

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

November 14, 2005

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, November 14, 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: Winston Snead, Secretary; Carl Mathes; Douglas Warren; and Hollis Loyd, Alternate. Board members H. W. Huff, Jr. and Archa Vaughan were unable to attend the meeting. Staff members present were: Assistant County Administrator, Nancy M. Burchett; and Executive Secretary, Gena T. Hanks.

By consensus of the Board and due to the absence of Chairman Huff and Vice-Chairman Vaughan, Mr. Mathes was elected temporary Chairman for this meeting.

1. Citizen Comments

Mr. Jim Whited presented a statement requesting the PSA Board move ahead with the Polyester Mobile Home Project by waiving the \$24,000 water and sewer connection fees in exchange for his investment of approximately \$28,000 in engineering and other construction costs. The Board deferred action on this request to its December meeting and directed staff to provide information on other instances where this type of arrangement has occurred. Further, Mr. Whited offered to pay the \$24,000 connection fee now to allow the project to move ahead, with plans to request any reimbursement at a later date.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On the motion of Mr. Loyd, seconded by Mr. Mathes and carried, the Board of Directors approved customer credit adjustments in the amount of \$2,399.26 cr.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

2. Inmate Availability Report

Staff reported the inmate count for October 2005 averaged five inmates per day.

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3. Balance Due & Lien Report

The Board reviewed the balance due and lien report as prepared by staff, a copy of which is filed with the records of this meeting. Mr. Loyd noted errors in the figures on the Balance Due report and requested a corrected report be sent to the Board in its December Board meeting packet.

4. Work Order Count

The following pickups were reported as pending: Pickups pending: 10 brush; 8 large; 0 tire(s); 2 refrigerator(s).

5. Drop Site Total

There was no drop site total or landfill tonnage report for the month of September. Mr. Loyd requested an explanation as to why the monthly reports are not provided on a routine basis. Staff reported an update would be provided in the December packet.

b. Action Items:

1. Scheduling of Joint Meeting with Board of Supervisors

Staff advised the Planning District Commission is requesting an opportunity to present both the PSA Board and Board of Supervisors the findings of the Year-2 Regional Water Plan. The Board of Supervisors has requested the PSA Board provide several dates and times that would suit for a joint meeting.

Board members noted any evening would be acceptable, except for Wednesdays, and during the weeks of the Thanksgiving and Christmas holidays.

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2. Polyester Mobile Home Park Water & Sewer

Action on this matter was taken previously.

3. New River Sewage Pump Station

Staff reported the property owner adjacent to the New River Sewage Pump Station located in the community of New River (Mike Cox) has violated the zoning setback regulations with construction of a personal garage and that it is proposed that a lot line revision be done between the County of Pulaski and Mike Cox that would allow the garage to meet the setback requirements. The lot line revision would include an additional 10 feet of property be added to the pump station lot on the side line while reducing the back line approximately 8 feet. As part of the exchange and to allow continued use of the back of the pump station property, an easement will be retained in that area for the county and PSA. Further, this item has been to the Board of Zoning Appeals for a variance and has been tabled pending the outcome of the lot line revision proposal. It is anticipated the Board of Zoning Appeals will deny the request if the lot line revision is not approved resulting in removal of the garage. The pump station property is recorded in the name of Pulaski County and will need to be approved by both the PSA and Board of Supervisors.

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved the recommendation by staff and noted final approval must be given by Board of Supervisors due to pump station being recorded in County's name.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

4. PSA Refuse Billing Options

Staff reported as part of the ongoing audit to ensure payment of a garbage bill by all owners of improved properties, it had received questions from both the Isaac Walton League and a campground in the Dunkard's Bottom area regarding the means of calculating a fair garbage bill for campground facilities. In reviewing the situation, staff recommendation is to establish an individual rate for these situations by prorating the normal non-user residential fee to account for the percent of the facility used, the number of days used per week, and the number of months each campground is open per year.

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By consensus, the Board approved staff recommendation for the prorating of refuse billing for campground facilities located on or near Claytor Lake. Further, staff was requested to provide a specific formula for the Board's review at the December Board meeting and specifics on campground facilities such as if open year round, number of units, etc.

5. Lease of the Bradley/Viscoe Road Water Tank for Cell Phone Purposes

On a motion by Dr. Warren, seconded by Mr. Snead and carried, the Board approved negotiating a lease for space on the Bradley Road Water Tank which overlooks the City of Radford, with said lease to be modeled after the one used at the Dublin water tank and with exact wording to be approved by the PSA at a future meeting.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

c. Informational Items:

1. Personnel Changes

The Board reviewed recent personnel changes.

2. Draper Valley Storage Facility Updates

Ms. Burchett provided progress reports from Draper Aden Associates on the Draper Valley Storage facilities.

Mr. Loyd requested staff provide in the December Board packet the anticipated completion date of the facility.

3. 17th Annual Virginia Water & Wastewater Rate Report

Staff provided the Board with a copy of the Annual Water and Wastewater Rate Survey Results as prepared by Draper Aden Associates, as well as a listing organized by cost for water and sewer.

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4. Refuse Rate Adjustments

Staff provided calculations indicating that an across-the-board increase of \$1 will result in \$139,908 in additional revenue (based on full payment by all existing customers) and suggested an increase of \$2 in full service customers and \$1 in low-volume users (recognizing the impact of increasing fuel costs) while leaving the non-user rate the same since landfill costs are not increasing with this increase resulting in sufficient revenue to fully fund refuse operations. Further, should fuel prices continue to decline, staff recommends using any resulting surplus in equipment (roll-off containers and compactors) and/or extended drop center hours of operation.

The Board requested staff provide in the December packet a history of garbage rate adjustments.

5. Capital Improvements Plan

The Board reviewed the Capital Improvements Plan in detail and requested staff provide in the December packet an explanation regarding the differences in costs for each department of the 4x4 trucks.

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

Staff was requested to remove item 3, "Painting Water Tanks", from the Current Authorized Projects & Items Under Review.

3. Approval of Minutes of October 11, 2005

On a motion by Mr. Loyd, seconded by Mr. Snead and carried, the Board approved the minutes of October 11, 2005, as presented.

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

4. Accounts Payable

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved the accounts payable as presented on checks numbered 4310 through 4377, subject to audit.

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

5. Other Matters

Ms. Burchett presented additional progress reports on the Highland Park and Rolling Hills projects.

Mr. Loyd requested background information on fuel costs in preparation for December 12 public hearing on roll-off refuse collection haul rate.

Purchase of Five Additional Dumpsters

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved the procurement of five additional dumpsters to serve the James Hardie plant and others.

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

Ms. Burchett presented a bound copy of the PSA FY 06 budget to each Board member.

Ms. Burchett reminded the Board of members of the employee Christmas breakfast to be held on December 2 in Central Gymnasium.

Ms. Burchett presented information on an inquiry for possible county water regarding to the Mallard Point Town homes in the future.

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6. Adjournment

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the PSA Board adjourned its meeting. The next regular meeting of the Pulaski County Public Service Authority Board of Directors is scheduled for Monday, December 12, 2005 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

Carl Mathes, Temporary Chairman

Winston Snead, Secretary