

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

June 13, 2005

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, June 13, 2005 at 9:00 a.m. in the Conference Room of the County Administration Building, in the Town of Pulaski, the following members were present: H. W. Huff, Jr., Chairman; Winston Snead, Secretary; Carl Mathes, and Doug Warren. Board members absent were Archa Vaughan, Vice Chairman. Staff members present were: County Administrator, Peter M. Huber; Assistant County Administrator, Nancy M. Burchett; County Engineer, H. Ronnie Coake; Ronnie Nichols, Director of Fleet Maintenance and Operations; and Executive Secretary, Gena T. Hanks. Also present was Mr. Shawn Utt of the New River Valley Planning District Commission.

1. Citizen Comments

Mrs. G. C. Slaughter spoke regarding her Public Service Authority account, citing concerns over a balance on her account of \$23,156.00. Ms. Slaughter advised her husband had passed away and she was unaware of the accumulating amount on the account.

By consensus, the Board authorized transferring the balance of the account to a lien on the property and the opening of a new account for Mrs. Slaughter. Staff was directed to work with Mrs. Slaughter to reconcile the account and to provide specific billing details to the PSA Board at a later date.

Comments were heard from Mr. James Whited expressing concern regarding the lack of an agreement with the engineering firm authorizing the engineer to proceed with the necessary work on the water and sewer service to the mobile home park.

By consensus, the Board authorized county staff to work with the county attorney to prepare the necessary documents to proceed with execution of an appropriate engineering agreement.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On the motion of Mr. Mathes, seconded by Dr. Warren and carried, the Board of Directors approved customer credit adjustments in the amount of \$3,320.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Huff.

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Voting no: none.

Not present: Mr. Vaughan.

2. Inmate Availability Report

Staff reported the inmate count for April & May 2005 provided three inmates per day.

3. Balance Due & Lien Report

The Board reviewed and accepted the balance due report as prepared by staff, a copy of which is filed with the records of this meeting.

4. Work Order Count

The following pickups were reported as pending: Pickups pending: 25 brush; 19 large; 0 tire(s); 2 refrigerator(s).

5. Drop Site Total

The following drop site report and county landfill tonnage is provided for the month of May:

**DROP SITE TOTAL
FOR THE MONTH OF MAY**

Site	Trips	Tonnage
Dora Highway	51	103.30
Dublin	34	84.04
Fairlawn	12	55.13
Total	97	242.37

County Landfill Tonnage

(county customers & Refuse Department Haulers for the Month of May)

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2,549.70	82	628	63.90

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b. Action Items:

1. FY 06 Budget

Mr. Huber presented a revised budget document for discussion by the PSA Board with the changes from the previous version including a correction in the anticipated debt service expenses, a few minor changes within the departmental budgets and a corresponding increase in the contingency amount. Mr. Huber recommended applying \$25,000 of the contingency amount to increase funds set aside for the purchase of a new garbage truck from \$115,000 to \$140,000.

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board approved the budget as submitted, with revisions as reported.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

2. PSA Pipe Standards

Mr. Huff inquired of the county engineer as to the ability of staff to develop standards allowing for use of the PVC pipe. Mr. Huff recommended the Board accept the report of Draper Aden Associates comparing the use of PVC vs. ductile iron pipe and the recommendation of the Board of Supervisors that PVC pipe be considered for use.

Mr. Huber clarified that Rural Development is the driving force behind use of PVC pipe.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board accepted the recommendation of Draper Aden Associates and the Board of Supervisors, with staff directed to develop careful standards for the installation of PVC pipe.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

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3. Town of Dublin Water Service Agreement

Mr. Huber advised the Town of Dublin is being asked to renew the water service agreement between the Town and the PSA for a forty-year period and that Rural Development is making this requirement to ensure that water pipes they are financing are served by an adequate water treatment plant. Currently, the PSA plant is operating at about 60% of capacity.

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved a letter of agreement to provide the Town of Dublin with normal water supply needs.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

4. Caseknife Road Waterline Extension

Staff advised bids were received for the extension of the Caseknife Road water line.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved awarding the contract to the low bidder, Meade Contracting Company. A copy of the specifics regarding the bids received are filed with the records of this meeting.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

5. Refuse Collection Rate for Part-Year Residents

Mr. Huber recommended advertisement of a \$60 lump-sum annual refuse collection fee for persons living in Pulaski County for four months or less per year.

