

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tuesday, Feb. 8, 2011
9:00 a.m.**

FOLLOW-UP AGENDA

ITEM

(Dr. Warren explained the events leading to the PSA Board meeting at the proposed drop center site in the Town of Pulaski was due to the Town of Pulaski inviting the PSA Board to attend a meeting in conjunction with the Environmental Protection Agency at the property at 8:30 a.m. on the PSA meeting date – Therefore, the site visit was moved from the end of the PSA meeting to the first item on the agenda – Staff to provide follow-ups to PSA Board as they occur)

1. Citizen Comments
(None)
2. Finance
 - a. Follow-up from January Board Meeting:
 1. Inclement Weather Policy Revisions
(Staff explained proposed policy – Board members inquired as to the purpose of referencing the closing of New River Community College as part of the decision to allow an employee to either arrive for work late or utilize leave – Staff suggested striking all references to NRCC in overall inclement weather portion of policy, described abuse of the policy where an employee utilizes the hour allowed for in the policy when school is closed, described the current policy allows for an employee to either take a personal leave day or show up for work, and described policy for school bus drivers – Board members expressed concern over charging of annual leave when an employee

is unable to provide own transportation to work during inclement weather – Staff described current practice of the county providing transportation to an employee who may be unable to arrive for work – Board approved a recommendation to the Board of Supervisors for the deleting of all references to New River Community College in the Inclement Weather portion of the Personnel Policy, as well as the addition of language indicating transportation would be provided to the employee during an inclement weather event, should an employee be unable to provide their own transportation – Amend policy – Place on February 28th agenda of Board of Supervisors)

Mr. Hiss
Ms. Hanks

2. Outdoor Water Usage

(Staff recommended the use of plastic meters to reduce the weight and cost of the meter while eliminating scrap value, with the meters to remain the property of the PSA and would allow for meters to be read once a year – Staff to draft ordinance for presentation at March Board meeting – Place on March PSA agenda - Board members questioned the number of residents likely use the plastic meter, the impact on the PSA sewer costs and any potential reduction in revenues – Board approved use of meters, to be owned by the customer with a buy-back of the meter when no longer used - However, prior to implementation, staff is to survey customers to determine interest in use of new meters, with an amendment to the original motion that implementation of use of new meters would be dependent upon survey results showing significant interest in use of new meters by residents – Survey residents by placing a notice in water bills – Place on future agenda once results are obtained)

Mr. Huber

Ms. Hanks

Mr. Hiss
Ms. D. Boyd
Ms. Hanks

- b. Review of Financial Report
(Staff described issues resulting in the delay in presenting monthly report which included the changeover from 2010 to 2011 – Staff also described in detail a net loss by the PSA of \$125,000, \$108,000 of which are funds unreimbursed to date on the Commerce Park project, and some costs related to a net loss of streetlight costs – Staff further noted a good part of the sewer issue will be resolved when subdivisions come on line – Reviewed and accepted financial report) Ms. Newby
- c. Balance Due & Lien Reports
(Staff described the placing of liens, as well as the likelihood of the “over 90 days” continuing to grow due to the adding of penalty and interest charges – Mr. Loyd requested staff provide a breakdown of the listing of non user customers for other than water – Place on March agenda - Board reviewed and accepted reports) Ms. D. Boyd
Mr. Huber
Ms. Hanks
- d. Budget Adjustments
(Staff described adjustments are primarily due to significant rebuilding of equipment – Board members expressed concern that adequate funds were not budgeted for the current year, as well as additional budget adjustments likely to be needed for the remaining five months of the current fiscal year – Staff advised only \$8,000 of the \$20,000 requested budget adjustment had been spent to date - Staff advised budget figures for repair and maintenance will be closely reviewed for FY 12 – Board members noted the “rebuilt” that are currently underway could possibly impact the budget next year in that there may not be as much in expenses as anticipated with repairs – Board approved budget adjustment) Ms. Newby

(Mr. Dean inquired if any federal funds were available to assist the PSA with rebuilds – Staff advised there were no federal funds for small items such as rebuilds)

