

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
July 13, 2010

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, July 13, 2010 at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: Doug Warren, Chairman; Pete Crawford, Vice Chairman; Hollis Loyd, Secretary/Treasurer; Frank Conner, Alternate; David Dean; and Jerry White. Staff members present included: Peter Huber, County Administrator; Robert Hiss, Assistant County Administrator; Ronnie Coake, County Engineer; Ron Nichols, Director of Fleet Maintenance; Diane Newby, Finance Director; and Gena Hanks, Executive Secretary.

Dr. Warren called the meeting to order and welcomed those in attendance.

1. Citizen Comments

Dr. Warren opened the floor for citizen comments. There were no citizen comments at this time.

2. Finance

a. Follow-up from June Board Meeting

1. Refund to Calfee

As reported in the Board packet, Calfee Inc. is requesting a refund by check, rather than a credit to their account.

On a motion by Mr. Dean, seconded by Mr. Crawford and carried, the Board approved a refund of the credit balance of \$2,064.87 to Calfee, Inc.

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

Voting no: none.

2. Request for Paving of Lee Highway Mobile Home Park

Mr. Coake advised he had no further information to report. He indicated it was his understanding the PSA Board had no plans to pursue the matter; however, Mr. Coake indicated he could provide pictures of the area if needed. By consensus, the Board confirmed the condition of the road in the mobile home park looked appropriate based on personal visits. Dr. Warren noted the value of the property had likely been increased due to the improvements by the PSA due to the additional infrastructure in the mobile home park.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

July 13, 2010

3. Report on Large Account Balances – User and Non User Accounts

Mr. Huber indicated there continued to be areas of concern regarding the accuracy of the reports; however, he presented an interim "Summary of PSA Accounts Receivable", a copy of which is filed with the records of this meeting.

Board members posed several questions regarding specific figures contained in the report.

Mr. Huber advised the total penalty and interest charges in the report accounted for approximately 58% of the amount due, leaving 42% for actual services due.

Mr. Crawford inquired as to the status of the joint collections effort. Mr. Huber advised county staff continued to coordinate with the Treasurer's Office on matters related to collections. Mr. Crawford suggested more aggressive action be taken in collections efforts, with consideration to the hiring of a full time collections agent. He noted the salary for the agent could likely be paid through revenues generated through collections.

Mr. Loyd inquired if property owners are notified when liens are placed by the PSA. Mr. Huber advised property owners are notified when liens are placed on a property.

Mr. Huber offered to provide the Board with details related to the history of accounts with large balances.

4. Request for Possible Matching of Real Estate listing to listing of PSA customers as a means of determining if garbage service is provided

As reported in the Board packet, staff periodically cross references the listing of improved properties in the county with the listing of PSA garbage customers. In the past, this effort has resulted in a number of garbage customers being added to the PSA billing system, as many individuals move into their residents and consider garbage service to be a free service, or included with their taxes.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
July 13, 2010

By consensus, the Board authorized staff to cross reference listings of improved properties with the listing of PSA garbage customers and develop a means of notifying PSA garbage customers that garbage service is not free.

b. Review of Financial Report

Ms. Newby reviewed the revenues and expenditures summaries, copies of which are filed with the records of this meeting. She advised the PSA began the new fiscal year with a net income on a cash basis but that depreciation calculations may result in a reduction in net assets. Ms. Newby further explained the process for the year-to-date reporting and the audit.

On a motion by Mr. White, seconded by Mr. Loyd and carried, the Board accepted the financial report as presented, subject to review by the PSA's auditors.

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

Voting no: none.

c. Balance Due & Lien Report

On a motion by Mr. Crawford, seconded by Mr. Loyd and carried, the Board accepted the following balance due and lien report:

