

**AGENDA  
PULASKI COUNTY  
PUBLIC SERVICE AUTHORITY**

**Regular Meeting  
Mon., Feb. 11, 2002  
9:00 a.m.**

**FOLLOW UP**

---

ITEM

---

1. Public Hearing – Notice to All Tenants and Occupants of Property to be Served or Served by the Pulaski County Public Service Authority, and to All Others Interested  
(Comments heard from Bill Copley, President of Hidden Valley Campgrounds Association, requesting water and sewer service to campgrounds with individual meters; at a cost less than proposed ; staff to review request to determine best means of service to campground; Board approved rates as advertised; advise PSA billing staff) Mr. Coake/ Ms. Burchett
2. Presentation of FY 01 PSA Audit  
(Accepted by Board subject to clarification regarding general ledger accounts receivable amounts; provide clarification, if possible, by March meeting) Ms. Burchett/Ms. Sayers
3. Reports from the County Administrator & Staff:
  - a. Collection Staff Activity:
    1. Adjustments
    2. Inmate Availability Reports
    3. Balance Due Report
    4. Lien Report
    5. Work Order Count  
(Approved adjustments in the credit amount of \$6,443.23; reviewed all others as listed) Ms. Sayers
  - b. Scheduling of Public Hearing for May meeting re: Proposed Rate for Compactor Type Roll-Off Unit  
(Approved scheduling of public hearing for the May 13, 2002 meeting; proceed with advertising; place on May 13, 2002 agenda) Ms. Burchett/ Ms. Hanks
  - c. Ratification – PSA Water Department Truck Replacement  
(Ratified purchase of water department truck replacement in the amount of \$27,050) Mr. Mayberry
  - d. Informational Items
    1. Financial Statement
    2. Benchmarking Study
    3. New River Resource Authority Minutes
    4. Case Knife Road Preliminary Engineering Review
    5. Terrorism Preparedness Seminar  
(Reviewed all listed)

- e. Current Authorized Projects & Items Under Review
  - 1. Cloyd's Mountain Sewer Extension by VDOT
  - 2. New River Industrial Park Water and Sewer Extension
  - 3. Water & Sewer Extensions Preliminary Engineering Reports
  - 4. Collier Acres Sewer Extension with Commerce Park Development
  - 5. Gateway Mobile Home Park Water & Sewer Extension Engineering
  - 6. Water Hydrant Flushing

(Reviewed all listed)

4. Approval of January 14, 2002 Minutes  
 (Approved as presented) Ms. Hanks

5. Accounts Payable  
 (Approved subject to audit) Ms. Sayers

6. Closed Meeting - Closed Meeting -2.2-3711.A.1.3.5.7  
 (No action)

7. Other Matters  
 (Reviewed information regarding possible sale of Walter's Mobile Home Park by Mike Boyer and Mr. Boyer's personal guarantee for the repayment of the PSA investment in the PSA utility extension at mobile home park; Board confirmed a guarantee was needed to secure the PSA investment; place on future agenda as needed – Notify Mike Boyer – Place on March agenda) Mr. Huber/  
 Ms. Hanks

(Reviewed information from Town Fire Marshall regarding drop site at Dora Highway and suggestion to allow realtors to use the site at least twice a month; Board left this determination to staff's discretion and voiced no objections to allowing realtors to use the Dora Highway site on a limited basis; discuss with PSA billing staff and Director of Fleet Maintenance – Notify Gary Elander, Chip Hutchinson & Kenneth Stoots) Mr. Huber/ Ms.  
 Burchett

8. Adjournment

February 7, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Public Hearing – Notice to All Tenants and Occupants of Property to be Served or Served by the Pulaski County Public Service Authority, and to All Others Interested

A public hearing has been scheduled for this meeting, as described on the *enclosed* public hearing notice.

/gh

February 7, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Presentation of FY 01 PSA Audit

Acceptance of the ***enclosed*** audit for the 2000-2001 fiscal year is recommended. Included in the audit is a year-to-year comparison of revenues and expenditures to further assist the PSA in evaluating the audit results. The reduction in the year-end cash balance by \$381,645 is the result of \$460,366 in support being provided to Volvo.

