

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS

August 13, 2013

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, August 13, 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; Pete Crawford, Vice-Chairman; Dave Dean; and Nancy Burchett. Board member Fritz Streff was unable to attend the meeting due to a previous travel commitment.

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

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

1. Citizen Comments

There were no citizen comments at this time.

2. Follow-up Items

a. Opening of Honeywell Drop Site for brush only

Mr. Huber advised that Dr. Streff encouraged the PSA Board to take steps to adequately advertise the opening of the site.

Mr. Huber advised the notice could be accomplished through advertising in the County's newsletter, a message on PSA bills and through the local newspapers, with the emphasis placed on informing the public that if the site becomes an area for "non-brush", the site would be closed.

Mr. Dean inquired if the Sheriff had been made aware that the entrance to the brush site would be located beside the new Sheriff's Department building. Mr. Nichols indicated discussions had occurred with the Sheriff. Mr. Huber further advised that the Sheriff initially had concerns related to the location of the drop site; however, no additional communications had been made since those initial concerns.

Board members directed staff to ask the Town to consider providing additional property to allow for use of a second entrance. Mr. Linkous advised he had not received any additional information from the Town of Pulaski.

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b. Application for Virginia Department of Health (VDH) - Water Master Plan Update

Mr. Linkous advised staff had met with Draper Aden Associates to develop a scope of work and to begin the application process, noting applications are due September 3, 2013. Mr. Linkous explained the three phases of the work, with a total cost for the overall master plan to be \$85,000. Mr. Linkous also advised the maximum eligibility amount from the VDH is \$50,000, with the potential for the PSA Board to appropriate \$35,000 to complete the project.

c. Investment of PSA Funds

Mr. Huber advised staff was in the process of seeking bids from the various banks. Mr. Crawford suggested consideration to negotiating with a bank that allowed at least one adjustment, and if not, then the term of the CD should be no more than three years.

d. Fairlawn Drop Site Traffic

Mr. Huber described previous concerns by Board members related to the entrance to the Fairlawn Drop Center off of Mason Street, as well as complaints from the Pepper's Ferry staff of citizens not looking to the right when exiting the center.

Mr. Dean discussed the potential for "no entry" signage at the lower entry to the site. Mr. Nichols suggested the possibility of erecting "entrance only" signage in the upper entrance and "exit only" signage at the lower entrance. Mr. Huber advised staff recommended closing the second entrance, if traffic is observed using it as an entrance. The PSA concurred with opening the lower gate once signage could be procured and installed.

e. Authorization to Advertise Meter Replacement Bids

Mr. Linkous advised of receipt of Rural Development authorization to re-advertise the purchase and installation of water meters on the basis of including consideration to "or equals" submittals to the specified Sensus iPearl meters and a slight reduction in the quantity of meters to be purchased based on the previous bid results.

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f. Water Tank Replacements

Mr. Linkous provided a history related to the water tank replacement and a report prepared last fall identifying the Lakewood Estates hydropneumatic tank for complete replacement, due to the deteriorating wall thickness and the Lyons Road tank for painting, with the estimated cost of painting the Lyons Road water tank at approximately \$100,000 and the Lakewood Estates project being completed by the PSA personnel at a cost of approximately \$50,000.

Board members discussed the number of tanks to be painted, the use of PSA personnel to accomplish the painting, plans for the old tanks, the process of installing the tanks, the length of times tanks will be out of service while being repainted, and effects on fire flow.

Mr. Dean inquired as to areas other than Lakewood Estates that are served by wells. Mr. Linkous advised other areas served by wells include Schrader Hill, DeHaven Park, and Mount Olivet.

On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the Board approved staff recommendation for use of carryover funds in the amount of \$50,000 to replace the Lakewood Estates hydropneumatic tank with two tanks and \$100,000 to paint the interior and exterior of the Lyons Road water storage tank.

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

Voting no: None.

Not present: Dr. Streff.

3. Action Items

a. Water Treatment Plant Dredging Update

Mr. Linkous described efforts by staff to receive proposals for the well location study. Mr. Linkous also advised that the Board of Supervisors has purchased two barges and is currently renting an excavator to be used by Friends of Claytor Lake (FOCL) in lake cleanup efforts. Mr. Linkous further advised staff had learned that the excavator to run the pump is larger than the weight allowed for the barge and also advised of the need to establish an area for loading and off loading a roll-off container from the barge.

Board members discussed with staff the options for getting containers on and off barges, surface water intake, and potential use of tank replacement funds for dredging operations.

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Mr. Linkous advised the biggest expense facing the PSA is the well study at a cost of \$75,000 - \$100,000. Mr. Huber advised the next step is to look at the dredging option.

Mr. Linkous requested authorization and appropriation of up to \$15,000 to clean around immediate areas of intake.

Ms. Burchett inquired if there was an immediate need to address the problem. Mr. Linkous advised the generators will provide assistance, along with the reasonable emergency plan in place.

