

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS

May 14, 2013

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, May 14, 2013 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; Dave Dean; Nancy Burchett; and Fritz Streff. Pete Crawford was absent from the meeting.

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

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

1. Presentation, Public Hearing and Citizen Comments

a. Recognition of Hollis Loyd's Service to PSA

Dr. Warren read aloud and presented the joint resolution (with Board of Supervisors), along with framed pictures to Mr. Loyd. Dr. Warren expressed appreciation to Mr. Loyd for his service. Mr. Loyd thanked the PSA Board and county staff for their work during his tenure as a PSA Board member.

b. Public Hearing – Funding of Sanitary Sewer Project

Dr. Warren opened the public hearing.

Mr. Linkous advised the purpose of the hearing was to file an application for funding with USDA, Rural Development, of a proposed sanitary sewer project for the next phases of the Skyview project which would include Hubbard Way and Fair Acres, and then extending into Collier Subdivision.

Board members discussed the following: method for funding of sewer projects; PSA policy for connecting to water/sewer by property owners; terms of loan; and payoff of several other PSA loans.

There were no citizen comments and the hearing was closed.

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the PSA Board approved applying for funding of sanitary sewer project.

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

Voting no: None.

Not present: Mr. Crawford

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c. Citizen Comments

Brenda Blackburn advised no public notice was advertised in the local paper announcing the PSA meeting. Following the PSA Board meeting, staff confirmed notice was sent to the local Southwest Times; however, the PSA meeting notice, along with several others, were not advertised.

Ms. Blackburn requested revisions to the March 12, 2013 PSA minutes correcting the following statement under "1 – Citizen Comments" to reflect that "Gena Hanks advised that Mr. Dean, Dr. Warren and Mr. Crawford were reappointed by the Board of Supervisors at the February 6, 2013 Board meeting" rather than "Mr. Huber advised...".

Dr. Warren requested county staff review the notes from the March 2013 meeting and provide corrections, if warranted, for action by the PSA Board at the June 2013 Board meeting.

Ms. Blackburn inquired if completing a Freedom of Information Act (FOIA) request would be allowed to obtain pictures related to a recent personnel matter involving a drop center employee. Mr. Huber responded that the pictures could be obtained by submitting a FOIA; however, any records related to a specific personnel matter, including correspondence to an employee, could not be provided.

Dr. Warren requested county staff review the potential for recording of PSA minutes and advise of the feasibility of recording PSA meetings. Mr. Huber advised recording of meetings would require purchase of equipment. Mr. Huber also noted the intent of the Board minutes are to provide information on "Action" taken by the Board and not a verbatim transcription.

d. Presentation of Audit Report by Robinson, Farmer, Cox

Deanna Cox, Robinson, Farmer, Cox Associates, reviewed in detail the PSA audit and advised the overall report was "very good", with "no significant" reporting issues, or no audit findings. Ms. Cox described the various ranges of "opinions" and advised the PSA had an "unqualified opinion" which was considered the "best" overall opinion.

Dr. Warren expressed appreciation to Ms. Cox for providing the report. Ms. Cox expressed appreciation to county staff for assistance provided in pulling items together for the auditors during the audit process.

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Mr. Dean commended county staff for efforts in providing a sound financial reporting system.

Dr. Warren advised the PSA would be gaining another major customer through the opening of the "Red Sun" facility.

Ms. Burchett advised the implementation of the new rate increase will help to improve the overall water expenses in the future.

Mr. Huber thanked Diane Newby for her work in addressing auditing concerns in prior years.

2. Follow-up Items

a. Debt Collections

Mr. Huber reported county staff planned to advertise for the position of a collections staff person.

Mr. Huber reviewed a letter from Attorney Sam Campbell describing changes in the State Code pertaining to collection of delinquent utility.

Mr. Dean inquired as to the status of the debt set-off collections. Mr. Huber advised most individuals had received their 2012 refunds and that re-filing will take place on January 1st of each year. Mr. Huber also advised the PSA does not terminate refuse accounts, but will cut off for residential water, unless there is a valid medical reason for continued services. Service is cut off when commercial entities become delinquent.

b. New Pulaski Large Item Drop Center

Mr. Linkous advised the drawing provided to the Board was unchanged from that provided in April and staff was in the process of scheduling a meeting with Town of Pulaski staff to discuss the plans.

Mr. Linkous described concerns related to the elevated padding and access to the ramp.

