

**AGENDA  
PULASKI COUNTY  
PUBLIC SERVICE AUTHORITY**

**Regular Meeting  
Tues., October 14, 2008  
9:00 a.m.**

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<b>ACTION</b>	<b>KEY STAFF</b>
1. <u>Citizen Comments</u> (None)	
2. <u>Reports from the County Administrator &amp; Staff:</u>	
a. <u>Chairman Huff</u> (Mr. Huber provided an update on Mr. Huff's health status and advised of the death of Don Pratt, father to Board of Supervisor member Dean Pratt)	
b. <u>Staffing Changes</u> (Mr. Huber introduced new Finance Director Diane Newby; announced the hiring of Bobby Clark as the new Emergency Management Coordinator; and the hiring of Debbie Boyd to fill the vacant position in the PSA billing office)	
c. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> (Approved)	Ms. Sayers
2. <u>Inmate Availability Report</u> (Reviewed)	
3. <u>Balance Due &amp; Lien Report</u> (Mr. Loyd questioned why accounts for water are not cut off when 90 days past due – Staff to provide update at November Board meeting – Place on agenda)	Ms. Sayers Ms. Hanks
4. <u>Work Order Count</u> (Reviewed)	
5. <u>Drop Site Total &amp; County Landfill Tonnage Report</u> (Reviewed)	
d. <u>Action Items:</u>	
1. <u>Minutes of Previous Meetings</u> (Approved – Copy and index into minute book)	Ms. Dehart

2. Accounts Payable  
(Approved) Ms. Sayers
  
3. Rescheduling November Meeting  
Due to Holiday  
(Rescheduled to Wednesday, November 12  
due to Veteran's Day holiday – Notify  
SWT in monthly notices) Ms. Safewright
  
4. Regional Authority - Commerce Park  
Water Service  
(Spreadsheet reviewed –  
Approved allocation of local match, as well  
as negotiating with the City of Radford on  
water supply - Appointed Maynard  
Sayers and Doug Warren to represent  
the PSA in discussions with the City of  
Radford, with grant acceptance to be  
considered on or before October 24 –  
Notify City of Radford of appointment Mr. Huber  
of two PSA Board members to participate  
in discussions with City – Notify PSA  
Board members if additional meeting  
is needed) Mr. Huber  
  
(Provide the PSA Board with a map  
of the proposed improvements) Mr. Coake
  
5. Contracting for SAS 112 Audit Preparation  
(Approved hiring of Goodman and Company  
to prepare financial reports at a cost  
of \$5,000 - \$10,000) Mr. Huber/  
Ms. Hanks
  
6. Revised Anderson & Associates Engineering  
Agreement  
(Approved amended agreement in the  
amount of \$41,430 – Arrange for  
execution of agreement) Mr. Coake
  
7. Recycling Program  
(Approved concept to provide transportation  
of recycling materials only, with any  
additional costs beyond the transportation  
of materials to be presented to PSA Board  
for review) Mr. Huber/  
Mr. Nichols

8. Utility Lines Across Reconstructed Route 114 Bridge  
(Approved PSA participating in costs of installation of lines, subject to at least one additional locality agreeing to participate, noting that more than one locality would be preferred) Mr. Coake
  9. Sulfate Allocation and Surcharge Program  
(Deferred to November) Ms. Hanks
  10. Corporate Center Water Tank Cell Tower Agreement  
(Approved, pending review by County Attorney) Mr. McCarthy
  11. Dublin Area Sewer Rate Resolution  
(Approved with an intent to set a minimum non user fee of \$25.13 – Request Town of Dublin consider billing on behalf of PSA so that customer will only receive one bill for services) Mr. Huber
  12. Highland Park Rate Resolution  
(Update provided - place on November agenda) Ms. Hanks
- e. Informational Items:
1. Personnel Changes  
(Reviewed)
  2. Financial Report  
(Reviewed)
  3. Utility Projects  
(Reviewed)
  4. Safety Meeting Update  
(Update provided on recent staff meeting held – Mr. Nichols advised routine safety meetings to continue – Mr. Huber presented a draft of a VACo modeled Motor Vehicle Safety policy to be tailored to suit PSA and county – place on November agenda) Ms. Hanks

