

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tues., January 13, 2009
9:00 a.m.**

Follow-up Agenda

ACTION ITEM	KEY STAFF
1. <u>Citizen Comments</u> (None)	
2. <u>Reports from the County Administrator & Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> (Approved)	Ms. Sayers
2. <u>Inmate Availability Report</u>	
3. <u>Balance Due & Lien Report</u>	
4. <u>Work Order Count</u>	
5. <u>Drop Site Total & County Landfill Tonnage Report</u> (Reviewed)	
b. <u>Action Items:</u>	
1. <u>Minutes of Previous Meetings</u> (Approved – Copy and index into minute book)	Ms. Dehart
2. <u>Accounts Payable & Budget Adjustment</u> (Approved payables and adjustments)	Ms. Sayers
3. <u>Cycle Systems Request</u> (Approved the following procedure following confirmation as to advertising requirements in the state code: a. electronically obtain competitive pricing from both dealers on a monthly basis; b. factor in a transportation adjustment factor to make up for the greater distance have to haul to the Wythe County facility; and c. a 1% preference factor for local vendors, as contained in the County's procurement policy - Staff noted the PSA would be guaranteed a specific price for the whole period regardless of what the market does, also giving assurance that it would be worth taking the metal to the recyclers and give them full opportunity to compete with each other)	Mr. Nichols

(Check State Code for compliance by
PSA related to bids)

Mr. Huber/
Mr. Nichols

4. Health Insurance

(Staff provided update on health insurance discussions noting health insurance is anticipated to increase as much as 25% due to high claims experience)

5. Replacement of Front Load Truck

(Declared replacement of front load truck as an emergency purchase due to vulnerability from operating with one truck and piggy backing onto Virginia Peninsula's bid with Virginia Tidewater Mack)

Mr. Nichols

6. Safety Awards

(Approved participation in the National Safety Council, as well as giving CDL drivers a \$100 reward for having no at-fault accidents in 2009, with persons on the back of the trucks to be eligible for a \$50 reward, with approval given on a one-year trial basis for primary trash truck drivers and meter readers and with staff to report any problems) Mr. Nichols

c. Informational Items:

1. Personnel Changes
(Reviewed)

2. Financial Report
(Reviewed)

3. Utility Projects
(None)

4. PSA Delinquent Letter
(Staff noted changes)

5. Closing of Goodwill Industries Donation Center
(Staff provided notice of closing of donation center at Fairlawn drop site with plans to suggest to Goodwill that the box they plan to remove from Fairlawn be placed at Dora Highway)

Mr. Nichols

6. Wal-mart Billing
(Reported integration of billing into to unified utility account and integrated into current billing for water service also provided to Wal-mart by PSA) Ms. Sayers
7. Financial Disclosure Statements
(Reminded Board members of January 15 deadline)

(Contact Mr. Dean to request completion of form) Ms. Hanks

(Contact County Attorney to request copy of Mr. Crawford's form) Ms. Hanks
8. Dora Highway Drop Center Relocation
(Reported relocation options are being evaluated, possibly an area closer to the lake such as the Rt. 99 interchange with Possum Hollow)
9. Driving Records
(Reported a review of driving records prior to the two incidents this year shows that 16 of the 18 PSA refuse drivers had five positive points, which is the maximum possible under the DMV system. Two had between 0 and 1 positive points due to not having lived in Virginia long enough to accumulate five positive points and one had a failure to obey violation in a personal vehicle – Staff to continue review of other County and PSA staff having access to County vehicles in preparation for implementation of vehicle use policy) Mr. Hiss/Mr. Clark

(Reported DMV is notifying appropriate staff when employee has violation where ticketed)
10. 2009 Goals
(Advised staff is developing goals for 2009 and requested Board suggestions)

11. PSA Garbage Service Easement
(Reported liability being incurred by PSA trucks onto private property and County Attorney's preparation of an agreement for the PSA's use in these situations with plans to use the agreement any time the PSA delivers a roll-off container onto private property with the PSA staff to ask all applicants to sign this agreement when they sign up for service)

d. Current Authorized Projects & Items Under Review:

1. Public Water & Sewer Service to Mobile Home Parks (awaiting final approval from Rural Development to go to construction)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (*Bids to be advertised by January, 2009*)
3. Water Treatment Plant Dispersion Wall construction (*Completion expected 60 days*)
4. Water Treatment Plant Raw Water Intake Access Road (*Grading completed – Waterline installed - Ready to pave*)

3. Closed Session - 2.2-3711.A.3

(No action)

4. Other Matters

(Mr. Sayers and Mr. Loyd reported the Dublin drop site has trash and debris all around the site – Staff to review and take action to have area cleared of debris) Mr. Nichols

(Mr. Huber provided information regarding an e-mail received from Jessica Hall requesting the PSA revisit the extension of service to the Skyview Sub-division) Mr. Coake

(Mr. Huber advised an orientation needed to be scheduled for new Board members – Place on February agenda) Ms. Hanks

5. Adjournment

January 7, 2009

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

Reports from County Administrator and Staff:

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling a net \$1,312.42- 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 December.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count – Pickups pending: 2 brush; 1 large item; 1 tires; 0 refrigerator.
5. Drop Site Total & County Landfill Tonnage Report

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

Site	Trips	Tons	Tons per haul
Dora Highway	29	62.64	2.16
Dublin	37	118.09	3.20
Fairlawn	3	30.41	10.14
Totals	69	211.14	3.06

