

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
August 11, 2009

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, August 11, 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: Maynard H. Sayers, Chairman; Doug Warren, Vice-Chairman; Hollis Loyd, Secretary/Treasurer; Pete Crawford; and David Dean. Alternate Board member Frank Conner was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator and PSA Executive Director; Diane Newby, Finance Director; Ron Coake, County Engineer; Ron Nichols, Director of Fleet Maintenance; and Gena Hanks, Executive Secretary.

1. Employee Recognitions

a. Resolution Honoring the Life and Service of Robert Brewer

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved the following resolution honoring the life and service of former PSA employee Robert Brewer:

**RESOLUTION HONORING  
ROBERT LEFF BREWER  
JUNE 25, 1939 – JULY 24, 2009**

**WHEREAS**, Robert Brewer served as a faithful employee of the Pulaski County Public Service Authority since August 1998 and served as Water Treatment Plant Operator until June 30, 2004 when he retired; and

**WHEREAS**, Robert Brewer returned to work as a part time employee assisting the Authority whenever it was needed until July, 2009; and

**WHEREAS**, Robert Brewer was a leader in demonstrating good work ethics; and

**WHEREAS**, Robert Brewer earnestly sought to serve the Public Service Authority to the best of his ability; and

**WHEREAS**, Robert Brewer's positive outlook was an example to fellow employees and citizens; and

**WHEREAS**, Robert Brewer was always the first to offer assistance to his fellow employees; and

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**WHEREAS**, Robert Brewer returned to contribute to the Authority after retirement to provide assistance when operating personnel was limited; and

**WHEREAS**, Robert Brewer was a dedicated and committed husband, father and grandfather.

**NOW, THEREFORE BE IT RESOLVED**, that the Pulaski County Public Service Authority Board or Directors does commend the contributions made by Robert Brewer to his family, community, and the Pulaski County Public Service Authority; and

**BE IT FURTHER RESOLVED**, that the Pulaski County Public Service Authority Board of Directors does extend to the family of Robert Brewer its sympathy and condolences in his passing; and

**BE IT FURTHER RESOLVED**, that the text of this resolution be spread upon the minutes of the Pulaski County Public Service Authority this 11<sup>th</sup> day of August, 2009 in permanent testimony to the service of Robert Brewer to Pulaski County.

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

Voting no: none.

Mr. Coake advised that Mr. Brewer was a faithful and dedicated employee while employed by the PSA. Staff was directed to invite Mr. Brewer's family to attend the September Board meeting to formally accept the resolution.

b. Recognition of PSA Employees for Water Treatment Plant Valve Replacement

County Engineer Ron Coake provided details regarding the recent replacement of an 18" valve on the discharge line from the water treatment plant. He explained the original valve broke while trying to operate it. He advised the main water line from the water treatment plant had to be shut down and the existing valve removed. He noted Richard Fasnacht proposed the Water Distribution Maintenance Crew replace the valve and made preparations to complete this task. He advised the individuals operated as a team and the task was completed without any problems. The individuals that accomplished this task were Richard Fasnacht, Doug Spence,

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Brian Dolinger, Dale Hoffman, Robin Brightwell, Harry Hull, Steve Crockett, Lee Bentley, and Eddie Fisher.

Mr. Coake personally thanked the PSA Water Department and Water Treatment Plant staffs for their efforts.

Chairman Sayers presented letters of commendation to Mr. Fasnacht for all PSA Water Department staff. Mr. Fasnacht provided a Power Point presentation related to the valve replacement.

2. Citizen Comments

There were no citizen comments.

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 \$2,305.44.

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

Voting no: none.

Mr. Loyd questioned if the amounts reported included the 90-day write offs that were approved at a previous meeting. Ms. Newby confirmed via telephone with Bookkeeper Brenda Sayers that the amounts reported included the 90-day write offs.

2. Inmate Availability Report

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

3. Balance Due & Lien Report

On a motion by Mr. Crawford, seconded by Mr. Loyd, the Board approved 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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Voting yes: Mr. Sayers, Mr. Crawford, Mr. Dean,  
Dr. Warren, Mr. Loyd  
Voting no: none.

4. Work Order Count

Pickups pending: 3 brush; 2 large items; 0 tire; 0 refrigerators.

Mr. Huber commended Mr. Nichols for his efforts in keeping the large item pickups current.

5. Drop Site and Landfill Totals

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

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

<b>Site</b>	<b>Trips</b>	<b>Tons</b>	<b>Tons per haul</b>
<b>Dora Highway</b>	45	104.87	2.33
<b>Dublin</b>	34	120.82	3.56
<b>Fairlawn</b>	3	30.94	10.32
<b>Totals</b>	82	256.63	3.13

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

Commercial	Residential	Tires	Brush
10,943.38	1,112.02	681	36.21

Mr. Pratt questioned the number of trips made from the Dora Highway site, specifically the frequency of hauls. Mr. Nichols explained the Dora Highway site container was a 30-yard container, as opposed to the 40-yard containers at the other sites, resulting in more frequent hauls from the Dora Highway site.

