

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

February 12, 2008

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, February 12, 2008 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; Douglas Warren; and Hollis Loyd. Staff members present included: Peter M. Huber, County Administrator; Robert Hiss, Assistant County Administrator; Ron Coake, County Engineer; Brenda Sayers, PSA Bookkeeper; Ron Nichols, Director of Fleet Maintenance and Operations; and Gena Hanks, Executive Secretary. Also present was Brent Lovell of the New River Valley Planning District Commission.

1. Citizen Comments

There were no citizen comments.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board of Directors approved customer credit adjustments in the amount of (\$635.51).

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

Voting no: none.

2. Inmate Availability Report

Staff reported the PSA generally had use of two inmates per day for the month of January.

3. Balance Due & Lien Report

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

Mr. Mathes questioned if any of the inactive accounts could be written off. Ms. Sayers advised the accounts had been turned in through the debt setoff program. Mr. Huber noted a large amount of the inactive accounts were due to non-user fees.

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Mr. Loyd requested staff determine if the delinquent listing could be advertised in the local paper.

Mr. Mathes expressed concern over the number of delinquent accounts of local businesses.

Mr. Huff indicated the need to designate one individual to oversee collection of delinquent accounts. Mr. Huber advised it was beneficial to use someone familiar with the accounts.

On the motion of Mr. Mathes, seconded by Mr. Loyd and carried, the Board accepted the lien report as presented.

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

Voting no: none.

4. Work Order Count

Pickups pending: 5 brush; 5 large item; 0 tires; 0 refrigerators.

5. Drop Site and Landfill Totals

The drop site totals and county landfill tonnage reports for the month of January are as follows:

**DROP SITE TOTAL
FOR THE MONTH OF JANUARY 2008**

Site	Trips	Tons	Tons per haul
Dora Highway	40	90.25	2.26
Dublin	23	58.20	2.53
Fairlawn	11	61.36	5.58
Totals	74	209.81	2.84

County Landfill Tonnage

(County customers & Refuse Department Haulers)
(for the Month of January 2008)

Commercial	Residential	Tires	Brush
2,696.11	955.39	823	148.11

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b. Action Items:

1. Minutes of Previous Meeting

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the January 8, 2008, minutes as presented.

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

Voting no: none.

2. Accounts Payables

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the accounts payable for checks numbered 8000191 through 8000228, subject to audit.

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

Voting no: none.

3. Update on Commercial Account

Ms. Sayers distributed an updated listing of delinquent accounts. Mr. Huber advised staff planned to focus on those accounts with a balance of over \$1,500.

The following information was reported in the Board packet:

"Specific progress made this month included the following:

- a. Magnox – Paid \$27,555.98 recommending waiving \$4,484.11 penalty and interest since they sent the check to the NRRA.
- b. Maple Shade tenants – MTM Medical Transport Service has signed up. One tenant remains to sign up.
- c. Family Dollar, Bella's Pizza, Dollar Tree and CVS have paid up and Waste Industries has paid up previous amounts due but is still 30 days overdue (see item b4 below).

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Other steps taken this month include:

- a. Contacting the New River Resource Authority regarding collection efforts as noted in item b5;
- b. Requesting the assistance of the Town of Pulaski in disconnecting water service from delinquent commercial PSA garbage customers; and
- c. Providing the Health Department with a listing of delinquent accounts should garbage collection be a condition of permits issued by the Department.

Staff will be continuing to work on eliminating the remaining delinquencies in the coming months."

Waiving of Magnox Fees

On the motion of Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved waiving \$4,484.11 in penalty and interest due to Magnox sending its payment to the New River Resource Authority in error.

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

Voting no: none.

4. Waste Industries Request

As reported in the Board packet, Waste Industries is requesting the application of half of previously owed penalty and interest charges toward establishment of a "deposit" on future bills as a way of eliminating continued penalty and interest charges.

By consensus, the Board declined to change its current billing practices.

5. Termination of Service by the NRRRA for Non-Payment of Commercial Accounts

As reported in the Board packet, the NRRRA is being asked for consideration in cutting off access to the landfill by commercial customers for non-payment of PSA bills. Further, this matter is being considered by the NRRRA attorney.

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On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved requesting the NRRRA to consider cutting off access to the landfill by commercial customers for non-payment of PSA bills.