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

Commercial	Residential	Tires	Brush
1099.21	1131.60	494	33.27

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the December 2008 meeting for your review and approval.
2. Accounts Payable & Budget Adjustment – Review and approval is requested of the ***enclosed*** accounts payable.
3. Cycle Systems Request - Mr. Jeff Mackey of Cycle Systems may attend the Board meeting to express concern over the PSA sending scrap to Rider in Wythe County. He feels Cycle Systems has given a competitive price and has done a good job in cleaning up. Cycle Systems would like to be given an opportunity to purchase scrap from the PSA. Ron Nichols is setting up a procedure to electronically obtain competitive pricing from both dealers on a monthly basis. We will factor in a transportation adjustment factor to make up for the greater distance we have to haul to the Wythe County facility and a 1% preference factor for local vendors as contained in the County's procurement policy. In this way we would be guaranteed a specific price for the whole period regardless of what the market does. This would give you the assurance that it would be worth taking the metal to the recyclers and give them full opportunity to compete with each other.
4. Health Insurance – Robert Hiss and Diane Newby represent the County on the New River Valley Benefits Consortium which is rebidding our insurance coverage this year. Our overall experience tentatively indicates that our rates would increase between 24% and 34% depending on the company selected; however, each company is still revising their estimates. We plan to provide a further update at the meeting.
5. Replacement of Front Load Truck – The front load truck can be replaced without impacting the PSA budget using a combination of insurance proceeds and unspent PSA budgets and we are currently soliciting bids for the purchase of a replacement unit. Currently, we are operating with only one truck making operations more vulnerable to disruption should we have mechanical breakdowns.

6. Safety Awards – We would like to propose giving CDL drivers a \$100 reward for having no at-fault accidents in 2009 with persons on the back of the truck to be eligible for a \$50 reward since they play a part in the safety of the vehicle when in tight quarters. Participation in the National Safety Council award program is also recommended at a cost of \$300 per year. We estimate the total cost of this program to be under \$3,000 per year.

c. Informational Items:

1. Personnel Changes – ***Enclosed*** is a listing of recent personnel changes as prepared by Norma Spence.
2. Financial Report - A copy of the monthly financial report for the PSA is ***enclosed***. Closing on various RD utility loans will result in reimbursement of at least \$300,000 in prior expenditures by the PSA.
3. Utility Projects – As of the sending of this packet, we have not received any updates from the New River Valley Planning District.
4. PSA Delinquent Letter - We received a complaint regarding our delinquent letter being threatening to the customers and have made some minor adjustments to the letter a copy of which will be presented at the Board meeting.
5. Closing of Goodwill Industries Donation Center - ***Enclosed*** is notice from Goodwill Industries of the closing of the donation center that is located at the Fairlawn drop center. This change means that the Fairlawn Drop Center Hours of operation are less than those at the Dublin site but the same as those at the Dora Highway site. As a goal, we would like to see all drop centers open 53 hours per week. We plan to suggest to Goodwill that the box they are removing from Fairlawn be placed at Dora Highway.
6. Wal-mart Billing - ***Enclosed*** is correspondence from Wal-mart confirming the billing for garbage service provided to Wal-Mart by the PSA will be integrated into a unified utility account and integrated into current billing for water service also provided to Wal-Mart by the PSA.
7. Financial Disclosure Statements - Board members are reminded that the Financial Disclosure Statements, which were distributed at the December Board meeting are due by January 15th. Not having these statements in the file by January 15th results in an audit finding.
8. Dora Highway Drop Center Relocation – Location options for relocating the Dora Highway drop center are being evaluated and suggestions from PSA Board members would be appreciated.

9. Driving Records – A review of driving records prior to the two incidents this year shows that 16 of the 18 PSA refuse drivers had five positive points, which is the maximum possible under the DMV system. Two had between 0 and 1 positive points due to not having lived in Virginia long enough to accumulate five positive points (you get one per year each year without a violation) and one had a failure to obey violation in a personal vehicle.
 10. 2009 Goals – We are working on the development of a set of goals for 2009 and would appreciate any suggestions Board members may have for improving our service to the public.
 11. PSA Garbage Service Easement – We have become increasingly aware of the liability being incurred by our taking PSA trucks onto private property. Mr. McCarthy has previously worded the enclosed agreement for our use in these situations. We would like to use the agreement any time we deliver a roll-off container onto private property. My suggestion is that we ask all applicants to sign this agreement when they sign up for service, but would appreciate Board suggestions regarding how better to accomplish this.
- 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 construction
 4. Water Treatment Plant raw water pump station access road

PMH/gh

Distribution or reproduction of this document is prohibited. This document is exempted from public access in accordance with the Virginia Freedom of Information Act.

January 7, 2009

TO: PSA Board of Directors

FROM: Peter Huber, County Administrator

SUBJECT: Closed Meeting – 2.2-3711.A.3

A closed meeting is requested pursuant to Section 2.2-3711.A.3 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. **Enclosed** is a draft resolution to enter the closed meeting on recommended matters, as follows:

- **Property Disposition or Acquisition** – Pursuant to Virginia Code Section 2.2-3711(A)3 discussion for consideration of the disposition or acquisition of publicly held property regarding:
 - **Regional Water Authority – Draft Water Agreement and Investment or Ownership in City of Radford Water Treatment Plant** – **Enclosed** is a draft of the water agreement with the City of Radford. I have asked County Attorney Tom McCarthy to review the agreement. I plan to also have Dick Cranwell review it after we have made our in-house adjustments. The next step in the agreement process is the formation of a regional water authority. The primary issues with the formation of the authority being the method by which a value is placed on the water treatment plants, the lines connecting the plants, primary distribution lines and major water tanks.

CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss land acquisition/disposition matters:

It was moved by _____, seconded by _____ and carried, that the Pulaski County Public Service Authority Board of Directors enter Closed Session for discussion of the following:

- Regional Water Authority – Draft Water Agreement and Investment or Ownership in City of Radford Water Treatment Plant