Mr. Huber invited Board members to tour the intake areas.

b. Resolution Regarding VDOT Land Use Permits

Mr. Huber reported VDOT requires that any work done within the road right-of-way be done under land use permits and that the permit applications be supported by a resolution of the governing board committing to the provision of liability insurance and bonds and designating administrative responsibilities to the County administrator .

Board members questioned any changes to the proposed resolution from the resolution currently in place and the amount of coverage provided by the County.

Mr. Linkous advised when waterlines are installed, 95% or more of property is on state right-of-way and if it is deemed an emergency, it is permitted "after the fact".

On a motion by Mr. Crawford, seconded by Mr. Dean and carried, the Board approved the following resolution, subject to staff confirming PSA insurance coverage to be a minimum of \$1 million.

"RESOLUTION"

WHEREAS, it becomes necessary from time to time for the Pulaski County Public Service Authority to obtain land use permits from the Virginia Department of Transportation to install, construct, maintain and operate certain public works and public utilities projects along, across, over and upon highway systems of the Commonwealth of Virginia; and,

WHEREAS, expense, damage or injury may be sustained by the Commonwealth of Virginia growing out of granting to the Pulaski County

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Public Service Authority by the Virginia Department of Transportation of said permits for the work aforesaid;

NOW, THEREFORE, BE IT RESOLVED by the Pulaski County Public Service Authority this 13th day of August, 2013:

Section 1: That in accordance with the provisions of Section 24VAC30-151-720 of the Land Use Permit Regulations of the Virginia Department of Transportation, the Pulaski County Public Service Authority does hereby grant assurances to the Virginia Department of Transportation (VDOT) that it shall in all respects comply with all of the conditions of the permit or permits that have been, or will be, granted to the Pulaski County Public Service Authority and that said jurisdiction does hereby certify that it will carry liability insurance for personal injury and property damage that may arise from the work performed under permit and/or from the operation of the permitted activity as follows: up to one-million dollars (\$1,000,000) each occurrence to protect the Commonwealth Transportation Board members and the Virginia Department of Transportation's agents or employees; seventy-five thousand dollars (\$75,000) each occurrence to protect the Commonwealth Transportation Board, the Virginia Department of transportation or the Commonwealth of Virginia in the event of suit.

Section 2: That the County Administrator, City or Town Mayor, or their designee, be, and hereby is authorized to execute on behalf of the Pulaski County Public Service Authority all land use permits and related documents of the Virginia Department of Transportation.

Section 3: That this resolution shall be a continuing resolution and shall not be revoked unless and until sixty (60) days written notice of any proposed revocation be submitted to the Virginia Department of Transportation.

Section 4: That the Pulaski County Public Service Authority shall, if requested by the Virginia Department of Transportation, provide a letter that commits to using the surety provided by its contractor or to have the contractor execute a dual obligation rider that adds the Virginia Department of Transportation as an additional obligee to the surety bond provided to the locality, with either of these options guaranteeing the work performed within state maintained right-of-way under the terms of the land use permit for that purpose.

BE IT STILL FURTHER RESOLVED that the County Administrator, City or Town Mayor, or their designee, be, and hereby is authorized and directed to procure insurance required by Section 1 herein.

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The foregoing Resolution was adopted by the Pulaski County Public Service Authority at its regular meeting held on Tuesday, August 13, 2013 in Pulaski, Virginia.

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

Voting no: None.

Not present: Dr. Streff.

4. Consent Items

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

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

Voting no: None

Not present: Dr. Streff.

a. Minutes of Previous Meetings

The Board approved the minutes of the July 9, 2013 meeting.

b. Balance Due & Lien Reports

The Board approved the following balance due and lien reports:

Balance Due	5/3/2013	6/3/2013	7/2/2013	8/1/2013
Current Balance	508,099.36	513,168.40	719,371.66	542,208.67
Over 30 Days	55,006.47	25,711.43	25,962.95	215,166.45
Over 60 Days	18,756.48	43,152.95	40,766.31	17,512.86
Over 90 Days	1,014,782.80	1,024,300.46	1,027,475.73	1,050,969.34
Total	\$ 1,596,645.41	\$ 1,606,333.24	\$ 1,813,576.65	\$ 1,825,857.32
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	37,622.22	69,389.14	704,250.07	\$ 811,261.43
Commercial	1,565.93		40,509.60	\$ 42,075.53
Nonuser	197,632.38 see break down below			\$ 197,632.38
Total	\$ 236,820.53	69,389.14	\$ 744,759.67	\$ 1,050,969.34

