

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS
December 8, 2015

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At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, December 8, 2015 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; Nancy Burchett; Dave Dean; Fritz Streff; and Dennis Setliff.

Staff members present included: Peter Huber, County Administrator; Karen Thompson, Assistant County Administrator Management Services, Acting as Clerk to the Board; Diane Newby, Finance Director; Ronnie Nichols, Director of Operations, Maintenance and Transportation; and Jared Linkous, County Engineer;

Dr. Warren called the meeting to order and welcomed those present.

1. Board Member Attendance

All Board members were present.

Dr. Warren asked staff if there were any modifications to the agenda. Mr. Huber suggested those matters related to finance be moved to the first items of review, following the Resolution of Recognition, as Diane Newby must leave early for an appointment. Also noted that Debra Boyd, PSA Collections Clerk would not be in attendance as she had been out and was trying to follow up on her work.

2. Citizen Comments

There were no citizen comments.

3. Financial Matters

A. Financial Report

Ms. Newby reported the Revenues and Expenses were at 42% of the budget. Dr. Streff questioned sources of funding for the dredging project, noting dredging was over budget. Ms. Newby explained funds were there but needed to be transferred over into the account.

On a motion of Mr. Setliff, seconded by Ms. Burchett and carried, the Board approved the Financial Report ended November 30, 2015 as presented:

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff,

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Ms. Burchett
Voting No: None

4. Follow up Items

A. Resolution Commending the Services of Gena Hanks to the PSA Board

Mr. Huber and Dr. Warren on behalf of the Public Service Board presented the following Resolution of Appreciation to Gena Hanks. Each member of the Board expressed their personal gratitude to Ms. Hanks for her dedicated service to them personally and to the Public Service Board.

**PULASKI COUNTY PUBLIC SERVICE AUTHORITY
RECOGNITION OF SERVICE
and
RESOLUTION OF APPRECIATION
for the
EXEMPLARY SERVICE
of
GENA TURPIN HANKS**

WHEREAS, Gena Turpin Hanks served the Pulaski County Public Service Authority with diligence and dedication; and

WHEREAS, Gena Turpin Hanks' skill in keeping the PSA Board and staff organized is sincerely appreciated; and

WHEREAS, Gena Turpin Hanks diligently served the Pulaski County Public Service Authority by taking minutes and preparing agendas for the PSA during her 38-year

employment by the Pulaski County Board of Supervisors; and

WHEREAS, the follow-up agendas prepared by Gena Turpin Hanks were of significant benefit to the PSA Board, staff members and the Board of Supervisors in communicating actions taken by the PSA Board to affected staff; and

WHEREAS, Gena Turpin Hanks always treated the PSA Board with the utmost attitude of helpfulness, respect and professionalism.

NOW, THEREFORE BE IT RESOLVED, that the Pulaski County Public Service Authority Board of Directors commends Gena Turpin Hanks and expresses its deepest appreciation to Gena Turpin Hanks for her service to the PSA Board of Directors and PSA Water, Sewer, Refuse and Streetlight customers; and

BE IT FURTHER RESOLVED, that the text of this resolution be spread upon the minutes of the Pulaski County Public Service Authority Board of Directors this 8th day of December 2015, in permanent testimony of its appreciation to the exemplary service of Gena Turpin Hanks.

Doug Warren, Chairman
Pulaski County Public Service Authority

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B. Collections Update

Mr. Huber reported set off debt collections for the month of November, 2015 were \$726.12. He stated that work continues in locating accounts not signed up for garbage service and in December, will concentrate on the top delinquent accounts. A list of possible write off accounts will be brought to the board next month.

On a motion of Ms. Burchett, seconded by Mr. Setliff and carried, the Board approved the Budget Adjustment; PSA Fund #3 in the amount of \$132,000.00 as presented.

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

Voting No: None

C. New Delinquency Report

Mr. Huber provided a copy of a report prepared by Jim Bell on delinquencies of garbage, water, and sewer showing 30, 60, and 90 days. It was noted the importance of garbage revenues and continuing garbage collection efforts and to confirm if the report was active or inactive customers. Mr. Huber was requested to expand the report with a spreadsheet for comparing the percentages from month to month and tracking trends as well as new customers.

D. Update on Sewerage Authority Reconstruction Project

Mr. Setliff reported the project is behind schedule and they are still looking for a company that will bore under Route 11.

Mr. Setliff stated the asphalt dumping issue in Fairlawn had been resolved.

E. Dredging Update

Jared Linkous reported that as of December 2, contractors were demobilized and had stopped pulling material out of the lake. They were conducting a pre and post survey of underwater conditions and a pre and post survey of the disposal site to verify the volumes removed.

Mr. Dean questioned if silt was moved back from the intake and if in the future they would be able to keep observation on the intakes. Mr. Linkous reported that was part of the analysis and they may have to consider continued dredging and not intake modifications. The Board reviewed the Bathymetric imagery and the Side Scan Sonar Imagery.

