

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS  
MARCH 8, 2011

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, March 8, 2011 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; Dave Dean; and Jerry White. Staff members present included: Peter Huber, County Administrator; Robert Hiss, Assistant County Administrator; Diane Newby, Finance Director; Debbie Boyd, PSA Billing staff; and Gena Hanks, Executive Secretary.

Dr. Warren called the meeting to order.

1. Citizen Comments

Dr. Warren opened the meeting for citizen comments.

Ms. Brenda Blackburn requested the Board consider rescheduling the regular monthly meetings to an evening meeting to allow for more flexibility in attendance by the public. Dr. Warren advised the matter would be taken under advisement by the Board and county staff.

Mr. Huber offered to contact Ms. Blackburn to obtain the names of the individuals requesting the change in the meeting schedule.

Ms. Blackburn inquired as to the number of hours a part-time person can work to be considered a part-time employee. Ms. Blackburn suggested a current part-time employee in the PSA Refuse Department is working more than the allowed 32 hours and suggested the employee is also using a county vehicle to travel to areas beyond those allowed for work. Chairman Warren requested Ms. Blackburn submit her concerns in writing to the county administrator and following review by staff, an update provided to the Board.

Mr. Huber advised county offices are open to the public from 6:00 a.m. to 5:00 p.m. should the public have concerns or need to contact the county administration.

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2. Finance

a. Follow-up from February Board Meeting

1. Non-User Customers Listing (Other than water)

Mr. Huber reported staff continues to work on the breaking out of non-user fees due by type of service and would provide additional information as it is available.

2. Report from Water Department

Mr. Huber welcomed Richard Fasnacht to the meeting and introduced Lee Bentley and Larry Jones, also from the Water Department.

Mr. Fasnacht described repairs and rebuilds in the PSA water system, including a summary of the electronics of the systems.

Board members commended the PSA water staff for their efforts to maintain the system through repairs, where feasible. The Board further expressed appreciation for maintenance work.

b. Review of Financial Report

Ms. Newby reported a positive balance of approximately \$73,000 in the PSA budget and described areas where line items continue to reflect a negative balance. Ms. Newby also described the draw downs currently underway related to the Commerce Park.

Mr. Loyd inquired regarding the revenues related to roll-off containers. Ms. Newby described the balance reflected for roll-off container fees.

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board reviewed and approved the financial report, as submitted.

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

Voting no: none.

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C. Balance Due & Lien Reports

By consensus, the Board accepted the following balance due and lien report:

<b>Balance Due</b>	<b>12/2/2010</b>	<b>1/4/2011</b>	<b>2/2/2011</b>	<b>3/2/2011</b>
Current Balance	385,500.26	594,235.45	427,500.87	405,974.75
Over 30 Days	47,804.75	32,156.13	73,645.31	35,708.86
Over 60 Days	33,688.02	38,350.43	12,276.07	48,397.89
Over 90 Days	693,931.64	696,053.01	726,274.82	730,231.34
<b>Total</b>	<b>\$ 1,160,924.67</b>	<b>\$ 1,360,795.02</b>	<b>\$ 1,239,697.07</b>	<b>\$ 1,220,312.84</b>
Liens	\$ 350,105.65	\$ 350,105.65	\$ 349,366.65	\$ 351,997.49
<b>Details of Accounts Delinquent for 90 days or more</b>				
<b>Detail by type of customer and level of service billed for</b>				
	<b>Garbage &amp; Water</b>	<b>Sewer Only</b>	<b>Garbage Only</b>	<b>Total</b>
<b>Residential</b>	25,186.21	8,149.57	518,543.80	\$ 551,879.58
<b>Commercial</b>	1,374.78	-	17,383.87	\$ 18,758.65
<b>Nonuser</b>	159,593.11	-	-	\$ 159,593.11
<b>Total</b>	<b>\$ 186,154.10</b>	<b>\$ 8,149.57</b>	<b>\$ 535,927.67</b>	<b>\$ 730,231.34</b>
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<b>Detail by type of customer and active, inactive and non-user accounts</b>				
	<b>Inactive</b>	<b>Nonuser</b>	<b>Active</b>	<b>Total</b>
<b>Residential Water</b>	21,330.65	159,593.11	3,855.56	184,779.32
<b>Commercial Water</b>	1,374.78	-	-	1,374.78
<b>Residential Garbage</b>	33,085.65		485,458.15	518,543.80
<b>Commercial Garbage</b>	13,686.83		3,697.04	17,383.87
<b>Sewer</b>	1,987.31		6,162.26	8,149.57
<b>Total</b>				<b>730,231.34</b>

Mr. Huber reported staff expected to have non-users broken out by the April PSA meeting. Mr. Loyd expressed concern over the increase in the "over 90 day" accounts. Mr. Huber advised this will likely continue to be a concern due to added penalty and interest each month. Mr. White inquired as to the potential use of an "amnesty" program. Mr. Huber advised such a program had been considered previously; however, no action taken. Mr. Huber advised staff would review the matter and provide an update at a future meeting.

