

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
January 13, 2009

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, January 13, 2009 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: Maynard Sayers, Chairman; Hollis Loyd; and Frank Conner, Alternate. The following Board members were unable to attend the meeting: Pete Crawford, Dave Dean and Doug Warren. Staff members present included: Peter M. Huber, County Administrator; Diane Newby, Finance Director; Ron Coake, County Engineer; Ron Nichols, Director of Fleet Maintenance and Operations; Brenda Sayers, PSA Bookkeeper; 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. Loyd, seconded by Mr. Conner and carried, the Board of Directors approved customer adjustments in the credited amount of \$1,312.42.

Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Crawford, Mr. Dean, Dr. Warren.

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

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: 2 brush; 1 large item; 1 tire; 0 refrigerators.

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5. Drop Site and Landfill Totals

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

**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 Meetings

On a motion by Mr. Conner, seconded by Mr. Loyd and carried, the Board approved the minutes of the December 9, 2008 Board meeting.

Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Crawford, Mr. Dean, Dr. Warren.

2. Accounts Payable & Budget Adjustments

Mr. Loyd asked the amount of the shoe allowance for PSA employees. Ms. Sayers advised the amount was up to \$150.00 per employee.

On a motion by Mr. Loyd, seconded by Mr. Conner and carried, the Board approved the accounts payable for checks numbered 80001671 through 8001726, subject to audit.

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Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.
Voting no: none.
Not present: Mr. Crawford, Mr. Dean, Dr. Warren.

Mr. Loyd questioned the amount in the "repair and maintenance" line item.

Budget Adjustments

On a motion by Mr. Loyd, seconded by Mr. Conner and carried, the Board approved the following budget adjustment:

PSA Fund #2

Account Number	Account Title	Amount Increase (Decrease)
<u>REVENUES:</u>		
500-041010-0100	Insurance Recoveries	\$ 63,450.00
TOTAL		\$ 63,450.00
<u>EXPENDITURES:</u>		
500-094100-8285	Rt. 600 Waterline Replacement	\$ 8,574.00
500-094100-8155	Timberlane Waterline Replacement	172,760.00
500-045100-5840	Accounting and Auditing Services	3,000.00
500-091400-9301	Contingency	(184,334.00)
500-042340-6007	Repair & Maintenance Supplies	63,450.00
TOTAL		\$ 63,450.00

Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.
Voting no: none.
Not present: Mr. Crawford, Mr. Dean, Dr. Warren.

3. Cycle Systems Request

As reported in the Board packet, Mr. Jeff Mackey of Cycle Systems has expressed 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. Staff reported Cycle Systems would like to be given an opportunity to purchase scrap from the PSA. Mr. Nichols advised he was setting up a procedure to electronically obtain competitive pricing from both dealers on a monthly basis.

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Board members questioned the bidding process. Mr. Nichols provided details, advising a price quote is good for 30 days and after 30 days the vendor will provide another price.

Mr. Loyd asked if distance and mileage adjustments are given. Mr. Huber advised staff will factor in a transportation adjustment factor to make up for the greater distance the PSA has to haul to the Wythe County facility and a 1% preference factor for local vendors as contained in the County's procurement policy.

On a motion by Mr. Conner, seconded by Mr. Loyd and carried, the Board 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.

Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Crawford, Mr. Dean, Dr. Warren.

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.

4. Health Insurance

As reported in the Board packet, Robert Hiss and Diane Newby represent the County on the New River Valley Benefits Consortium which is re-bidding the county and PSA insurance coverage this year. Staff reported the overall experience tentatively indicates that rates would increase between 24% and 34%, depending on the company selected; however, each company is still revising their estimates.

Ms. Newby advised the following companies were interviewed by the Consortium: Southern Health, Anthem and Gateway.

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Mr. Coake questioned the possibility of the PSA obtaining insurance similar to that offered by the state. Mr. Huber advised the state currently did not allow for this option.

5. Replacement of Front Load Truck

As reported in the Board packet, the front load truck can be replaced without impacting the PSA budget using a combination of insurance proceeds and unspent PSA budgets, thus the staff is currently soliciting bids for the purchase of a replacement unit. Currently, the PSA is operating with only one truck, making operations more vulnerable to disruption should we have mechanical breakdowns.

Mr. Nichols advised the front load truck was a total loss, with the insurance adjuster providing an estimate of between \$130,000 and \$135,000. Mr. Nichols presented each Board member with a copy of the bid documents, a copy of which is filed with the records of this meeting. He advised that Tidewater Truck could have a truck within 14 days. He explained the bids were taken in an effort to speed up the process of purchasing a truck. He further advised the PSA paid over \$160,000 three years ago for the truck that was a total loss.

On a motion by Mr. Loyd, seconded by Mr. Conner and carried, the Board declared replacement of the front load truck as an emergency purchase due to the vulnerability from operating with one truck and approved utilizing Virginia Peninsula's bid with Virginia Tidewater Mack.

Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Crawford, Mr. Dean, Dr. Warren.

6. Safety Awards

As reported in the Board packet, staff proposed 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. Staff estimates the total cost of this program to be under \$3,000 per year.

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Mr. Loyd advised he agreed with joining the Safety Council; however, he believes rewarding someone monetarily for performing duties that are considered a part of their job could cause problems administratively for other PSA/County employees who drive vehicles.

Mr. Huber advised the reward would only be given to drivers with a CDL license within the PSA water, sewer and refuse departments. He advised the reward would provide an incentive to the drivers to do all that is necessary to prevent accidents. He also expressed concern over the potential loss of the PSA's current insurance if accidents continue to occur.

Mr. Conner advised he was in favor of rewarding drivers for no-fault accidents as described by staff.

