

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS  
JUNE 12, 2012

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, June 12, 2012 at 9:00 a.m. in the Board 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; Nancy Burchett; and Dave Dean.

Staff members present included: Peter Huber, County Administrator; Jared Linkous, County Engineer; Diane Newby, Finance Director; Ron Nichols, Director of Operations, Transportation and Maintenance; Debra Boyd, PSA Billing; and Gena Hanks, Executive Secretary.

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

1. Citizen Comments

Ms. Genie Zunic expressed concern over any consideration by the PSA Board to increasing PSA water rates for customers, citing the added increase in electricity costs to citizens and the "undue" burden that would be passed along to citizens with such an increase.

Dr. Warren advised the PSA Board was considering all options to providing the most cost effective means of providing water and sewer services to the PSA customers.

Ms. Brenda Blackburn suggested the PSA Board consider reducing the staffing by PSA employees in an effort to reduce PSA costs.

Ms. Blackburn also expressed concern over the salary of a retired county employee who had returned to work for the PSA.

Ms. Blackburn expressed concern over the individuals used on the interview panel for the hiring of a recently vacant position at the county garage. Mr. Huber advised the interview panel for vacant positions is typically selected prior to taking of employment applications, noting interview panels consist of more than one person, thereby disallowing a decision based on one individual.

Mr. Garland Campbell expressed concern over the lack of action by the PSA Board in removing of fluoride from PSA water and suggested a savings could result from the eliminating of fluoride from PSA water. Mr. Campbell shared information with the Board which had been taken from the internet regarding affects of fluoride.

Dr. Warren explained the steps taken by the PSA staff in surveying the community's medical profession (dentists) to determine any need for a policy change related to fluoride treatment in PSA water. Mr. Linkous advised an

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overwhelming response was received from the medical profession that removing fluoride from the water system would be a great injustice to the community. Dr. Warren advised that the issue was not a "closed book", but that no action to change the current PSA policy would be taken at this time.

Mr. Campbell suggested the natural fluoride process was not an issue, but the deliberate inclusion of fluoride in PSA water was a concern. Dr. Warren advised that PSA staff would continue to monitor the situation. Staff was directed to prepare a response to Mr. Campbell describing the outcome of PSA Board discussions.

Mr. Campbell expressed his desire for the PSA Board to take action to change policy to remove fluoride from the PSA water.

Ms. Debbie Mohay expressed appreciation for Mr. Campbell's comments, noting a recall of toothpaste that had been produced out of Africa.

Ms. Mohay expressed concern over the PSA Board's consideration to increasing water and sewer rates, referenced the recent article in the Southwest Times suggesting inefficiencies in the PSA operations, and the recent billing to the Town of Dublin resulting in depletion of the Town of Dublin's Capital Improvements funding. Ms. Mohay referenced empty industrial buildings in the county, including the Commerce Park, suggesting Pulaski County is disproportionate to other communities. Ms. Mohay also expressed concern over dissatisfaction by county citizens and referenced recent speeches at the PCHS graduation ceremonies.

Mr. Ted Homiak of Draper described a situation in which Mr. Homiak's water had been turned off due the PSA having not received payment due to a delay resulting from Mr. Homiak's use of the electronic bill pay system. Mr. Homiak expressed concern over PSA staff suggesting potential "fabrication" of the bill, after Mr. Homiak had offered to produce a bill for PSA staff. Mr. Homiak advised he had contacted other localities to determine practice when citizen advised payment had been made and all indicated they would ask for "proof" of payment. Mr. Homiak recommended a change in the PSA policy related to the bill paying methods. Mr. Homiak advised he had received a "tampering fee" charge, described poor customer service received from the PSA, and described his understanding of the current policy relative to billing. A full summary of the matter is filed with the records of this meeting.

Mr. Dean advised of a potential conflict of interest on the matter and indicated he would abstain from all discussions on the matter.

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Board members questioned the time period of events, including the late payment date, the date the water was cut off and that this was not an automatic payment. Board members also discussed the methods used by PSA staff in responding to Mr. Homiak, as well as the "tampering fee" charged Mr. Homiak.