- e. Billing Adjustments
(Approved) Ms. D. Boyd
 - f. Accounts Payable
(Approved) Ms. Spence
3. Operations
- a. Minutes of Previous Meeting
(Approved with change to reflect Frank Conner as voting member – Enter/index minutes) Ms. Hanks
 - b. Inmate Availability Report
(Reported an average of two inmates per day for January 2011)
 - c. Drop Site Total & County Landfill Tonnage Reports
(Report provided – Staff indicated totals will likely increase with good weather)
 - d. Personnel Changes
(Report provided – Staff advised there were 52 applicants for the County Engineer position, 12 individuals were invited for an interview (with two withdrawing), with interviews ongoing and a decision expected within the next thirty days)
- (Board members inquired as to the recruitment/advertising efforts and the location of the majority of the applicants – Staff advised advertisements were placed not only locally, but in several national publications, with at least ½ of the applicants living out of state, ½ working for private sector companies and some working for municipalities and counties)

- e. Environmental Assessment Task Order
(Staff described the proposed NRVPDC Task Order for an environmental assessment of sewer service for Hubbard Way Subdivision – Board approved Task Order)

Ms. Hanks

4. Informational Items

- a. Construction Project System Integrator
(Staff described the Request for Proposals for technical services necessary to read water tank levels at both the PSA and Radford water treatment plants – Board members inquired if the individual would be an employee or a contracted - Staff advised it would be contracted – Staff also described the need for approval of a resolution by the PSA which provides documentation to Rural Development that revenues will be sufficient to pay the loan for this project in the future – Board members inquired regarding any loans to the PSA since 2004 – Staff advised the resolution allows for the PSA to change rates in 2014 as needed, but does not commit to any specific rate at this time – Approved resolution – Send to appropriate agencies)

Ms. Hanks

- b. Rescinding of Notices of Violation
(Copies of notices from the Health Department rescinding previous Notices of Violation for the Mount Olivet and Brookmont water systems were provided)
- c. Southeast Rural Community Assistance Program
(Staff described receipt of notice from SERCAP of approval of the grant allocation of the \$10,000 grant for the water and waste water preliminary engineering report for the joint Town of Pulaski/Pulaski County grant project – Mr. White inquired as to any potential by the PSA for aiding the proposed Town of Pulaski boundary adjustment – Staff advised the grant project results are likely to be referenced in any proposed boundary adjustment by the Town of Pulaski)

- d. EcoSmart Recycling
(Staff advised of confirmation that EcoSmart Recycling is free to sell recycled material on the open market, noting the Executive Director of the regional recycling center confirms that the locality has to have a physical or contractual attachment to materials in order for there to be a requirement to deliver the material to the Christiansburg facility)

(Dr. Warren questioned the potential impact on the PSA should a company such as James Hardie opt to recycle their panels – Mr. Huber described Volvo’s current recycling practice, noting industries are free to recycle and any action to do so by an industry is out of the control of the PSA)

5. Current Authorized Projects (Staff “to do” list)

a. Action Items

- Construction of Highland Park sewer
- Skyview/NRV Fairgrounds sewer funding
- Commerce Park Utility closing and construction
- Report on Sewer Revenues and Expenditures

(Mr. Loyd noted this report is being provided by staff and therefore could be removed from “Action Items” listing)

Ms. Hanks

- Drop Center location South side of Claytor Lake- (Staff noted this effort would take additional time, noting the difficulty in interest by citizens in providing land for a drop site center)

(Mr. Dean inquired if DeHaven Park had been considered as a potential site – Mr. Huber advised the park was not a potential site, noting the ideal location would be an area just across the lighthouse bridge)

b. Pending Items

- Evaluation of "radio read" water meter option
- Lakewood Estates emergency response plan
- Evaluation of joint negotiation of rail crossing fees

6. Other Matters

(Mr. Dean inquired as to the state of a partnership with other localities on the sewer vacuum – Mr. Huber advised the Town of Pulaski was interested, but that the City of Radford was not due to age of their unit)

7. Visit to Honeywell Site – (Proposed Drop Center Location)

(Dr. Warren advised the visit was made prior to PSA meeting, with the general consensus of the PSA Board to be that the Town of Pulaski should continue to own the site, including all capital costs incurred and all responsibility for development of the site should be born by the Town of Pulaski – Staff to provide updates as they occur)

8. Adjournment