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
July 13, 2010

Balance Due	4/1/2010	5/3/2010	6/2/2010	7/2/2010
Current Balance	486,596.73	377,870.48	369,719.09	554,145.40
Over 30 Days	26,335.50	54,490.39	57,004.22	39,021.82
Over 60 Days	34,664.74	12,197.87	10,810.01	32,657.89
Over 90 Days	604,980.98	632,468.23	631,599.59	634,850.30
Total	\$ 1,152,577.95	\$ 1,077,026.97	\$ 1,069,132.91	\$ 1,260,675.41
Liens	\$ 422,678.24	\$ 422,678.24	\$ 421,181.48	\$ 419,531.14
Details of Accounts Delinquent for 90 days or more				
Detail by type of customer and level of service billed for				
	Garbage & Water	Sewer Only	Garbage Only	Total
Residential	14,120.57	6,202.62	440,714.05	\$ 461,037.24
Commercial	1,751.00	-	12,296.54	\$ 14,047.54
Nonuser	159,765.52	-	-	\$ 159,765.52
Total	\$ 175,637.09	\$ 6,202.62	\$ 453,010.59	\$ 634,850.30
Detail by type of customer and active, inactive and non-user accounts				
	Inactive	Nouser	Active	Total
Residential Water	11,474.61	159,765.52	2,645.96	173,886.09
Commercial Water	1,751.00	-	-	1,751.00
Residential Garbage	17,314.82	-	423,399.23	440,714.05
Commercial Garbage	8,383.52	-	3,913.02	12,296.54
Sewer	1,660.11	-	4,542.51	6,202.62
Total	\$ 40,584.06	\$ 159,765.52	\$ 434,500.72	634,850.30

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

Voting no: none.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
July 13, 2010

d. Budget Adjustments

On a motion by Mr. Crawford, seconded by Mr. White and carried, the Board approved the following budget adjustments:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount Increase (Decrease)</u>	
<u>REVENUES</u>			
3-500-016080-3000	Miscellaneous Refuse Revenue	\$	4,100.00
	TOTAL	\$	4,100.00
<u>EXPENDITURES</u>			
4-500-042310-3800	User Charges NRRRA	\$	4,000.00
4-500-042321-5304	Fairlawn Drop Center Property Ins.	\$	<u>100.00</u>
	TOTAL	\$	4,100.00

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

Voting no: none.

e. Billing Adjustments

On a motion by Mr. Loyd, seconded by Mr. White and carried, the Board approved a billing adjustments credit totaling \$2,417.80

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

Voting no: none.

f. Accounts Payable

On a motion by Mr. White, seconded by Mr. Loyd and carried, the Board approved accounts payable for checks numbered 8003883 through 8004017, subject to audit.

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

Voting no: none.

g. Caseknife Water Extension

As reported in the Board packet, a request for possible extension of water service to Case Knife Road has been received. Further, County Engineer Ron Coake checked the elevations and

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

July 13, 2010

confirmed that there would be sufficient water pressure to serve the homes for which service is requested. Staff advised the individual making the request had been asked to poll neighbors to see what level of interest there would be in public water service, with the understanding that residents would have the option of backing out once the PSA determines what the cost would be. Staff explained two options: a self-help grant which would cost less financially but require a significant time commitment by residents and a loan funded option through rural development that would require a higher minimum payment with no unusual time commitment from residents other than connecting their homes to the water meter (assuming they choose to connect). A preliminary evaluation indicates that the water bill would be above \$80 per month unless a significant health threat justified a federal grant. Staff noted no action is needed by the PSA at this time.

h. Acceptance of Chemical Bid Results

As provided in the Board packet, staff reviewed the chemical bidding results for the Pepper's Ferry Regional Wastewater Treatment Authority in which the PSA is participating.

On a motion by Mr. White, seconded by Mr. Loyd and carried, the Board accepted the chemical bid results, based on a reduction in costs due to bidding of larger volumes. A copy of the results are filed with the records of this meeting.

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

Voting no: none.

3. Operations

a. Minutes of Previous Meeting

On a motion by Mr. Loyd, seconded by Mr. Mr. Crawford and carried, the Board approved the June 8, 2010 minutes.

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

Voting no: none.

b. Inmate Availability Report

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

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
July 13, 2010

c. Refuse Department Report

Staff reported pickups pending as follows: 2 brush; 0 large items; 0 tires; 0 refrigerator.

Mr. Loyd recommended discontinuing the submittal of the special pickup report due to the information being outdated once it reaches the PSA Board. By consensus, the Board directed to staff to discontinue submitting the report as part of the monthly PSA packet.

d. Drop Site Total & County Landfill Tonnage Report

Staff reported the following drop site total and county landfill tonnage:

Drop Site Total - June 2010

Site	Trips	Tons	Tons per haul
Dora Highway	50	79.04	1.58
Dublin	50	121.71	2.43
Fairlawn	8	67.27	8.41
Totals	108	268.02	2.48

***County Landfill Tonnage – June 2010
(County customers & Refuse Department Haulers)***

Commercial	Residential	Tires	Brush
1347.77	1194.18	489	126.91

e. Personnel Changes

There were no personnel changes to report at this meeting.

