

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING MINUTES OF JULY 12, 2016

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, July 12, 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; Dave Dean, Vice - Chairman, Dennis Setliff and Dr. Fritz Streff. Absent: Mrs. Burchett

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 and Debra Boyd, Public Service Authority, Accounts Payable/Collections Clerk.

1. Welcome and Call to Order

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

A. Confirmation of a Quorum

Dr. Warren confirmed a quorum with 4 members in attendance.

2. Citizen Comments

A. Citizen Comments

Mr. Charles Hull and Mr. Robert Rogers, representing Trinity Baptist Church, located at 4008 Robinson Tract Rd, Pulaski, requested an updated from the Board regarding the status of their request for a water line extension to the Town of Pulaski water system. Staff discussed short - term and long - term solutions.

The Board and staff discussed the comments provided by Robert Stoots, 8090 Church Hill Lane, Parrott, regarding water damage to his home due to an individual pressure release valve failure on the property owner's side of the meter. Mr. Stoots feels the PSA should be responsible for maintaining the pressure release valve as he claimed it was installed by the PSA. The Board supported staff's recommendation to restate and enforce PSA's policy that the pressure release valve is not part of the PSA's system and is installed on the downstream of the meter on the property owner's side; therefore it is the property owner's responsibility to operate and maintain. Mr. Huber also recommended placing a note in the County newsletter reminding citizens to check and if needed, replace pressure releasing valves.

Dr. Warren added a comment regarding a sign at Plantation Estates stating, "The well water is low. Conserve water." Dr. Warren urged as future planning discussions arise to consider water projects on the other side of Claytor Lake (which includes this community).

3. Presentation

A. Update from PCSA Public Hearing - Grease Trap Maintenance

Mr. Setliff updated the Board on the recent actions the PCSA is taking on grease trap maintenance. A public hearing was held on June 14, 2016, with one citizen in attendance and no dissenting opinions on the rate structure or policy to be enforced beginning January 1, 2017. Mr. Setliff will update the Board once the policy is implemented and the PSA may consider moving forward with plans for a similar ordinance in the future.

4. Financial Matters

A. Financial Report

Mrs. Newby presented the financial report, advising the Board of year ending \$1,078,000 operationally; projected to use \$2.8 million in reserves for capital improvements, however only \$2.2 million used and when combined with external financing resulted in an overall net loss or use of reserves of about \$279,000. Mrs. Newby remarked it was the best year PSA has had in a long time.

On a motion from Mr. Setliff, second by Dr. Streff and carried, the Board received, reviewed and accepted the Financial Report ending June 30, 2016.

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

Voting No: None.

Absent: Mrs. Burchett

5. Action Items

A. Standard Operating Procedures and Code of Conduct for Refuse Employees

Mr. Nichols updated the Board on the meetings held on June 11, 2016, with the Refuse employees by him, Mrs. Thompson and Mrs. Safewright on the standard operating procedures, code of conduct and salary adjustments. He stated the employees greatly appreciated the adjustments to their salaries and the standard operating procedures and code of conduct were well received with very little questions.

On a motion by Mr. Dean, second by Mr. Setliff and carried to adopt the revised Standard Operating Procedures and Code of Conduct for Refuse Employees as presented.

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

Voting No: None.

Absent: Mrs. Burchett

6. Follow - Up Matters

A. Collections Update

Mrs. Boyd added she received notice from the Commonwealth regarding an additional \$1,2000 to be received for July in refunds for delinquent accounts through the Set Off program. Mr. Setliff asked for an update on the gentleman on Ruebush Road who expressed concern regarding billing. Mrs. Boyd advised she had spoken with the gentleman twice and the account remains unpaid.

B. Delinquency Report

The Board acknowledged receipt and review of the delinquency report for June 2016. There were no questions.

7. Items of Consent

A. Minutes of Previous Meeting

On a motion by Mr. Setliff, seconded by Dr. Streff and carried, the Board approved the Minutes of June 14, 2016, and items of consent from B - F.

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

Voting No: None

Absent: Mrs. Burchett.

B. Balance Due and Lien Reports

The Board reviewed and accepted the balance due report as presented in the July 14 2016, BoardDocs agenda.

C. Budget Adjustments

Budget adjustment #9 was reviewed and approved by the Board.

D. Billing Adjustments

The Board reviewed and approved billing adjustments totaling a net credit of \$5,516.26.

E. Accounts Payable

The Board ratified accounts payable for checks numbered 8013826- 8013969.

F. Personnel Changes

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

8. Reports from Staff, Etc.

A. Operational Reports: Inmate Availability; Drop Site and County Landfill Tonnage Reports and Cut Off List
By consensus, the Board reviewed and accepted the operational report as presented in the BoardDocs agenda.

