

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

December 12, 2005

At a joint meeting of the Pulaski County Board of Supervisors and Public Service Authority Board of Directors held on Monday, December 12, 2005 at 9:00 a.m. in the Central Conference Room of the County Administration Building Board Room, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board of Supervisor members were present: Joseph L. Sheffey, Chairman; Frank R. Conner, Vice Chairman; William E. "Eddie" Hale; Ranny L. Akers; and Dean K. Pratt. The following Public Service Authority Board 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 included: Thomas J. McCarthy, Jr., County Attorney; Peter M. Huber, County Administrator; Nancy M. Burchett, Assistant County Administrator; H. R. Coake, County Engineer; and Gena T. Hanks, Clerk.

Chairman Sheffey called the meeting to order and advised the purpose of the meeting was to receive a presentation by the New River Valley Planning District Commission on water supply planning for the New River Valley as a function of the New River Valley Water Source Plan, specifically the regulations establishing a planning process and criteria that local governments will use in the development of the local and regional plans.

Mr. David Rundgren, Executive Director of the New River Valley Planning District Commission, provided a slide presentation on the Regional Water Supply Planning Regulations. Mr. Rundgren advised the Board of Supervisors is being requested to adopt a resolution approving Pulaski County's participation at a regional level to meet the new Water Supply Planning Regulations. Mr. Rundgren advised a resolution would need to be submitted no later than Friday, December 30, 2005. Supervisors directed several questions to Mr. Rundgren regarding the presentation.

By consensus, the Board of Supervisors requested the Public Service Authority Board of Directors provide a recommendation to the Board of Supervisors for consideration by the Board at its December 19, 2005 meeting.

On a motion by Mr. Conner, seconded by Mr. Hale and carried, the Board adjourned the meeting to its regular meeting to be held on Monday, December 19, 2005 at 7:00 p.m. in the County Administration Building.

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.

Mr. Mathes called the Public Service Authority Board of Directors meeting to order.

Mr. Mathes recommended the PSA Board take action to recommend to the Board of Supervisors the participation by the county in the regional effort to meet the new Water Supply Planning Regulations.

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On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the PSA Board recommended approval to the Board of Supervisors to participate as a water supplier in a regional Water Supply Plan for the New River Valley.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

2. Closed Session – 2.2-3711.A.1

The closed session was deferred to the end of the meeting.

3. Public Hearing – Roll Off Refuse Collection Haul Rate - Proposed Rate: \$95.00 per Transport to Landfill Plus A Periodic Surcharge Based on Future Fuel Costs (Current Rate is \$60.00 Per Transport)

Mr. Mathes advised a public hearing had been scheduled for the purpose of considering a revision to the schedule of rates, fees and charges for roll-off refuse collection services. Mr. Huber recommended setting the rate at \$85 to reflect actual costs and account for increasing fuel prices.

Mr. Mathes opened the public hearing. There were no citizen comments and the public hearing was closed.

On a motion by Mr. Snead, seconded by Dr. Warren and carried, the PSA Board approved setting the roll-off refuse collection haul rate at \$85 per transport to be effective February 1, 2006.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

4. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On the motion of Mr. Loyd, seconded by Dr. Warren and carried, the Board of Directors approved customer credit adjustments in the amount of \$1,375.01.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

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2. Inmate Availability Report

Staff reported the inmate count for November 2005 averaged four inmates per day.

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 requested an explanation regarding the increase in the amount over the last two months.

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board accepted the balance due and lien reports as presented.

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

4. Work Order Count

The following pickups were reported as pending: Pickups pending: 10 brush; 2 large; 0 tire(s); 1 refrigerator(s).

5. Drop Site Total

The following drop site total and landfill tonnage reports were presented:

Site	Trips	Tonnage
Dora Highway	38	87.82
Dublin	26	60.18
Fairlawn	7	52.10
Total	71	200.10

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County Landfill Tonnage
(county customers & Refuse Department Haulers)
(for the Month of November)

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2219.63	62	788	41.23

b. Action Items:

1. RAAP Renewal Agreement

As noted in the Board packet, formal approval to renewing the agreement for the purchase of water from the Radford Army Ammunition Plant was recommended.

On a motion by Mr. Snead, seconded by Dr. Warren and carried, the Board approved renewing the RAAP agreement.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

2. Sewage Pump Station Generators

As reported in the Board packet, following confirmation that the original bidder for this project would not be able to provide the needed generators, the project was rebid. Bids were received on November 21 for generators for Claytor Lake Pump Station No. 7 in the amount of \$36,831, Exxon Pump Station in the amount of \$36,831 and New River Pump Station in the amount of \$29,452 from Triangle Electric Corporation, Ridgeway, Virginia. The total amount of the bid is \$103,114.00. A second bid was received from Structures and Utilities, Christiansburg, in the amount of \$58,000, \$58,000, and \$60,000 respectively, for a total bid of \$176,000. Staff recommended that a contract be awarded to Triangle Electric in the amount of \$103,114 for the three generators listed above.

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved awarding the contract to Triangle Electric in the amount of \$103,114 for the three generators.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

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3. Polyester Mobile Home Park Agreement

As reported in the Board packet, approval of the agreement is recommended.

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved the agreement, subject to correction of figures under Section III – “Connection Fees”.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

4. Streetlights Installation

As reported in the Board packet, an inquiry had been received from Ms. Charlotte Reed regarding the potential for installing streetlights at the entrance to her subdivision off of Bagging Plant Road.