Board members discussed ingress and egress of the proposed site and the inability of pickup trucks to back up and unload from the back of the trucks.

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Mr. Linkous explained that the shutdown of the site would be necessary during the grinding process due to the overall property not being large enough to have a buffer area around the grinding operation.

Board members expressed concern over shutting down operations for grinding purposes and discussed potential for longer hours of operation and requested a "contingency plan" for when unplanned storm events occur.

Mr. Huber advised feedback would be provided to the Town of Pulaski to include the following: restructuring site to allow for more control of entering and exiting site; concerns over lack of space allocated for green waste; potential additional sites; and approaching the NRRRA as to the possibility of providing a night shift for grinding.

c. Town of Dublin/EPA Sewer Issue

Mr. Huber reported the Town of Dublin had submitted a formal request for reimbursements to the EPA. Mr. Huber also shared correspondence from Shawn Garvin, Regional EPA Administrator, to Senator Warner.

d. Insurance Payment for Generator Damage

On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the PSA Board accepted an insurance payment of \$19,220.30 from VACorp addressing rodent damage done to Ebb Hall Road sewer pump station generator.

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

Voting no: None.

Not present: Mr. Crawford

e. Amendment of Dublin Water Purchase Agreement

Mr. Huber recommended approval of the fourth amendment to the 1977 Town of Dublin water purchase agreement with the Town of Dublin to establish a fixed rate purchase price to be negotiated by April 1st of each year with the revised rate to take effect July 1st of that same year through June 30th of the next year beginning with a rate of \$2.25 per 1,000 gallons from July 1, 2013 through June 30, 2014.

On a motion by Ms. Burchett, seconded by Mr. Dean and carried, the Board approved the amendment, as follows, pending similar action by the Town of Dublin: fixed rate purchase price to be negotiated by April 1st

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of each year with the revised rate to take effect July 1st of that same year through June 30th of the next year beginning with a rate of \$2.25 per 1,000 gallons from July 1, 2013 through June 30, 2014.

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

Voting no: None.

Not present: Mr. Crawford

f. Montgomery Regional Solid Waste Authority Rates

Mr. Huber shared a listing of rates charged by the Montgomery Regional Solid Waste Authority for acceptance of recyclable materials delivered to Christiansburg by the PSA.

g. Long-Range Water Distribution Plan

Mr. Linkous reported he had met with all but one set of district representatives, with the next steps to include compiling a listing of projects, a set of ranking criteria, hiring of a consultant to provide cost estimates, assignment of ranking criteria to specific projects and scheduling of a joint meeting between Board of Supervisors, PSA and Planning Commission.

h. Water Treatment Plant Dredging

Mr. Huber reported staff was unable to complete the Corps of Engineers dredge permit application due to not having a designated area in which to dispose of material; however, a second property owner had indicated an interest.

Mr. Linkous advised the specific dredge material had not been tested and Board members discussed the urgent need to move forward due to the major financial burden facing the PSA, as well as discussed the potential for relocating the intake.

Mr. Linkous advised staff was working to find options through commissioning of a consultant to develop a timeline, options to modify existing intake structure and the long-term impact if dredging occurs every five to ten years.

The PSA Board recessed for ten minutes.

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3. Action Items

a. FY 2013-14 Budget Review and Adoption

Mr. Huber described various spreadsheets included in the packet and changes made due to errors in the formulas on the spreadsheets.

Board members discussed contingency funds, generator costs and grant monies.

On a motion by Mr. Dean, seconded by Dr. Streff and carried, the Board tentatively approved the FY 14 budget, with confirmation of corrected figures to be provided at June 2013 Board meeting.

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

Voting no: None.

Not present: Mr. Crawford

Staff was requested to send updated spreadsheets to Board electronically prior to June meeting.

b. Heron's Landing Streetlight Agreement

Mr. Huber provided an update on the current agreement with the original Phase 1 and 2 Heron's Landing Homeowners' Association for the payment of street lighting costs and a request from the Heron's Landing Homeowners' Association to continue with the current pass-through agreement for Phases 3 and 4 of the Heron's Landing development. Mr. Huber advised the current agreement calls for the continuation of a 3% administrative fee charged by the PSA.

Mr. Dean inquired as to who assumes costs for the installation of streetlights. Mr. Huber advised the homeowner assumed the installation costs.

