

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS
December 9, 2014

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, December 9, 2014 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; Dennis Setliff; Nancy Burchett; and Fritz Streff.

Staff members present included: Peter Huber, County Administrator; Anthony Akers, Interim Assistant County Administrator; Jared Linkous, County Engineer, Diane Newby, Finance Director; Debra Boyd, PSA Collections Clerk; and Gena Hanks, Clerk to the Board.

1. Citizen Comments

A. Presentations to Titus Arnold Family

Dr. Warren read a memorial resolution approved by the Board at the October meeting. Dr. Warren and Mr. Huber presented tokens of the PSA's appreciation for Mr. Arnold's service to the PSA. Mr. Huber spoke to Mr. Arnold's exemplifying the county's mission of providing "Vision", "Pride", and "Excellence".

B. Citizen Compliment

Mr. Huber shared a voice mail received from Ms. Barbara Robertson complimenting Rudy Linkous of the Dora Highway Drop Site and expressing appreciation for Mr. Linkous' help on a recent visit to the drop site by Ms. Robertson. Ms. Robertson described Mr. Linkous' efforts to go above and beyond to assist her in unloading items. Ms. Robertson also spoke to the drop site being very neat and orderly.

Dr. Streff also expressed appreciation to Mr. Linkous for doing a nice job at the drop site.

Mr. Huber described a situation that had occurred at the drop site which will be taken to court and for which a permanent ban will be sought in order to protect the PSA drop site employee.

C. Citizen Comments

There were no citizen comments.

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2. Follow-up Items

A. Update on Customer Base

Ms. Boyd reported that, according to the 2013 Census, there are a total of 14,874 households in Pulaski County including the Town of Pulaski and Town of Dublin and of these households, the PSA is billing approximately 8,256 residential garbage customers, the Town of Pulaski is billing approximately 3,358 and Town of Dublin is billing approximately 2,583 for a total of 14,197 house-holds being billed for garbage, leaving a difference of 677. Ms. Boyd also advised there are some commercial accounts being billed for dumpsters by the PSA that are also serving residential customers (ex. apartments, trailer courts, etc.). Ms. Boyd provided the following progress reports:

1. There has been one additional claim submitted by the State in the amount of \$550.00. The total amount collected from the Set Off Debt Program thus far is \$25,196.65.
2. There have been nine (9) new garbage service accounts set up in November.
3. There have been 179 accounts set up by the PSA Staff due to no response from the letters that had been sent out.
4. Approximately 1,000 letters have been mailed asking for clarification regarding the existence of a structure without a corresponding garbage bill (Is the structure vacant? Is the bill being paid by someone else such as a landlord or family member?, or is the resident not signed up for garbage service?)

Mr. Huber expressed appreciation to Ms. Boyd for her thoroughness in preparing the report.

Mr. Dean inquired as to the time period for the Set Off Debt program. Ms. Boyd advised the dates reflected are since January 1, 2014.

Staff was requested to review commercial accounts to determine how apartments are billed and provide update at future meeting.

B. Accounting for the Sale of Metals

Mr. Huber advised that the PSA has received \$86,580.32 during fiscal year 2013 (July 1, 2012 through June 30, 2013) and \$45,822.50 during fiscal year 2014 (July 1, 2013 through June 30, 2014) for the sale of metals and recycled materials by the PSA for items brought to the drop centers and these funds were credited to Miscellaneous Refuse Revenues in the PSA Fund.

C. Update on Water Intake

Mr. Linkous advised that the hydraulic dredge had been built for testing and Conrad Brothers Marina selected as the location for the dredging. Mr. Linkous described the permitting process and dredging options, as well as how weather factors into the overall dredging operations. Mr. Linkous also advised of having a goal to have the testing completed within the next six months. Mr. Linkous indicated that in an emergency water event, the PSA had the reassurance that material could be moved.

Board members discussed locations for disposing of dredged material. Mr. Linkous described the process for obtaining proper permitting from the various state agencies.

Mr. Huber advised the major dredging needs were located on the upper end of Claytor Lake.

3. Action Items

There were no action items presented.

4. Consent Items

A. Minutes of Previous Meeting

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the Board approved the minutes of the November 12, 2014 meeting, as presented.

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

Voting no: None.

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On a motion by Mr. Dean, seconded by Dr. Streff and carried, the Board approved the following remaining "Consent" items:

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

Voting no: None.

B. Balance Due and Lien Reports

The Board reviewed and accepted the following balance due and lien reports:

Balance Due	9/2/2014	10/2/2014	11/3/2014	12/1/2014
Current Balance	641,451.25	651,649.46	519,978.16	485,465.35
Over 30 Days	263,485.98	82,086.74	83,512.60	92,696.89
Over 60 Days	237,075.00	41,937.57	23,767.01	57,359.34
Over 90 Days	1,140,815.33	1,122,805.85	1,136,643.73	1,140,882.37
Total	2,282,827.56	1,898,479.62	1,763,901.50	1,776,403.95
Liens Filed	1,346,855.59			

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	\$ 64,131.77	\$ 72,030.54	\$ 778,338.22	\$ 914,545.53
Commercial	\$ 51,199.15		\$ 2,184.03	\$ 53,383.18
Nonuser	\$ 172,953.66	see breakdown below		\$ 172,953.66
Total	\$ 288,284.58	\$ 72,030.54	\$ 780,522.25	\$ 1,140,882.37