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Mr. Loyd inquired as to the status of the "Slaughter" account. Mr. Huber to follow-up with Sam Campbell on matter and provide and update at a future meeting.

Ms. Debbie Boyd advised efforts were underway for placing of liens as appropriate.

Mr. Loyd inquired as to the status of the set-off debt collection program. Mr. Huber advised this effort was currently not being practiced, but staff would continue to review the potential for use of this program.

d. Budget Adjustments

There were no budget adjustments at this meeting.

e. Billing Adjustments

Staff reported a net credit of \$12,278.28.

Mr. White inquired as to the reason for the higher amount than in previous months. Ms. Boyd advised the higher amount was due in part to finding roll-off containers that were no longer in use and also due to an error in the New River Resource Authority bill.

On a motion by Mr. White, seconded by Mr. Loyd and carried, the Board approved a billing adjustment totaling a credit adjustment of \$12,278.28.

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

Voting no: none.

f. Accounts Payable

On a motion by Mr. Loyd, seconded by Mr. White and carried, the Board approved accounts payable for checks numbered 8004996 through 8005123, subject to audit.

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

Voting no: none.

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3. Operations

a. Minutes of Previous Meeting

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board approved the February 8 and 15, 2011 minutes as presented.

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

Voting no: none.

b. Inmate Availability Report

Staff reported the PSA generally had use of two inmates per day for the month of February, and one inmate for approximately a week and a half at the end of February.

c. Drop Site Total & County Landfill Tonnage Report

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

**Drop Site Total**  
for the month of February 2011

Site	Trips	Tons	Tons per haul
Dora Highway	37	81.41	2.20
Dublin	18	59.86	3.33
Fairlawn	5	31.02	6.21
<b>Totals</b>	60	172.29	2.88

**County Landfill Tonnage**  
(County customers & Refuse Department Haulers)  
(for the Month of February 2011)

Commercial	Residential	Tires	Brush
2466.83	863.72	1,491	15.16

Mr. Dean inquired regarding the totals for the Dora Highway drop site, noting the site totals are twice as much as other sites. Mr. Nichols advised the Dora Highway site has historically been more due to the proximity to the town and the smaller containers used at the Dora Highway site.

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Dr. Warren inquired as to the timetable for the development of a new site to replace the Dora Highway site. Mr. Huber advised he had not received any additional information from the Town. Mr. Huber advised he would contact the Town to determine status of the Honeywell property and provide an update at a future meeting.

d. Personnel Changes

There were no personnel changes to report.

Mr. Huber requested the addition of a Closed Session to the agenda for the purpose of discussing personnel matters.

e. Pulaski Sewer Pump Station Repairs

Mr. Huber provided a summary and background information from the Town of Pulaski related to an anticipated \$1.2 million upgrade to the Dora Highway and Wurno sewer pump stations. He advised since the PSA had previously reserved a portion of capacity in these pump stations, a part of this cost is required to be paid by the PSA as called for in a 1986 agreement. He indicated said costs are expected to be approximately \$2,200 per year, over 20 years, if based on actual usage.

Board members inquired as to the extent of the repairs needed at the pump stations, the financing for the improvements, and the specific language in the 1986 agreement as it relates to the PSA's payment of costs associated with the improvement.

On a motion by Mr. White, seconded by Mr. Loyd and carried, the Board approved the expenditure of approximately \$2,200 for the improvements to the two pump stations, with the amount to be based on actual usage at the Wurno pump station, including a review of the work to be done by the water and sewer crew, with further approval allowing for flexibility in adjusting the costs as needed.

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

Voting no: none.

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f. Commerce Park Public Events

Mr. Huber described the potential for two public events related to the Commerce Park project. He advised staff would review the need to hold two separate events and provide the Board with an update at a future meeting.

Dr. Warren encouraged as much publicity as possible regarding the availability of water at the Commerce Park.

g. Garage Improvements

Mr. Nichols described in detail suggestions for improvements of the Dublin Drop Center to include a possible combined County/PSA/School Board garage and the construction of two three-sided shelters to house and provide electric engine block heaters for PSA refuse trucks, noting one area would provide a single space to park all County school busses. Mr. Nichols advised he would provide further updates as they are developed.