Mr. Huber expressed appreciation to the Board on behalf of Radford University and the diver for the Board's financial contribution for their volunteer work.

The Public Service Authority Board expressed their appreciation to Mr. Linkous and staff for their efforts on this project while maintaining service to the public.

F. Skyview Sewer Lateral Connections for LMI Households

Mr. Linkous stated the contractor and the design engineer were aware of the change order approval. He is in the process of reviewing the change order documentation for official notification to the contractor.

G. PSA Billing Office Changes

Plans for the renovations have been completed and the project is scheduled for advertisement with bid opening on January 19, 2016. Mr. Linkous stated he would meet with the PSA staff to determine color choices, etc. The pre-bid conference will be held in the County Administration Building Conference Room on January 5, 2016 at 10:00 a.m., to 2:00 p.m. Mr. Linkous explained the bid advertisement and opening process and stated the Board and Public were welcomed to attend.

Mr. Setliff asked if the wiring for the signage was included in the bid. Mr. Linkous stated the electrical contractor was to check and this conversation had taken place with them.

H. Airport Tank Lease Agreement

Mr. Linkous confirmed that Verizon plans to install the same antenna as used at the Corporate Center Water Tank. The Board questioned the terms of the contract including revenue increases. Mr. Linkous explained that the PSA rentals have been on the high end of rates charged by other localities. The proposed lease is for \$2,500 per month

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rent and includes a three percent (3%) annual increase; renewable every five years for 25 years. He explained if approved, they would not be able to install the antenna until the water tank is painted and bids for the painting would go out in January, 2016.

On a motion of Mr. Setliff, seconded by Mr. Dean and carried, the Board authorized the execution of the proposed Airport Lease Agreement with Verizon for location of their antenna on the airport water tank.

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

Voting No: None

5. Action Items

There were no action items.

The Board took a 5 minute recess.

6. Consent Items

A. Minutes of November 23, 2015

On a motion of Ms. Burchett, second by Mr. Setliff and carried, the Board approved the Items of Consent to include the Minutes of November 23, 2015 as corrected.

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:

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Balance Due 8/4/2015	9/1/2015	10/2/2015	11/2/2015	
Current Balance	655,820.58	653,186.83	802,110.29	727,697.13
Over 30 Days	31,035.31	109,659.23	59,093.51	100,891.51
Over 60 Days	48,559.19	22,209.53	74,642.73	31,998.20
Over 90 Days	1,142,748.30	1,180,230.11	1,194,253.14	1,241,908.23
Total	1,878,163.38	1,965,285.70	2,130,099.67	2,102,495.07
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	\$ 90,766.30	\$ 63,534.65	\$ 846,762.19	\$ 1,001,063.14
Commercial	\$ 1,943.90		\$ 53,132.09	\$ 55,075.99
Nonuser	\$ 185,769.10			\$ 185,769.10
Total	\$ 278,479.30	\$ 63,534.65	\$ 899,894.28	\$ 1,241,908.23

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

	Inactive	Non User	Active	Total
Residential Water	\$ 78,411.01	\$ 31,635.78	\$ 12,304.52	\$ 122,351.31
Commercial Water	\$ 1,943.90			\$ 1,943.90
Residential Garbage	\$ 78,877.91	\$ 14,718.64	\$ 767,935.05	\$ 861,531.60
Commercial Garbage	\$ 44,851.88		\$ 8,280.21	\$ 53,132.09
Sewer	\$ 16,354.14	\$ 1,626.88	\$ 47,180.51	\$ 65,161.53
Penalty		\$ 13,782.15		\$ 13,782.15
Interest		\$ 124,005.65		\$ 124,005.65
Total	\$ 220,438.84	\$ 185,769.10	\$ 835,700.29	\$ 1,241,908.23

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C. Budget Adjustments:

On a motion of Ms. Burchett, seconded by Mr. Setliff and carried, the Board approved the Budget Adjustment; PSA Fund #3 in the amount of \$132,000.00 as presented.

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

Voting No: None

D. Billing Adjustments

The Board reviewed and accepted billing adjustments totaling a Net credit of \$58,484.33.

Ms. Burchett inquired regarding the adjustments being unusually high and if the adjustments were a result of over reading the meters. Mr. Linkous confirmed it was due to keying errors.

E. Accounts Payable

The Board reviewed and accepted the Accounts Payables for checks numbered 8013011 through 8013038, subject to audit.

F. Personnel Changes

Staff reported the following change in personnel:

Hired Jonathan
Martin, Sanitation Worker I.

7. Reports from Staff, Etc.

A. Operational Reports: Inmate Availability; Drop Site and County Landfill Tonnage Reports; and Cut Off List.

The Board reviewed the report as presented:

Drop Site Totals for the month of November 2015

Site	Trips	Tons	Tons per Haul
Dora Highway	9	22.89	2.54
Dublin	25	95.64	3.82

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Fairlawn	4	22.24	5.56
Total	38	140.77	3.70

Inmate Availability

Staff reported use of 3 inmates were used for the month of November 2015.

