

Public Service Authority Board of Directors Meeting December 13, 2016

1. Welcome and Call to Order

Dr. Warren called the December meeting of the Public Service Authority Board of Directors to order and welcomed those present.

A. Confirmation of Quorum

All Board members were present.

2. Additions to the Agenda

A. Additions or Changes to the Agenda

Mr. Huber introduced Staff Accountant Brad Vaught, PSA Billing Office Customer Service Supervisor Anita Burris and County Administration Assistant Jennifer Schneider to the Board of Directors.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no citizen comments.

B. Resolution of Appreciation - Peter M. Huber

Dr. Warren presented the resolution below to Peter M. Huber in recognition of his service as County Administrator and Executive Director of the PSA. Mr. Huber will retire from these positions on January 16, 2017.

RESOLUTION OF APPRECIATION

PETER M. HUBER

WHEREAS, Peter M. Huber, Executive Director of the Pulaski County Public Service Authority and Pulaski County Administrator, will retire from these positions effective January 16, 2017; and

WHEREAS, Peter M. Huber, was appointed Executive Director of the Pulaski County Public Service Authority on December 11, 2000 and Pulaski County Administrator on November 7, 2000; and

WHEREAS, Peter M. Huber has provided the Pulaski County Public Service Authority Board of Directors with excellent guidance and advice over the past 16 years; and

WHEREAS, Peter M. Huber has served the citizens of Pulaski County and the Pulaski County Public Service Authority Board of Directors with dignity, humility and professionalism; and

WHEREAS, under Peter M. Huber's leadership and vision, many PSA projects and goals have been accomplished, which Pulaski County citizens can take pride in, such as the new PSA Billing Office; a new facility for the PSA water and sewer crews; standardization of utility rates for all PSA customers; the extension of utility services to the Commerce Park thereby improving marketability; improvements to the recycling/drop site centers and the PSA Water Treatment Plant and the continuance of a strong financial status of the PSA; and

WHEREAS, during Peter M. Huber's tenure as Executive Director of the Pulaski County Public Service Authority, numerous water and sewer service extensions have been completed thereby improving the quality of life for Pulaski County citizens.

NOW THEREFORE, BE IT RESOLVED, that the Pulaski County Public Service Authority wishes to commend and recognize the outstanding and dedicated service of Peter M. Huber to the Pulaski County Public Service Authority Board of Directors, Pulaski County citizens, PSA employees and customers; and

BE IT FURTHER RESOLVED, that the Pulaski County Public Service Authority Board of Directors hereby extends to Peter M. Huber its best wishes for many future years of health and happiness; and

BE IT FURTHER RESOLVED, that the text of this resolution be spread upon the minutes of the Public Service Authority Board of Directors in permanent testimony of this Board's appreciation for the service provided by Peter M. Huber.

Dr. Douglas Warren, Chairman

Mr. David Dean, Vice - Chairman

Mrs. Nancy Burchett, Secretary

Mr. Dennis Setliff

Dr. Fritz Streff

Board members expressed appreciation to Mr. Huber. Mr. Huber thanked the Board for their faith, patience and support of him as Executive Director.

4. Financial Matters

A. Financial Report

Mrs. Burchett noted payment was not complete on PSA Billing Office construction. Mr. Linkous will check with Mr. Tye Kirkner on outstanding items. Mr. Huber reported thirty - three percent (33%) of expenditures and thirty - four percent (34%) revenues of the budget at this point.

On a motion by Dr. Streff, second by Mrs. Burchett and carried, the Board reviewed and accepted the Financial Report submitted at the December 13, 2016, meeting.

The Board approved the Financial Report by consensus.

B. Collections Update

No report was provided as Mrs. Boyd was ill and unable to attend the meeting.

C. Collection Option

Mr. Huber reviewed the option of an additional surcharge on set off debt collections. Mrs. Burchett stated this option was worth consideration during the budget process and would require a public hearing.

Mr. Huber is to provide collection options from Sam Campbell to the Board.

D. Delinquency Report

The Board reviewed delinquency reports for September, October and November. There were no questions or comments.

E. One Call Report

The November and December One Call Reports were presented and reviewed by the Board. There were no questions or comments.