Ms. Mohay suggested Mr. Homiak's situation was not an isolated incident, noting her water had been turned off routinely as a result of PSA billing issues. Mr. Crawford asked for a recommendation by staff. Mr. Huber recommended the splitting of the \$100 tampering fee by Mr. Homiak and the PSA.

Mr. Crawford offered a motion to waive the tampering fee. There was no second to the motion.

Mr. Loyd made a motion to waive \$50 of the \$100 tampering fee with a second by Ms. Burchett.

The motion failed on the following roll call vote:

Voting yes: Mr. Loyd, Ms. Burchett.

Voting no: Mr. Crawford, Dr. Warren.

Abstaining: Mr. Dean

Mr. Homiak advised if his water was turned off again by the PSA he would take steps to turn the water back on. Mr. Homiak further advised he had the means to take the matter to court if the matter is not resolved.

Ms. Burchett expressed concern over the precedent that would be set if the tampering fee is waived.

Dr. Warren suggested the Board authorize the county administrator to work out a solution with Mr. Homiak.

Mr. Dean expressed concern over Mr. Homiak's suggestion of poor customer service by the PSA staff.

Mr. Crawford suggested the PSA staff consider allowing five days when a citizen advised of payment of their bill.

Ms. Debbie Boyd described her accounting of the events related to Mr. Homiak's situation.

By consensus, the Board authorized the county administrator to resolve the matter and provide an update at a future meeting.

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2. Finance

a. Follow-up from previous Board Meetings:

1. Debt Amortization Schedule

Mr. Huber described an amortization table indicating the New River loans had been paid off reducing the annual debt services payment by \$17,976 per year, noting the highest remaining interest rate is with the VRA Bond.

Mr. Loyd inquired as to drawdowns. Mr. Huber advised staff would review the matter and provide an update.

2. Proposed Rate Changes

Mr. Linkous described spreadsheets showing a comparison of water rates for surrounding counties for both residential and commercial accounts.

Mr. Dean inquired as to the rates for the Town of Pulaski. Mr. Linkous responded the Town of Pulaski water rates were comparable to PSA rates for in-town residents, but much higher for out of town residents. Staff was requested to contact the Town of Pulaski and determine exact rates and add that information to the spreadsheet.

Mr. Dean clarified his understanding that county residents are paying less for water than the towns of Dublin and Pulaski.

Mr. Dean requested staff prepare a summary to be used in explaining to citizens the justification for any increase in rates. Mr. Loyd requested clarification on the listing of non-users. Mr. Huber advised the report was only a "snapshot" and that the data is based on averages.

Mr. Huber advised staff did not recommend any changes to the garbage collection rate. Mr. Huber also recommended the Board extend the amnesty program to the top ten delinquent accounts and also to freeze new penalty and interest charges on non-user accounts where payments are being made.

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board approved eliminating penalty and interest charges for individuals taking advantage of the amnesty program.

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

Voting no: None.

By consensus, the Board requested staff delay advertising of proposed rates until spreadsheets are prepared showing the current water, sewer and garbage rates, as well as proposed rates for water, sewer and garbage.

Mr. Nichols described the difficulty in determining the revenues from James Hardie hauls.

3. Maps showing Potential Growth

Mr. Huber advised staff was working on revising the maps showing the potential areas for growth between Dublin and Pulaski, as well as changing the color of the lines on the spreadsheets.

4. Sewer Odor along Dublin Interceptor

Mr. Huber and Mr. Linkous described a meeting with representatives of the Town of Pulaski, Town of Dublin and Siemens Corporation regarding odor issues in the Cook's Crossing and downtown Dublin areas, noting the Town of Pulaski has installed a hydrogen peroxide feed system behind Critzer School and monitoring equipment at the Dora Highway and Wurno sewer pump stations. Mr. Linkous advised of plans to reduce detention time in the force main by introducing water into the pumping cycle, indicating if this measure does not work, staff anticipates recommending that the PSA install a bioxide feed system at the Lee Highway Court pump station at an estimated cost of \$7,000 and annual chemical cost of \$3,000. Mr. Linkous also indicated that several citizens had advised of recent significant improvement in the odor.

