

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
September 11, 2006

At a regular meeting of the Public Service Authority Board of Directors held on Monday, September 11, 2006 at 9:00 a.m. in the Middle Conference Room of the County Administration Building Board Room, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: H. W. Huff, Jr., Chairman; Winston Snead; Carl Mathes; and Hollis Loyd, Alternate. Board members Doug Warren and Archa Vaughan were unable to attend the meeting. Staff members present included: Nancy M. Burchett, Assistant County Administrator; Ron Coake, County Engineer; Ron Nichols, Director of Fleet Maintenance and Operations; and Gena Hanks, Executive Secretary. Also present was Patrick Hughes of the New River Valley Planning District Commission.

Chairman Huff called for a moment of silence in remembrance of the September 11, 2001 events.

Ms. Burchett introduced new Finance Director, Gordon Jones, and gave a brief description of Mr. Jones work as an auditor with the account firm of Robinson, Farmer, Cox Associates.

1. Public Hearing – Revision to Schedule of Rates, Fees, and Charges for Landfill Disposal Fees and Roll-off Refuse Collection Service Fees

As reported in the Board packet, a public hearing had been advertised for consideration of revision to the schedule of rates, fees, and charges for landfill disposal fees and roll-off refuse collection services fees. Staff recommendation was to increase landfill disposal fees from \$34.50 to \$37.00 per ton, based on maintaining existing \$5 local surcharge to support operation of the large item drop sites. Further, it was recommended that roll-off haul rates remain at \$85 per load in order to remain slightly below private sector costs.

Chairman Huff opened the public hearing. There being no comments, the hearing was closed.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved increasing landfill disposal fees from \$34.50 to \$37.00 per ton, with roll off haul fees to remain at \$85 per load.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Mr. Loyd.

Voting no: none.

Not present: Dr. Warren, Mr. Vaughan.

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2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On the motion of Mr. Mathes, seconded by Mr. Loyd and carried, the Board of Directors approved customer credit adjustments in the amount of \$6,421.20cr.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Mr. Loyd.

Voting no: none.

Absent: Mr. Vaughan, Dr. Warren.

2. Inmate Availability Report

Staff reported the inmate count for August 2006 averaged three 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.

4. Work Order Count

The following pickups were reported as pending: Pickups pending: 7 brush; 15 large; 0 tire(s); 1 refrigerator(s).

5. Drop Site and County Landfill Totals

The following drop site total report was presented:

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

Site	Trips	Tonnage
Dora Highway	57	134.31
Dublin	54	208.82
Fairlawn	9	39.31
Total	120	382.44

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Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Mr. Loyd.
Voting no: none.
Absent: Mr. Vaughan, Dr. Warren.

3. Black Hollow Heights Water System Estimate

As reported in the Board packet, the Board had been provided with a preliminary engineering report describing the cost of extending water to the Black Hollow Heights Subdivision. The cost of this project would result in a cost of \$148 per month per household. Staff recommended that this information be forwarded to residents, while asking if they would still like the project to be considered, with the only other alternative being that general improvement in public water service to better serve the Commerce Park may be of some future assistance in reducing the cost of residential service to this community.

The Board directed staff to forward the information regarding costs of the project to the residents, to determine if they would still like the project to be considered.

4. Claytor Lake Sewer Line

As reported in the Board packet, the following individuals live on the other side of State Park Road from the existing sewer line. Staff reported the PSA does not have the equipment to install 4" sewer service lines required to serve these customers and have been charging PSA costs when having to contract road borings. For this reason, staff recommends these individuals be exempted from non-user charges: Luther C. Barnette, Ernest C Hutton Jr., Donald J Davis.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved exempting from non-user charges the following individuals: Luther C. Barnette, Ernest C. Hutton, Jr., and Donald J. Davis.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Mr. Loyd.
Voting no: none.
Absent: Mr. Vaughan, Dr. Warren.

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c. Informational Items:

1. Personnel Changes

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

2. Report on Existing Situations Where Liens With Large Balances Exist

As reported in the Board packet, staff provided a report providing further details regarding delinquent amounts owed to the PSA. Staff confirmed receipt of social security numbers necessary to register \$129,197.52 of PSA current debt, \$114,709.29 of which is over 90 days delinquent as an attachment on any state income taxes due these 313 individuals through the debt set-off program in the future.

Ms. Burchett advised the heading for this report should not include the wording "Where Liens".

The Board directed staff to provide the following information at October meeting:

- Report on consideration to tying utilities into DMV Stop program;
- Report separating "Active" and "Inactive" accounts; and Report on consideration to increasing deposit.

3. Eagleview Water & Hidden Valley Water and Wastewater Improvements

As provided in the Board packet, the Board reviewed correspondence from Draper Aden Associates transmitting Plans and Specifications.

4. Projects Report – July 2006

As provided in the Board packet, the Board reviewed reports on projects by project title and work performed to date.

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5. Bellavista Estates – Riverbend – Tyson Hills

As reported in the Board packet, the Board reviewed a notice from the Health Department that the plan submitted satisfies the requirements of the Waterworks Regulations.

6. Rescheduling of October & November 2006 Meetings

The Board rescheduled its October meeting to Monday, October 16, as well as rescheduled the November meeting to Monday, November 20 due to scheduling conflicts with the regular meeting dates for these two months.

