

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

March 9, 2010

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, April 13 9, 2010 at 9:00 a.m. in the Central Conference Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: Doug Warren, Chairman; Pete Crawford, Vice Chairman; Hollis Loyd, Secretary/Treasurer; David Dean; and Jerry White. Alternate Board member Frank Conner was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator; Robert Hiss, Assistant County Administrator; Ronnie Coake, County Engineer; Ron Nichols, Director of Fleet Maintenance; Diane Newby, Finance Director; and Gena Hanks, Executive Secretary.

Dr. Warren called the meeting to order and welcomed those in attendance.

Mr. Huber introduced Southwest Virginia Governors School intern Tyler Griffin and advised Mr. Griffin was working with County Engineer Ron Coake.

1. Presentation of Resolution to Dewey Lusk

Mr. Coake advised a resolution of appreciation had previously been adopted by the PSA Board honoring the services provided to the PSA by Dewey Lusk of Structures and Utilities Company, Inc. Mr. Coake introduced individuals who were in attendance at the meeting to honor Mr. Lusk. Chairman Warren read aloud and presented the framed resolution to Mr. Lusk. Mr. Lusk thanked the PSA Board and staff for allowing his company to work for the PSA on the various projects.

2. Citizen Comments

Ms. Brenda Blackburn and Mr. Morgan Morris provided a sealed package to Board members indicating the package contained information relative to PSA personnel matters and requested the contents of the packet remain confidential between Board members. Dr. Warren acknowledged receipt of the documents. Mr. Huber advised all personnel matters were typically addressed on an administrative level; however, he indicated it would be appropriate for Board members to review the contents of the packet. Dr. Warren recommended the packet be distributed amongst Board members, with discussions regarding the contents to be scheduled for the next regular PSA meeting, or a special meeting scheduled, if warranted.

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3. Finance

a. Follow-up from February Board Meeting

1. Policy Statement on Installation of Private Sewer Extensions

Staff presented a proposed policy relative to reimbursement for the cost of line extensions for customers needing to install water and/or sewer lines. Mr. Huber advised this policy would be of significant assistance in addressing concerns raised in the development of utilities along Claytor Lake, a situation along Divers Road in the New River community, and the anticipated construction of a private sewer line serving the rear of four homes in the Rolling Hills subdivision.

Board members reviewed in detail the proposed policy, suggesting amendments to the policy specifying demarcation between shared public lines and private laterals and revisions to include a 10-year payback period, with 10% annual depreciation.

By consensus, the Board requested staff amend the policy to reflect the following changes: specify demarcation between shared public lines and private laterals and revisions to include a 10-year period with 10% annual depreciation. Staff was requested to rewrite the policy to include these changes and present revised policy to the PSA Board at its April Board meeting.

2. Rebate of Connection Fee

As reported in the Board packet, current situations where the above draft policy would apply includes Teresa Wilburn, Ronald Sheffey, Mary Hayton and Paris Caldwell, Jr. each of whom paid \$4,308 for a line extension serving Boreman Street and Lovell Drive in 2002. Staff recommended that \$3,808 be rebated to each of the current residents of these structures (\$4,308 less the standard \$500 connection fee) for a total of \$15,232.

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By consensus, the Board deferred action on the rebates until a policy statement on installation of private sewer extensions is adopted. Staff was requested to place consideration to the referenced rebates on the April PSA agenda.

Dr. Warren indicated he would like for the PSA Board to honor any commitment which may have been made on the rebates, although there is no written documentation or knowledge of a verbal commitment to provide rebates.

3. Organizational Chart

Board members reviewed the organizational charts in detail. Mr. Loyd requested the charts be amended to include the number of employees in each PSA department, to include both full and part-time.

4. Update on Moving of Dora Highway Site

Mr. Huber and Mr. Nichols advised staff continue to work with the Town of Pulaski on the relocation of the existing Dora Highway drop site. Mr. Huber advised staff would also review alternative locations, should the town be unable to provide a suitable site for the drop center.

Mr. Loyd inquired if a potential site on the National Forest property was probable. Mr. Nichols advised the National Forest would not agree to providing property for a drop site.

Mr. Loyd inquired as to the status of providing a drop center on the south side of Claytor lake. Mr. Huber advised staff continued to review the need for a drop center on the south side of the lake. Staff advised efforts were underway to find a three to five acre site between Snowville and Hiwassee. Mr. Dean suggested information be placed in the county newsletter regarding the need for land for a drop site on the south side of lake.