5. Treatment of Agricultural Uses (Disposals)

Mr. Dean described his desire for there to be no charges for disposal of farming materials, such as fencing, and treating farms as "residential" rather than a "business". Mr. Loyd expressed his desire for disposal from farming operations to be considered as a "business". Mr. Dean advised farms are in constant need of improvements to land. Mr. Loyd suggested farming as a means of making a profit and therefore should be considered a business.

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Mr. Huber recommended the Board ask the landfill to keep an accounting as to the volume that farms are distributing and the PSA pay for disposals by farms.

On a motion by Mr. Dean, seconded by Mr. Crawford and carried, the Board approved not charging the farming community for disposal, with a re-evaluation of the matter in six months to allow for data to be received on the tonnage bought in by farmers, as well as the farm users.

Voting yes: Mr. Crawford, Mr. Dean, Dr. Warren,  
Ms. Burchett.

Voting no: Mr. Loyd.

6. Planning and Design Grants

Mr. Linkous requested feedback from Board members as to suggestions of planning and design application projects which are available to localities and owners of waterworks to assist in the provision of drinking water, with grants being offered up to \$50,000 per project for community waterworks projects. Mr. Loyd inquired as to the number of grants for which a locality may make application. Mr. Linkous advised no more than 50 applications may be submitted; however, he suggested focusing on one project as a priority. Mr. Loyd inquired if application could be made to assist with the intake issues. Mr. Linkous advised application may only be made for planning purposes, such as preparing Preliminary Engineering Reports.

By consensus, the Board approved staff determining if researching the formation of a water authority would fall under the grant process and otherwise to apply for water treatment plant improvements followed by evaluation of the water intake to sediment distances. Staff was requested to provide an update at a future meeting.

b. Review of Financial Report

On a motion by Mr. Loyd, seconded by Ms. Burchett and carried, the Board approved the financial report as presented, a copy of which is filed with the records of this meeting.

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

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Voting no: None.

c. Balance Due & Lien Reports

Mr. Loyd expressed concern over the continuation of the top five delinquent list and inquired as to the status of the Irene Hicks account. Mr. Huber advised an agreement had been established with Mrs. Hick's daughter. Mr. Loyd inquired if a lien was in place and if so can it be enforced. Mr. Huber advised negotiations have been made with Mrs. Hick's family, but there was no guarantee it could be enforced. Mr. Loyd requested a recommendation on the Hick's account.

On a motion by Ms. Burchett, seconded by Mr. Loyd and carried, the Board approved the following balance due and lien reports:

<b>Balance Due</b>	<b>3/2/2012</b>	<b>4/3/2012</b>	<b>5/1/2012</b>	<b>6/1/2012</b>
Current Balance	438,734.58	557,190.98	436,065.45	462,394.03
Over 30 Days	38,052.27	29,115.66	50,308.57	40,208.06
Over 60 Days	11,370.25	33,687.04	16,690.29	15,412.07
Over 90 Days	840,928.98	846,945.39	874,892.18	871,510.67
<b>Total</b>	<b>\$ 1,329,086.08</b>	<b>\$ 1,466,939.07</b>	<b>\$ 1,377,956.49</b>	<b>\$ 1,389,524.83</b>
Liens Filed				\$ 372,330.67

**Details of Accounts Delinquent for 90 days or more**

**Detail by type of customer and level of service billed for**

	<b>Garbage &amp; Water</b>	<b>Sewer Only</b>	<b>Garbage Only</b>	<b>Total</b>
<b>Residential</b>	37,791.96	49,682.42	585,879.77	\$ 673,354.15
<b>Commercial</b>	2,433.38		20,601.99	\$ 23,035.37
<b>Nonuser</b>	<b>175,121.15</b>	<b>see break down below</b>		\$ 175,121.15
<b>Total</b>	<b>\$ 215,346.49</b>	<b>49,682.42</b>	<b>\$ 606,481.76</b>	<b>\$ 871,510.67</b>