County Landfill Tonnage
(County customers & refuse department haulers
For the month of November 2015)

Commercial	Residential	Tires	Brush
3,293.92	1,103.04	616	2.31

(0) Cut Offs for the month of November 2015 due to water breaks.

B. One Call Report.


The following report for November, 2015 notifying customers that their water service is going to be terminated:

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Peter Huber - Your message report from One Call Now for 11/25/2015 8:43 AM


From: <support@notify.onecallnow.com>
To: "Pete Huber" <phuber@pulaskicounty.org>
Date: 11/25/2015 9:01 PM
Subject: Your message report from One Call Now for 11/25/2015 8:43 AM



MESSAGE REPORT

A call was sent to your group 225306: Pulaski County, on 11/25/2015 8:43 AM (ET) by Jim Bell.

Call Set-up:
Recording/entry time: 11/25/2015 8:43 AM (ET)
Caller ID: 530-674-8720

 [Play Message](#)

Message Summary:
Message Type: Canned Call : Text-to-Speech Call
Message Name: Canned Call PSA Delinquent - Jca

Call Results:
First delivery attempt: 11/25/2015 10:00 AM (ET)
First attempts completed at: 11/25/2015 11:02 AM (ET)
Last delivery attempt: 11/25/2015 8:34 PM (ET)

Your Message Was Sent to:
Subgroup(s):
--: File List

Delivery Summary:

Recipients	903	
Delivered	649	(65%)
Live:	345	(35%)
Machine:	304	(31%)
Unreached:	344	(35%)
Disconnected:	130	(13%)
Busy or No Answer:	207	(21%)
Bad Numbers:	7	(1%)

[View Message Report Details](#)

One Call Now Saves You Time
Since 11/17/2011, you have sent 50 messages to your group, currently with 0 member.

We have made 41,708 attempts, re-dialing busy and no-answers, to deliver 14,393 message attempts to your group.

At 1 minute per call, One Call Now Notification Service has saved you 695 hours 08 minutes to date!

We appreciate your business. [Let us know what you think.](#)

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C. Changes to James Hardie Sewer System

Mr. Huber reported that he received notification from Shawn Utt Town Manager, of possible changes to the James Hardie sewer system in which effluent from James Hardie would go directly to the 4B pump station rather than routing into Town to the 4A station before going to 4B. The Board appreciated the notification and expressed concerns of the odors, therefore the Board strongly urged implementation of pretreatment at James Hardie in order to address odor and sewer corrosion issues. Mr. Huber will follow up with Mr. Utt regarding these concerns.

Discussion of forming a Collaborative Authority

Mr. Setliff suggested formation of a collaboration board to help coordinate the four utility services serving Pulaski County (Pulaski Water and Sewer, Dublin Water, sewer and refuse, Fairlawn sewer and PSA water, sewer and refuse). Mr. Dean concurred this proposed board would coordinate sewer systems within the county and have a representative from each department.

On a motion of Mr. Setliff, seconded by Mr. Dean and carried, the Board authorized Mr. Huber to move forward with the invitation of participation and development of a collaborative board of the four entities with the understanding this board would not have any overarching authority.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Ms. Burchett
Voting No: None

8. Staff To Do Listing

The Board reviewed the following staff listing of ongoing items:

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

Mr. Setliff noted there was nothing further for the Board to do with this item, therefore consider the matter closed at this time.

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9. Other Matters

- a. PSA link on County Web homepage
- b. Grease Disposal enforcement efforts
- c. Update on James Hardie revenues
- d. Drop site camera status
- e. Time reporting system
- f. Pulaski Drop site update
- g. Hicks Account update
- h. Water supply wellhead Status
- i. Budget relationship with Commercial Refuse collections (inequity of funding water and sewer from refuse)

10. Closed Session – 2.2-3711(A)3

A. Enter into Closed Session

On a motion of Ms. Burchett, seconded by Mr. Setliff and carried, the Public Service Authority board of Directors entered into Closed Session for the discussion of the following:

Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.2-3711 (A)3 discussion of

- Skyview Phase 2 Pump Station Location

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

Voting No: none

B. Return to Regular Session

On a motion of Mr. Dean, seconded by Dr. Streff and carried, the Board returned to regular session.

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

Voting No: None

Certification of Conformance with Virginia Freedom of Information Act.

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On a motion of Dr. Streff, seconded by Ms. Burchett and carried, the PSA Board of Directors adopted 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 Board.

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

Voting No: None

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11. Adjournment

On a motion of Mr. Setliff, second by Mr. Dean and carried, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, January 12, 2016 at 9:00 a.m., in the Board Room of the County Administration Building.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Ms. Burchett
Voting No: None



Doug Warren, Chairman



Nancy Burchett, Secretary/Treasurer