5. Reports from Executive Director and Staff

A. Operational Reports: Drop Site and County Landfill Tonnage, Inmate Availability and Cut - Off List

Mr. Huber presented the Operational Reports: Drop Site and County Landfill Tonnage, Inmate Availability and Cut - Off List. Mr. Setliff noted increased tonnage numbers at Fairlawn; Mr. Nichols speculated the increase to more usage. Mr. Setliff expressed appreciation for the route change and noted the increased efficiency.

Dr. Warren questioned how brush collection numbers were derived; Mr. Nichols stated the number is given from the landfill report and Mr. Huber elaborated that the numbers are from what is taken from the drop sites to the landfill.

B. Brookmont Water System Disinfection By - Products

Mr. Huber discussed the meeting with Health Department, Town of Pulaski and Staff and reviewed the response letter to the Health Department attorney. The Board suggested no fact finding measures be suggested. The Town of Pulaski was awarded funding for a planning grant and the Health Department supported efforts to eliminate by - products issues, specifically to reduce retention time.

Mrs. Burchett questioned if there would be additional meetings with the Town and or Health Department and Mr. Linkous indicated there would be.

The water tank was taken off line as approved by Board and the hydrants bagged.

Staff advised no further action needed at this time and staff will continue to monitor and provide reports to the Board.

Mrs. Burchett asked staff to add the item to the staff to do listing on the agenda and Mr. Linkous reviewed next steps with testing over four (4) quarters.

Mr. Setliff asked about Commerce Street Bridge and the detour; Mr. Nichols advised trucks were back to crossing the bridge and described the route. Mr. Huber advised the solution was due to a water leak fix.

Mr. Huber discussed the Newbern Heights leak and the request for a rate adjustment to Town of Pulaski customers; however, no adjustment was given as the PSA sells water based on the cost to make.

C. Old Route 11 Water and Sewer Improvements

Mr. Linkous reviewed the project which involves replacing the galvanized water lines on Hedge Lane where the PSA has received customer complaints (ten (10) leaks in five (5) years and numerous patching due to fixing leaks). Hedge Lane would be upgraded from a 2" to 6" galvanized line. A bid opening for the Old Route 11 Water and Sewer Improvements project occurred on December 7, 2016. The apparent low bid was given by King General Contractors at \$549,900.75 and the budget for the project \$518,961. The bid price includes extending sewer service from our manhole serving Abbey Trailer Court to the adjacent property. The adjacent property owner has agreed to pay \$32,000 to cover the \$30,939.75 shortfall. The option to add an additional \$180,000 to make it easier for future connection/extension (across front of Abbey Court) or go with fully funded project (adjacent property only) was presented. Mr. Linkous explained the availability of sewer allows for a more densely population although no plans were submitted for project at this time.

Mr. Linkous explained sewer is more expensive to build and maintain and if placing this item into the sewer master plan, it would not be a top project. Mr. Setliff questioned how many water line galvanized replacement projects there are and Mr. Linkous could not estimate and stated many due to backbone of the water system.

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board accepted the alternative recommendation to proceed with the water line improvements and remove \$211,000 from contract and accept the \$32,000 to install addendum to service property contingent on contractor accepting proposal.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

D. PSA Billing Office Intrusion Detection System

Mr. Huber provided an overview of current timer system on doors/alarm and described request to include motion detection, touch pad/control pad, which would allow authorized person to turn alarm on/off, ultimately the ability to control system at a cost of \$3,985.00.

On a motion by Dr. Streff, second by Mr. Setliff and carried the Board authorized the purchase of the intrusion detection security and authorized funds from residual PSA Billing Office construction and/or contingency.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

It was noted that customers were pleased with the drive thru access. Dr. Warren cited the increased telephone calls reduced focus on customers and suggested perhaps an additional clerk was needed. Mrs. Thompson acknowledged the need for a part - time clerk and advised further information would be given at budget time.

E. Dora Highway Drop Site

Mr. Huber provided an overview with possible locations: beside the current location and the Strenz property. The Town of Pulaski is not interested in the sites due to visibility from Route 99; however Mr. Strenz is interested in selling the property. The Town property (five (5) acres - near sewer pump station) has sight distance issues (cannot see to the left) and the Town does not want anything along New River Trail due to drop/grading issues. Mr. Huber felt the next step would be to draft a plan or display for the Town of Pulaski. Dr. Streff supported efforts to investigate and bring proposal/site plan with appropriate egress and ingress, options to make the sites more attractive and optimum customer service to the Town of Pulaski.

