

**AGENDA  
PULASKI COUNTY  
PUBLIC SERVICE AUTHORITY**

**Regular Meeting  
Tuesday, Jan, 11, 2011  
9:00 a.m.**

Follow-up Agenda

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**ITEM**

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(Dr. called the meeting to order and noted Mr. Crawford would not be in attendance)

1. Citizen Comments  
(None)

(Mr. Huber introduced John Goad, the new operator with the Water Treatment Plant, Class 1 Operator – Mr. Huber also advised a vacancy continued to exist and had been advertised)

(Dr. Warren inquired as to the response to the distribution of the recent bonuses provided to employees – Mr. Huber advised bonuses were well received and also described situations where employees out of work due to workman's compensation did not qualify for receiving the bonuses)

2. Finance

a. Follow-up from December Board Meeting:

1. Scheduling of Public Hearing on Connection Fee Changes

(Mr. Huber described the draft public hearing notice and requested Board members input to any suggestions for changes – Board members questioned if any other methods existed prior to scheduling hearing, any potential savings to be seen if new fees are implemented, and the potential for renting meters – Send notice of advertisement to Southwest Times for a public hearing to be held on Tuesday, April 12<sup>th</sup>)

Ms. Hanks

2. Update on Procedures Used by Town of Blacksburg re: Billing for Outside Water Usage

(Dr. Warren noted the Blacksburg policy allows for meter to become owners personal property once meter is purchased – Mr. Huber advised the best solution would be for the meter to remain as property of the PSA and not the property owner)

3. Update on Hubbard Way Request for Sewer Service

(Staff provided a compilation of the results received to date indicating 76.9% responding with 80% being in favor of the project – Board members questioned the costs for contracting work required to begin the process – Mr. Huber advised work to be contracted out could cost as much at \$10,000 with the work including contracting with NRVPDC for an environmental assessment as required by Rural Development; soliciting engineering assistance from adjacent localities or a professional firm in finalizing the preliminary engineering study and designing the proposed collection lines connecting to the Pepper's Ferry main line; request for authorization from the Pepper's Ferry Regional Wastewater Treatment Authority to enter the main line with this neighborhood collection line – Board approved staff proceeding with studies required for beginning the process for installing sewer service to Hubbard Way)

Tye Kirkner

b. Review of Financial Report

(Ms. Newby reviewed the report noting the report included a breakdown by departments – Ms. Newby advised departments are losing money except for the Refuse Dept. – Board members questioned the cause for the loss - Staff explained several factors were likely contributing to the loss including an increase in utility costs – Staff to amend the financial report to include a column providing for a line item comparison over time for each department – Board accepted report)

Ms. Newby

(Mr. Loyd questioned the method used for reporting debt service payments – Staff explained which projects are included as a part of the debt service)

- c. Balance Due & Lien Reports  
(Mr. Loyd questioned the timing of when liens are placed on property and requested staff focus on issuing liens – Mr. Dean requested a definition of a “non user” – Staff described the non-user status for both water and garbage customers – Mr. Dean questioned if the figures on the reports included non-user garbage customers – Mr. Huber advised it was likely that the figures include some inactive garbage customers – Mr. Loyd questioned if staff could provide a breakdown of non-users)  
Ms. D. Boyd
- d. Budget Adjustments  
(Mr. Loyd questioned if the budget adjustment presented was for the employee bonus and noted the amount was lower than previously reported – Staff advised the adjustment was for the employee bonus – Board approved budget adjustments)  
Ms. Newby
- e. Billing Adjustments  
(Approved adjustments totaling a credit of \$1,842.05)  
Ms. D. Boyd
- f. Accounts Payable  
(Approved)  
Ms. Spence
- g. Central Project Funding  
(Staff reported the construction of the PSA's portion of this project is now completed and public water and/or sewer service has been provided to Polyester, Lee Highway, Tiny Town and Mabry trailer parks as well as the Hidden Valley Campground – Board members questioned the method used for collecting money from mobile home parks, specifically is money is collected from the mobile home park owner prior to connecting

to lines – Mr. Huber advised Rural Development finances the lines and the mobile home park owner pays connection fees with tenants paying for debt service –

h. Authorizing Resolution

(Staff explained in an effort to streamline the closing for the Commerce Park Utility project, Bond Counsel and Rural Development staff recommend combining the original and additional loans into one closing and one authorizing resolution – Board approved resolution – Prepare for execution and distribution)

