

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
August 12, 2008

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, August 12, 2008 at 9:00 a.m. in the Middle Conference Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: H.W. Huff, Jr., Chairman; Carl Mathes, Secretary; Douglas Warren; Hollis Loyd; and Maynard Sayers. Also present was Frank Conner, Alternate PSA member. 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.

Mr. Huff welcomed new Board member Maynard Sayers and new alternate Board member Frank Conner.

1. Citizen Comments

There were no citizen comments.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

As reported in the Board packet, adjustments totaling a net increase of \$14,262.45 were submitted. It was reported that the adjustments this month are skewed by the reinstatement of \$17,770.63 in interest and \$1,513 in penalty charges for the Robertson account. Deducting the changes related to this account result in a net adjustment of -\$5,021.18.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board of Directors approved customer credit adjustments in the amount of \$14,262.45.

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

Voting no: none.

2. Inmate Availability Report

Staff reports the PSA generally had use of two inmates per day for the month of July, with five inmates on Mondays.

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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

Pickups pending: 25 brush; 17 large item; 2 tires; 0 refrigerator.

5. Drop Site and Landfill Totals

The drop site totals and county landfill tonnage reports for the month of July were reported as follows:

**Drop Site Total
(for the Month of July 2008)**

Site	Trips	Tons	Tons per haul
Dora Highway	50	99.23	1.99
Dublin	41	109.69	2.68
Fairlawn	12	67.68	5.64
Totals	103	276.60	2.69

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

Commercial	Residential	Tires	Brush
2,018.80	1,314.04	1,252	37.05

b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the minutes of the July 8, 2008 Board meeting.

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

Voting no: none.

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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 8000901 through 8001044, subject to audit.

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

Voting no: none.

3. Timberlane Subdivision and Jackson Avenue Water Line Replacement

Mr. Huber noted there had been repeated complaints of leaks from residents in these two areas. Mr. Coake advised the water lines have deteriorated and repairs in these locations are almost on a weekly basis.

As reported in the Board packet, bids were received on July 23, 2008 for replacement of water lines in Timberlane Subdivision and Jackson Avenue. The bids were as follows:

1) Meade Excavating	\$172,760.00
2) H. T. Bowling	\$217,650.00
3) E. C. Pace	\$235,610.00
4) J. W. B. Construction	\$237,455.20
5) DLB Inc	\$279,078.00

Mr. Loyd questioned the difference between the high and low bids. Mr. Coake advised that bids will often fluctuate based on the need for business by a particular company.

On a motion by Mr. Mathes, seconded by Mr. Sayers and carried, the Board approved accepting the low bid from Meade Excavating in the amount of \$172,760.00.

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

Voting no: none.

4. Concept for Sharing Water Treatment Capacity

As reported in the Board packet, Board members were presented with a draft regional water strategy for future consideration by the Board of Supervisors and Public Service

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Authority as a way of providing the Radford Army Ammunition Plant with potable water. Staff requested approval or revision to this concept and authorization to work with the City of Radford in the implementation of these concepts.

Mr. Huff indicated the concept was a good idea and noted the entire county needs to be considered when decisions are made regarding water sharing.

Mr. Sayers inquired if there had been any potential discussions with the City of Radford related to possible annexation. Mr. Huber advised there had been some discussion but that no long-term commitments were in place at this time.

Mr. Coake advised the projected date for capacity at the Water Treatment Plant is 2017. He also advised that Radford Arsenal would also be in a position where they may need additional water.

Mr. Huber advised the sharing of water would most likely eliminate the need for expansion of the Water Treatment Plant. He also advised it would eliminate the need for an update of the line between Dublin and Fairlawn.

Mr. Sayers noted the PSA faced multiple issues in that the PSA would have to spend money to correct the problems or funds would have to be spent to upgrade the Water Treatment Plant.

Mr. Loyd inquired as to the status of the development of Commerce Park. Mr. Huber that initially the park was designed as Mega Park; however, small lots were also available to allow for a variety of businesses. Mr. Loyd expressed concern over the PSA committing to funding without knowing the full details.

Mr. Huff questioned what would occur if the City of Radford did not agree to provide water to the county. Mr. Huber responded that the PSA would review the situation if that occurred.

Mr. Huber advised that approval of the concept did not obligate the PSA to provide the funding. Further, the PSA could decline to sign the commitment letter.

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Dr. Warren stated the lack of infrastructure at Commerce Park had held off potential industries for the park.

On a motion by Dr. Warren, seconded by Mr. Sayers and carried, the Board approved the draft regional water strategy concept, applying for the grant and sending the letter to the Economic Development Administration confirming the PSA's commitment to make available the non-federal share of the project costs.

