

# PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

June 10, 2008

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, June 10, 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; Carl Mathes; Douglas Warren; and Hollis Loyd. Staff members present included: Peter M. Huber, County Administrator; Robert Hiss, Assistant County Administrator; Gordon Jones, Finance Director; Ron Coake, County Engineer; Brenda Sayers, PSA Bookkeeper; Ron Nichols, Director of Fleet Maintenance and Operations; and Gena Hanks, Executive Secretary.

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 Mr. Mathes, seconded by Dr. Warren and carried, the Board of Directors approved customer credit adjustments in the amount of (\$22,259.36).

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

2. Inmate Availability Report

No report was provided.

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.

4. Work Order Count

No report was provided.

5. Drop Site and Landfill Totals

No reports were provided on the drop site and county landfill tonnage reports.

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b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Lloyd, seconded by Mr. Mathes and carried, the Board approved the May 13 and May 27, 2008, minutes as presented, with Mr. Loyd noting an error in a roll call vote which indicated Mr. Snead as voting.

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

2. Accounts Payable & Budget Adjustments

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the accounts payable for checks numbered 8000709 through 8000756, subject to audit.

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

3. Winston Snead Memorial Resolution

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the following memorial resolution:

**RESOLUTION OF APPRECIATION  
WINSTON SNEAD**

WHEREAS, Winston Snead served as a faithful member on the Public Service Authority Board of Directors from since January, 1997; and

WHEREAS, Winston Snead served on the Pulaski County Sewerage Authority since 1978 and served in a leadership capacity as chairman since 1984; and

WHEREAS, Winston Snead was an original member of the Pepper's Ferry Regional Waste Water Treatment Authority serving since 1978; and

WHEREAS, Winston Snead was a leader in business, civic, and church groups in Pulaski County for over fifty years; and

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WHEREAS, Winston Snead was a respected spokesman for the interest of the citizens and families of the eastern portion of Pulaski County, particularly the Fairlawn Community, while at the same time working for improved utility services county-wide; and

WHEREAS, Winston Snead contributed countless hours of service for the betterment of the community and always fulfilled his positions in a professional business manner; and

NOW THEREFORE, BE IT RESOLVED, that the Public Service Authority Board of Directors does commend the long-standing, faithful service of Winston Snead to the past, current and future citizens of Pulaski County.

BE IT FURTHER RESOLVED, that the Public Service Authority Board of Directors does extend sincere sympathy to the members of the Snead family for his loss; and

BE IT FURTHER RESOLVED, that the text of this resolution be spread on the minutes of the Public Service Authority Board of Directors in permanent testimony to the service of Winston Snead to the citizens of Pulaski County, this 10th day of June, 2008.

Mr. Mathes requested staff arrange for a memorial plaque for Mr. Snead with wording to reflect Mr. Snead's service as Chairman of the Pulaski County Sewerage Authority for 24 years and with plaque to be placed in the Pepper's Ferry Offices.

4. Compensation Study Method of Payout

As reported in the Board packet and as a follow-up to discussion regarding the implementation of the compensation study, Robert Hiss discussed partial implementation of adjusting the entry level wages with the consultants doing the study. Their concerns relate to the fact that we have been implementing cost of living increases without increasing the base pay for several years. They were also concerned that there was no guarantee that minimum pay level adjustments would be implemented next year and therefore the PSA might stay behind the market rate indefinitely.

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Finally, if only half of the minimum adjustment were implemented, then that would also impact the longevity adjustments since it would reduce the entire salary range for a position. In reviewing the Refuse Department specifically, the only employees who are not getting a substantial increase are those who are already making at, or above, the current salary range.

Board members expressed concern over the scale as it relates to comparable salaries of a Water Treatment Plant worker and Refuse Collection worker.

Mr. Huber explained staff intended to review each position within the PSA department to confirm compensation study results were accurate.

The Board confirmed action at the previous meeting to approval of the concept and directed staff to review individual staff job titles to confirm staff concurrence with compensation study results.

### 5. Atwood Subdivision Water Tank

As reported in the Board packet, the Health Department has approved the Preliminary Engineering Report for the water tank located in Atwoods Subdivision (Draper Golf Course). Their approval is made with the following comment: "The construction of additional storage capacity within the PCPSA water distribution system could result in problems with Disinfection By-Products. The storage tank should be operated at appropriate levels to promote water turnover with less hydraulic detention time."

The proposed tank will float with the Draper West Water Tank and will not have valving to make water drain from the tank. This will cause less turnover of water in the tank and allow longer detention times. In order to make water drain from the tank it will require telemetry and a valve on the east side of the golf course.

Staff recommends the construction of the tank proceed without the telemetry, valving or re-chlorination equipment with plans to install this equipment after confirmation that the turnover in the tank is indeed a problem. The advantages to the PSA of being able to operate the tank without this

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equipment include lower maintenance costs, less possibility for malfunction, lower construction and lower operating cost. As previously approved by the PSA Board, the PSA and Mr. Moran would each pay for half the cost of telemetry equipment which may be required.

Construction plans have been submitted to the Health Department for approval with construction anticipated to begin by November 2008 and completion by April 2009. We are requiring the bond be renewed through June 2009.