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

Voting no: none

6. Clarification on Cost of Disposal of Construction Debris at Landfill

As reported in the Board packet, there seems to be continued confusion regarding the application of the \$5 PSA surcharge on material directly transported to the landfill by business and industry. The NRRRA has been requested to consider placing the following statement somewhere on the landfill tickets. Concurrence by the PSA Board is requested.

"The Pulaski County Public Service Authority funds the operation of recycling and large items centers through a \$5 per ton surcharge on waste delivered directly to the landfill. Thus, Pulaski County PSA customers will be billed the above amount plus the \$5 per ton surcharge."

This statement is also being included in disposal permits being issued by the County staff.

In reviewing this situation, it became evident that customers paying for material taken to the landfill at the gate are avoiding the \$5 surcharge since the surcharge is only applied by the PSA staff in the billing process. Staff has asked Joe Levine for his assistance in closing this gap.

By consensus, the Board concurred with staff's recommendation.

7. Mike Copeland Bill

As reported in the Board packet, the most recent instance of the situation described in item b6 is a \$165 bill incurred by Mike Copeland. As a contractor, he based his price on the \$32 per ton charge he anticipated at the landfill. Having billed his customer prior to receiving his PSA bill, his charges by the PSA exceed the amount of billing passed on to his customer. Staff

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recommendation in resolving the matter is to waive half of the \$5 per ton surcharge.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved waiving half of the \$5 per to surcharge incurred by Mr. Copeland.

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

Voting no: none

8. PSA Water Line Extension

As reported in the Board packet, Mr. Dock Rasnake has requested the PSA extend the water line approximately 200 feet to his property. The water line extension should be a minimum of an 8" line. The cost of this extension is approximately \$9,000. The extension will be for a residential connection. No action was taken by the PSA Board.

9. Water Line Easement

Staff reported the following information in the Board packet:

"Mr. Andy McCreedy has requested permission to construct a shed over the water line easement on his property located in the Wurno Community identified as Tax Map No 064-001-0000-019A. The enclosed sketch shows the area and an approximate location of the proposed shed building. It has been difficult to locate the water line because concrete reinforcing has been poured over the area where the water line is suspected of being located. The sketch shows the water line according to the plans.

While, the most recent conservations indicate the water line may not be under the shed building and we may not have a problem we have enclosed the easement for your information and offer the following comments in the event the water line is found to be under the proposed shed.

1. We have many easements and we should not permit building over these easements. Development over our easements presents difficulties in providing repair and maintenance.
2. Access to the water lines becomes difficult. If there is a water line break, we need access to the site as soon as possible in order to prevent additional damage.
3. Damage may occur to items stored in the vicinity of a water line break.

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4. Water line leaks under concrete or pavement are difficult to locate because they follow the impervious surface to a point where they can surface.
5. Development over our water lines may be damaged from potential water line breaks and or repair of these breaks.
6. When trying to locate a leak it may require several attempts to determine the correct area. This would require extensive destruction of floors and relocation of stored materials.

On the basis of the above concerns it is highly recommended that all utility lines which are in conflict with such development be relocated to an area which will provide ready access for repair and maintenance."

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board reaffirmed its policy on waterline extensions.

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

Voting no: none

10. Hauling of Dirt to Ballfields

As reported in the Board packet, the PSA had been requested to assist the Dublin Middle School and Pulaski County High School baseball boosters club in transporting infield dirt from Craig County. This request was administratively approved based on the agreement by the booster clubs to pay out of pocket PSA costs.

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board ratified administrative approval in assisting with the transporting of infield dirt from Craig County.

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

Voting no: none

11. Changes to Hidden Valley Agreement

Board members were provided proposed changes to the agreement in the Board packet.

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board approved the proposed changes to the agreement for engineering services related to the Hidden Valley

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utility extension project, a copy of which is filed with the records of this meeting.