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

	<b>Inactive</b>	<b>Non User</b>	<b>Active</b>	<b>Total</b>
<b>Residential Water</b>	36,518.12	<b>140,039.68</b>	1,273.84	177,831.64
<b>Commercial Water</b>	2,433.38			2,433.38
<b>Residential Garbage</b>	49,817.03		536,062.74	585,879.77
<b>Commercial Garbage</b>	17,341.59		3,260.40	20,601.99
<b>Sewer</b>	5,766.86	<b>35,081.47</b>	43,915.56	84,763.89
<b>Total</b>	<b>\$ 111,876.98</b>	<b>\$ 175,121.15</b>	<b>\$ 584,512.54</b>	<b>871,510.67</b>

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

Voting no: None.

d. Budget Adjustments

On a motion by Mr. Dean, seconded by Ms. Burchett and carried,  
the Board approved the following adjustment:

PSA FUND #12					
Account Number	Account Title				Amount Increase (Decrease)
<b>REVENUES:</b>					
500-016080-2000	Landfill Tipping Fees			\$ 216,207.00	
500-016080-0900	Roll Off Container Services			30,000.00	
500-016200-0100	Sewer Disposal Fees Commercial			25,500.00	
500-030100-1100	Sewer Connection Fees			9,500.00	
			TOTAL	\$ 281,207.00	
<b>EXPENDITURES:</b>					
500-042330-4603	Dumpsters/Commercial Refuse Central Garage Ga			\$ 40,000.00	
500-042330-3800-00	Dumpsters/Commercial Refuse NRRRA User Charge			82,000.00	
500-042340-4601	Roll Off Refuse Central Garage Gasoline			5,000.00	
500-042350-3800-00	Direct Landfill NRRRA User Charges			40,000.00	
500-045100-1110	PSA Administration Salaries			1,104.00	
500-045100-2210	PSA Administration VRS Retirement			153.00	
500-045100-3120	PSA Administration Auditing Fees			11,800.00	
500-047200-3800-00	Sewer Treatment Peppers Ferry			35,000.00	
500-094100-8241	Skyview/Fairgrounds Sewer Project			10,000.00	
500-094100-8253	Fair Acres Subdivision Sewer Project			3,000.00	
500-094100-8255	Orchard Hills/Vista Sewer Project			2,800.00	
500-095100-9166	Commerce Park #1 Debt Service			50,000.00	
500-095100-9167	Commerce Park #2 Debt Service			350.00	
			TOTAL	\$ 281,207.00	

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PSA FUND #13			
Account Number	Account Title	Amount Increase (Decrease)	
<u>REVENUES:</u>			
		TOTAL	\$ -
<u>EXPENDITURES:</u>			
500-042310-5840	Residential Refuse Other Expenses	\$	350.00
500-091400-9301	Contingency Funds		(350.00)
500-047100-1170	Sewer Collection Salaries		37,486.00
500-047100-2100	Sewer Collection FICA		2,868.00
500-047100-2210	Sewer Collection VRS Retirement		5,162.00
500-047100-2300	Sewer Collection Health/Dental Insurance		6,638.00
500-047100-2220	Sewer Collection VRS Health Insurance Credit		50.00
500-047100-2400	Sewer Collection VRS Life Insurance		105.00
500-047100-2700	Sewer Collection Workmen's Compensation		3,768.00
500-046100-1170	Water Service Salaries		(37,486.00)
500-046100-2100	Water Service FICA		(2,868.00)
500-046100-2210	Water Service VRS Retirement		(5,162.00)
500-046100-2300	Water Service Health/Dental Insurance		(6,638.00)
500-046100-2220	Water Service VRS Health Insurance Credit		(50.00)
500-046100-2400	Water Service VRS Life Insurance		(105.00)
500-046100-2700	Water Service Workmen's Compensation		(3,768.00)
		TOTAL	\$ -

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

Voting no: None.

e. Billing Adjustments

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board approved billing adjustments for May totaling a net credit of \$2,871.32.