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

Voting no: none

Mr. Huber offered to send Frank Conner and Maynard Sayers the County Engineer's report regarding a regional water supply.

5. Ratification of Application for EDA Funding

Action on this matter was taken under item 2b4.

6. Rolloff Truck Engine Replacement

As reported in the Board packet, the engine in a 1994 model roll-off truck with 450,000 miles had a leaking head gasket resulting water damage to the bearings. It was determined that the best option was the purchase of a remanufactured engine at a cost of \$17,000 which includes a 3-year, 200,000 mile warrantee. This decision was based on the fact that the truck has a new transmission, new suspension bushings, the good condition of the body and the need to put the vehicle in service as quickly as possible following the recent loss of a roll-off truck in the Possum Hollow Road accident.

Dr. Warren inquired as to what the PSA was paying for the cost of diesel. Mr. Nichols advised the costs were currently 40 cents less than buying at the pump. Mr. Nichols confirmed the county and the School Board buy their own fuel. Mr. Loyd suggested a cost savings by the PSA if fuel was bought jointly.

By consensus, the Board agreed with administrative approval of the purchase of a remanufactured engine at a cost of \$17,000 which includes a 3-year, 200,000 mile warrantee.

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7. Approval of Resolution for Water & Sewer Rates for Pulaski Central Project

As reported in the Board packet, a resolution is necessary to provide documentation to Rural Development that revenues will be sufficient to pay the loan for this project. This resolution is for the Hidden Valley Camping Club, Lee Highway Mobile Home Park, Polyester Mobile Home Park, Mabry Court Mobile Home Park and Tiny Town Mobile Home Park.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the following resolution to provide documentation to Rural Development that revenues will be sufficient to pay the loan for project:

WHEREAS, the Pulaski County Public Service Authority was formed as a political subdivision to exercise public and essential governmental functions to provide for the public health and welfare of the citizens of Pulaski County; and

WHEREAS, it has operated and maintained water systems, sewer systems and refuse and disposal systems within Pulaski County; and

WHEREAS, the County has been awarded funding from the USDA Rural Development Agency for the construction of the Pulaski County Central Water & Sewer Project that includes the following communities; Hidden Valley Camping Club, Lee Highway Mobile Home Park, Mabry Court Mobile Home Park, Polyester Park Mobile Home Park and Tiny Town Mobile Home Park;

NOW BE IT RESOLVED, the Pulaski County Public Service Authority agrees to consider for adoption the following rates for the above mentioned project at a future public hearing by the Public Service Authority:

Water Rates:
\$13.50 base rate
\$3.00 per 1000 gallons.

Sewer Rates:
\$9.75 base rate
\$ 4.50 per 1000 gallons.

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

Voting no: none

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 Nancy Burchett.

3. Utility Projects

As provided in the Board packet, Board members were presented the most recent progress reports.

4. Collections

As provided in the Board packet, Board members were presented a memo from Sam Campbell describing the collection of delinquent garbage fees from Penn's Funeral Home. It was also reported that Linda Baylor, who had been doing combined billing and collections, resigned last week for a better opportunity working for the Montgomery County School Board and that staff is re-evaluating and re-classifying the position with a focus on collection of delinquent accounts.

5. Customer Coverage

As reported in the Board packet, there are 14,643 housing units (houses, condos and apartments) in Pulaski County based on a 2005 estimate. We have requested the number of units served by the Town of Pulaski, the Town of Dublin and the Sewer Authority in order to provide the PSA with total saturation in the various services provided by the PSA.

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Staff was requested to determine the best means of obtaining more up to date number of housing units, possibly by contacting AEP to obtain number of electric meters.

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

3. Other Matters

Mr. Loyd inquired regarding the status of a staff recommendation regarding use of Community Development Authorities as tools. Mr. Huber advised this matter would be placed on the September PSA agenda.

Mr. Loyd questioned several items on the financial report.

Mr. Huber indicated the location of water lines does not appear to be correct on the County's geographic information system (GIS); however, plans are underway to upgrade the GIS to provide an accurate location of the lines which would allow for a way of determining who is, or is not, paying non-user fees.

Mr. Huber advised he had received complaints that material that had been designated for recycling was ending up at the landfill. He advised staff planned to review the matter.

Renewal of CD's

On a motion by Mr. Loyd, seconded by Mr. Mathes and carried, the Board approve staff renewing the current CD's for the Public Service Authority.

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

Election of Secretary

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board elected Carl Mathes as Treasurer for the PSA.

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

4. Adjournment

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, September 9, 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.

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

H. W. Huff, Jr., Chairman

Carl Mathes, Secretary