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

Voting no: none

12. Fairgrounds and Skyview Subdivision Preliminary Engineering Report

As reported in the Board packet, Board members were provided a copy of the Conclusions and Recommendations with a map indicating the options that were considered. The recommendations are for Options 1 thru 4 and Option 6. This will provide service to most all the area east of the airport in the vicinity of the Fairgrounds. The cost is approximately \$2,200,000 with a monthly sewer bill of \$105 per month. This project would serve approximately 129 connections. There may be some consideration for the Commerce Park to contribute for a portion of the line from the pump station to the Commerce Park Lot 1. However, this line is approximately 2,500 feet long and would cost \$100,000 which would reduce the projected monthly cost to \$100. While the billing is high, it is recommended that the report and results be transmitted to those requesting this service and that they be given the option of requesting a community survey be conducted to determine specific continued interest in public sewer service.

Dr. Warren expressed concern over the amount of the projected monthly cost and requested information on what it would take to make the cost reasonable.

Mr. Coake suggested consideration to providing service to Skyview Subdivision, without the New River Valley Fairgrounds.

By consensus, Board members requested the county engineer to determine the cost to extend the service to Skyview Subdivision only. Further, staff was requested to transmit the report to those requesting service, asking that they be given the option of requesting a community survey be conducted to determine specific continued interest in public sewer service.

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13. Appalachian Power Company Easement

As reported in the Board packet, Appalachian Power Company is requesting clarification of their existing easement across the PSA property on which the Bradley Road water tank is located. The easement is located adjacent to Viscoe Road and is needed for the installation of an overhead transmission line connecting existing substations on Viscoe Road and Hickman Cemetery roads to form a distribution system loop out of two dead-end distribution lines. Appalachian officials were asked to contact the Riverbend subdivision homeowners association.

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board authorized the Chairman to execute the agreement, pending review of the map by the county engineer.

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

Voting no: none

14. Regional Water Project

As reported in the Board packet, prices were received on the possible purchase of water from the City of Radford this week and plan to discuss those costs with the PSA Board. The prices presented are competitive with current PSA cost of producing water. Thus, the City Manager and Mayor have been asked for their suggestions for partial ownership or other means of ensuring long-term viability of the Radford water treatment plant as an ongoing, dependable and financially secure source of water. Based on the consideration of this matter by the City, continued discussion of regionalizing water treatment is recommended with involvement by the Chairman and one additional PSA Board member along with the County administrative staff and at least one member of the Board of Supervisors.

Staff was directed to continue discussions with the City of Radford and provide updates as appropriate.

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c. Informational Items:

1. Personnel Changes

As reported in the Board packet, Board members were presented with a copy of recent personnel changes prepared by Norma Spence, Administrative Assistant.

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board directed staff to draft a resolution honoring former PSA Board member Archa Vaughan for his service to the PSA and present said resolution for adoption by the Board at its March meeting.

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

Voting no: none

Brett Lovell advised he would be leaving employment with the Planning District Commission and Dave Ratcliff would be taking over those duties formerly assigned to Brett.

Mr. Huff thanked Brett for his service to the Public Service Authority.

2. Financial Report

As presented in the Board packet, Board members were presented a financial report prepared by Gordon Jones.

3. Projects Update

Board members were provided an update from Draper Aden Associates on the Water Treatment Plant Sedimentation Basin Dispersion Wall.

4. PSA/Commerce Park Pre-Application

As reported in the Board packet, the Planning District Commission submitted the PSA/Commerce Park pre-application for water projects this week.

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5. Legislative Alert

As reported in the Board packet, Board members were provided with legislative information as provided by Draper Aden Associates.

6. Cloyd's Mountain Landfill Closure

Ron Coake provided an update on the county's efforts to finalize the closing of the Cloyd's Mountain landfill.

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)
3. Water Treatment Plant Dispersion Wall Design
4. Installation of back-up generators at sewer pump station
5. Replacement of Texaco sewer pump station
6. Skyview/Fairgrounds/Commerce Park sewer preliminary engineering

3. Other Matters

Ronnie Dalton requested the Board waive garbage fees incurred from various properties owned by Mr. Dalton. By consensus, the Board declined to grant Mr. Dalton's request.

Mr. Loyd expressed concern that arrangements had not been worked out with Goodwill Industries for manning the drop centers. Mr. Nichols agreed to review the matter and provide an update at the March Board meeting.

Mr. Huber provided information regarding recent water breaks in the county and the efforts by the PSA Water Department to repair the breaks. Mr. Huff commended the PSA staff for their timely response to the recent water breaks.

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4. Adjournment

By consensus, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, February 12, 2008 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