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

	Inactive	Non User	Active	Total
Residential Water	\$ 56,437.46	\$ 31,136.94	\$ 7,694.31	\$ 95,268.71
Commercial Water	\$ 1,745.06		\$ 438.97	\$ 2,184.03
Residential Garbage	\$ 58,369.83	\$ 14,122.22	\$ 720,013.39	\$ 792,505.44
Commercial Garbage	\$ 40,512.79		\$ 10,686.36	\$ 51,199.15
Sewer	\$ 9,929.86	\$ 1,527.03	\$ 62,100.68	\$ 73,537.57
Penalty		\$ 12,682.33		\$ 12,682.53
Interest		\$ 113,485.14		\$ 113,485.14
Total	\$ 166,995.00	\$ 172,953.66	\$ 800,933.71	\$ 1,140,882.37

C. Budget Adjustments

The Board approved the following budget adjustments:

PSA FUND #5

Account Number	Account Title	Amount Increase (Decrease)
<u>REVENUES:</u>		
		TOTAL \$ -
<u>EXPENDITURES:</u>		
500-094100-8112-011	Water Treatment Plant Intake Dredging	\$ 50,000.00
500-094100-8130	Raw Water Intake Improvements	(50,000.00)
		\$ -

D. Billing Adjustments

The Board reviewed and accepted billing adjustments totaling a net credit of \$45,815.82.

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E. Accounts Payable

The Board approved accounts payable for checks numbered 8011360 through 8011501, subject to audit.

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

Voting no: None.

5. Staff Reports

A. Financial Report

Dr. Warren noted a 549% "over expenditure" in Account 95100 "Virginia Resource Authority #2 Refinanced". Ms. Newby advised this was related to the recent re*financing.

Mr. Huber advised the overall financial situation of the PSA was good, with expenditures a little higher than revenues, which is primarily due to debt service payment and also being in the second month of the three-month billing cycle.

Mr. Huber described concerns related to James Hardie recycling, specifically that the company that had been hauling for James Hardie was no longer providing that service to James Hardie, resulting in the PSA being the sole hauling source, which has placed a fair amount of strain on the PSA staff. Mr. Huber advised this situation would continue to be monitored by Mr. Nichols.

The Board reviewed and accepted the financial report provided by Ms. Newby.

B. Operational Reports

1. Inmate Availability

Staff reported use of three inmates per day for the month of November 2014.

Dr. Streff inquired as to how inmates are used by the PSA. Mr. Huber advised one inmate is placed on the back of the garbage truck along with a PSA worker.

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2. Drop Site and County Landfill Tonnage Reports for November 2014

Drop Site Totals
for the Month of November 2014

Site	Trips	Tons	Tons per haul
Dora Highway	7	20.08	2.87
Dublin	13	59.68	4.59
Fairlawn	5	26.02	5.21
Totals	25	105.78	4.24

County Landfill Tonnage
(County customers & refuse department haulers
for the Month of November 2014)

Commercial	Residential	Tires	Brush
2622.48	860.66	13	219

3. Cut Off List

Staff reported there were 45 cutoffs for the month of November.

4. Personnel Changes

There were no personnel changes.

On a motion by Ms. Burchett, seconded by Mr. Dean and carried, the Board reviewed and accepted the above listed reports from staff.

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

Voting no: None.

C. Skyview Sewer Project

Mr. Linkous provided an update on the project and described the application through the Southeast Rural Community Assistance Program (SERCAP) for \$98,000 to connect from the cleanout to the home(s). Mr. Huber also advised that Danny Wilson serves on the SERCAP board.

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D. Virginia Rates and Finance Workshop

Mr. Linkous advised of a workshop to be held in Roanoke on January 29, 2015 which provides financial tools to ensure water systems can continue to deliver safe reliable water, while ensuring financial sustainability. Mr. Huber requested Board members advise Barbara Duncan if any Board member is interested in attending so that appropriate registration may be made.

E. Holidays

Mr. Huber provided the 2014 Christmas and New Year's holiday schedule for the PSA garbage collection, billing office and drop site centers.

6. Staff To-Do Listing

The Board reviewed the following staff listing of ongoing items:

- a. Skyview/NRV Fairgrounds Sewer Funding
- b. Drop Center on the South Side of Claytor Lake
- c. Dublin PSA Office Relocation
- d. Covered Water Meter Ordinance
- e. Draper Area Wythe County Sewer/PSA Connection
- f. Water Meter Replacement
- g. Water Master Plan
- h. Change Exist at Fairlawn Drop Site

7. Other Matters

Dr. Streff and Mr. Setliff spoke to the productive meeting held between the PSA Board and representatives of the Board of Supervisors, Planning Commission and Industrial Development Authority which focused on planning for future water projects. Board members expressed an interest in conducting future meetings with the representatives of the Board of Supervisors, Planning Commission and Industrial Development Authority.

Dr. Warren wished everyone a happy holiday.

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8. Adjournment

On a motion by Dr. Streff, seconded by Ms. Burchett and carried, the Board adjourned its regular meeting with the next regular meeting of the PSA Board scheduled for Tuesday, January 13, 2015 at 9:00 a.m. in the Board Room of the CAB.

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

Voting no: None.



Doug Warren, Chairman



Nancy Burchett, Secretary/Treasurer