Board members inquired regarding housing of vehicles, interest by the School Board to the proposed renovations, costs associated with proposed improvements, traffic flow, and the number of vehicles operated by the school and county.

By consensus, the Board offered support for any improvements that would provide for more efficient service to the public and which were cost effective to the PSA.

Dr. Warren inquired as to the possibility of grants available for such improvements. Mr. Huber offered to have staff to determine if grants are available for such improvements.

Staff was requested to provide cost estimates on the overall improvements once determined.

i. Preliminary Draft of 2011-12 Budget

Mr. Huber described the preliminary budget indicating anticipated revenues and expenditures requests from various departments, noting a refined version would be brought to the Board at its April meeting.

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j. Meter Reading Equipment

Mr. Huber advised that the second of two handheld meter reading units had failed and also described the availability of \$27,000 from Rural Development in left over funds from the central water budget that could be used for the purchase of new handheld meter reading units, as well as the purchase a meter reading truck (purchased on state contract).

Mr. Loyd inquired as to the condition of the truck currently being used by staff. Mr. Faschnat described the history of the vehicles used by the water department and requested consideration to use of a portion of the \$27,000 towards the purchase of a new truck. Mr. Huber also advised if the \$27,000 is not used, it will be considered unspent money and go back to Rural Development.

On a motion by Mr. Crawford, seconded by Mr. Dean and carried, the Board approved use of \$27,000 Rural Development funding for the purchase of handheld meters and a new meter reading truck.

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

Voting no: none.

4. Informational Items

a. Brookmont/Mount Olivet Waterworks Reports

Staff reported notice received from the Health Department that both systems are in compliance with DEQ standards.

b. Water Treatment Plant (WTP) Inspection Report

Staff reported receipt of a letter from the Department of Environmental Quality advising that unscheduled inspections at the WTP indicated no Required Corrective Actions.

c. Montgomery Regional Recycling Rates

Staff provided via the Board packet a summary of the new Montgomery Regional Recycling Rates, a copy of which is filed with the records of this meeting.

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d. Summary of Water Source & Commerce Park Contracts and Changes

Staff provided via the Board packet a summary of the Commerce Park contracts and changes.

Mr. Loyd questioned the method for the tying in of lines from Route 11 to Fairlawn and expressed concern on the potential drop in pressure. Mr. Huber offered to have an engineer to describe the process, once the new county engineer is hired.

5. Current Authorized Projects

a. Action Items:

- Construction of Highland Park sewer
- Skyview/NRV Fairgrounds sewer funding
- Commerce Park Utility closing and construction
- Drop Center location South side of Claytor Lake

b. Pending Items:

- Evaluation of "radio read" water meter option  
Mr. Loyd requested this item to moved to Action Items".
- Lakewood Estates emergency response plan
- Evaluation of joint negotiation of rail crossing fees

6. Closed Session - 2.2-3711.A.1

A closed meeting is requested pursuant to Section 2.2-3711.A.1 of the 1950 Code of Virginia, as amended, to discuss personnel matters.

On a motion by Mr. Crawford, seconded by Mr. White and carried, the Pulaski County Public Service Authority Board of Directors entered a Closed Session for discussion of the following:

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- Employee Compensation

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

Voting no: none

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Return to Regular Session

On a motion by Mr. Crawford, seconded by Mr. Loyd and carried, the Board returned to regular session.

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

Voting no: none

Certification of Conformance with Virginia Freedom of Information Act

On a motion by Mr. Crawford, seconded by Mr. Loyd and carried, the Pulaski County Public Service Authority Board of Directors adopted the following resolution certifying conformance with the Virginia Freedom of Information Act.

WHEREAS, the Board of Supervisors of Pulaski County, Virginia, has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Pulaski County, Virginia hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

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

Voting no: none

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Employee Compensation

On a motion by Mr. White, seconded by Mr. Dean and carried, the Board approved pay adjustments for Water Treatment Plant employees achieving certifications and Lane Penn based on performance in the installation of sewer service in various Dublin area subdivisions and the starting of the Commerce Park project, subject to confirmation that the increases are within salary scale ranges.

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

Voting no: none

7. Other Matters

Mr. Huber reported the search for a new county engineer had been narrowed down to two individuals. He advised second interviews were being conducted in the week following the PSA meeting.

8. Adjournment

On a motion by Mr. Dean, seconded by Mr. White and carried, the Board adjourned its regular March meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, April 12, 2011 at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski.

Voting yes: Mr. Crawford, Mr. Dean, Dr. Warren, Mr. Loyd, Mr. White.  
Voting no: none.

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Douglas Warren, Chairman

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Hollis Loyd, Secretary/Treasurer