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

Voting no: None.

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f. Accounts Payable

On a motion by Mr. Loyd, seconded by Ms. Burchett and carried, the Board approved accounts payable for checks numbered 8007194 through 8007321, subject to audit.

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

Voting no: None.

g. Approval of FY 13 Budget

Mr. Huber advised staff recommended approval of the FY 13 budget as presented. Mr. Loyd inquired if proposed increase in water rates had been factored into the budget. Mr. Huber responded the proposed rates had been factored into the budget.

Ms. Burchett questioned if the 5.7% increase in wages was as a result of the increase to offset the Virginia Retirement System (VRS) costs. Mr. Huber advised the 5.7% increase was as a result of the VRS increases. Mr. Loyd confirmed no additional increases in employee wages was included in the budget.

Mr. Huber advised the Board of Supervisors had expressed a desire to review the potential for increase in wages for employees in the future.

On a motion by Mr. Crawford, seconded by Mr. Dean and carried, the Board approved the FY 13 budget as presented.

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

Voting no: None.

h. Waiver and Penalty and Interest for Payment Plans

Action regarding this matter was previously taken by the Board.

3. Operations

a. Minutes of Previous Meetings

On a motion by Ms. Burchett, seconded by Mr. Loyd and carried, the Board approved the May 8, 2012 Board minutes.

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

Voting no: None.

b. Inmate Availability Report

Staff reported use of one inmate per day during the month of May.

Mr. Loyd requested staff determine the reason for only one inmate per day being available and provide an update at a future meeting.

c. Drop Site Total & County Landfill Tonnage Reports

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

**Drop Site Total for the Month of May 2012**

Site	Trips	Tons	Tons per haul
Dora Highway	23	52.09	2.26
Dublin	27	96.55	3.57
Fairlawn	12	54.95	4.57
<b>Totals</b>	62	203.59	3.28

**County Landfill Tonnage  
(County customers and refuse department haulers  
for the month of May 2012)**

Commercial	Residential	Tires	Brush
759.01	1145.91	572	20.21

Mr. Huber advised of the recent malfunction of the grinder, resulting in excessive brush at the Dora Highway site, noting the grinder had since been repaired.

Mr. Loyd suggested assistance be provided to the drop site attendant in providing a loader when needed. Staff was requested to develop a method allowing for the attendant to arrange for a driver of loader when needed.

d. Personnel Changes

The Board members reviewed a listing of recent personnel changes.

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e. On-call Policy

Mr. Huber and Mr. Linkous explained the amendment would allow for equal treatment of PSA and Board of Supervisors employees providing on-call service to the county.

Board members requested clarification on the number of hours provided for on-call service and the method for earning the additional hours.

Mr. Linkous described the responsibility of an employee who is on-call and the requirement of the employee to be within 30 minutes to respond.

Mr. Dean inquired if either the PSA or county employees were losing or gaining hours. Mr. Linkous clarified the policy would allow for uniform practices of both the PSA and county. Board approved policy with review in one year.

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the following on-call policy, with said policy to be revisited in June 2013.

**B6. ON-CALL POLICY**

PSA Water Department

1. Each department employee will be on-call on a rotating basis weekly, beginning on Monday following normal working hours and extending to the following Monday morning.
2. While on-call, the employee will be furnished an authority vehicle for transportation to and from work and for responding to any call.
3. While on-call, employees will be provided a pager or cell phone. The Water Distribution Department supervisor will be permanently assigned a cell phone. At least one additional pager or cell phone will be made available for the employee on-call.
4. The employee on-call will be compensated ten (10) hours pay at the current hourly pay rate for each week served on-call. Employee has a choice to be paid for these hours or take them as comp time. The payroll department will default to paid time unless the desire to take it as comp time is clearly noted on the time sheet. When an employee is on-call during a holiday, then that employee will also earn 2 hours of pay at time and a half and be paid at time and a half for hours worked if called out.

