

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tues., December 9, 2008
9:00 a.m.**

ACTION ITEM

KEY STAFF

(Moment of silence held in memory of the passing of H. W. Huff, Jr.)

(Adopted joint resolution with Board of Supervisors)
Place on December 15 Board agenda)

Ms. Hanks

1. Citizen Comments

(Walter & Diane Lambert, representing the Wings of Eagles ministry located on Route 11, expressed opposition to a lien for failure to pay outstanding balance on utility services – Mr. Lambert expressed opposition to the reassessment on his property)

(Staff to research minutes to determine date of last change by the PSA Board to the non-user and low volume fees)

Ms. Dehart

2. Public Hearing - Application to USDA Rural Development to match EDA loan for water & sewer service improvements to Commerce Park

(Public hearing held – Approved loan application - Staff noted that additional resolutions would come before the PSA Board for adoption at future meetings)

PDC

3. Reports from the County Administrator & Staff:

a. Collection Staff Activity:

1. Adjustments
(Approved)

Ms. Sayers

2. Inmate Availability Report

3. Balance Due & Lien Report

4. Work Order Count

5. Drop Site Total & County Landfill Tonnage Report

(Reviewed – Mr. Loyd noted an error in the total of the “tons per haul” report – Correct formula in future reports)

Ms. Sayers

b. Action Items:

1. Minutes of Previous Meetings
(Approved – Copy and index into minute book) Ms. Dehart
2. Accounts Payable & Budget Adjustment
(Approved) Ms. Sayers
3. Rt. 600 Waterline Replacement
(Approved awarding contract to Prillaman and Pace in the amount of \$8,573.53) Mr. Coake
4. Sewage Pump Station Water Rate
(Declined to take action)
5. Vehicle Use Policy
(Approved policy with revisions to be made at a later date) Mr. Nichols/Mr. Huber
6. Update on Purchase of Roll-off Box for White Paper
(Approved modification of unused container at a cost not to exceed \$2,500) Mr. Nichols
7. Use of Morgan's Cut Tank
(Approved use of tank by Montgomery County to improve their Emergency Communications to the Big Falls Road, Centennial Road and Norris Run along the New River – Notify Montgomery County) Mr. Coake
8. Corporate Center Water Line Relocation
(Approved concept of relocating line, if it becomes necessary and if the IDA agrees to pay the necessary \$30,000 cost of moving the line) Mr. Coake

c. Informational Items:

1. Resignation of Carl Mathes
(Accepted resignation effective December 31, 2008)

Chairman

(Maynard Sayers selected as chairman)

Vice-Chairman

(Doug Warren selected as vice-chairman)

Secretary/Treasurer

(Hollis Loyd selected as secretary/treasurer)

(Mr. Huber provided an update on term limits for PSA Board members and noted it was the Board of Supervisors practice to appoint PSA members as members to the Pulaski County Sewerage Authority and Pepper's Ferry boards)

2. Personnel Changes
(None)
3. Financial Report
(Reported)
4. Utility Projects
(None)
5. Draper Aden Associates Newsletter
(Reviewed)
6. Drop Center Operations Implementation
(Reported continued requests for payroll information from Goodwill)
7. Purchasing Policies
(Reviewed – Mr. Loyd noted the need to clarify emergency purchases and those allowed without county administrator approval from \$1,000 to \$2,500 – Change policy - Place on Board of Supervisors agenda) Ms. Hanks
8. Draper Valley Golf Course Water Tank
(Mr. Coake advised of approval of drawings from the Health Dept. for construction of the Draper Valley Golf Course Water Tank)

9. Fairlawn Storage Facility
(Noted final figures to be provided at a future meeting – Place on future agenda, once figures are received) Ms. Hanks

10. Bridge Crossing
(Staff reported continued work with other localities regarding the installation of conduits through the abutments of the Route 114 bridge across the New River and railroad)

11. E&S Control Plan – FedEx Ground Facility
(Staff reported comments had been provided by the county to Providence Engineering related to the Waste Disposal Site)

d. Current Authorized Projects & Items Under Review:

1. Public Water & Sewer Service to Mobile Home Parks (awaiting final approval from Rural Development to go to construction)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (*Bids to be advertised by January, 2009*)
3. Water Treatment Plant Dispersion Wall construction (*Completion expected 60 days*)
4. Water Treatment Plant Raw Water Intake Access Road (*Grading completed – Waterline installed - Ready to pave*)

4. Closed Session - 2.2-3711.A.7
(No action)

5. Other Matters
(No action)

6. Adjournment

December 3, 2008

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

Reports from County Administrator and Staff:

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling a net \$ 2,310.90 cr. are submitted as described on the ***enclosed*** report.
2. Inmate Availability Report – Staff reports the PSA generally had use of two inmates per day for the month of November.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count – Pickups pending: 1 brush; 2 large item; 0 tires; 0 refrigerator.
5. Drop Site Total & County Landfill Tonnage Report

MONTH OF NOVEMBER 2008
DROP SITE TOTAL
FOR THE MONTH OF NOVEMBER 2008

Site	Trips	Tons	Tons per haul
Dora Highway	31	55.15	1.78
Dublin	56	93.55	1.67
Fairlawn	22	51.68	2.35
Totals	109	200.38	5.80

COUNTY LANDFILL TONNAGE
(COUNTY CUSTOMERS & REFUSE DEPARTMENT HAULERS)
(FOR THE MONTH OF NOVEMBER 2008)

Commercial	Residential	Tires	Brush
1283.06	922.60	813	259.58

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the November 12, 2008 meeting for your review and approval.
2. Accounts Payable & Budget Adjustment – Review and approval is requested of the ***enclosed*** accounts payable, as well as a budget adjustment for the repairs to the roll off truck that was wrecked.
3. Rt. 600 Waterline Replacement – We would like to ask the PSA's consideration to replacing a 225-foot section of water line along Route 600 near the intersection with Gate 10 Road in Fairlawn that has had 4 breaks in the last 5 weeks. The line is experiencing severe deterioration from the acidic soil characteristic of the old railroad bed in this area. Ron Coake has obtained the following quotes for this work:

Meade Excavation - \$16,680
H. T. Bowling - \$15,675.00
Prillaman & Pace \$8,573.53

It is recommended that the work be awarded to Prillaman & Pace if the project were approved by the PSA Board.