Mr. Loyd questioned the comparison of operational expenses at the Fairlawn drop site to the Dora Highway site. Mr. Nichols advised the costs were the same. He indicated the Dora Highway site is busier than the Fairlawn site.

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b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the minutes of the July 14, 2009 Board meeting.

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

Voting no: none.

Discussions Re: Usage of Water Tanks for Antennas

Dr. Warren advised of discussions held at a recent Planning Commission meeting over the placement of the antennas on the water tanks. He expressed concern that the wireless companies are stipulating where antennas must be placed. Mr. Huber advised the Board of Supervisors has final approval as to where towers may be placed.

2. Accounts Payable

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved the accounts payable for checks numbered 8002593 through 8002680, subject to audit.

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

Voting no: none.

3. Trading of Holidays

As reported in the Board packet, the Board of Supervisors approved trading the current Presidents' Day holiday for Good Friday, based on matching with school schedules, the general observation of these days by area businesses, and prior approval by the Board of Supervisors.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the board approved the trading of the Presidents' Day holiday for Good Friday.

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

Voting no: none.

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4. Subdivision Sewer & Highland Park Sewer Bids

As reported in the board packet, bids were received on July 9, 2009 for the Rolling Hills sewer project with the low bidder being Wells Construction Company in the amount of \$510,000. Bids for Orchard Hills-Vista were received on July 14, 2009 with the low bidder being E. C. Pace Construction Company in the amount of \$1,170,890. Bids were received on July 20, 2009 for Highland Park Subdivision with the low bidder being DLB, Inc. in the amount of \$1,449,526.

Mr. Coake advised that, due to time constraints, the bid award letter was distributed on August 10, 2009.

Mr. Huber requested Board approval of the bid awards and authorized to take all acts necessary to close the Rural Development financing.

Mr. Dean questioned if the bids were to go over the amount designated, where would the funds be taken from. Mr. Huber advised any additional funds would be taken from the excess funds.

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the PSA Board approved the bid awards and all acts necessary to close the Rural Development financing for the projects and to proceed with construction.

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

Voting no: none.

5. Skyview/Fairgrounds Sewer Project

Staff reported, that the Central Utilities project is under budget by approximately \$308,000. Of that amount approximately \$107,000 would be needed for an anticipated cost overrun in the Subdivision Sewer project. However, the Highland Park sewer bids are approximately \$479,000 under budget leaving a total of approximately \$680,000 which may be invested in additional projects without incurring additional debt. A 5% contingency is figured into all projects not completed; thus, all figures are approximate at this time.

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Mr. Dean requested consideration to including the mobile home park located behind the New River Valley Fairgrounds as a part of the sewer project.

Mr. Huber advised an environmental review would have to be completed on the Skyview Subdivision before proceeding with the project.

Mr. Dean requested confirmation that Highland Park sewer would be accomplished before the Skyview Subdivision proposed project. Mr. Huber advised Highland Park sewer would be a priority over Skyview Subdivision.

Dr. Warren inquired if the residents of Skyview Subdivision had been surveyed to determine a desire by the residents for the sewer to be installed. Mr. Huber advised surveying residents would be the next step in the process. Dr. Warren proposed using the same rate for the Skyview Subdivision as that being used for the other sewer projects.

Mr. Dean questioned if the project goes over the bid amount, and the Skyview Subdivision project has been initiated, would additional money have to be borrowed from Rural Development. Mr. Huber advised the PSA should not make any commitments to the installation of sewer in the Skyview Subdivision until funding for all other previously committed sewer projects are funded and completed.

Board members and staff discussed the process for seeking Rural Development funding. Mr. Huber advised the process can take up to a year or more to complete.

Mr. Dean asked for reassurance that the Highland Park project would be completed before the Skyview Subdivision project. Mr. Huber and Mr. Coake agreed that the Highland Park project would be completed before the Skyview Subdivision project.

Mr. Loyd questioned the anticipated start of construction on the Highland Park project. Mr. Coake advised he anticipated the project to start within the next three to four months. Mr. Loyd questioned the timeframe for beginning the Skyview Subdivision project. Mr. Coake advised that an optimistic projected timeframe would be six months to one year before beginning the Skyview Subdivision project.

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Mr. Sayers explained the PSA is committing to beginning the preliminary steps towards installation of sewer in the Skyview Subdivision; however, surveys would need to be completed, as well as a cost analysis conducted by the county engineer. Mr. Huber advised residents would be surveyed and that a 75% return rate by residents would be required, with 66% required in favor of the project, before requested funding for the project could proceed based on previously established PSA policies.

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board authorized surveying property owners in the Skyview Subdivision as to their desires related to sewer service and tentatively approved applying excess funds of \$680,000 to the installation of sewer service to the Skyview Subdivision. It was noted Skyview Subdivision was designated as the next sewer project, pending a positive response to a survey of residents, and with consideration to also providing extension to serve the NRV Fairgrounds.

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

Voting no: none.

Board members requested the county engineer determine if the project would include the mobile home park behind the Fairgrounds, with staff to provide an update at the September PSA meeting.

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

Voting no: none.