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5. Upon responding to a call for emergency work, the employee will be paid a minimum of 2 hours at time and a half for all hours worked. Time and one-half pay will be paid if the actual time worked in emergency response causes the total work hours in the current work week to exceed forty hours. Hours in addition to the initial two hours will also be paid at time and a half. The initial 2 hours and additional hours shall be marked on the time sheet as Emergency Work (EW).
6. Scheduling for on-call time will be done by the Water Distribution Department supervisors. It is anticipated that changes in the on-call schedule will occur to accommodate the convenience of employees' non-work schedules.
7. When assistance is needed on-call, other employees of the Water Distribution Department will be contacted by the employee on-call. If an employee is called out to assist the "on-call" employee due to a large incident involving more than one employee, then that employee shall denote his time as emergency work (EW) and this will be paid at time and a half. If further assistance is needed, contact should be made to the General Properties Maintenance Supervisor, the Director of Fleet Maintenance and Operations, the Refuse Collection Supervisor, or the Water Treatment Plant Superintendent. The County Engineer and Emergency Services Coordinator can also be called on for assistance. The County Engineer has also arranged for the public works departments of the towns of Dublin and Pulaski to be called on for assistance.
8. Each employee of the Water Distribution Department will be provided with ample keys for access to the garage complex and equipment and supplies necessary for emergency water repair.
9. Employees are requested to advise their supervisor of their out of town travel plans to the greatest extent possible so that the employee on-call will be aware of where he may likely receive assistance.

After Hours On-call for General Properties Staff

1. An employee will be designated to receive calls for emergency response during weekends and holidays. Duty will be rotated among employees. Each department employee will be on-call on a rotating basis weekly, beginning on Monday following normal working hours and extending to the following Monday morning.

The employee on-call will be compensated ten (10) hours pay at the current hourly pay rate for each week served on-call. Employee has a choice to be paid for these hours or take them as comp time. The payroll department will default to paid time unless the desire to take it as comp time is clearly noted on the time sheet. When an employee is on-call during a holiday, then that employee will also earn 2 hours of pay at time and a half and be paid at time and a half for hours worked if called out.

2. Upon responding to a call for emergency work, the employee will be paid a minimum of 2 hours at time and a half for all hours worked. Time and one-half pay will be paid if the actual time worked in emergency response causes the total work hours in the current work week to exceed

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forty hours. Hours in addition to the initial two hours will also be paid at time and a half. The initial 2 hours and additional hours shall be marked on the time sheet as Emergency Work (EW).

3. The on-call employee will be contacted through a telephone pager or cell phone.
4. The on-call employee will be normally dispatched by the 24 hour dispatch service at the Sheriff's Department. The public or employees needing the on-call services are requested to contact the Sheriff's Dispatcher. In addition, the general properties superintendent, the emergency services coordinator, a constitutional officer, a court clerk, a judge or any department head staff member may issue a call for assistance from the on-call staff.
5. The employees will respond to requests for assistance at buildings and properties under the supervision of the Board of Supervisors or the Public Service Authority. Calls for assistance with the Public Service Authority will be secondary to that of the Public Service Authority employees on-call or working at the water treatment plant. The buildings under the supervision of the General Properties staff include: County Administration Building;; Maple Shade offices, Bob White Building, Sheriff's Office, Randolph Park, Health Department; Old Courthouse; Brick Courthouse; Pulaski County Library branches within the Town of Pulaski and the Town of Dublin;; County Garage complex; Loving Field, and the former Cloyd's Mountain Landfill..
6. The on-call employee will be expected to respond to a telephone page within one half hour by calling the Sheriff's Dispatcher.
7. Time worked on-call and in response to emergency calls will be marked "EW" on the monthly time sheet on the appropriate date with the total number of hours responded as well as the eight hours on-call noted.
8. On-call duty will begin at the 4:00 p.m. end of work day prior to the weekend or holiday affected. It will extend until 7:30 a.m. on the day following the weekend or holiday affected.
9. Should an on-call staff member need assistance, they should contact other members of the staff assigned to on-call duty. If an employee is called out to assist the "on-call" employee due to a large incident involving more than one employee, then that employee shall denote his time as emergency work (EW) and this will be paid at time and a half. At the same time they should alert the General Properties Supervisor of the need for assistance. If the General Properties Supervisor is unavailable, they should alert one of the following department head staff members: Emergency Services Coordinator; Assistant County Administrator; Director of Fleet Maintenance and Operations; County Engineer; Director of Management Services or County Administrator. Whenever a response will take more than four hours, one of the preceding department head staff members or general properties superintendent should also be notified.