B. One Call Report

The June One Call Report was unavailable for review prior to the meeting.

C. Bear Proof Trash Cans - Update on VGIF Funding

A bear proof trash can was displayed for the Board to view. Mr. Huber advised there were one or two waiting for pick - up and a waiting list for more cans. He confirmed VGIF's willingness to provide additional funding for more trash cans but reducing the amount of discount on the cans. Mr. Setliff recommended keeping the price point consistent, particularly since there is no shipping cost. Dr. Streff recommended advising citizens interested in purchasing the cans that this order would be the last at the \$40 price point and subsequent orders would be priced higher. Mr. Setliff also recommended the purchase of 50 cans as most citizens were buying two cans for their residence. Any storage issues would be resolved by ordering two different shipments.

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board authorized the purchase of 50 bear proof trash cans at the \$40 price point with subsequent orders having a higher price.

By consensus, the Board authorized the purchase as described.

Dr. Streff spoke about the closing of Draper Mountain Overlook and those parking outside the gates that could cause accidents due to limited sight distance.

On a motion by Dr. Streff, second by Mr. Dean and carried, the Board authorized to share the cost of the purchase of commercial bear proof trash cans up to \$1,000 for the Draper Mountain Overlook and to close the overlook at night, if possible.

By consensus, the Board authorized the purchase as described.

D. Deterioration of Sewer Line on Route 100

Mr. Jared Linkous described an issue with a manhole at the entrance of Shae Dawn project on Route 100 where hydrogen sulfide has begun to eat away the manhole. Mr. Linkous recommended replacing the manhole and have the PSA absorb the costs for the change order to the road construction project (H.T. Bowling). He estimated the cost at a couple thousand dollars and would bring the change order to the Board. To address the hydrogen sulfide formation at the Exxon pump station, Mr. Linkous suggested a bioxide feed system and at some point, at significant replacement of sewer line and manholes up to the Ethan Allen with coordination of the Town of Dublin. Additionally, he added the hydrogen sulfide had been monitored in the area of the Family Dollar on Route 100 a few years ago which showed no issues and a recommendation to recheck the system in a couple of years was advised.

E. Standardization of Agenda Formats

Mr. Huber recommended a standardization of agenda formats (Board of Supervisors/PSA) in an effort to promote a smooth transition for a new Executive Director of the PSA/County Administrator. The PSA agenda structure would be modified to resemble the current Board of Supervisors format. The Board accepted the changes to the agenda with no questions.

9. Informational Items

A. AT&T SITE RO3089 - 4010 Pepperell Way, Dublin, VA

Mr. Huber described a request from AT&T to place additional antennas at the Corporate Center. Staff will evaluate the request and if no structural issues, it should receive approval. Mr. Linkous will also review the agreement with AT&T for information regarding whether this request will come with additional rent payment by AT&T.

B. PSA Billing Office

Mr. Linkous updated the Board on the status of the PSA Billing Office advising the project is thirty (30) days out from substantial completion. Furniture has been ordered to ensure delivery in 60 days. There may be a delay with getting the sign operational due to CPU issue; an estimate for the building sign is \$11,321.00 and with the necessary fiber installation \$14,121.00. The plan is to get the CPU from the NRCC and test. If not, other alternatives will be discussed at a future meeting.

10. Staff To Do List

The Board reviewed the following staff list of ongoing items:

- A. Skyview Phase 3
- B. Drop Center on the South Side of Claytor Lake
- C. Covered Water Meter Ordinance
- D. Draper Area Wythe County Sewer/PSA Connection - Dr. Streff spoke about Wythe County water issue just outside Pulaski County line. Mr. Linkous stated there was previous discussion with Wythe County to purchase/trade PSA water for Wythe County sewer service to Painter's Woods subdivision.
- E. Water Meter Replacement
- F. Water Master Plan
- G. Lakewood Estates - Mr. Linkous spoke of the investment the PSA has placed in the well system at Lakewood Estates and described recent lightning emergency that hit the well. The well pump has been replaced and the electrical contractor noted the cause of the replacement as lightning on the invoice. Consideration is being given to submit to insurance or pay for replacement out of reserves.
- H. Facilities for Refuse Employees

11. Adjournment

A. Adjournment

On a motion from Dr. Streff, seconded by Mr. Dean and carried, the Board adjourned its regular meeting. The next regular meeting of the PSA Board of Directors is scheduled for Tuesday, August 9, 2016, at 9:00 a.m., in the Board Room of the County Administration Building.

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

Voting No: None.

Absent: Mrs. Burchett.



Doug Warren, Chairman



Nancy Burchett, Secretary