On a motion by Ms. Burchett, seconded by Mr. Dean and carried, the Board approved the streetlight agreement with the homeowners' association for phases 3 & 4 of the Heron's Landing development.

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

Voting no: None.

Not present: Mr. Crawford

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c. Skyview Sewer Agreement with Board of Supervisors

On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the Board approved the agreement providing for the transfer of ownership, operating and maintenance responsibilities for the proposed Skyview sewer system from the Board of Supervisors to the PSA upon completion of the project.

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

Voting no: None.

Not present: Mr. Crawford

d. Notice of Award for Replacement Water Meters

Mr. Linkous reported on a recommendation to reject the low bidder on the basis that the bid did not meet specifications; the receipt of verbal approval from Rural Development's state engineer on the specifications prior to issuance, followed by a recommendation by the state engineer to not reject the low bidder; the additional costs to the PSA associated with accepting low bidder; and a recommendation by staff to award of the project to the second bid from HD Supply for 1,160 meters in lieu of the original 1,284 at a total cost of \$368,560, leaving a 1% contingency.

Board members discussed the following: method for potentially rejecting bids and rebidding project; concerns over forcing the PSA to accept non-compliant bid; reconsideration of need for meters; and deadlines of bids received.

On a motion by Mr. Dean, seconded by Dr. Streff and carried, the PSA Board approved accepting staff recommendation to award of the project to the second bid from HD Supply for 1,160 meters in lieu of the original 1,284 at a total cost of \$368,560, and further authorizing county staff to appeal the decision of Rural Development's state engineer and all other acts necessary to accomplish the appeal.

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

Voting no: None.

Not present: Mr. Crawford

e. Disposal of Surplus Water Meter

No action was taken on this matter.

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f. Pavement Repairs

Mr. Linkous advised the PSA Board that during the repair and/or replacement of various water lines, asphalt has been damaged and needs to be repaired/replaced, with the costs of the repairs to be approximately \$4,200. Mr. Linkous also reported the PSA crew saved the PSA a substantial amount of money due to making repairs, rather than contracting out at a potential cost of \$60,000-\$70,000.

On a motion by Ms. Burchett, seconded by Mr. Dean and carried, the PSA Board approved an appropriation of \$4,200 from contingency funds for repair of pavement damaged during water line repairs/replacement.

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

Voting no: None.

Not present: Mr. Crawford

g. Water Treatment Plant HVAC Replacement

Mr. Linkous advised an inspection of the inoperable outdoor HVAC unit at the Water Treatment Plant, at a cost of between \$5,000 and \$6,000 and estimate to replace the unit is approximately \$9,000. Mr. Linkous requested consideration to replacing existing HVAC unit at a cost of approximately \$9,000, with funds to be pulled from contingency.

Dr. Streff inquired if bids from within the county can be provided a preference over out of county/state bids. Mr. Huber responded that state procurement regulations do not allow for a preference to local bidders.

On a motion by Dr. Streff, seconded by Mr. Dean and carried, the Board approved staff's recommendation to replace the HVAC unit at a cost of approximately \$9,000.

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

Voting no: None.

Not present: Mr. Crawford

h. Water Leak Near Camp One

Mr. Linkous reported a water leak under Old Rt. 11, near the Camp One area, which is expected to cost \$7,000 for repairs. Mr. Linkous advised the water will need to be turned off to Camp One to allow for repairs and will require a significant amount of traffic control on Old Rt.

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11. Mr. Linkous indicated Camp One officials had been informed of the issue and had reported no immediate needs for a large volume of water.

On a motion by Mr. Dean, seconded by Dr. Streff and carried, the Board approved turning off the water to Camp One to allow for repairs.

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

Voting no: None.

Not present: Mr. Crawford

4. Consent Items

a. Minutes of Previous Meetings

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the Board approved the minutes of the April 9, 2013 Board meeting.

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

Voting no: None.