Ms. Hanks

3. Operations

a. Minutes of Previous Meeting  
(Approved as amended)

Ms. Hanks

b. Inmate Availability Report

(Reported use of two inmates per day in December as well as provided copy of Regional Jail Inmate Workforce User Agreement)

c. Drop Site Total & County Landfill Tonnage Reports

(Provided update – Mr. Loyd noted substantial decrease in totals – Mr. Huber advised this was most likely due to the winter months)

d. Personnel Changes  
(Reviewed)

e. Inclement Weather Policy Revisions

(Mr. Huber explained the proposed amended policy, specifically related to the work schedule of the PSA Refuse Dept. and the reassignment of duties when PSA trucks are not operational - Board members questioned the number of employees to be affected, the county buildings requiring snow removal, any extra equipment to be required, the current practice for employees when trucks are not operational, and reasoning for the PSA policy amendment going to the Board of Supervisors for approval – Board delayed action to February meeting)

to allow for review by staff, with specific language to be included allowing for work in other locations – Place on February agenda)

Mr. Nichols/Mr. Huber

Ms. Hanks

(Correct wording in personnel policy under the Increment Weather section to change the word “irregardless” to “regardless”)

Ms. Hanks

f. Sewer Vacuum Truck

(Staff explained the sewer departments need of a truck equipped to properly unblock and clean sewer lines, noting currently, the extent of our “unblocking” equipment is a gas powered flexible sewer rod – Staff proposed contracting with the Town of Pulaski for the use and operation by PSA employees of their vacuum and video trucks with the PSA paying an hourly rate representative of the expected true cost of purchasing and maintaining trucks of this type – Board members posed questions to staff regarding anticipated costs, training needed to operate trucks, and how often trucks are needed – Board authorized proceeding with formal Contract with Town of Pulaski)

Mr. Huber/Mr. Nichols

(Mr. Hiss advised of plans to discuss the matter with the PSA’s insurance company)

4. Informational Items

a. Notice of Violation – Water Treatment Plant

(Board members questioned the process used for notifying the PSA of violations and questioned if the violations jeopardize operations – Staff explained the process for the PSA receiving notifications and advised the violation had been corrected through the hiring of a Water Treatment Plant Class 1 Operator)

- b. Montgomery Regional Solid Waste Authority Rate Changes  
(Staff shared correspondence notifying the PSA of elimination of charges for Source Separate fiber and variable payment For cardboard)
  - c. ReStore Thank You  
(Staff shared recent letter from Habitat for Humanity expressing appreciation for access to item from the Drop Center)
  - d. Drop Site Location  
(Staff reported Pulaski Town Manager John Hawley advised an attempt was made to obtain the environmental information requested by the PSA, with the EPA planning to make a visit to the site, walk it with the town and allay any concerns that may exist)
5. Current Authorized Projects (Staff "to do" list)
- a. Construction of water and sewer service to mobile home parks
  - b. Construction of Rolling Hills, Orchard Hills, Vista, and Highland Park sewer
  - c. Skyview/NRV Fairgrounds sewer engineering and environmental reports
  - d. Commerce Park Utility engineering, easement acquisition and construction
  - e. Evaluation of "radio read" water meter option
  - f. Lakewood Estates emergency management plan
  - g. Drop Center location serving South side of Claytor Lake
  - h. Evaluation of joint negotiation of rail crossing fees
  - i. Report on Balance of Sewer Revenues and Expenditures

(Mr. Loyd questioned how many of the current authorized projects are active and inactive – Staff to separate the Current Authorized Project into two categories listing projects separately which are "Active" and "Pending")

Mr. Huber

- 6. Other Matters
- 7. Adjournment