5. Additional Information on Community Development Authorities  
(Presented information regarding use of CDA's by other Virginia localities – Mr. Huber advised of a potential request for a CDA)
6. Document Shredding Service  
(Advised of NRRRA plans to host quarterly opportunities for residents to properly dispose of sensitive documents through shredding service)
7. Drop Center Operations  
(Advised of possible hiring of Goodwill employees by the PSA which will give the PSA the ability to cross train existing drop center and Goodwill employees and extend drop center hours at no additional cost to the PSA – place implementation on November Agenda)
 

Ms. Hanks/  
Mr. Huber
8. Update on Number of Household Users in County  
(Confirmed that the number of households in the county grew by a net 404 housing units since 2006, but have not received information from the towns regarding the number of water and sewer customers they are serving – continue requesting customer numbers from the towns)
 

Mr. Huber

f. Current Authorized Projects & Items Under Review:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway) (*To be advertised*)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (*2009 Advertisement expected*)
3. Water Treatment Plant Dispersion Wall Construction (*Awarded contract*)
4. Water Treatment Plant Raw Water Intake Access Road (*Staff have met with contractor and property owner*)

3. Other Matters

(Mr. Huber presented copy of civil rights discrimination suit in Federal court by former employee)

4. Adjournment

October 8, 2008

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

Reports from County Administrator and Staff:

- a. Chairman Huff - As of the date of this report, Chairman Huff is in Pulaski Community Hospital recovering from a mild heart attack. I would particularly appreciate your letting me know of concerns or issues you may have regarding the various items on the agenda so that we can answer your questions in order to make the meeting productive for the Board and easy on the Vice Chair.
- b. Staffing Changes - I am pleased to report that Diane Newby began working as Finance Director on October 1st and plan to introduce her to the Board at the October meeting. Ms. Newby grew up in Pulaski County, graduated from Pulaski County High School and Radford University, with a Bachelor of Science degree in business, with a concentration in accounting. She has worked in governmental accounting for 18 of the past 20 years, ten of which were for the City of Salem and eight of which were as Assistant Finance Director for the City of Radford. She also worked for two years in the private sector for an architectural firm. Her experience in working for full service city governments provides a particularly good background in working with PSA related utility services.

I am also pleased to report that we have hired Bobby Clark as Emergency Management Coordinator effective October 13. Mr. Clark is completing his Bachelor of Science in Fire & Safety Engineering Technology. He comes to Pulaski County with 18 years of experience as a volunteer fire fighter, 10 years experience as a hazardous materials officer for the Virginia Department of Emergency Management, eight years experience as a Fire/EMS Sergeant and, most recently, two years experience as a training and hazmat officer for the Radford Army Ammunition Plant.

c. Collection Staff Activity:

1. Adjustments - Adjustments totaling a net \$3,644.21 cr. from contingency are submitted as described on the ***enclosed*** report.
2. Inmate Availability Report – Staff reports the PSA generally had use of two inmates per day for the month of September, with five inmates on Mondays.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count – Pickups pending: 29 brush; 13 large item; 0 tires; 0 refrigerator.
5. Drop Site Total & County Landfill Tonnage Report

**MONTH OF SEPTEMBER 2008**

<b>Site</b>	<b>Trips</b>	<b>Tons</b>	<b>Tons per haul</b>
Dora Highway	42	79.90	1.90
Dublin	33	107.26	3.25
Fairlawn	7	36.48	5.21
Totals	82	223.64	2.73

County Landfill Tonnage  
(County customers & Refuse Department Haulers)  
(for the Month of September 2008)

<b>Commercial</b>	<b>Residential</b>	<b>Tires</b>	<b>Brush</b>
1946.35	1126.75	562	19.15

d. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the September 9, 2008 meeting for your review and approval.
2. Accounts Payable – Review and approval of the ***enclosed*** accounts payable is requested.
3. Rescheduling Meeting Due to Holiday – Due to the Veteran's Day holiday falling on November 11, which is the regular monthly meeting date for the PSA Board, I would recommend moving the meeting to the next day, Wednesday, November 12.
4. Regional Authority - Commerce Park Water Service – ***Enclosed*** is the cover letter for the award of \$3,103,401 Economic Development Administration grant for the purpose of improving the volume of water

available to the Commerce Park. The grant offer must be accepted or rejected on or before October 24, 2008.