Not present: Mr. Crawford

On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the Board approved the items "b through e" as follows:

b. Balance Due & Lien Reports

Balance Due	2/1/2013	3/1/2013	4/1/2013	5/3/2013
Current Balance	471,575.55	527,995.75	630,474.76	508,099.36
Over 30 Days	154,974.66	59,310.30	31,028.09	55,006.47
Over 60 Days	19,722.58	65,790.94	27,558.44	18,756.48
Over 90 Days	958,406.80	962,519.72	1,009,603.44	1,014,782.80
Total	\$ 1,604,679.59	\$ 1,615,616.71	\$ 1,698,664.73	\$ 1,596,645.41
Liens Filed				\$ 676,832.74

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	32,267.73	69,957.27	677,796.73	\$ 780,021.73
Commercial	3,120.31		39,352.21	\$ 42,472.52
Nonuser	192,288.55	see break down below		\$ 192,288.55
Total	\$ 227,676.59	69,957.27	\$ 717,148.94	\$ 1,014,782.80

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

	Inactive	Non User	Active	Total
Residential Water	28,823.11	160,068.23	3,444.62	192,335.96
Commercial Water	3,120.31		—	3,120.31
Residential Garbage	36,573.64		641,223.09	677,796.73
Commercial Garbage	14,443.24		24,908.97	39,352.21
Sewer	5,168.81	32,220.32	64,788.46	102,177.59
Total	\$ 88,129.11	\$ 192,288.55	\$ 734,365.14	1,014,782.80

c. Budget Adjustments

YEAR ENDED JUNE 30, 2013			
PSA FUND #12			
Account Number	Account Title	Amount Increase (Decrease)	
REVENUES:			
		TOTAL	
EXPENDITURES:			
500-046100-3320	Water Lines Maintenance Service Contracts	\$	4,645.00
500-047100-3320	Sewer Lines Maintenance Service Contracts		3,120.00
500-094100-3100-011	Sewer Machinery & Equipment		7,186.00
500-094100-8112-009	Water Treatment Plant Emergency Electrical		2,457.00
500-047100-3310	Sewer Lines Repair & Maintenance Services		10,000.00
500-094100-8112-010	Water Treatment Plt DMME Energy Improvements		5,207.00
500-046100-5540	Water Lines Travel Convention & Education		200.00
500-091400-9301	Contingency Funds		(32,815.00)
		TOTAL	\$ -

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PSA FUND #15		
Account Number	Account Title	Amount Increase (Decrease)
<u>REVENUES:</u>		
	TOTAL	
<u>EXPENDITURES:</u>		
500-046100-3170	Water Lines Other Professional Services	\$ 4,200.00
500-094100-8112-000	Water Treatment Plant Improvements	7,551.00
500-091400-9301	Contingency Funds	(11,751.00)
	TOTAL	\$ -
PSA FUND #13		
Account Number	Account Title	Amount Increase (Decrease)
<u>REVENUES:</u>		
500-041010-0100	Insurance Recoveries	\$ 19,220.30
	TOTAL	\$ 19,220.30
<u>EXPENDITURES:</u>		
500-047100-3320	Sewer Repair and Maintenance Services	\$ 20,220.30
500-091400-9301	Contingency Funds	(1,000.00)
	TOTAL	\$ 19,220.30

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PSA FUND #14			
Account Number	Account Title		Amount Increase (Decrease)
REVENUES:			
500-016080-0900	Roll Off Container Service	\$	400,000.00
500-016080-3000	Miscellaneous Refuse Revenues		55,000.00
500-016190-0200	Residential Water Sales		(300,000.00)
500-016190-0300	Commercial Water Sales		(40,000.00)
500-016190-0700	Water Service Fees		1,300.00
500-016190-0900	Miscellaneous Income from Water		2,780.00
500-016200-0200	Sewer Disposal Fees - Residential		(190,000.00)
500-016250-0100	Late Charges/Penalties		30,000.00
500-030100-1000	Water Connection Fees		5,966.00
500-041050-0100	Transfer from Reserves		283,159.25
		TOTAL	\$ 248,205.25
EXPENDITURES:			
500-042340-3800-005	Roll Off Refuse NRRA User Charges	\$	662,000.00
500-042340-4601	Roll Off Refuse Central Garage Labor		38,500.00
500-042350-3800-005	Direct Landfill NRRA User Charges		(140,000.00)
500-045100-1111	PSA Administration Board Compensation		2,960.00
500-045100-2820	PSA Administration Employee Recognition		1,080.00
500-045100-3120	PSA Administration Accounting & Auditing Services		3,485.00
500-045100-3320	PSA Administration Maintenance Service Contracts		2,724.00
500-046200-3800-002	Water Service City of Radford Water Purchase		(200,000.00)
500-047100-1170	Sewer Services Salaries & Wages		46,000.00
500-047100-1370	Sewer Services Part Time Wages		(15,000.00)
500-047100-2100	Sewer Services FICA		1,900.00
500-047100-2210	Sewer Services VRS Retirement		5,226.00
500-047100-2220	Sewer Services VRS Health Care Credit		50.00
500-047100-2300	Sewer Services Health & Dental Insurance		6,900.00
500-047100-2400	Sewer Services Group Insurance		448.00
500-047100-2700	Sewer Services Workers Compensation		333.00
500-047100-5110	Sewer Services Electrical Services		16,000.00
500-047100-5840	Sewer Services Other Miscellaneous		1,400.00
500-047200-3800-002	Sewer Treatment Peppers Ferry WWTA		70,000.00
500-094100-8275-000	Rt. 99 Sewer Extension		1,000.00
500-091400-9301	Contingency Funds		(256,800.75)
		TOTAL	\$ 248,205.25