Mr. Huber advised the need for a drop center on the south side would likely decrease if refuse collection routes were modified to allow for trash pickup on the lake to Mondays. Mr. Crawford suggested staff consider a change in routes for the lake area.

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Mr. Dean recommended a “facelift” to the Dora Highway site. He also expressed concern over the existing site distance at the entrance to the drop site and requested consideration to moving the existing building back to allow for better visibility.

Mr. Morgan Morris suggested consideration to “netting” the property to prevent trash and debris from scattering over drop site.

By consensus, the Board requested staff to continue to work with the Town of Pulaski on a potential new Dora Highway drop site and provide an update at the April Board meeting.

5. Update on January Water Issues

As reported in the Board packet, the cost of the recent water supply problems is estimated to be \$19,298. Mr. Huber advised it will be the policy of the County staff to notify PSA Board members of any recurrence as well as major vehicle accidents, water distribution leaks threatening the integrity of the system or sewer pump station failures result in discharges to state waters.

6. Sewer Connections

The following information was reported in the Board packet:

“non-user fees are probably the most unpopular and least understood of the PSA policies. The PSA has had a long-standing policy requiring residents owning homes within 300 feet of a public water or sewer line to pay a non-user fee regardless of whether they are connected to the system. This policy is a fundamental component in the PSA being able to service the debt incurred in the extension of utility lines. Whether used or not, residents benefit from increased property values as a result of the availability of water and sewer service.

Regardless of the type or age of existing septic systems or private wells, there is always the potential for failure and the need to be able to connect to a public system. Without this non-user fee policy, the extension of PSA services would be severely impacted since the cost of the service would depend on the number of connections. Those who do connect would subsidize those who choose to defer making a connection or connection fees for specific subdivisions would have to be raised on an annual basis to equalize the infrastructure investment.

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This approach was extended to include the establishment of non-user garbage charges in the early 1990's. The non-user fee for garbage service provides a significant motivation for residents to use the service and serves to reduce the amount of illicit dumping in the County. "

Mr. Loyd questioned the reasoning for the low volume fee to be less than the non-user fee. Mr. Huber advised this policy had been put in place early in the establishment of the PSA.

7. Consideration to Operation and Maintenance of Pulaski County Sewerage Authority

Mr. Coake advised he continued to work with the Sewerage Authority regarding the PSA offering to provide maintenance services to the Sewerage Authority. He advised an update would be provided at the April PSA meeting.

Mr. Dean requested clarification as to the service area of the Sewerage Authority. Mr. Coake provided details regarding the service area.

8. Utilities Crossing Railroads

Mr. Huber advised he continued to research the matter and expected to have additional information at the April PSA meeting.

9. Credit Card Payments – Paymentus Agreement

Mr. Huber reported Paymentus had agreed to the stipulations called for by the PSA Board at its February meeting, including no up front charges to PSA, and separate billing by the company. He further advised Paymentus had requested the PSA commit to an 18 month contract.

On a motion by Mr. Crawford, seconded by Mr. Loyd and carried, the Board approved the agreement with Paymentus allowing the PSA to accept credit card payments to include an 18-month commitment.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd,
Dr. Warren

Voting no: none.

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Not present: Mr. White, Mr. Conner

b. Review of Financial Report

Ms. Newby reported significant progress had been made in catching up of the engineering fees and submittal of contractor invoices, resulting in a better cash flow for the PSA. Mr. Loyd expressed concern regarding revenues and/or accounting for commercial refuse combined with increase in dumping charges. Staff was requested to review the matter and provide an update at the April PSA meeting.

c. Balance Due & Lien Report

As reported in they Board packet, the following are the balance due and lien reports:

Balance Due	12/1/2009	1/1/2010	2/1/2010	3/1/2010
Current Balance	358,852.30	486,142.22	352,136.50	322,436.04
Over 30 Days	34,624.42	13,886.45	100,286.68	52,258.89
Over 60 Days	29,289.62	10,619.37	6,526.00	6,109.24
Over 90 Days	617,590.49	641,670.55	645,946.07	641,679.99
Total	\$ 1,040,356.83	\$ 1,152,318.59	\$ 1,104,895.25	\$ 1,022,484.16
Liens	\$ 424,436.69	\$ 424,436.69	\$ 424,436.69	\$ 422,678.24

Details of Accounts Delinquent for 90 days or more

Detail by type of customer and level of service billed for

	Garbage & Water	Sewer Only	Garbage Only	Total
Residential	10,284.19	5,490.97	422,611.17	\$ 438,386.33
Commercial	929.85		9,708.70	\$ 10,638.55
Nonuser	192,655.11	-	-	\$ 192,655.11
Total	\$ 203,869.15	\$ 5,490.97	\$ 432,319.87	\$ 641,679.99