This grant requires the expenditure of local matching funds in the amount of \$3,369,063. Also ***enclosed*** is a spreadsheet with a recommended allocation of this required local match between the PSA and the Commerce Park Participation Committee. The proposed calculations fit within the existing Commerce Park budget and recognize that on its own, the PSA would not be able to qualify for a federal grant to expand water treatment or distribution capacities.

Assuming the Commerce Park Participation Committee agrees with the provision of this match, the remaining component to this project would be an agreement with the City of Radford. ***Enclosed*** is a letter from the City suggesting factors to be considered in the implementation of an agreement.

It is recommended that the PSA accept the grant offer, or schedule a meeting prior to the October 24, 2008 deadline. I would also like to invite participation by Board members in discussions with the City of Radford and the Commerce Park regarding this project.

I would like to invite Board members to a formal announcement of the grant offer by Congressman Boucher which is planned for 3:30 p.m. on Thursday, October 16<sup>th</sup> at the New River Valley Airport Terminal building.

5. Contracting for SAS 112 Audit Preparation - Last year the county's financial report, which the auditors are no longer allowed to prepare under SAS 112 standards, was done by Gordon Jones as Finance Director. His resignation at the end of the fiscal year came prior to when work on the financial reports would have begun. While Diane Newby has been hired as our new finance director, it would not be reasonable for her to be able to complete the financial reports in time to meet various audit deadlines. Thus, hiring of an accounting firm specializing in the preparation of financial reports is recommended. Nancy Burchett and I recommend hiring of Goodman and Company for the preparation of the reports at a cost of between \$5,000 and \$10,000 following solicitation of proposals from three firms recommended by the auditors.
  
6. Revised Anderson & Associates Engineering Agreement – When the Orchard Hills sewer project was first applied for, we did not also plan to include the Vista Subdivision. Thus, our current agreement with Anderson & Associates only refers to doing a design for Orchard Hills. Subsequent to our signing the agreement a request was made and approved by the PSA to add the adjacent Vista Subdivision to the project. The ***enclosed*** revision to our agreement with Anderson & Associates implements this change as well as the Pifer line relocation, easement assistance and basic services adjustment. The amount of this Amendment No 2 is in the amount of \$41,743.00 and has been approved by Rural Development.

7. Recycling Program – Both Volvo and Pulaski County High School are seriously interested in pursuing a recycling program. In addition, recycling of office paper may be of benefit to the County and to the School Board. Based on this interest, consideration in taking steps to further encourage recycling in the county is recommended through agreement to the concept of establishing partnerships with Volvo and/or PCHS. While approval of this matter by the PSA would be preliminary, I would appreciate suggestions or general guidelines you would like to see implemented in any final recycling arrangement.
  
8. Utility Lines Across Reconstructed Route 114 Bridge – Ron Coake has been involved in meetings with VDOT at which the possibility of installing water/sewer lines under the bridge was discussed. The estimated cost for full installation of two 16-inch lines would be \$600,000. We believe this option to be cost prohibitive. An alternative offered by VDOT is for them to build the bridge pilings so that they would be strong enough to support the weight of two pipes of this size full of water with the localities paying a total estimated \$50,000 for the installation of sleeves through which these pipes could be installed in the bridge abutments and approach slab. This step would eliminate a possible future need to dig out the approaches to the bridge. Agencies involved in the initial meetings include the Montgomery County PSA, Christiansburg, Blacksburg, VPI Water Authority, Peppers Ferry Wastewater Treatment Authority with the City of Radford also being potentially interested. A follow-up meeting is scheduled for November 4 to determine if there is interest in funding this project. If the installation is to become possible, a party or parties, must be willing to fund the \$50,000. A three way cost sharing arrangement with the Montgomery County PSA, and the Peppers Ferry Authority would result in a cost of \$16,667 payable by the PSA in 2012. A four-way agreement would reduce this cost to \$12,500. These lines could be used by the PSA to extend water and sewer service to the Montgomery County portion of the Arsenal or to the Montgomery County PSA.
  