Mr. Loyd inquired as to the three most recent accidents involving PSA drivers, specifically if they were "at fault" accidents. Mr. Nichols advised two of the three recent accidents involving PSA drivers were considered "at fault" accidents. Mr. Loyd expressed concern over the appropriateness of providing a cash bonus to employees. Mr. Nichols provided details regarding recent accidents involving PSA trucks.

Mr. Nichols advised the School Board rewards school bus drivers having no at-fault accidents. He noted the reward becomes a point of pride for the drivers, provides a healthy competition among the drivers and allows the school system to enjoy good insurance rates.

Mr. Huber advised if the rewarding of drivers were to become a personnel problem, it would be revised by staff and the PSA Board.

Mr. Sayers suggested the PSA Board approve the safety award policy on a one-year trial basis.

Mr. Coake suggested the award be given only to those drivers who are behind the wheel of a vehicle as a part of their daily route.

On a motion by Mr. Conner, seconded by Mr. Loyd and carried, the Board approved participation in the National Safety Council, giving CDL drivers a \$100 reward for having no at-fault

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accidents in 2009, with persons on the back of the trucks to be eligible for a \$50 reward. This approval is to be on a one-year trial basis for primary trash truck drivers and meter readers and with staff to report any problems.

Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Crawford, Mr. Dean, Dr. Warren.

c. Informational Items:

1. Personnel Changes

Board members reviewed recent personnel changes as reported by Norma Spence.

2. Financial Report

As presented in the Board packet, Board members were provided a financial report as prepared by Ms. Newby. Also as reported in the Board packet, closing on various RD utility loans will result in reimbursement of at least \$300,000 in prior expenditures by the PSA.

3. Utility Projects

Staff reported there was no recent update on utility projects.

4. PSA Delinquent Letter

As reported in the Board packet, staff received a complaint regarding the PSA's delinquent letter being threatening to the customers. Staff reported minor adjustments had been made to the letter, a copy of which is filed with the records of this meeting.

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5. Closing of Goodwill Industries Donation Center

As reported in the Board packet, staff presented a copy of a notice from Goodwill Industries announcing the closing of the donation center that is located at the Fairlawn drop center. Staff advised 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, the PSA would like to see all drop centers open 53 hours per week. Staff plans to suggest to Goodwill that the box they are removing from Fairlawn be placed at Dora Highway.

6. Wal-mart Billing

As reported in the Board packet, staff had taken steps to provide integration of billing into a unified utility account and current billing for water service also provided to Wal-mart by the PSA.

7. Financial Disclosure Statements

Mr. Huber reminded Board members of the January 15, 2009 deadline for filing of disclosure statements. Ms. Hanks was requested to contact Mr. Dean regarding the status of his form and to also contact the County Attorney's office to request a copy of Mr. Crawford's form, which the County Attorney may have as a result of his service on the Industrial Development Authority.

8. Dora Highway Drop Center Relocation

As reported in the Board packet, relocation options are being evaluated, possibly an area closer to the lake such as the Rt. 99 inter-change with Possum Hollow.

Mr. Nichols advised he would like to have approximately three acres which would help those citizens in the Claytor Lake area, particularly on weekends. He also advised he was exploring options with the New River Resource Authority for use a chipper. Mr. Loyd suggested staff review in depth the use of a chipper as it would most likely require an additional employee and loader.

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9. Driving Records

As reported in the Board packet, 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. Further, two had between zero and one 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 reported it would continue its review of other County and PSA staff having access to County vehicles in preparation for implementation of vehicle use policy.

Mr. Nichols reported the DMV is notifying appropriate staff when an employee has violation where ticketed.

10. 2009 Goals

Staff reported work is ongoing to develop 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

As reported in the Board packet, liability is being incurred by the PSA trucks going onto private property. Staff reported the County Attorney is preparing an agreement for the PSA's use in these situations. Staff reported plans to use the agreement anytime 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:

Staff provided updates on the following projects with those updates being noted in italics:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions
3. Water Treatment Plant Dispersion Wall Construction
4. Water Treatment Plant Raw Water Intake Access Road
5. Revision to PER for Fairgrounds/Skyview sewer

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3. Closed Session – 2.2-3711.A.7

A closed meeting is requested pursuant to Section 2.2-3711.A.7 of the 1950 Code of Virginia, as amended, to discuss legal matters.

It was moved by Mr. Loyd, seconded by Mr. Conner and carried, that the 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

Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Crawford, Mr. Dean, Dr. Warren

Return to Regular Session

It was moved by Mr. Loyd seconded by Mr. Conner and carried, that the Board return to regular session.

Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Crawford, Mr. Dean, Dr. Warren

Certification of Conformance with Virginia Freedom of Information Act

It was moved by Mr. Loyd, seconded by Mr. Conner and carried, that the PSA Board of Directors adopt the following resolution certifying conformance with the Virginia Freedom of Information Act.

WHEREAS, the Public Service Authority Board of Directors has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the PSA Board of Directors hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to

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which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

Voting yes: Mr. Loyd, Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Crawford, Mr. Dean, Dr. Warren

5. Other Matters

Mr. Sayers and Mr. Loyd reported trash and debris around the Dublin drop site. Mr. Nichols indicated he would have the area cleared of debris.

Mr. Huber provided information regarding an e-mail received from Jessica Hall requesting the PSA revisit the extension of service to the Skyview Subdivision.

Mr. Huber advised an orientation needed to be scheduled for new Board members. Ms. Hanks was requested to place this matter on the February 10 PSA agenda.

6. Adjournment

On a motion by Mr. Conner, seconded by Mr. Loyd and carried, the Board adjourned its regular January meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, February 10, 2009 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. Loyd, Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Crawford, Mr. Dean, Dr. Warren

Maynard H. Sayers, Chairman

Hollis Loyd, Secretary/Treasurer