Detail by type of customer and active, inactive and non-user accounts

	Inactive	Nonuser	Active	Total
Residential Water	8,324.18	192,655.11	1,960.01	202,939.30
Commercial Water	929.85	-	-	929.85
Residential Garbage	11,519.65	-	411,091.52	422,611.17
Commercial Garbage	7,222.61	-	2,486.09	9,708.70
Sewer	1,172.75	-	4,318.22	5,490.97
Total	\$ 29,169.04	\$ 192,655.11	\$ 419,855.84	641,679.99

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d. Budget Adjustments

There were no budget adjustments.

e. Billing Adjustments

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board approved a billing adjustments credit totaling \$2,194.29.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Dr. Warren

Voting no: none.

Not present: Mr. White, Mr. Conner

f. Accounts Payable

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board approved accounts payable for checks numbered 8003340 through 8003472, subject to audit.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Dr. Warren

Voting no: none.

Not present: Mr. White, Mr. Conner

g. C. G. & Deloris Slaughter Account

Mr. Huber provided an update on the C. G. Slaughter account, which was also reported in the Board packet as follows:

C.G. Slaughter passed away several years ago and left his wife Doris to deal with a significant delinquency resulting from his not paying the PSA non-user charges when the waterline serving their residence was first installed. Currently she owes \$38,407.85 for the following: water charges \$2,170.86; garbage charges \$2,342.47; interest \$29,299.40; penalty \$4,591.42 and water tax of \$3.30. Ms. Slaughter qualifies for tax relief for the elderly and handicapped. In July, 2008 the PSA passed the following regarding these large accounts:

On a motion by Mr. Loyd, seconded by Mr. Mathes and carried, the Board approved using criteria for tax relief for the elderly in granting relief from penalty and interest in delinquent water and sewer billings when such accounts are otherwise paid in full.

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Based on this policy, Ms. Slaughter would qualify for elimination of the penalty and interest charges. Approval to write off the penalty and interest charges is recommended once the remaining charges are paid.

Board members inquired as to the status of Ms. Slaughter's current account. Staff was requested to provide an update on the status of Ms. Slaughter's account at the April PSA meeting.

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board approved eliminating the penalty and interest charges, based on Ms. Slaughter qualifying for Tax Relief for the Elderly and Disabled.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Dr. Warren

Voting no: none.

Not present: Mr. White, Mr. Conner

Mr. Dean expressed concern over the possibility of the PSA setting a precedent in writing off of the penalty and interest charges for Ms. Slaughter. Mr. Huber advised an individual would need to qualify for the Tax Relief to the Elderly and Disabled before consideration is given by the PSA Board to writing off of penalty and interest charges.

h. Capital Improvements Plan

As reported in the Board packet, a listing of capital improvements needs has been identified by staff. This listing identifies items that should be replaced if the PSA had unlimited financial resources and serves to provide the PSA Board with an unabridged description of community needs. Each year, the most critical of needs not eligible for grant or loan funding are included in the specific budget recommendations. The overall listing was provided as background information as part of the budget process with specific funding recommendations to be integrated into the proposed budget based on available financial resources.

4. Operations

a. Minutes of Previous Meeting

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the February 9, 2010 minutes, with changes suggested by Mr. Dean related to the Austin Hall rebate.

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

b. Inmate Availability Report

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

c. Refuse Department Report

Staff reported pickups pending as follows: 3 brush; 2 large items; 0 tires; 0 refrigerator.

d. Drop Site Total & County Landfill Tonnage Report

Staff reported the following drop site total and county landfill tonnage:

**DROP SITE TOTAL
FOR THE MONTH OF FEBRUARY 2010**

Site	Trips	Tons	Tons per haul
Dora Highway	13	25.41	1.96
Dublin	16	52.50	3.29
Fairlawn	6	22.59	3.77
Totals	35	100.50	2.88

**COUNTY LANDFILL TONNAGE
(COUNTY CUSTOMERS & REFUSE DEPARTMENT HAULERS)
(FOR THE MONTH OF FEBRUARY 2010)**

Commercial	Residential	Tires	Brush
1357.75	784.00	0	0

e. Personnel Changes

The Board reviewed an update report on recent personnel changes, as prepared by Norma Spence.

f. Progress Reports – Water and Sewer Utilities

Staff provided a summary of the February 10, 2010 project meeting on water and sewer utilities.

