

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
November 10, 2009

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, November 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; David Dean; and alternate Board member Frank Conner. Pete Crawford was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator and PSA Executive Director; Robert Hiss, Assistant County Administrator; Diane Newby, Finance Director; Ron Coake, County Engineer; Ronnie Nichols, Director of Fleet Maintenance; 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

Mr. Loyd requested an explanation as to the high amount of the current adjustments. Ms. Sayers advised that there had been an error in last month's total adjustments related to a miscalculation on sewer usage charges. Mr. Loyd expressed concern that the error was not detected by staff.

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board of Directors approved customer adjustments in the credited amount of \$380,058.82cr, with a notation to be made in the minutes for the October Board meeting that last month's error in adjustments had been corrected.

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

Voting no: none.

Not present: Mr. Crawford

2. Inmate Availability Report

Staff reported the PSA generally had use of two inmates per day for the month of October.

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Mr. Huber described a recent incident related to inmates at the County Garage lingering at the lockers located at the County Garage. He advised steps had been put in place barring inmates from going into the upstairs part of the County Garage where the lockers are located and that the PSA Refuse drivers are being educated on the proper procedures for supervision of inmates.

3. Balance Due & Lien Report

Board members reviewed the balance due and lien reports as prepared by staff, a copy of which is filed with the records of this meeting.

Mr. Loyd inquired as to what steps are being taken by staff in addressing delinquent accounts for commercial garbage and sewer customers. Ms. Sayers advised the PSA could limit delinquent commercial garbage but did not have the ability to cut off service for delinquent sewer accounts.

Board members requested the County Attorney seek an Attorney General's opinion related to the ability of the Dublin to cut off water service for non-payment of PSA sewer or garbage service. If needed, the PSA asked that this matter be submitted to the General Assembly for legislative action.

4. Work Order Count

Staff reported the following pickups pending: 1 brush; 1 large items; 0 tires; 0 refrigerators.

5. Drop Site and Landfill Totals

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

DROP SITE TOTAL			
FOR THE MONTH OF OCTOBER 2009			
Site	Trips	Tons	Tons per haul
Dora Highway	34	79.39	2.34
Dublin	22	73.83	3.36
Fairlawn	5	43.35	8.67
<b>Totals</b>	<b>61</b>	<b>196.57</b>	<b>3.23</b>

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COUNTY LANDFILL TONNAGE  
(COUNTY CUSTOMERS & REFUSE DEPARTMENT HAULERS)  
(FOR THE MONTH OF OCTOBER 2009)

Commercial	Residential	Tires	Brush
1,148.85	958.15	1,010	7.45

b. Action Items:

1. Minutes of Previous Meetings

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved the minutes of the October 13, 2009 Board meeting, including the placing of a statement in the margin of the minutes relative to the Balance Due Report as follows: "This report was subsequently found to be in error and has been corrected in the November 2009 minutes".

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

Voting no: none.

Not present: Mr. Crawford

2. Accounts Payable & Budget Adjustments

On a motion by Mr. Conner, seconded by Mr. Dean and carried, the Board approved the accounts payable for checks numbered 8002967 through 8003055, subject to audit.

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

Voting no: none.

Not present: Mr. Crawford

3. Restructuring of Billing Department

As reported in the Board packet, Brenda Sayers, PSA Bookkeeper, has announced her retirement effective January 1, 2010. As in past situations, the County staff has considered restructuring options.

It is the consensus of the PSA billing staff and the finance staff that the PSA's accounts payable and financial reporting functions should be consolidated with those of the Board of Supervisors and that responsibility for the PSA's

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accounts payable be transferred to Norma Spence with the funds spent by the PSA in employing Ms. Sayers be divided between an additional full-time employee at the PSA office to provide additional customer service. This and other options were discussed with the PSA Board. The proposed change would allow the existing billing staff to better check for billing errors and focus on the collection of delinquent accounts.

The PSA Board asked that the staff use their best judgment in restructuring billing and collections. In doing so, the Board agreed to utilize the same accounts payable process as used by the Board of Supervisors with the exception that weekly accounts payable listing would be provided to the Board on a monthly rather than on a weekly basis.

It was reported that due to current space limitations in the PSA and administration offices, both of these changes may involve office relocations. Currently, Brenda Sayers works in an office separate from the PSA billing staff and the new person would need to be in direct communication with the two current billing staff members. Relocation of the PSA offices to the Visitor Center is currently the best alternative assuming access to the lower floor can be worked out.

Ms. Sayers expressed concern that some of her current duties as Bookkeeper may be overlooked upon her retirement. Chairman Sayers recommended staff take a closer look at all aspects of the Bookkeeper position including authority, responsibilities, etc.

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved the PSA billing restructuring in concept and requested staff provide the Board with a report describing the lines of authority, responsibilities, etc. with the new restructuring. Further, the Board requested staff pursue a satisfactory location for housing of the PSA Billing staff, including the potential for use of the vacant REMSI offices on Route 11 in Dublin and vacant office space in the Visitor Center.

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

Voting no: none.

Not present: Mr. Crawford

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4. Water Agreement with City of Radford

As reported in the Board packet, Board members were provided with the most recent version of the draft water agreement with the City of Radford. Staff advised of receipt of clarification that the 10% increase in rates is reflective of the rate change recently implemented by the city.