/gh

February 7, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
  1. Adjustments – Adjustments totaling \$6,443.23cr. are submitted as shown on the ***enclosed***.
  2. Inmate Availability Reports – Staff reports the inmate count for January provided one inmate per day.
  3. Balance Due Report – See ***enclosed***.
  4. Lien Report – See ***enclosed***.
  5. Work Order Count – 6 brush; 8 large item; 0 tires; 0 refrigerators.
  
- b. Scheduling of Public Hearing for May meeting re: Proposed Rate for Compactor Type Roll-Off Unit- Scheduling of a public hearing for the May PSA meeting to consider a proposed rate for the compactor type roll-off unit is requested. ***Enclosed*** is the notice of public hearing. I have notified Shoney's that we would be billing for this amount prior to official adoption of the revised rates and that they would be making voluntary payments until adoption of the rates.
  
- c. Ratification – PSA Water Department Truck Replacement - Ratification of the purchase of a replacement truck for the PSA Water Department, as described on the ***enclosed*** memo, is requested. This expenditure was included in the capital improvements budget.
  
- d. Informational Items – Information regarding the following is provided as noted:
  1. Financial Statement – ***Enclosed*** is a year-to-date financial statement describing current budgeted, year-to-date, and projected PSA revenues and expenditures as prepared by Ms. Burchett.

2. Benchmarking Study - ***Enclosed*** is a summary describing the objectives Measurement and Benchmarking study being done by the Virginia Tech Graduate class. The study should provide an objective means of measuring customer satisfaction with the Refuse Department as well as the Building Department and the overall administration of the County.
  3. New River Resource Authority Minutes- See ***enclosed***.
  4. Case Knife Road Preliminary Engineering Review (PER) – The Preliminary Engineering Report has been submitted to the Health Department indicating that the PSA would buy water from the Town to supply this line. It is our understanding the Town will sell water to the PSA without a master meter and bill based on the water meters.
  5. Terrorism Preparedness Seminar – Mr. Coake, Mr. Chumbley, Mr. Fisher and Mr. Gordon plan to attend a seminar regarding the safety of waterworks operations being held in Roanoke.
- e. Current Authorized Projects & Items Under Review
1. Cloyd's Mountain Sewer Extension by VDOT
  2. New River Industrial Park Sewer Pump Station
  3. Rolling Hills, Orchard Hills and Vista Sewer
  4. Collier Acres Sewer Extension with Commerce Park Development
  5. Engineering for Mobile Home Park Water & Sewer Extensions

PMH/gh

Distribution or reproduction of this document is prohibited. This document is exempted from public access in accordance with the Virginia Freedom of Information Act.

February 7, 2002

TO: PSA Board of Directors  
FROM: Peter Huber, County Administrator  
SUBJECT: Closed Meeting – 2.1-344.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. ***Enclosed*** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Property Disposition or Acquisition:

- ◆ None

Personnel:

- ◆ PSA Refuse Collection – Ms. Burchett and I plan to provide an update regarding the status of Ms. Patti Ryan's situation. She lost a part of her finger while holding the cable that tips dumpster containers and has been out of work beyond the required 60-period during which her job should be held open for her.

Prospective Industry:

- ◆ None

Legal Matters:

- ◆ None

PMH/gh

CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

The following motion is suggested for a closed meeting at the February 11, 2002 Public Service Authority Board of Directors meeting:

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_ and carried, that the Public Service Authority Board of Directors enter closed session for discussion of the following:

Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.1-344(A)3 discussion for consideration of the disposition or acquisition of publicly held property regarding:

- ◆ None

Personnel – Pursuant to Virginia Code Section 2.1-344(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- ◆ PSA Refuse Collection

Prospective Industry – Pursuant to Virginia Code Section 2.1-344(A)5 discussion concerning a prospective business or industry, or the expansion of an existing business and industry, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

- ◆ None

Legal Matters – Pursuant to Virginia Code Section 2.1-344(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- ◆ None

Voting yes: \_\_\_\_\_

Voting no: \_\_\_\_\_

Abstaining: \_\_\_\_\_

Not present: \_\_\_\_\_