

# PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

February 10, 2009

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, February 10, 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; Doug Warren, Vice-Chairman; Hollis Loyd, Secretary-Treasurer; Pete Crawford; and Frank Conner, Alternate. Board member Dave Dean was unable to attend the meeting. Staff members present included: Peter M. Huber, County Administrator; Robert Hiss, Assistant County Administrator; Diane Newby, Finance Director; Ron Coake, County Engineer; Brenda Sayers, PSA Bookkeeper; and Gena Hanks, Executive Secretary.

Chairman Sayers welcomed new Board member Pete Crawford to the PSA meeting.

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 Dr. Warren and carried, the Board of Directors approved customer adjustments in the credited amount of \$54,268.98.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd,  
Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Dean.

2. Inmate Availability Report

Staff reports 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.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
February 10, 2009

4. Work Order Count

Pickups pending: 7 brush; 3 large item; 0 tire; 0 refrigerators.

5. Drop Site and Landfill Totals

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

<b>DROP SITE TOTAL</b>			
<b>FOR THE MONTH OF JANUARY 2009</b>			
<b>Site</b>	<b>Trips</b>	<b>Tons</b>	<b>Tons per haul</b>
<b>Dora</b>	30	58.67	1.96
<b>Highway</b>			
<b>Dublin</b>	31	87.37	2.82
<b>Fairlawn</b>	7	37.36	5.34
<b>Totals</b>	68	183.40	2.70

**County Landfill Tonnage**  
**(County customers & Refuse Department Haulers)**  
**(for the Month of January 2009)**

Commercial	Residential	Tires	Brush
958.99	979.34	860	43.53

Mr. Loyd questioned the number of active commercial accounts that were past due. Ms. Sayers advised staff were cutting off past due water accounts and noted the increase in the amount each month was also due to the ongoing accumulation of penalty and interest fees. Mr. Huber advised the economy is also likely to affect the amount of past due accounts.

Mr. Loyd requested staff determine the reason for the lack of fluctuation in the number of drop site pickups. Staff was requested to provide this information at the March PSA meeting.

Mr. Loyd advised he had seen an improvement in the Dublin drop site area which had been cleared of trash and debris.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
February 10, 2009

b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Loyd, seconded by Mr. Conner and carried, the Board approved the minutes of the January 13, 2009 Board meeting.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd,  
Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Dean.

2. Accounts Payable & Budget Adjustments

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved the accounts payable for checks numbered 80001671 through 80001726, subject to audit.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd,  
Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Dean.

Budget Adjustments

		PSA FUND #3				
Account Number	Account Title					Amount Increase (Decrease)
<u>REVENUES:</u>						
	TOTAL					\$ -
<u>EXPENDITURES:</u>						
500-42340-6007	Repair & Maintenance Supplies					\$ 17,000.00
500-91400-9301	Contingency					(17,000.00)
	TOTAL					\$ -

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
February 10, 2009

3. Scheduling of Orientation & Tour

Staff suggested the scheduling of an orientation tour of the various PSA operated facilities for new Board members.

By consensus, the Board agreed to conduct a tour of the PSA facilities following the Board's regular March 10 meeting. Staff was directed to also add to the March 10 Board agenda review of items related to PSA policies and procedures. Staff was requested to arrange for lunch following the March 10 PSA meeting and just prior to the tour. Board members requested information regarding how the Fairlawn Sewerage Authority, the NRRRA and town/county tie in with the PSA be included as a part of the discussions related to policies and procedures.

4. Packet Changes

By consensus, the Board approved using a three ring binder for preparing PSA packets rather than the current spiral binding method.

c. Informational Items:

1. Personnel Changes

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

Mr. Huber reported the PSA was found not guilty on charges stemming from recent court case involving a former PSA employee.

2. Financial Report

As presented in the Board packet, Board members were provided a financial report as prepared by Ms. Newby.

Mr. Loyd requested an explanation as to the report indicating a 50% increase in expenses over the past two months. Staff advised information would be provided at the March 10 PSA meeting.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
February 10, 2009

3. Utility Projects

Mr. Coake reported Pulaski Central Projects were bid and steps are being taken to move toward closing of the loans and execution of construction projects. Further, the Subdivision Sewer and Highland Park Sewer projects are moving toward approval to bid. As reported in the Board packet, the remaining work is being done by the County staff and utilization of administrative services by the New River Planning District Commission has been discontinued.

Approval of Contract with Draper Aden Associates

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved negotiating a contract with Draper Aden Associates for providing engineering services related to the Commerce Park project, as well as approved the expenditure of up to \$55,000 related to environmental matters.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd,  
Mr. Conner, Mr. Sayers.

Voting no: none.

Not present: Mr. Dean.

4. 2009 Experience Mod Calculations

As provided in the packet, Board members reviewed June 1, 2009 Experience Modification worksheets reflecting factors to be applied to the county and PSA July 1, 2009 worker's comp premium calculations.

5. Pulaski-Wythe Water Connection Model

As provided in the Board packet, Board members reviewed correspondence from Martin Jansons of the Civil Engineering firm of Peed & Bortz providing a report on the Pulaski-Wythe Water Connection Model.

Mr. Coake provided details regarding the fire flow issue, as well as the benefits of having a backup for the water connection model. He also provided information regarding options should there be a loss of power at the Water Treatment Plant.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

February 10, 2009

6. Time Equities

As provided in the Board packet, Board members reviewed reimbursement calculations for the New River Industries/Time Equities/Hort account. Staff reported Time Equities (owner) is protesting the withholding of utility payments due from New River Industries who was their tenant under a buyout arrangement for the building.

By consensus, Board members authorized staff negotiating reimbursements by Time Equities, while also protecting the relationship with Time Equities.

7. Accounting of Utility Customers

As provided in the Board packet, Board members reviewed an accounting of public water and sewer coverage in Pulaski County.

Mr. Loyd expressed concern over the challenges facing the PSA related to providing sewer service to some areas of the county. He noted it was the PSA's responsibility to determine the potential future needs of citizens for sewer service.

8. Wheatland Hills Dumpster Service

As provided in the Board packet, Wheatland Hills is concerned that the monthly cost for PSA dumpster service is more than would be charged by Waste Management or other private haulers. Staff reported continuing efforts to work with the company regarding the matter and hope to have additional information at the March Board meeting.

9. Draft Administrative Agreement for Commerce Park Utility Project

As provided in the Board packet, Board members reviewed the draft agreement with the New River Valley Planning District Commission for the administration of the Commerce Park utility project. Comments from the PSA Board would be appreciated. Staff noted the agreement is also being forwarded to Tom McCarthy for his review and comment

d. Current Authorized Projects & Items Under Review:

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
February 10, 2009

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

3. Other Matters

Mr. Coake reported the installation of water/sewer lines under the New River Bridge was progressing.

Mr. Huber advised the replacement for the second front load truck had been delivered to the PSA.

Dr. Warren suggested the PSA provide an incentive for small businesses to locate in the county by reviewing the current connection fees for new small businesses.

4. Adjournment

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board adjourned its regular February meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, March 10, 2009 at 9:00 a.m. in the Middle Conference Room of the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

Voting yes: Mr. Crawford, Dr. Warren, Mr. Loyd, Mr. Conner,  
Mr. Sayers.

Voting no: none.

Not present: Mr. Dean.

---

Maynard H. Sayers, Chairman

---

Hollis Loyd, Secretary/Treasurer