**Compensatory Time**

Employees having more than 24 hours notice prior to a work assignment will be compensated for their time through the use of compensatory time. If the employee has worked more than 40 hours that week, compensatory time will be earned at 1.5 times the number of additional hours worked. Otherwise, the amount of compensatory time will be equal to the number of additional hours worked. Regardless of the amount of notice given, employees required to work on a holiday will be compensated through overtime pay.

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**Overtime Pay**

Employees having less than 24 hours notice prior to a work assignment or working on a holiday with the specific approval of their supervisor will be compensated through their choice of overtime pay or compensatory time. If the employee has worked more than 40 hours that week, overtime will be paid at 1.5 times the number of additional hours worked. Otherwise, overtime will be paid in an amount equal to the number of additional hours worked. Overtime will be paid on the 15<sup>th</sup> of the month following the additional hours worked.

The above policies do **not** affect the on-call procedures & compensation policies.

The authorization and control of all overtime work is the direct responsibility of the department head. Overtime assignments are permitted only when required by operational necessity, and without which the normal functioning of the agency concerned would be adversely affected. Department heads must assure adequate funds are available for any payment of overtime work. 1

Changes effective 7/1/2012

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

Voting no: None.

f. New River Resource Authority (NRRRA) Landfill Policy Change

Mr. Huber advised the NRRRA is considering a change to their policy regarding acceptance of possible asbestos containing materials which would require certification by the customer rather than by the county staff.

On a motion by Mr. Crawford, seconded by Ms. Burchett and carried, the Board endorsed the proposed change by the NRRRA policy regarding acceptance of possible asbestos containing materials which would require certification by the customer rather than by the county staff.

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

Voting no: None.

4. Informational Items

a. Department of Environmental Quality (DEQ) Warning Letter – Water Treatment Plant (WTP)

Mr. Huber described the violation which relates to failure to submit a plan for land application of the material removed from the lake water as

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it enters the treatment plant. Mr. Huber advised county staff is testing the use of a specially designed water filtering roll-off container which allows liquid to pass while retaining solids.

b. Montgomery County Solid Waste Authority Rate Schedule

Mr. Huber shared correspondence detailing the rate and fee schedule for Montgomery County Solid Waste Authority.

c. Freedom of Information Act Request

Mr. Huber described Freedom of Information Act request from Brenda Blackburn in which Ms. Blackburn is concerned that Ronnie Nichols would be paid by both the School Board and the county and that part-time employees may be working over 32 hours per week, noting neither of which are the case. Mr. Huber advised that Mr. Nichols' salary is paid by the School Board, with the county reimbursing the School Board for half of the cost of his employment. Mr. Huber noted that while there were some exceptions immediately following the tornado last year, part-time employees are compensated for vacation, sick leave and holiday pay but are not otherwise compensated for working over 32 hours per week.

d. Garage Master Plan

Mr. Linkous described the completed County Garage Master Plan and Probable Project Cost Estimate. Mr. Huber advised the Board of Supervisors has authorized demolition of the old animal shelter and grading of the area around the garage while the enlarged garage is being designed. Mr. Huber also advised with the permission of the PSA, staff plans to use the newly acquired loader and other PSA equipment borrowed from other entities to determine the impact an in-house effort can have on the estimated cost of this work.

