

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

April 8, 2008

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, April 8, 2008 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; Winston Snead; Carl Mathes; Douglas Warren; and Hollis Loyd. Staff members present included: Peter M. Huber, County Administrator; Robert Hiss, Assistant County Administrator; Gordon Jones, Finance Director; Ron Coake, County Engineer; Brenda Sayers, PSA Bookkeeper; Ron Nichols, Director of Fleet Maintenance and Operations; and Tammy Safewright, Administrative Assistant.

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. Mathes, seconded by Mr. Loyd and carried, the Board of Directors approved customer credit adjustments in the amount of (\$3,845.37).

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

Voting no: none.

2. Inmate Availability Report

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

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

Pickups pending: 47 brush; 19 large item; 0 tires; 0 refrigerators

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5. Drop Site and Landfill Totals

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

**Drop Site Total  
for the Month of March 2008**

Site	Trips	Tons	Tons per haul
Dora Highway	62	103.34	1.67
Dublin	47	118.65	2.53
Fairlawn	10	77.37	7.74
<b>Totals</b>	119	299.36	2.52

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

Commercial	Residential	Tires	Brush
531.07	922.74	1,144	125.40

b. Action Items:

1. Minutes of Previous Meeting

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the March 11, 2008, minutes as presented.

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

Voting no: none.

2. Accounts Payable & Budget Adjustments

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the accounts payable for checks numbered 8000363 through 8000562, subject to audit.

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

Voting no: none.

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### 3. Deposit of Dumpsters and Roll Offs

The Board discussed the need for deposits on dumpsters and roll offs. Staff was questioned as to the ability to locate all dumpsters and roll off containers at all times. Mr. Nichols reported that a log was maintained in order to properly locate and maintain locations. Mr. Huff stated that a policy could be reviewed at a further date if the need existed.

#### c. Informational Items:

##### 1. Personnel Changes

As reported in the Board packet, Board members were presented 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 prepared by Gordon Jones. Mr. Loyd questioned page 3 in the revenues as to why the Town of Pulaski portion was showing a blank. Ms. Sayers stated that the report will catch up in March to show two months. He also questioned page 2 expenditures asking if we were experiencing labor trouble. Mr. Jones explained the \$25,000 budget adjustment in March is where the Goodwill Industries person was budgeted; however, the program did not work out so an adjustment had to be made. The Board also discussed the need for a Goodwill drop site building at the Dora Highway site.

##### 3. Draft Budget

A draft budget was not available at the time of the meeting; however Mr. Huber noted several challenges in the development of this year's budget to include a 15% rate increase in health insurance, employee pay increases, compensation study implementation and the maintenance of a substantial contingency. Mr. Jones noted the elimination of the 100% insurance plan noting that those individuals switching from the 100% plan to the 90% would only see a \$5 increase in premiums while those currently on the 90% plan would see an approximate \$57 increase stating the implemented changes would result in an approximate \$21,000 increase to the PSA. Mr. Huber also explained the proposed pay increases for

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PSA/County employees to be a flat \$500 amount combined with a 1.5% pay increase and that plans were to also implement changes recommended as part of the compensation study adjusting pay scales to reflect 100% of comparable minimum pay rates and funding 50% of the maximum amount of comparable compensation recognizing experience in existing positions.

Mr. Huff noted the need to watch for federal funding monies during the upcoming political changes taking place stating that there are times that monies for utilities become available and this would be a good way for the County to extend water and sewer lines into the more remote areas of the County. Mr. Huff also reported on a conversation he had with Sam Campbell regarding collection recommendations noting that Mr. Campbell suggested putting a statement on the statements that names of delinquent accounts would be posted in the newspaper and that they could be advertised without the amounts. It was also suggested by Mr. Campbell that Commercial Accounts be sent a letter and then cut off. Mr. Huff recommended the implementation of these recommendations as well as noting the wording on the delinquent letters.

#### 4. Collection of Delinquent Accounts

It was reported that over the last quarter of billing of refuse only customers the following has been achieved:

- a. Total balance due has been reduced by \$225,917 from 1,411,595 to 1,185,678;
- b. Balance due over 90 days has been reduced by \$47,403 from \$643,346 to \$595,943;
- c. Liens have been increased by \$21,298 from \$435,286 to \$456,584;
- d. The ratio of lien amounts to the balance due over 90 days has been increased from 67.7% to 76.6%; and
- e. The Virginia Department of Taxation has advised that the PSA can expect \$4,072.18 from delinquent accounts through staff's participation in the Virginia Debt Set-Off Program.

Mr. Huff commended staff for their efforts, noting that a considerable amount of progress had been made in these efforts.

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5. Utility Projects

A progress report from the staff of the NRV Planning District Commission was distributed in the PSA packet on efforts to provide water and sewer service to various mobile home parks and to Dublin area subdivisions.

Mr. Loyd questioned progress on the Orchard/Rolling Hills Subdivisions. Mr. Coake indicated that the hold up is the easement process, noting that those withholding easements were having to be taken to court making the timeframe hard to determine. Mr. Coake also noted that the Highland Park and Mobile Home Parks were very close.

6. APCO Rate Negotiations

A report from the VACo/VML staff describing joint electric rate negotiations was distributed in the packet.

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

No other matters were discussed.

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4. Adjournment

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, May 13, 2008 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Loyd, Mr. Huff.  
Voting no: none.

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H. W. Huff, Jr., Chairman

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Winston Snead, Secretary