4. Sewage Pump Station Water Rate - In the past the PSA has charged the standard water rate for water used at the Wurno sewage pump station. At the time that this billing was originally set up, the pump station was operated by the Peppers Ferry Authority. About three years ago, the Town of Pulaski took over operation of the pump station and is asking that billing for water used at the pump station be changed to reflect the discounted rate to the Town. The pump station uses an estimated 60,000 gallons per month. The difference between a standard rate of \$3.00 per 1,000 gallons and the discounted rate of \$1.55 per 1,000 gallons for other water service provided to the town would result in a \$1,044 annual decrease for the PSA.

It is recommended that this request be declined based on the fact that service to the pump station is provided out in the distribution system rather than in large volumes and that similar billing for County offices is being charged by the Town.

5. Vehicle Use Policy - ***Enclosed*** is a revised vehicle use policy recommended for adoption and implementation following a review of existing driving records.
6. Update on Purchase of Roll-off Box for White Paper – Ronnie Nichols has found an unused container which we believe can be modified to work for storage and transport of office paper. We plan to present a cost estimate for this work at the meeting.
7. Use of Morgan's Cut Tank – ***Enclosed*** is a request from the Montgomery County Sheriff Tommy Whitt asking to use the Morgan's Cut water tank for improving emergency communications to the Big Falls Road, Centennial Road, and Norris Run Road along the New River. Approval is recommended.
8. Corporate Center Water Line Relocation – Ron Coake is working with a new business locating in the Center to work out the placement of surplus earth. The best location for placing this fill is along Pepperell Way in the vicinity of a PSA water line. Approval by the PSA Board to relocate the line is requested if it becomes necessary and if the Industrial Development Authority of Pulaski County agrees to pay the estimated \$30,000 cost of moving the line.

c. Informational Items:

1. Resignation of Carl Mathes – ***Enclosed*** is a letter of resignation which we regret to report to have received from Carl Mathes. Consideration to the appointment of a Vice-Chair is suggested depending on the date on which Mr. Mathes would like his resignation to be effective.
2. Personnel Changes – There are no personnel changes to report for the month of November.
3. Financial Report - A copy of the monthly financial report for the PSA is ***enclosed***.
4. Utility Projects – As of the sending of this packet, we have not received any updates from the New River Valley Planning District.
5. Draper Aden Associates Newsletter – ***Enclosed*** is the latest edition of the newsletter distributed by Draper Aden Associates.
6. Drop Center Operations Implementation – I continue to request payroll information from Goodwill in order to put together a proposal for the benefit of both Goodwill and the PSA.

7. Purchasing Policies – ***Enclosed*** is the revised purchasing policy as approved by the Board of Supervisors at their November meeting. As approved at the November PSA Board meeting, we will be using these policies in the purchase of items funded by the PSA.
 8. Draper Valley Golf Course Water Tank – We have received the approved drawings from the Health Department for construction of the Draper Valley Golf Course Water Tank. ***Enclosed*** is notice from the Department of Health providing notification of the issuance of the Waterworks Construction Permit for this tank.
 9. Fairlawn Storage Facility – The Board of Directors approved the concept of granting the Sewer Authority use of space at the Fairlawn Drop Center as a potential location for storage of equipment and material, with final figures to be presented at a future meeting.
 10. Bridge Crossing – Ron Coake is continuing to work with other localities regarding the installation of conduits through the abutments of the Route 114 bridge across the New River and the railroad. We plan to provide the PSA Board with any recent developments at the Board meeting.
 11. E&S Control Plan – FedEx Ground Facility – ***Enclosed*** is correspondence from Mr. Coake to Providence Engineering providing comments concerning the Waste Disposal site for the project.
- d. Current Authorized Projects & Items Under Review:
1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
 2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (engineering underway)
 3. Water Treatment Plant dispersion wall construction
 4. Water Treatment Plant raw water pump station access road

PMH/gh

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December 3, 2008

TO: PSA Board of Directors

FROM: Peter Huber, County Administrator

SUBJECT: Closed Meeting – 2.2-3711.A.7

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. **Enclosed** is a draft resolution to enter the closed meeting on recommended matters, as follows:

- Legal Matters – Pursuant to Virginia Code Section 2.2-3711(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:
 - Contract Negotiations - **Enclosed** is an update describing the current status of negotiations with the City of Radford regarding utilization of the Radford Water Treatment Plant in providing the Commerce Park with improved water service. Also **enclosed** are the articles of incorporation and by-laws of the New River Water Authority as formed by Wythe and Carroll counties.

CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

It was moved by _____, seconded by _____ and carried, that the Pulaski County Public Service Authority Board of Directors enter Closed Session for discussion of the following:

Legal Matters – Pursuant to Virginia Code Section 2.2-3711(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- Contract Negotiations