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g. Meter Reading

As reported in the Board packet, residential PSA water meters are normally read on every other month with an estimated reading used for months when the meters are not read. This cycle would have resulted in readings being taken in March. After digging out meters during the December 15th through January 20th snows an actual reading was billed at the end of January. February billings were estimated and readings should have resumed on February 15 through March 20th for billing at the end of March. The Board concurred with the staff recommendation to again estimate the March reading due to significantly more snow being on the ground. Readings will resume on March 15th through April 20th for billing of actual amounts at the end of April. This same situation occurred once last year.

Mr. Hiss offered to place a message related to the estimated billings in the next county newsletter, if the deadline for the newsletter submittal had not passed.

h. Commerce Park Water System Improvements

Board members were provided an updated spreadsheet summarizing the Commerce Park water improvement costs and the assignment of costs between the PSA, the EDA grant and the Commerce Park.

i. Commendation of PSA Employees

By consensus, the Board approved sending a commendation to those employees who assisted in the water plant issues in January, as well as authorized placement of the commendation in each employees' personnel file.

j. Recycling Reports

Board members reviewed recycling reports which were provided in the Board packet.

k. LaShomb Account

Board members reviewed a letter from Keith LaShomb requesting a credit for the lack of pickup from January 13 through February 17, 2010, as well as the County Administrator's response. By consensus, Board members approved sending of the letter to Mr. LaShomb explaining PSA policy regarding trash pickup charges.

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I. Personnel Vacancies

As reported in the Board packet, Eddie Fisher, Chief Operator at the Water Treatment Plant, has been out on extended medical leave and reports that he will be seeking medical disability. Staff is reviewing alternatives for the oversight of the water treatment plant. In addition, we have deferred hiring of a replacement roll-off driver following the retirement of Willard Mills. The use of roll-off containers peaks in early summer with increased use of the drop centers, thus the PSA has some time to evaluate the need to fill this position as part of the budget process.

5. Current Authorized Projects (Staff "to do" list)
- a. Construction of water and sewer service to mobile home parks
 - b. Construction of Rolling Hills, Orchard Hills, Vista, and Highland Park sewer
 - c. Skyview/NRV Fairgrounds sewer engineering and environmental reports
 - d. Commerce Park Utility engineering, easement acquisition and construction
 - e. Evaluation of "radio read" water meter option
 - f. Lakewood Estates emergency management plan
 - g. Drop Center location serving South side of Claytor Lake

6. Other Matters

- Resolution of Appreciation – Eddie Fisher

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board approved the following resolution recognizing retiring Water Treatment Plant Superintendent Eddie Fisher:

WHEREAS, Eddie Fisher has been employed by the Pulaski County Public Service Authority since June 1, 1978; and

WHEREAS, Eddie Fisher has served Pulaski County as Water Treatment Operator for eleven years and as Water Treatment Plant Superintendent for twenty years; and

WHEREAS, Eddie Fisher's commitment, dedication, and loyalty have ensured the safe maintenance and operation of the Public Service Authority Water Treatment Plant and Distribution System; and

WHEREAS, Eddie Fisher's oversight of the Public Service Authority Water Treatment Plant resulted in an increase in production

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of water to near 80% of the capacity of the plant and several water tanks ; and

WHEREAS, Eddie Fisher has demonstrated a high degree of professionalism in dealing with the citizens of Pulaski County, employees and regulatory agencies; and

WHEREAS, Eddie Fisher's integrity, willingness to help his coworkers, and longstanding assistance is deeply appreciated; and

WHEREAS, the service provided by **Eddie Fisher** has benefited not only present and past citizens of Pulaski County, but will enhance the quality of life of its future citizens.

NOW, THEREFORE BE IT RESOLVED, that the Pulaski County Board of Supervisors and the Pulaski County Public Service Authority does hereby commend and express their sincere appreciation for the service of **Eddie Fisher** to the county and its citizens; and

BE IT FURTHER RESOLVED, that the text of this resolution be spread upon the minutes of the Board of Supervisors and Public Service Authority this 9th day of March 2010, in permanent testimony of their appreciation to the service of **Eddie Fisher**.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Dr. Warren

Voting no: none.

Not present: Mr. White, Mr. Conner

7. Adjournment

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board adjourned its regular March meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, April 13, 2010 at 9:00 a.m. in the Central Conference Room of the County Administration Building, 143 Third Street, N. W., in the own of Pulaski.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Dr. Warren

Voting no: none.

Not present: Mr. White, Mr. Conner

Douglas Warren, Chairman

Hollis Loyd, Secretary/Treasurer