By consensus, the Board approved proceeding with the construction of the tank without the telemetry, valving or re-chlorination equipment with plans to install this equipment after confirmation that the turnover in the tank is indeed a problem.

### 6. Utility Line Extension Funds

As reported in the Board packet, correspondence was presented from Michael and Jessica Hall requesting sewer service to the Skyview Subdivision, with a suggestion by staff that the PSA consider either setting aside some existing reserve funds and/or implement a minor rate increase for the purpose of funding line extensions such as the one requested in the Hall's letter.

Mr. Coake advised the cost to residents had been estimated to be \$100 per month for the sewer service to Skyview Subdivision. Board members discussed the establishment of funding to offset the costs the of water and sewer line extensions.

Mr. Huff suggested the Board of Supervisors be requested to assist with the funding in extending sewer to the Fairgrounds.

A motion was made by Mr. Mathes to pursue installing new lines, subject to the PSA receiving matching funds from outside sources. There was no second to the motion.

Mr. Huff suggested a county-wide water analysis be conducted to determine what the needs are for water service throughout the county.

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Dr. Warren advised a plan is in place for the south side of Claytor Lake.

Mr. Loyd questioned what percentage of households in the county have water and sewer service. Mr. Coake advised the greater concentration of sewer serviced is in the Fairlawn area.

Board members directed staff to request the Planning Commission to review the county map to determine what areas need water and sewer. Further, staff was directed to provide a report on the number of water and sewer customers to the Board at its July meeting.

### 7. Bear Proof Dumpsters

As reported in the Board packet, the problem of bears getting into dumpsters along Blackberry Lane has returned and staff have ordered replacement lids for our dumpsters at a cost of \$3,600 from a Johnston City firm. The lids should be ready to be picked up in the two weeks and will be placed into service shortly thereafter. While there are no guarantees of any assistance in this cost, Betsy Stinson of the Department of Game and Inland Fisheries is researching possible financial assistance in offsetting this cost.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved spending \$3,600 for replacement the lids for the dumpsters on Blackberry Lane and at the Moose Lodge on Rt. 99.

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

Voting no: none.

### 8. Pete Dye River Course of Virginia Tech New Clubhouse

As reported in the Board packet, the construction of the Pete Dye River Course Club House requires a 6" extension of the water line for approximately 1,000 feet from the existing line along the entrance road. Our normal policy is to require that property owner own and maintain extensions off the public right-of-way with the meter and appurtenances to be located near our existing line on highway right of way.

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We required that the meter be set near the right-of-way when the new restaurant was constructed near the Fairlawn golf course. The developer of the restaurant wanted the meter adjacent to the building but was required to place the meter 250 away on the street right of way.

For a variety of technical reasons best explained in person at the meeting, staff recommends the PSA Board establish a policy of requiring that the meter be placed either at the right-of-way line or within 300 feet of the development whichever is closer.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the establishment of a policy of requiring that meters for non-residential service requirement fire protection be placed either at the right-of-way line or within 300 feet of the development, whichever is closer, provided all necessary rights-of-way are recorded.

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

Voting no: none.

9. Discussions re: Waiving of Fees

Mr. Loyd questioned what is considered a high balance for a customer's account. Mr. Loyd also inquired as to the status of payments on the Eanes and Slaughter accounts. Ms. Sayers advised arrangements had been made by Ms. Slaughter to pay on the account.

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.

2. Financial Report & Budget Adjustments

As presented in the Board packet, Board members were provided a financial report and budget adjustments as prepared by Gordon Jones

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3. Utility Projects

There were no reports at this time.

4. Possible Transfer and Sale of Water from the City of Radford to the Arsenal

As reported in the Board packet, a productive meeting was held with the Commander of the Radford Army Ammunition Plant regarding the possible transfer and sale of water from the City of Radford water treatment plant to the Arsenal, as an alternative to a planned upgrade by the Arsenal to one or both of their water treatment plants.

5. Virginia Highlands Community College Southwest Virginia Local Government Institute

As reported in the Board packet, registration is being accepted for the VHCC's Southwest Virginia Local Government Institute to be held on June 11. Board members were requested to advise staff of any interest by Board members in attending this one-day program.

6. Lien Against Countrywide Home Loans, Inc.

Board members were provided via the Board packet a copy of correspondence to Countrywide Home Loans from Attorney Sam Campbell regarding a lien currently titled to Countrywide Home Loans for services previously provided by the PSA to Penn's Funeral Home.

7. Community Development Authorities

Board members were provided via the Board packet an article from Virginia Town/City describing Community Development Authorities as a financing tool for development projects.

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

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3. Other Matters

On behalf of the PSA Board, Mr. Huff expressed appreciation to Gordon Jones for his service to the PSA.

Mr. Huber provided an updated condemnation listing of the Highland Park project.

Mr. Loyd requested information on the tax relief criteria be provided at the July Board meeting.

Ms. Sayers advised over \$31,000 had been collected in liens.

Mr. Huber reported approximately \$5,000 had been collected as a result of the DMV setoffs.

4. Adjournment

By consensus, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, July 8, 2008 at 9:00 p.m. in the Middle Conference Room of the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

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H. W. Huff, Jr., Chairman