Mr. Crawford inquired as to the procedure for obtaining easements for property owners who are unwilling to offer an easement onto their property. Mr. Huber advised before the condemnation process is started, all efforts are made by staff to seek proper easements. He advised a part of the condemnation process includes the scheduling of a public hearing, a stated financial offer, and a judicial hearing. Thereafter, a three-person panel sets the value of the property used for the easement.

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Mr. Crawford inquired as to what projects would follow the Skyview Subdivision project. Mr. Coake advised the next project would likely be the Mount Pleasant Subdivision, followed by proposed utility extensions along Route 11 between Cougar Trail road and Morehead Lane.

6. Other Post Employment Benefits

Board members were provided in the Board packet a division of estimated other post-employment benefits (OPEB) liability calculations related to the PSA and other county functions. Staff reported based on a 4% interest rate, the PSA would have set aside \$27,900 on June 30, 2009 for liability accumulated to this point in time with the anticipation that an additional \$5,900 would need to be set aside annually in future years.

Mr. Loyd inquired if this was offered as a secondary benefit after Medicare begins. Mr. Huber responded that the insurance coverage changed with the application of Medicare benefits.

On a motion by Mr. Crawford, seconded by Dr. Warren and carried, the Board approved setting aside the amount from current reserves rather than taking funds from current operations.

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

Voting no: none.

c. Informational Items:

1. Personnel Changes

Mr. Huber reported the hiring of Larry Vest as the PSA's new meter reader.

2. Financial Report

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

Mr. Loyd requested an explanation as to the overall drop in funds. Ms. Newby advised that due to the PSA paying for

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projects as they come due, that reimbursements are not received until the loans are closed.

### 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. Mr. Coake advised of the potential for having to go through the condemnation process to obtain easements in order to meet the timeline for grants, noting that all means of obtaining easements will be taken before beginning the condemnation process.

### 4. Bradley's Ridge Development – Waterworks Construction Permit

As reported in the Board packet, staff reviewed correspondence from the Health Department approving the plans for the water lines being installed by the developer to serve the Bradley Ridge development.

### 5. Analysis of Materials Needed to Make Water Connections

As reported in the Board packet, an analysis was prepared by Richard Fasnacht of the cost for materials needed for a typical water connection. The average water connection is costing the PSA \$383.01 in parts, not including labor. Currently, the PSA is charging \$350.00 for a water connection. Staff reported in order to balance this charge with an estimate cost for making the connection, it is recommended that water connection fees be increased to \$850 for connections installed by the PSA. Of this amount, \$350 would be an access fee applicable to all who have not been paying the non-user fee while the remaining \$500 would be for making the connection itself.

Mr. Dean requested the county engineer provide a cost analysis of water service costs with an update to be provided at the September PSA meeting.

### 6. PER Results for Water Extension to Parrott Mountain Road and High Road

As reported in the Board packet, staff provided a summary of calculations for extending a water line to serve parts of the Parrott community.

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On a motion by D. Warren, seconded by Mr. Crawford and carried, the Board authorized staff proceeding with conducting a neighborhood survey based on the \$57.62 minimum/non-user rate.

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

Voting no: none.

7. Update on Irene Hicks Request for Waiver of Penalty and Interest Charges

As reported in the Board packet, an offer had been made to Ms. Hick's daughter, Sharon Dressell, for settling Ms. Hick's account for a lump sum payment of \$6,000. Ms. Dressell requested until September 7, 2009 to respond. Staff advised this matter would be placed on the September PSA agenda for an update and possible action by the Board.

8. C.G. Slaughter Account

As reported in the Board packet, PSA staff has been working with Doris Slaughter regarding her PSA bill. Staff reported Ms. Slaughters bill is high as a result of her deceased husband taking care of the bills and choosing not to pay non-user fees when the waterline was initially installed. Currently, Ms. Slaughter owes \$36,417.14. Further, the Commissioner of Revenue is working with Ms. Slaughter to determine if she would be eligible for tax relief for the elderly and disable.

By consensus, Board members requested staff continue to work with the Commissioner of Revenue to determine if Ms. Slaughter is eligible for tax relief to the elderly. Staff was requested to provide an update at the September PSA meeting on the status of Ms. Slaughter's account.

d. Current Authorized Projects & Items Under Review:

- Sharing Drop Site use with the City of Radford
- Location of Drop Site on Southside of Claytor Lake
- Streetlight Adjustments Rate Increase

Mr. Nichols advised he was waiting to hear back from the Forest Service on a potential location for the placement of a drop site in the Case Knife area.

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3. Other Matters

Mr. Loyd inquired as to the status of the streetlight rate increase. Mr. Huber advised he had not seen the rates from American Electric Power and that a report would be provided at the September PSA meeting.

4. Tour of Facilities

A tour of Commerce Park, Cloyd's Mountain landfill and the NRRRA landfill was conducted.

5. Adjournment

On a motion duly made, seconded, and carried the Board adjourned its regular August meeting. The next regular meeting of the PSA Board is scheduled for Wednesday, September 9, 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. Sayers, Mr. Crawford, Mr. Dean, Dr. Warren,  
Mr. Loyd

Voting no: none.

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Maynard H. Sayers, Chairman

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Hollis Loyd, Secretary/Treasurer