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Pulaski County PSA			
Contingency Funds Balance			
5/14/2013			
	Beginning Balance 07/01/12	500-091400-9301	\$ 636,985.00
	Uses:		
Nov	PSA Admin	Replace cash register computer	(1,083.00)
Nov	PSA Water	Replacement of Several Water Lines	(61,952.00)
Dec	PSA Water	Water Lines Repairs & Maintenance	(2,606.54)
Feb	PSA Water	Replacement of 3 Large Volume Water Meters	(15,000.00)
Apr	PSA Water	Replacement of Galvanized Water Lines	(7,807.00)
May	PSA Water	Sensus & Water GEMS Software Maint	(4,645.00)
Dec	PSA Water Treatment	Water Treatment Plant Raw Water Pumps	(7,000.00)
Feb	PSA Water Treatment	WTP Chemical Optimization Implementation	(22,000.00)
Mar	PSA Water Treatment	Water Treatment Plant Generator Study	(25,778.00)
Apr	PSA Water Treatment	Water Treatment Plant Pump Rental	(4,717.00)
Apr	PSA Water Treatment	Water Treatment Plant Raw Water Intake Study	(11,500.00)
May	PSA Water Treatment	Water Treatment Plant Emergency Electrical	(2,457.00)
May	PSA Water Treatment	Water Treatment Plant Energy Improvements	(5,207.00)
Dec	PSA Sewer	Parrott Pump Station Electrical Improvements	(1,606.50)
Dec	PSA Sewer	Sewer Equipment Lee Highway Pump Station	(10,000.00)
Apr	PSA Sewer	Sewer Line Repairs	(5,400.00)
May	PSA Sewer	Sensus & Sewer GEMS Software Maint	(3,120.00)
May	PSA Sewer	Sewer Equipment Lee Highway Pump Station	(7,186.00)
May	PSA Sewer	Sewer Pump Repairs	(10,000.00)
May	PSA Sewer	Sewer Lift Station Repairs Insurance Deductible	(1,000.00)
Mar	PSA Refuse	Drop Site Cameras	(6,000.00)
Dec	Capital Improvements	Commerce Park Project	(15,489.21)
Mar	Capital Improvements	PSA Water/Sewer/Refuse office/storage bldg	(75,000.00)
Apr	Capital Improvements	Skyview Grant Match	(23,630.00)
May	Various Accounts	Year End Budget Adjustments	(256,800.75)
	Balance 05/14/2013		<u>\$ 50,000.00</u>

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PSA Summary of Reserve Funds				
Fiscal Year 2012-2013				
			Budgeted	Total
Aug-12	Refuse	Drop Center Improvements	\$ 3,250.00	\$ 3,250.00
Aug-12	Water	Rt. 100 Waterline Replacement	45,395.00	
Aug-12	Water	Morris Farm Road Waterline Replacement	21,000.00	
Aug-12	Water	Church Street Waterline Replacement	15,000.00	
Aug-12	Water	Joyce Way Waterline Replacement	20,000.00	
Aug-12	Water	Hubbard Way Waterline Replacement	18,744.00	
Aug-12	Water	Fairview Court Waterline Replacement	-	
Aug-12	Water	Water Treatment Plant Improvements	181,728.00	
Aug-12	Water	Water Tank Painting	200,000.00	
Aug-12	Water	Telemetry Equipment	-	
Aug-12	Water	Water Meters	-	501,867.00
Aug-12	Sewer	Sewer Department Vehicle	10,986.00	10,986.00
May-13	Various	Year End Budget Adjustments	289,960.00	289,960.00
GRAND TOTAL FISCAL YEAR TO DATE				\$ 806,063.00

d. Billing Adjustments

The Board approved billing adjustments totaling a net credit of \$11,013.48.

e. Accounts Payable

The Board approved accounts payable for checks numbered 8008651 through 8008760, subject to audit.