The Board took no action to change the current procedure; however, Chairman Huff directed staff to contact the following localities regarding current refuse collection rates for part-year residents: Bedford, Roanoke, Spotsylvania, Louisa and Mecklenburg counties.

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6. Health Insurance Options – Ratification of Health Reimbursement Arrangement

Mr. Huber advised staff was implementing the recommendations developed by staff and representatives of the Board of Supervisors and School Board pertaining to health insurance options for employees. As a part of this plan, an Adoption Agreement for the Health Reimbursement Arrangement (HRA) was submitted to the Board of Directors for approval.

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board ratified the Adoption Agreement for the Health Reimbursement Arrangement.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

7. Retention of Health Advocate Services

Mr. Huber presented information regarding The Health Advocate which will provide help to employees with health care issues including insurance claims, health care coordination, benefits, grievances and paperwork issues.

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board approved retaining the services of Health Advocate Services for employees as an added health benefit.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

8. Meter Reader Turnover

Mr. Huber reported the current meter reader, Gracia Nipper, had resigned effective June 14 and staff had advertised for a replacement.

9. River Course Pump Station

Mr. Huber advised he had administratively approved a request from Steve Crawford to the addition of a restroom and breezeway/storm shelter to the pump station at the River Course based on the following:

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Improvements become the property of the PSA following construction (clearance from mechanics liens is understood), it is understood that the facility will be used by golf course patrons but that the PSA has a right to terminate usage should there be any operational or maintenance problems with the pump station. A water meter and PSA billing would be set up for the restroom. Since there would already be a minimum water and sewer usage, electricity could be tied into the existing PSA pump station service at no additional cost. It is also understood that the addition would compliment the design of the pump station and that a building permit would be purchased.

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved the request to the addition of a restroom and breezeway/storm shelter to the pump station at the River Course with the stipulations as noted above.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

10. Roll-off Rates

Mr. Huber reported with increasing gas prices, he would like to ask the PSA to consider increasing the rate for pulling roll-off containers from \$60 per pull to \$85 per pull.

The Board requested staff develop detailed cost information in order to accurately determine a fair rate and that consideration be given to establishing a fuel cost adjustment clause enabling rate adjustments as may be needed.

11. Shelor Motor Mile Sewer Service Agreement

Mr. Huber presented a draft agreement between Virginia's First RIFA, Pulaski County, PSA, Hash Investment, LLC and DRL Group, LLC for sewer service from the Shelor Motor Mile Speedway to the Dublin Interceptor. Mr. Huber reported this agreement takes into consideration both Phase I and Phase II of the project. Included in this agreement is a waiver of connection fees for up to 80 residential units planned for placement on property. Currently, the PSA would offer a

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connection fee reduction from \$850 to \$425 for the purchase of more than 20 connection fees at one time.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board authorized Chairman Huff to work with Shelor and approved negotiations on connection fees based on actual costs.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

12. Water Tank Usage for Wireless Internet Service

Mr. Huber reported Mr. Troy Settle of Pulaski Networks is requesting to "sponsor" the installation of a micro-cell on the Claytor Lake water tank. Assuming he can mount on the cage at the top of the ladder, the water tank can be used without additional modification. Mr. Huber also reported Mr. Settle would also like to use the Shiloh and Draper tanks, should they prove to be suitable platforms without modification.

On the motion of Mr. Mathes, seconded by Dr. Warren and carried, the Board approved a request to install wireless internet micro-cells on the Claytor Lake and other water tanks.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

13. Sewage Pump Station Generator Bids

Mr. Coake advised bids were received on May 30, 2005 for generators for the sewage pump stations.

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board accepted the bid of \$207,550 to address all sewer pump station needs and directed staff to work with the company regarding propane tank needs. A copy of said bid results is filed with the records of this meeting.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

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14. Policy on Forced Property Cleanups

Mr. Huber recommended consideration of a PSA policy in support of clean-up efforts by the Board of Supervisors and the Pulaski County Sheriff's Office.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the following policy, subject to all PSA work taking precedence over property cleanup.

In situations where the Pulaski County Code Officials have confirmed that a structure is a public hazard, and where the owner of the property has provided certification that their income is below low- to moderate- federal income standards, the Public Service Authority will demolish and remove the unsafe structure with the cost of demolition to either be paid by the resident upon completion of the cleanup or placed as a non-interest bearing lien on the property. The resident will also have to exempt the PSA from any liability arising from the demolition to the satisfaction of the County Attorney.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

15. Pay Increase Policy

Mr. Huber provide the Board with the policy currently being used by the county staff to grant limited merit increases and/or maintain competitive equity with other localities in retaining or recruiting employees.