Mr. Loyd expressed concern over the lack of language in the agreement stating that the existing agreement will be null and void when the authority is created. Chairman Sayers referred to the section in the agreement indicating the agreement will cease to exist once the authority is created, indicating this wording addressed Mr. Loyd's concerns.

Dr. Warren advised the agreement needs to be approved and water distributed to Commerce Park, before consideration to the creating of an authority.

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved authorizing the PSA Chairman to execute the agreement, including any further negotiations on behalf of the PSA, following review of the financial impact of the rate increase.

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

Voting no: none.

Not present: Mr. Crawford

c. Informational Items:

1. Personnel Changes

Staff advised there had been no personnel updates in the month of October.

Board members and staff reviewed a letter provided in the Board packet to a former employee regarding a personnel matter, a copy of which is filed with the records of this meeting. Mr. Loyd questioned if the employee could be reinstated, noting the wording in the letter may be misinterpreted by the former employee. Mr. Huber offered to revise the letter to more clearly state that the employee would be eligible for re-employment

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but that he would not currently be reinstated in the position he formerly held with the PSA.

2. Financial Report

Board members reviewed a copy of the financial report as prepared by Ms. Newby.

Mr. Huber advised staff would determine if the "Financial Report" should be moved to "Action Items", thus requiring a vote by the Board acknowledging receipt of the report.

3. Progress Reports

As provided in the Board packet, Board members reviewed progress reports from the New River Valley Planning District Commission on the various ongoing projects by the PSA.

4. Follow-up from October Board meeting

The Board reviewed a memo prepared by staff responding to various questions posed by Board members at the October PSA meeting, a copy of which is filed with the records of this meeting.

5. Sewage Overflow

As provided in the Board packet, Board members reviewed a letter to the Department of Environmental Quality documenting the recent sewage overflow from a manhole on Cougar Trail Road.

6. Summary of Drop Center Matters

As provided in the Board packet, Board members reviewed a summary from Ron Nichols describing the duties and responsibilities for drop center attendants, drop site hours and items permitted for recycling, a copy of which is filed with the records of this meeting.

Discussions were held regarding the disposal of waste oil and the potential for the County's drop sites to receive and dispose of waste oil. Staff advised citizens can currently dispose of waste oil at one of the Advance Auto locations located in the

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county. Mr. Nichols indicated the schools currently burn waste oil to generate heat for the schools.

Mr. Huber indicated he would provide a report on the potential for drop sites to receive and dispose of waste oil and offered to place information in the quarterly county newsletter describing available locations for disposal of waste oil and other household materials.

7. Request for Fire Hydrants on Depot Road, Belspring

As reported in the Board packet, Board of Supervisors Chairman Joe Sheffey has received a request from Mr. Wayne Moore of 6822 Depot Road, Belspring, regarding a lack of fire hydrants, or an adequate number of hydrants, in that area of Belspring.

The County Engineer was requested to provide an update on the request at the December PSA meeting.

8. Commendation of PSA Employees

As provided in the Board packet, the Board reviewed a letter from Dale Reece of the local Department of Motor Vehicles commending PSA staff for their assistance.

9. Inmate Use Report

As reported in the Board packet, staff has determined the PSA is receiving its fair share of inmates, as compared to other localities. A copy of the full report is filed with the records of this meeting.

10. Water Fluoridation Quality Award

As reported in the Board packet, the PSA was recognized with a "Water Fluoridation Quality Award" – Staff was requested to prepare a press release announcing the award.

11. Report on Repairs to Packer Bodies

As reported in the Board packet, Board members reviewed detailed information related to the ongoing repairs to the PSA's packer bodies on recently purchased garbage trucks. Mr. Nichols advised the manufacturer had been requested to

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cover repair costs. Mr. Nichols was requested to provide additional updates as they become available.

12. VRS Investigation

As reported in the Board packet, Board members were advised of receipt of a letter from Ms. Susan Keith of the Virginia Retirement System (VRS) following up on a VRS concern. The Board directed staff to request the VRS finding be placed in writing to the county.

d. Current Authorized Projects & Items Under Review:

The Board reviewed the following current authorized projects and projects under review:

1. Sharing Drop Site use with the City of Radford
2. Location of Drop Site on Southside of Claytor Lake
3. Relocation/expansion of Dora Highway Drop Center
4. Consideration to updated meter reading system

3. Other Matters

Dr. Warren requested consideration to the placement of fire hydrants on the south side of Claytor Lake.

Staff noted the December PSA meeting and all subsequent PSA meetings will be held in the Central Conference Room located downstairs in the County Administration building.

Mr. Loyd requested staff provide the PSA Board with cost estimates on bringing the drop centers to same standards as that of the Montgomery County sites.

Mr. Loyd requested staff provide an update on the meter reading purchasing status.

4. Adjournment

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board adjourned its regular November meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, December 8, 2009 at 9:00 a.m. in the Central Conference Room of the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

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

Voting no: none.

Not present: Mr. Crawford

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Maynard H. Sayers, Chairman

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Hollis Loyd, Secretary/Treasurer