By consensus, the Board requested staff determine the cost of the streetlight installation, advise the residents of the costs and determine if the residents are interested in the streetlight installation, including all costs associated with the installation. Further, staff was directed to determine the percentage of required residential acceptance to install streetlights in a residential area. The Board requested an update at its January 9, 2006 meeting.

5. 2006 Meeting Calendar

By consensus, the Board approved adjusting the 2006 meeting calendar for the PSA Board to move the October 11, 2006 meeting to Tuesday, October 12, 2005, due to a conflict with the Columbus Day holiday occurring on October 11.

c. Informational Items:

1. Draper Valley Storage Facility Update

The Board reviewed an updated Progress Report on the Draper Valley Storage Facility project. Staff was directed to determine the estimated construction date and provide an update at the January 9, 2006 Board meeting.

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2. Water Treatment Plant Sed Basin Dispersion Wall Design

The Board reviewed an updated progress report, including the schedule of events on the above project.

3. Refuse Rate Adjustments

As reported in the Board packet, the following is a suggested formula for calculating refuse rates for campgrounds:

- average weekly number of occupied campsites x number of months per year the campground is open x non-user rate (if campground is committed to delivery of refuse to a large item drop center) or x standard user rate (if campground would like service at nearest state maintained road or suitable alternative).

By consensus, the Board approved the recommended formula and requested staff compare the formula to charges for all existing campgrounds.

4. Capital Improvements Plan Update

As directed by the Board at its November Board meeting, staff provided a detailed explanation on the need for new vehicles as requested in the current Capital Improvements Plan. A copy of the details is filed with the records of this meeting.

5. PSA Refuse Billing History

As requested by the Board at the November meeting, the following history of refuse rates charged by the PSA was presented:

- \$3.00 per month March 1979 through September 1987
- \$5.00 per month October 1987 through December 1990
- \$10.00 per month January 1991 through July 1992
- \$11.00 per month August 1992 through June 1993
- \$12.00 per month July 1993 to September 2002
- \$13.00 per month October 2002 to present

6. Background Information on Fuel Costs

As requested by the Board at the November meeting, background information on fuel costs was provided as follows: "The Public Service Authority refuse operations use approximately 52,000 gallons of diesel

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fuel per year or 200 gallons per day or roughly 20 gallons per day per truck in the collection of residential, commercial and industrial refuse. In December 2003 the PSA was able to purchase untaxed diesel fuel for approximately \$1 per gallon. Two years later this cost has more than doubled to \$2.10 per gallon. While some of this increase was factored into the \$133,912 PSA budget for fuel costs, an estimated maximum cost of \$2.30 per gallon would cost the PSA an additional \$120,332 in the 2005-06 fiscal year."

7. Background Information on Waiving of Fees in Exchange for Investment

As requested by the Board at the November meeting, information was provided as follows regarding the waiving of fees in exchange for investment: "the Gateway Mobile Home Park paid full connection fee of \$500 per unit while the Abbey Mobile Home Park paid an adjusted rate of \$250 per unit."

8. Operation of Polyester Mobile Home Park

As reported in the Board packet, Mr. James Whited has approached Rick Gordon, Chief Water Treatment Plant Operator, about operating the Polyester Mobile Home Park Water System until the proposed PSA water distribution is installed. Mr. Gordon would be performing this responsibility as an employee of Mr. Whited during his time off. Mr. Gordon has also talked with the Health Department about the possibility and advised them that this work would not be part of his responsibility with the PSA. Mr. Gordon would provide more technical assistance to Mr. Whited than actual operation of the system in order to meet Health Department requirements for having a licensed operator in charge of the existing system. Mr. Gordon is requesting permission to work with Mr. Whited during his off time from the Water Treatment Plant.

By consensus, the Board stated no objections to Mr. Gordon operating the Polyester Mobile Home Park Water System until the proposed PSA water distribution system is installed.

Mr. Whited was present and offered to provide additional information as needed by the Board.

9. Consideration of Cut-off Notices

As reported in the Board packet, the PSA staff is sending out between 1,000 to 1,200 cut-off notices each month with 2,500 letters being sent out on a quarterly basis when garbage bills are due, with a number of these letters being sent to the same customers each month.

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Staff has suggested consideration to eliminating this notification as a way of reducing costs and labor involved in these mailings. While these letters are a part of PSA customer service efforts, the number of letters to repeat delinquent customers is an added average cost of approximately \$525 per month based on a net cost of \$0.35 per letter.

The Board declined to change the current procedure, but suggested staff consider revising the language of the current letter being sent to customers.

10. Personnel Changes

An update of recent personnel changes was presented to the Board.

5. Approval of Minutes of November 14, 2005

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved the minutes of November 14, 2005, as presented.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

6. 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 4470 through 4520, subject to audit.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

7. Other Matters

▪ Closed Session – 2.2-3711.A.1

It was moved by Dr. Warren, seconded by Mr. Loyd and carried, that the Public Service Authority Board of Directors enter Closed Session for discussion of the following:

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel matters:

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- Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:
 - Refuse Department Restructuring Plan
 - Refuse Department Supervision

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

Return to Regular Session

It was moved by Dr. Warren, seconded by Mr. Loyd and carried, that the Board return to regular session.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

Certification of Conformance with Virginia Freedom of Information Act

It was moved by Dr. Warren, seconded by Mr. Loyd and carried, that the Public Service Authority Board of Directors adopt the following resolution certifying conformance with the Virginia Freedom of Information Act.

WHEREAS, the Public Service Authority Board of Directors of Pulaski County, Virginia, has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the PSA Board of Directors of Pulaski County, Virginia hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were

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identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

8. Adjournment

On a motion by Mr. Loyd, seconded by Dr. Warren 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, January 9, 2006 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