By consensus, the Board adopted the following policy:

Salary Adjustments

In response to the need to reward employees for outstanding performance, the following criteria are being proposed for consideration by the PSA Board.

Pay raised within existing ranges would be granted on an individual basis utilizing the following criteria:

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1. Certification in addition to minimum requirements with emphasis on obtaining state licenses, obtaining additional certifications, academic degrees, undertaking additional duties and/or serving as employee trainers;
2. Appropriate use of sick leave (accrual of at least 10 days per year for those years in which there was no major medical issues or hospitalization)
3. Demonstrated willingness to work beyond the scope of the regular workday to accomplish major projects;
4. Demonstrated initiative and ingenuity toward meeting departmental goals;
5. Specific recommendation for the increase from the Department Head and the immediate supervisor;
6. Specific documentation of instances where the employee has looked out for, worked with, or otherwise taken action related to understanding and addressing an overall county perspective; and
7. Repeated above average ratings on annual employee evaluations.

Pay range adjustments may also be made based on the following:

1. Documentation that the majority of at least 8 other counties with populations of less than 60,000 provide higher compensation for like duties;
2. Minimal use of sick leave;
3. Demonstrated willingness to work beyond the scope of the regular workday to accomplish major projects;
4. Specific recommendation for the increase from the Department Head and the immediate supervisor;
5. Repeated above average ratings on annual employee evaluations; and
6. Confirmation of the adjusted pay range by the Board of Supervisors.

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c. Informational Items:

1. New River Industrial Park Sewer Pump Station

The Board reviewed residential use of 73.3% of the 600 gallons per minute capacity in the NRIP sewer pump station.

Staff was directed to determine the rates for playing the River Course and Draper golf courses.

2. Sewer for Motor Mile Speedway & Drag Strip

The Board reviewed correspondence to the Health Department regarding the proposed new sewer line to serve the speedway.

3. VRS Costs

The Board reported VRS costs will increase by approximately 2% beginning July 1, 2006 at a total cost of approximately \$120,000 for all county departments including the PSA.

4. Texaco Lift Station

The Board directed staff to determine the costs for replacing the station.

5. Water Treatment Plant PER

The Board reviewed correspondence from the Health Department approving the Water Treatment Plant Preliminary Engineering Report for stilling wall modifications to the Water Treatment Plant.

6. Dublin Water Tank Cell Antenna Lease

The Board reviewed the current version of the proposed lease agreement for the placement of cell phone antenna equipment on the Dublin water tank.

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7. Draper Aden 2005 Tri-State Water Waste Rate Report

The Board reviewed the 2005 report.

8. Water & Sewer Projects Progress Reports

The Board reviewed the most recent progress reports, a copy of which is filed with the records of this meeting.

9. Citizen Thanks

The Board reviewed correspondence from Pulaski County resident Ronnie Mills expressing appreciation to PSA employees for a recent special pickup.

10. Accuracy of Meters Measuring Flow

Staff reported the PSA Billing and Pepper's Ferry staffs are working to address concerns with accuracy and number of meters measuring flow into the regional system.

11. Sanitation Worker I Position

The Board reviewed a copy of an ad to be advertised in the Southwest Times for the Sanitation Worker I position.

d. Current Authorized Projects & Items Under Review:

The Board reviewed the following currently authorized projects:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (engineering underway)
3. Painting Water Tanks

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3. Approval of Minutes of April 11, 2005

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the minutes of April 11, 2005.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff
Voting no: none.
Not present: Mr. Vaughan.

4. Accounts Payable

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the accounts payable as presented on checks numbered 3688 through 3754, subject to audit.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Huff.
Voting no: none.
Not present: Mr. Vaughan.

6. Other Matters

Mr. Huber reported a recent Equal Opportunity complaint regarding racial discrimination.

Dr. Warren suggested staff review having all trash placed on one side of street to avoid having trucks driving on the wrong side of the road.

Mr. Huber reported the appointment of Hollis Loyd as an alternate PSA Board member.

6. Adjournment

By consensus, Board adjourned its meeting. The next regular meeting of the Pulaski County Public Service Authority Board of Directors was scheduled for Monday, July 11, 2005 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia.

H. W. Huff, Jr., Chairman

Winston Snead, Secretary