7. PSA Balance

As provided in the Board packet, the Board reviewed a spreadsheet depicting the PSA balances over the past two years with anticipated costs to be deducted from this balance total \$834,043 consisting of the following unbudgeted expenses:

- \$240,000 for previously approved refuse trucks and containers and a pick-up truck,
- \$135,000 for the additional roll-off truck as recommended for consideration at this meeting,
- \$313,500 for the replacement of the Texaco sewer pump station,
- \$12,000 for the installation of a water line in exchange for improved access to the raw water pump station and the water treatment plant
- \$3,443 for the installation of electric service to the Shelor Motor Mile sewer main metering station; and
- \$130,100 for the installation of generators at remaining sewer pump stations not having emergency power backup

Ms. Burchett provided additional details and an updated spreadsheet. The Board requested staff provide a chart at its October meeting that shows reserves.

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8. Drop Center

As reported in the Board packet, shared management of the Dublin drop center with Goodwill Industries began this week with plans to transition to joint supervision by Goodwill to include a press release following a two-week orientation period. Also, effective Sept 6 the hours of the Dublin Large Item Drop Site will be expanded to 8:00 a.m. to 5:00 p.m. Monday through Saturday and noon to 5:00 p.m. on Sunday. The expanded hours are at no cost to the PSA thanks to the assistance of Goodwill Industries which has co-located a drop point. A similar arrangements is planned at the Fairlawn site within 45 days and at the Town of Pulaski Dora Highway site following its relocation assuming the arrangement works at the Dublin site.

9. Disposal Permit Policies

The Board reviewed the following updated Disposal Permit Policies which were approved at the August 2006 PSA meeting:

Disposal Permit Policies

Town of Pulaski, Town of Dublin and
Pulaski County Public Service Authority

1. Disposal permits will be required for all construction debris to include but not limited to siding, roofing, and flooring material. The disposal permits are used to ensure the waste material meets the disposal requirements of the New River Resource Authority (NRRA). The original disposal permit with any required testing documentation must be provided to the NRRA prior to disposal of the material. In the event that the waste material has been deemed acceptable non-friable asbestos and the demolition process has not altered the material so that it is no longer acceptable, the NRRA should be notified in advance with the appropriate documentation and at the scales house upon delivery so that special care can be taken to provide the best practical protection to all of the customers and staff.
2. Disposal permits are issued at no cost to paying PSA or Town of Dublin customers personally taking building materials to the New River Resource Authority Landfill. All commercial customers or contractors will be responsible for

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the disposal fees assessed by the New River Resource Authority at the scale house.

3. The PSA, the Town of Pulaski and the Town of Dublin will accept the disposal fees assessed on the disposal of household items for all residential customers that are driving a vehicle with a decal from Pulaski County, Town of Dublin or Town of Pulaski. If the customer is not driving a vehicle from the three aforementioned jurisdictions, then the PSA, the Town of Pulaski and the Town of Dublin will accept the disposal fees assessed on the disposal of household items for all residential customers that present a garbage bill from either the PSA, Town of Pulaski or Town of Dublin.
4. A disposal permit will be issued with all building permits issued by Pulaski County, Town of Pulaski, or the Town of Dublin. Disposal permits can be obtained for the Pulaski County Community Development office or either of the Town Offices' where building permits are issued. In situations that do not require building permits that will require disposal permits such as replacement of a roof, windows, and siding, the disposal permits may also be obtained from the PSA office located in Dublin Town Center, the Citizens' Service Center in the Fairlawn post office, or the NRRRA Administration Office located at the landfill on Cloyd's Mountain Road. The disposal permit holders shall be informed when they obtain a permit that whether a building permit is required or not, the waste material shall be managed by the permit holder in such a manner that does not alter the material so that it is deemed unacceptable for disposal at NRRRA. Also, the permit holder shall be informed that additional documentation and/or testing of the waste material may be required to ensure the material is deemed acceptable for disposal. If there are any questions regarding disposal permits to include documentation, material testing, requirements for disposal, please contact New River Resource Authority at 540-674-1677.

10. Workforce Development Worksite Agreement

Ms. Burchett presented a work site agreement with the Workforce Development Division of Goodwill Industries and explained ratification of the agreement was needed to allow for the hiring of an individual to work at the PSA Billing office at no cost to the PSA. The purpose of the hiring of the individual is due to one of the PSA Billing staff employees having to be out of the office on extended sick leave.

On a motion by Mr. Loyd, seconded by Mr. Mathes and carried, the Board ratified an agreement with the Workforce Development Division of Goodwill Industries at no cost to the PSA.

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

- d. Current Authorized Projects & Items Under Review:
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)

Chairman Huff recognized Nancy Burchett for her 33 years of service to Pulaski County and the Public Service Authority. On behalf of the entire PSA Board, Mr. Huff expressed appreciation for the work accomplished by Ms. Burchett on behalf of the PSA Board. Further, Mr. Huff expressed best wishes to Ms. Burchett in all of her future endeavors.

4. Approval of Minutes of August 14, 2006

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the minutes of August 14, 2006.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Mr. Loyd.
Voting no: none.
Absent: Mr. Vaughan, Dr. Warren.

5. Accounts Payable

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved the accounts payable as presented on checks numbered 5578 through 5644, subject to audit.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Mr. Loyd.
Voting no: none.
Absent: Mr. Vaughan, Dr. Warren.

6. Other Matters

There were no other matters reported to the Board.

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7. Adjournment

By consensus, the Board adjourned the regular meeting. The next regular meeting of the PSA Board is scheduled for Monday, October 16, 2006 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

H. W. Huff, Jr., Chairman

Winston Snead, Secretary