Conner and carried, the Board approved the following policy:

PSA policy regarding items placed for curbside or drop center collection

On occasion, items are placed at the curbside or brought into the drop site that still have some useful life or can be repaired and used to good purpose. In keeping with an effort to maximize recycling and avoid unnecessary disposal at the landfill, employees are encouraged to set aside such items for reuse. However, such reuse must be for public purposes either by the PSA, the School Board, or general County operations. In addition, usable items may be set aside for pick-up and/or delivery to Goodwill or ReStore.

In keeping with the terms of the gifts and gratuities portion of the County's personnel policy, personal gifts valued at \$25 or less may be accepted by County employees. Such items if brought to the drop center with the intention of being given to employees or volunteers may not be deposited at the drop center and must be delivered by the donor to the residence of the employee. Furthermore, employees are prohibited from soliciting or otherwise encouraging the public to make any personal gifts.

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Under no circumstances may gifts or items disposed of by the public be converted to or utilized for personal financial gain by PSA or County employees.

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

Voting no: none.

Not present: Mr. Sayers

4. Tour of Facilities

A tour of Commerce Park, Cloyd's Mountain landfill and the NRRRA landfill was postponed to the August PSA meeting.

5. Adjournment

On a motion by Mr. Crawford, seconded by Mr. Dean and carried, the Board adjourned its regular July meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, August 11, 2009 at 9:00 a.m. in the Middle Conference Room of the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

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

Voting no: none.

Not present: Mr. Sayers

Maynard H. Sayers, Chairman

Hollis Loyd, Secretary/Treasurer