f. Progress Reports – Water and Sewer Utilities

As provided in the Board packet, Board members reviewed a summary of the June 9, 2010 project team meeting. Mr. Huber advised of administrative concurrence between Rural Development and the Economic Development Administration (EDA) regarding the bid details.

g. Wireless Authority

As reported in the Board packet, the Pulaski County Wireless Authority is planning to install antennas on the Viscoe Road and Lyons Road water tanks. Mr. Loyd recalled the Wireless Authority making a

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

July 13, 2010

request in the summer of 2009 for use of water tanks for the placement of antennas. Mr. Huber advised staff could research the Board minutes and determine any action taken by the Board previously on requests by the Wireless Authority for use of water tanks and provide an update at the August meeting.

h. Waterworks Notice

As provided in the Board packet, Board members reviewed a notice by the PSA of failure to meet the water filtration treatment requirement of the Commonwealth of Virginia/State Board of Health as it pertained to the water supply problems experienced this winter.

i. Increase of Surcredit Pursuant to Public Authority Contracts

As provided in the Board packet, Board members reviewed a report from the VACo/VML/APCo Steering Committee indicating the AEP surcharge is being implemented.

j. Town of Dublin 2009 Water Quality Report

As reported in the Board packet, Board members were provided copies of the 2009 water quality reports for the Towns of Pulaski and Dublin.

4. Current Authorized Projects (*Staff "to do" list*)

The Board noted the following current authorized projects:

- 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

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
July 13, 2010

5. Other Matters

a. Request for Refund of \$100 to Monica Mines of Hatcher Road

Mr. Huber described a situation involving the sewer line to the residence of Monica Mines of Hatcher Road. Mr. Coake advised when Hatcher Road was widened the sewer line was damaged resulting in backup of sewer to Ms. Mine's residence. Ms. Mines contacted the PSA and was advised that the sewer line was on private right-of-way; however, since widening of the road, the right-of-way is now a public right-of-way. Ms. Mines had been advised to seek the assistance of a plumber to address the sewer backup problem. Ms. Mines is requesting reimbursement of the \$100 for the cost of the plumber.

Mr. Loyd expressed concern that by approving the request, the PSA could be held liable for additional costs from other property owners resulting from any problems in the sewer line. Mr. Coake noted the PSA was not responsible for sewer backups to homes and suggested the PSA seek to provide coverage for such issues through the PSA insurance policies.

On a motion by Mr. Crawford, seconded by Mr. White and carried, the Board approved a refund of \$100 to Monica Mines, subject to Ms. Mines agreeing to not hold the PSA liable for any additional charges incurred from issues related to the sewer matter.

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

Voting no: none.

b. Ice Machine for Refuse Department

Mr. Huber advised it had been the PSA's practice to purchase ice for the PSA refuse collection workers. He advised workers had been using a used ice machine taken from the former TMD facility; however, the machine had been repaired twice and was proving to be too costly to continue to repair. Mr. Nichols recommended the purchase of a new ice machine at a cost of \$2,400, as a more efficient way to assist with the PSA operations. He advised the machine would be located at the County Maintenance facility. Mr. Loyd expressed concern over the purchase of ice for personal coolers of the PSA refuse collection workers.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

July 13, 2010

On a motion by Mr. Dean, seconded by Mr. Crawford and carried, the Board approved the purchase of ice machine at a cost of between \$2,200 and \$2,400 to be located at the County Maintenance facility.

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

Voting no: Mr. Loyd, Mr. White.

c. Garbage Truck

Mr. Nichols explained a request to the Board for approval to purchase a 2006 Volvo Chassis at a cost of \$98,994. He advised the Chassis would be placed on a roll-off and would replace a 1989 roll off truck. Mr. Loyd inquired as to the cost of a new truck. Mr. Nichols advised the cost of a new truck would be approximately \$145,000. Mr. Nichols advised the PSA currently had one backup roll off and the purchase of the 2006 model would move the 1993 roll off truck to the backup position, allowing for the replacing and selling of the 1989 truck.

On a motion by Mr. Dean, seconded by Mr. White and carried, the Board approved the purchase of a used 2006 Volvo Chassis at a cost of \$98,994.00, which will be placed on an existing roll off; further, replacing the 1989 truck (oldest) and designating the 1993 roll off as a backup.

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

Voting no: none.

6. Adjournment

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board adjourned its regular July meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, August 10, 2010 at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, N. W., in the own of Pulaski.

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

Voting no: none.

Douglas Warren, Chairman

Hollis Loyd, Secretary/Treasurer