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

Voting no: None.

Not present: Mr. Crawford

5. Staff Reports

a. Financial Reports

Mr. Huber reported the Board of Supervisors was currently reviewing refinancing existing debt through two financial advisors, resulting in the advisors finding that the PSA debt is in a position for refinancing. Staff was requested to pursue options for refinancing and provide an update to the PSA Board at a future meeting.

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Dr. Streff inquired regarding projections for sewer disposal fees. Mr. Huber advised the Board did not approve the rate increase until November, resulting in a delay in additional revenues from the increase.

The Board reviewed and accepted the financial report as presented.

b. Operational Report

1. Inmate Availability

Staff reported use of three inmates per day for the month of April 2013.

2. Drop Site and County Landfill Tonnage Reports

DROP SITE TOTAL
FOR THE MONTH OF APRIL 2013

Site	Trips	Tons	Tons per haul
Dora Highway	12	35.24	2.93
Dublin	35	117.75	3.36
Fairlawn	13	43.24	3.32
Totals	60	196.23	3.27

County Landfill Tonnage
(County customers & Refuse Department Haulers
for the Month of April 2013)

Commercial	Residential	Tires	Brush
2270.30	1246.94	487	660

3. Cut Off List

PSA billing staff report the water/sewer cut off list for this month resulted in 29 water and 1 sewer cutoffs.

4. Personnel Changes

The Board reviewed recent personnel changes.

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c. Presentation of Audit Report by Deanna Cox

This matter was reported earlier in the meeting.

d. Dublin Odor Issue

Mr. Huber provided correspondence from E. W. Harless, as well as a response to Mr. Harless, regarding the Dublin odor issues.

Mr. Linkous advised the bioxide feed system is scheduled to be installed within the week.

e. AT&T Mobility Placement of Microwave Dish on Corporate Center Water Tank

Mr. Huber advised a representative of AT&T had contacted staff regarding placement of a microwave dish on the Corporate Center water tank, with a formal request from AT&T expected in the future, following an analysis by AT&T.

f. Electronic Payment Company

Mr. Huber provided information from a company specializing in utility billing and payment collections.

On a motion by Dr. Streff, seconded by Mr. Dean and carried, the Board approved issuance of a Request for Proposals for electronic payments.

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

Voting no: None.

Not present: Mr. Crawford

g. Fluoride Update from Garland Campbell

Mr. Huber provided recent correspondence from Mr. Campbell regarding the fluoride matter.

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6. Staff To-Do Listing

Board members reviewed the following Items which staff is currently working on but for which there is no additional information to report to the Board at this time.

- a. Skyview/NRV Fairgrounds sewer funding
- b. Bioxide Feed System at Lee Highway Court
- c. South Side of Lake and Fairlawn Drop Centers
- d. Dublin PSA Office Relocation
- e. Covered Water Meter Ordinance
- f. Radio Read
- g. Draper Area Wythe County Sewer/PSA Connection
- h. Water Intake for Main Meter

7. Closed Session – 2.2-3711.A.1 – Personnel

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, that the Public Service Authority Board of Directors entered into Closed Session for discussion of the following:

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- Removal of Gates from Dublin Drop Center

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

Voting no: None.

Not present: Mr. Crawford

Return to Regular Session

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

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

Voting no: None.

Not present: Mr. Crawford

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Certification of Conformance with Virginia Freedom of Information Act

On a motion by Dr. Streff, seconded by Ms. Burchett 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. Dean, Dr. Warren, Dr. Streff, Ms. Burchett.

Voting no: None.

Not present: Mr. Crawford

8. Other Matters

There were no other matters discussed by the Board.

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS

May 14, 2013

9. Adjournment

On a motion by Ms. Burchett, seconded by Mr. Dean and carried, the Board adjourned its regular May meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, June 11, 2013 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. Dean, Dr. Warren, Dr. Streff, Ms. Burchett.

Voting no: None.

Not present: Mr. Crawford

Doug Warren, Chairman

Nancy Burchett, Secretary/Treasurer