F. Drop Site Name

Mr. Nichols is working on signage. Mr. Huber and Mr. Nichols suggested PSA Residential Customer Convenience Center as an appropriate name. Mr. Dean offered Residential Drop Center and Mr. Setliff advised inclusion of logo/seal and likes Residential Drop & Recycling Center. Mr. Huber revised his suggestion to Residential Convenience Recycling Center.

Mr. Setliff asked for the hours to be added to the signs. Mr. Nichols to bring illustration to the Board for review.

G. Water Line Insurance

Mr. Huber reviewed this informational item to the Board.

H. PCSA - PCPSA Maintenance Agreement

Mr. Setliff reviewed the Pulaski County Sewerage Authority (PCSA) - Pulaski County Public Service Authority (PCPSA) maintenance agreement for the Board. The Pulaski County Sewerage Authority will review the agreement at its January meeting and Mr. Setliff will bring this to the Public Service Authority at the February meeting.

I. PSA Customer Service Supervisor/Account Clerk

Mrs. Thompson gave the Board a formal introduction of Ms. Anita Burris and reviewed the hiring process of the PSA Customer Service Supervisor/Account Clerk.

J. SERCAP Annual Water Is Life! Conference and Luncheon

The SERCAP Annual Water Is Life! Conference and Luncheon will be held on April 19, 2017. The Board will be notified if any awards are received for water treatment quality/efficiency.

K. Staff To Do List

Mrs. Burchett asked for the Brookmont Disinfection By - Product issue be added.

6. Items of Consent

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board accepted the Items of Consent as presented. A consensus (all Board members) voted in the affirmative.

A. Minutes of Previous Meeting

The Board approved the meeting minutes of November 8, 2016.

B. Balance Due Report

The Board reviewed and accepted the balance due report as presented in the December 13, 2016, BoardDocs agenda.

C. Budget Adjustments

Budget adjustment #2017 - 07 was reviewed and approved by the Board.

D. Billing Adjustments

The Board reviewed and approved billing adjustments totaling a net credit of 36,595.42.

E. Accounts Payable

The Board ratified accounts payable for checks numbered 8014498-8014639.

F. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of November 2016, an electronic version of which is filed in the BoardDocs agenda.

G. Personnel Policy Revision - Returning to Work After VRS Retirement

The Board reviewed and accepted the Personnel Policy Revision - Returning to Work After VRS Retirement as approved by the Board of Supervisors.

7. Other Matters from Directors

A. City of Newburg, NY, PFOS Found in Water

Mr. Setliff reviewed this item with the Board and explained what PFOS were (a subset of fire fighting foam and related to cancer exposure).

B. Montgomery County Sewer Facility Fee Credit and Water Sewer Connection Fees

Mr. Setliff presented this item and a discussion regarding the limit to how much an authority/locality can increase fees per year occurred, specifically regarding the State Corporation Commission involvement with Bedford County.

8. Adjournment

A. Adjournment

Dr. Warren and the Board thanked Mrs. Burchett for her work on the resolution for Mr. Huber and the refreshments.

Ms. Edmonds invited the Board to a reception given by the Board of Supervisors and County staff in recognition and appreciation of the thirty - one (31) years of service of Mr. Peter Huber on Wednesday, January 11, 2017, from 4 p.m. - 6:30 p.m. at the County of Pulaski Administration Building Board Room, 143 Third Street N.W., in the Town of Pulaski.

On a motion by Mr. Dean, second by Dr. Streff and carried, the Board adjourned its December 13, 2016, meeting. On a consensus (all members) the Board voted in the affirmative to adjourn.

The next meeting of the Pulaski County Public Service Authority Board of Directors will be held on Tuesday, January 10, 2017, at 9 a.m., at the County of Pulaski Administration Building Board Room, 143 Third Street N.W., in the Town of Pulaski.


Doug Warren, Chairman


Nancy Burchett, Secretary