

## PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS

February 9, 2016

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, February 9, 2016, at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia, the following Board members were present: Dr. Doug Warren, Chairman; Dr. Fritz Streff; Nancy Burchett; Dave Dean and Dennis Setliff.

Staff members present included: Peter Huber, County Administrator; Karen Thompson, Assistant County Administrator, Management Services; Ashley Edmonds, Clerk to the Board; Diane Newby, Finance Director; Ronnie Nichols, Director of Operations, Maintenance and Transportation; Jared Linkous, County Engineer; Debra Boyd, Public Service Authority, Accounts Payable/Collections Clerk.

Dr. Warren called the meeting to order at 9:00 a.m. and welcomed those present.

1. Confirmation of a Quorum

Dr. Warren confirmed a quorum with all 5 members in attendance.

2. Citizen Comments

Charles Hull, Thomas Gravely and Bob Rogers requested permission from the County/PSA for a water line extension to their church. Mr. Hull advised the Town of Pulaski is willing to drop a water line in to enable the church to receive Town water however the County would need to approve authorization of use of a right of way. Mr. Linkous clarified that the Town did not own a right of way there and the Town of Pulaski would be requesting authorization from the PSA to serve County customers and extend their services further into the County. Additionally, the PSA's goal is to extend the County's water line with the intent to correct water quality issues in the Hylton Loop and Schrader Hill areas and discontinue purchase of water from the Town. He advised the citizens to organize, create a petition and allow for sampling of water from wells for documentation of poor water quality to submit to the Health Department to receive funding for the project. Mr. Linkous estimated it would take 5 (five) to 6 (six) years before County water could be installed. If the PSA were to authorize the request for the Town to provide water to this customer, Mr. Linkous expressed concern over who would maintain the customer going forward, the issue of parallel lines and the Town's desire to recoup their cost for the installed infrastructure. Mr. Hull indicated to Mr. Huber that the well is on the parsonage's property and the church is interested in selling it however if sold, the church would lose its water supply. Mr. Huber suggested adding a caveat to the sale agreement stating the church could continue to access the well for another 5 (five) to 7 (seven) years and having AEP add a separate meter on the well. Dr. Warren asked for the staff's recommendation and Mr. Huber suggested meeting with Town officials, his previous recommendation regarding the sale of the parsonage and additional AEP meter and added discussion with the Board of Supervisors would be needed due to the annexation agreement with the Town includes public utilities. Mr. Huber asked the gentlemen to provide their contact information and assured the gentlemen the County would be in touch. Mr. Hull thanked Mr. Linkous and the Board for their time and concern. Dr. Warren thanked the gentlemen for bringing this matter to the Board's attention and after confirming there were no additional citizen's comments, closed the session.

3. Financial Matters

Mrs. Newby reported everything looked good at the 7(seven) month point of the fiscal year; on track operationally and capital improvements is a little behind although most comes from reserves.

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS  
February 9, 2016

F. Employee Recognition Policy

Mr. Huber updated the Board on the revision to employee recognition policy. The Board of Supervisors requested the Recognition Committee review the policy and the committee recommended increasing the amounts of the award to compensate for the 30% tax rate. The Board of Supervisors approved the revision at their January 25, 2016, meeting.

On a motion from Mrs. Burchett, second by Mr. Dean and carried, the Board concurred with the Board of Supervisors revision to Employee Recognition Policy:

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett  
Voting No: None

A five minute recess was called by Dr. Warren and the meeting was called back to order at 10:48 a.m.

G. Pulaski Sewer Main Deterioration

Mr. Huber reported Cooks Lane subsidence.

H. PSA Office Supervision

Mrs. Thompson will be supervising the 3 (three) female employees in the PSA office until an onsite supervisor is selected. The onsite supervisor position will be advertised internally and is limited to those currently working in the PSA office.

I. Revision to PSA Uniform Policy

Mr. Linkous requested consider of a revision to the PSA Uniform Policy to allow for the purchase of "muck boots" for the Water/Sewer employees. This would be an \$110 increase to the boot allowance for a total of \$260. The revision would require PSA Board of Directors and Board of Supervisors approval.

On a motion from Mr. Dean second by Mr. Setliff and carried, the Board approved the revision to PSA Uniform Policy:

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett  
Voting No: None

5. Consent Items

A. Minutes from December 8, 2015

On a motion from Mr. Setliff, seconded by Mr. Dean and carried, the Board approved the Items of Consent to include the Minutes of December 8, 2015:

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Setliff, Mrs. Burchett  
Voting No: None

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS  
February 9, 2016

C. Budget Adjustments

There were no budget adjustments.

D. Billing Adjustments

The Board reviewed and accepted billing adjustments totaling a net credit of \$8,193.14.

E. Accounts Payable

The Board accepted, reviewed and accepted the accounts payables for checks numbered 8013285– 8013421, subject to audit.

F. Personnel Changes

Staff reported 1 (one) resignation for the month of January.

6. Reports from Staff, Etc.

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

The Board reviewed the report as presented:

REVISED February 10, 2016

MISCELLANEOUS REPORT  
As of February 2, 2016

DROP SITE TOTALS  
JANUARY 2016

Site	Trips	Tons	Tons per Haul
Dora Hwy	11	24.78	2.25
Dublin	22	74.69	3.39
Fairlawn	6	22.83	3.80
Total	39	122.30	3.13

Inmate Count

3 Inmates were used for the month of January 2016

County Landfill Tonnage

(County customers & refuse department haulers for the month of January 2016)

Commercial	Residential	Tires	Brush
2384.35	879.20	408	.23


00 Cut Offs for the month of January 2016 - Snow

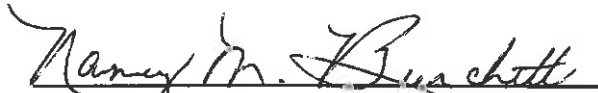
B. One Call Report

Report was not received by date of meeting.

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS  
February 9, 2016

Voting No: None

  
Doug Warren, Chairman

  
Nancy Burchett, Secretary/Treasurer