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

	Inactive	Non User	Active	Total
Residential Water	32,679.75	34,695.96	4,942.47	72,318.18
Commercial Water	1,565.93		—	1,565.93
Residential Garbage	39,092.65	18,898.27	665,157.42	723,148.34
Commercial Garbage	14,693.29		25,816.31	40,509.60
Sewer	5,097.30	1,417.72	64,291.84	70,806.86
Penalty		14,787.92		14,787.92
Interest		127,832.51		127,832.51
Total	\$ 93,128.92	\$ 197,632.38	\$ 760,208.04	1,050,969.34

c. Budget Adjustments

The Board approved the following budget adjustments:

PSA FUND #1				
Account Number	Account Title	Amount Increase (Decrease)		
<u>REVENUES:</u>				
			TOTAL	\$ -
<u>EXPENDITURES:</u>				
500-046100-6007	Water Line Materials & Supplies (Camp One Repairs)	\$		6,800.00
500-094100-8134	Water Treatment Plant Well Testing			50,000.00
500-094100-8257	Loving Field Water Service Extension			22,000.00
500-091400-9301	Contingency Funds			(78,800.00)
			TOTAL	\$ -

d. Billing Adjustments

The Board approved billing adjustments totaling a net credit of \$5,288.56.

e. Accounts Payable

The Board approved accounts payable for checks numbered 8009001 through 8009149, subject to audit.

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

Voting no: None

Not present: Dr. Streff.

5. Staff Reports

On a motion by Ms. Burchett, seconded by Mr. Crawford and carried, the Board accepted the following "Staff Reports":

a. Financial Reports

The Board reviewed the financial reports as presented by Ms. Newby.

b. Operational Report

1. Inmate Availability

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

2. Drop Site and County Landfill Tonnage Reports

Drop Site Total
for the Month of July 2013

Site	Trips	Tons	Tons per haul
Dora Highway	5	18.44	3.68
Dublin	28	114.41	4.02
Fairlawn	11	228.69	20.79
Totals	44	361.54	8.21

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

Commercial	Residential	Tires	Brush
5386.26	1683.78	534	1.88

3. Cut Off List – PSA billing staff were unable to process cutoffs due to computer related issues.

4. Personnel Changes

The Board reviewed recent personnel changes.

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c. NRV Household Hazardous Waste Collection Day

The Board reviewed information regarding the NRV Household Hazardous Waste Collection day.

Mr. Crawford inquired if paint is accepted. Mr. Huber responded paint is accepted and noted the basic information is requested when dropping off items.

d. Water Fluoridation and Arsenic Testing Results

Mr. Huber shared an article provided by Mr. Garland Campbell regarding the past three years of arsenic testing. Mr. Huber also advised that Mr. Campbell had been provided arsenic testing results from 2011, 2012 and 2013 indicating no detectible arsenic in the PSA water and that Mr. Campbell was satisfied with results.

e. Application of Collection Policy

On a motion by Ms. Burchett, seconded by Mr. Crawford and carried, the Board approved implementation of the PSA collection policy on two properties owned by Carol Evans at 4744 and 4748 Bryson Lane, wherein 50% of interest and 100% of penalties are waived in order to reduce the balance owed on the two properties from \$4,977.90 to \$3,719.21, upon receipt of full payment for the remaining amount.

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

Voting no: None

Not present: Dr. Streff.

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. South Side of Lake and Fairlawn Drop Centers
- c. Dublin PSA Office Relocation
- d. Covered Water Meter Ordinance
- e. Radio Read
- f. Draper Area Wythe County Sewer/PSA Connection
- g. Hiring of Collections Person
- h. Water Meter Replacement

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7. Other Matters

- PSA Bill Revisions

Mr. Huber presented a draft of the new bill. Board members suggested the following changes: all references to "County" should be changed to "PSA" and note if the bill is a "disconnection" notice.

- New River Valley (NRV) Unwired Request

Mr. Huber presented a proposal from NRV Unwired requesting the PSA allow the mounting of antennas on PSA water tanks, in exchange for the provision of free internet connection to any County asset that is a part of the police, fire, or rescue system, as well as other locations that may be suggested, as well as agreement to other matters.

Board members discussed the potential for other similar requests, payment to the PSA for allowing the placement of antennas on PSA tanks, and recognized the need for additional internet connections throughout the County.

Staff was directed to share the PSA Board's concerns with NRV Unwired and request additional information to be presented to the PSA Board at a future meeting.

- PSA Bill Calculation

Mr. Huber described a spreadsheet detailing the PSA's bill calculation method for a non-identified customer, the method of accumulating of interest and penalty and the PSA's practice of placing of lien on personal property for failure to pay bill.,

Board members discussed the steps taken by PSA staff to notify customer of accumulating bill and efforts to resolve issues prior to placing of lien of property.

- Other Matters

Mr. Huber shared a picture of the horizontal grinder.

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8. Adjournment

On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the Board adjourned its regular August meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, September 10, 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. Crawford, Mr. Dean, Dr. Warren, Ms. Burchett.

Voting no: None

Not present: Dr. Streff.

Doug Warren, Chairman

Nancy Burchett, Secretary/Treasurer