9. Sulfate Allocation and Surcharge Program – At their September meeting, the Peppers Ferry Board of Directors approved a sulfate allocation and surcharge program under which a locality could pay for a limited increase in the amount of sulfate being discharged into the system. This “allowance” would reduce the cost to local firms for abiding by a more strict standard, while giving the Authority additional revenue for the implementation of measures to protect or compensate for increased corrosion. ***Enclosed*** is a memo from Clarke Wallcraft describing the program.

Participation by the PSA is not recommended at this time based on an estimated cost of \$516.91 per month increasing to \$604.86 per month, current meeting of sulfate limits by PSA customers and the opportunity for future participation by the PSA should the need arise.

10. Corporate Center Water Tank Cell Tower Agreement – ***Enclosed*** is a semi-final agreement with AT&T for leasing of space on the Corporate Center Water Tank. The agreement is being reviewed by Tom McCarthy and approval is recommended pending any concerns he may have.
  11. Dublin Area Sewer Rate Resolution – A proposed rate resolution for the Rolling Hills, Orchard Hills, and Vista subdivisions is being confirmed, with plans to present the specific rate recommendations to the Board at the meeting.
  12. Highland Park Rate Resolution - A proposed rate resolution for the Rolling Hills, Orchard Hills, and Vista subdivisions is being confirmed, with plans to present the specific rate recommendations to the Board at the meeting.
- e. Informational Items:
1. Personnel Changes – Recent personnel changes are noted on the ***enclosed*** memo prepared by Ms. Spence.
  2. Financial Report - A copy of the monthly financial report for the PSA is ***enclosed***.
  3. Utility Projects – ***Enclosed*** is an update from the New River Valley Planning District staff. Thanks to the help of Ron Coake and Tom McCarthy, we received Rural Development's authorization to bid the installation of PSA water and sewer service to and through the Hidden Valley Campground, Lee Highway, Tiny Town, and Mabry mobile home parks.
  4. Safety Meeting Update - ***Enclosed*** is an update on an in-service safety meeting held on September 19 by the PSA staff.
  5. Additional Information on Community Development Authorities – ***Enclosed*** is additional information regarding the use of Community Development Authorities by other Virginia localities.
  6. Document Shredding Service – The New River Resource Authority is planning to host quarterly opportunities for residents to properly dispose of sensitive documents through a document shredding service. We plan to assist by publicizing these opportunities through notices in the PSA bill and the County newsletter.
  7. Drop Center Operations – Ronnie Nichols and I had a productive meeting with Goodwill Industries in which they agreed to the concept of paying the PSA for the combined drop center/Goodwill operations. This change would involve the hiring of the current Goodwill employees by the PSA and would give the PSA the ability to cross train existing Drop Center and Goodwill employees to allow for one person to operate the center. The end result is that the PSA would be able to significantly increase the hours

that the drop centers are open, without any additional cost. Authorization to implement this change is being requested.

8. Update on Number of Household Users in County – We have confirmed that the number of households in the county grew by a net 404 housing units since 2006, but have not received information from the towns regarding the number of water and sewer customers they are serving. Since both towns serve a number of customers outside the corporate limits, these numbers are needed in order to provide the PSA Board with an accurate count of the percentage of households served by public water and sewer service in the unincorporated portions of the County.

f. 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)
3. Water Treatment Plant Dispersion Wall Construction
4. Water Treatment Plant water intake access road.

PMH/gh