Mr. Linkous presented plans for two options (layouts) for the Dora Highway drop center. Mr. Huber advised staff planned to present the options to the Town of Pulaski and would provide an update at a future meeting. Mr. Dean questioned the location of the concrete pads at the garage. Mr. Linkous described the location of the concrete pads.

e. Penalty and Interest

Staff distributed a description of the county's software as it relates to the penalty and interest charges, noting the issues will be presented to the Bright Software Company.

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f. Water Quality Report

Staff presented the water quality report for the Town of Pulaski water system used by the PSA in serving the Newbern Heights, Brookmont, Mount Olivet and Case Knife areas.

g. Appalachian Power Company Rates

Mr. Huber described the ongoing practice of the PSA and County joining with other localities throughout the Appalachian Power Company service area to negotiate electric rates, with the cost of staffing those negotiations to then be shared by each locality based on estimated usage. Mr. Huber advised the cost to the PSA for the negotiation service in 2011-12 was \$2,042 of which \$1,021 was received this week. Mr. Linkous described the costs spent at the Water Treatment Plant. Mr. Loyd inquired as to what savings are seen as a result of the negotiations.

By consensus, the Board requested staff determine how much savings is seen by the PSA as a result of the negotiations, with a report back to the Board at a future meeting.

5. Current Authorized Projects

a. Action Items:

The following information was presented in the Board packet for review:

- Skyview/NRV Fairgrounds sewer funding
- Construction of Commerce Park Utility Project
- Drop Center location South side of Claytor Lake
- Evaluation of "radio-read" water meter option

b. Pending Items:

- Lakewood Estates emergency response plan
- Evaluation of joint negotiation of rail crossing fees

6. Other Matters

Mr. Huber advised signs had been ordered for PSA vehicles.

Mr. Huber described a meeting with the Dublin Town Council at which the annual settlement billing to the Town of Dublin was discussed. Mr. Huber described the history of the annual settlement billing to the Town of Dublin including the increase in volume and billing.

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Mr. Dean expressed concern over the article in the Southwest Times (SWT) which described the meeting, in particular public perception that the PSA operations were inefficient. Mr. Dean suggested consideration to the PSA providing a response to the article in the Southwest Times.

Mr. Huber advised it was his understanding that the Dublin Town Manager understood the matter, along with several Town Council members. Mr. Huber advised that county staff had offered on several occasions to discuss the matter with Town of Dublin staff and Council, with no response having been received. Mr. Huber suggested the PSA Board consider the appointment of a Dublin Town Council member to the PSA Board as an "ex-officio" member.

Mr. Crawford requested clarification as to the charges to the Town of Dublin. Ms. Burchett advised consideration needed to be given to updating the agreement with the Town of Dublin to allow for adhering to dates for submitting the annual settlement based on the audit completion. Mr. Dean expressed concern that the outcome of the meeting with the Dublin Town Council suggested potential wrongdoing on the part of the PSA Board.

By consensus, the Board authorized staff to draft a response to the article in the SWT for review by the PSA Board at a future meeting.

Mr. Huber advised the connection with the City of Radford is close to being in place. Mr. Linkous advised a final walk through is scheduled with the Health Department within two weeks.

7. Closed Session – 2.1-3711(A).5

Mr. Huber advised a Closed Session would be needed to discuss a prospective industry matter.

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, that the Public Service Authority Board of Directors enter into Closed Session for discussion of the following:

Prospective Industry – Pursuant to Virginia Code Section 2.2-3711(A)5 discussion concerning a prospective business or industry, or the expansion of an existing business and industry, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community:

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- Project Greenhouse

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

Voting no: None.

Return to Regular Session

On a motion by Mr. Dean, seconded by Mr. Crawford and carried, that the Board return to regular session.

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

Voting no: None.

Certification of Conformance with Virginia Freedom of Information Act

On a motion by Mr. Crawford, seconded by Mr. Dean 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 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 Public Service Authority.

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

Voting no: None.

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8. Adjournment

On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board adjourned its regular June meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, July 10, 2012 at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski.

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

Voting no: None.

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Doug Warren, Chairman

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Hollis Loyd, Secretary/Treasurer