

At a regular meeting of the Public Service Authority Board of Directors held on Monday, February 13, 1995 at 9:00 a.m. in the First Floor Conference Room of the County Administration Building, in the Town of Pulaski, the following members were present: J. Mack Baker; Carlos Morris; Dr. David Merrill; and Archa Vaughan, Jr. Absent was Board Chairman H. W. Huff, Jr. Staff members present included Joseph N. Morgan, County Administrator; Peter Huber, Assistant County Administrator; Ronnie Coake, County Engineer; Larry D. Vest, Sanitation Supervisor; and Nancy M. Burchett, Director, Management Services.

1. Citizen Comments

No citizens comments were heard.

2. Selection of Temporary Chairman

The Board of Directors selected Archa Vaughan, Jr. as temporary chairman for the meeting, due to the absence of Chairman H. W. Huff, Jr.

3. Reports from the County Administrator and Staff:

a. Delinquent Collection Staff Activity

The Board of Directors reviewed balance due reports and a monthly comparative report on accounts receivable, as prepared by Larry Vest, Sanitation Supervisor. Mr. Vest reported the amount of receivables remaining at approximately the same amounts.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved the following adjustments totalling \$14,404.40:

Type	Adjustment	Penalty	Interest	TOTAL
01 Dumpster Container Garbage	434.59-	30.48-	2.60-	467.67-
02 Sewer Only	.00	.00	.00	.00
03 Residential Water	134.79-	16.83	3.08	114.88-
04 Commercial Garbage	164.36-	11.20-	1.00-	176.56-
05 Trailer Park Water	.00	.00	.00	.00
06 Residential Garbage	.00	.00	.00	.00
07 Commercial Water	24.15-	2.25-	.54-	26.94-
08 Water Connection Fees	201.80-	.00	.00	201.80-
10 Residential Water/Garbage	2,030.07-	66.56-	7.35-	2,103.98-
13 Lakewood Residential Garbage	.00	.00	.00	.00
14 Town Residential Garbage	7,932.23-	465.10-	302.12-	8,699.45-
15 Trailer Park Dumpster	.00	.00	.00	.00
16 Trailer Park Commercial	.00	.00	.00	.00
18 Commercial/Dumpster	2,192.92-	78.20-	299.53-	2,570.65-
19 Commercial/Commercial	38.66-	3.49-	.32-	42.47-
20 Commercial/Roll Off	.00	.00	.00	.00
21 Roll Off	.00	.00	.00	.00
GRAND TOTAL	13,153.57-	640.45-	610.38-	14,404.40-

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan.

Voting no: none.

Not present: Mr. Huff.

b. Brush Collection Request Card for March and April Billing

The Board of Directors reviewed a form prepared by staff for customers to complete for special or brush pickups. Staff reported the form is scheduled to be mailed with the next quarterly garbage billing of March and April. The form should more accurately advise customers when the brush or special pickups can be scheduled.

c. Percentage of Refuse Accounts which were Low Volume Users or on Reduced Rates

Per the request of the PSA Board of Directors, staff reported that 1,009 of the 10,350 garbage customers were low volume users. The total number of non-users is 240; thus the percentage of low volume users is 9.75% and the percentage of non-users is 2.3%. The percentage of full service refuse customers is 88%.

d. Radford Water Availability to New River Industrial Park

The Board of Directors reviewed a letter sent to the City of Radford's City Manager, Robert Asbury, requesting revisions to the existing utility agreements for the New River Industrial Park (former AT&T property). Said letter requested the City of Radford consider the following: listing the restriction on resale of utility services purchased from the city to customer other than New River Industries; and negotiating a different rate structure for the industrial park tenants.

Staff reported this matter would be reported again as soon as a response was received from the City of Radford.

e. Wellhead Protection

Staff reported a preliminary report from the EPA contractor developing wellhead protection plans at Lakewood Estates, Riverbend Subdivision, and Bella Vista Subdivision had been received. The final report should be available this spring.

f. Briarwood Subdivision Water Line Extension

The county engineer reported the Briarwood Estates water line extension is located on Morehead Lane beginning near the intersection of Canterbury Lane. Further, the eight inch line will be approximately 1,700 feet long and will serve 15 lots. The property owner is Frank Sale and the line has been designed by Gay Engineering.

g. Policy re: Deadline for Submitting Time Sheets

On the motion of Mr. Morris, seconded by Mr. Baker and carried, the Board of Directors approved the following policy regarding the deadline for submitting employee time sheets:

Deadline for Submitting Time Sheets

The deadline for submitting time sheets from supervisory personnel to the Director of Management Services for all Board of Supervisors and Public Service Authority employees shall be the tenth day of the month following a completed months work. Failure to submit the time sheet by the tenth will interrupt payroll processing. Employees submitting time sheets late should expect a minimum of a five day delay in receiving payment. Repeated violation of the submittal deadline is grounds for disciplinary action.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan.

Voting no: none.

Not present: Mr. Huff.

h. Town of Pulaski Sewage Treatment Capacity

The Board reviewed a letter from the Town of Pulaski requesting one million gallons of sewage capacity, as well as a response from the county administrator. The Board concurred with the county administrator's response regarding this request and agreed to allow staff to negotiate this matter with the Town of Pulaski

i. Fairlawn Area Customers Meeting

Staff reported a community meeting for the Fairlawn area was being planned for March, 1995 at perhaps the Riverlawn School for the purpose of informing customers and to receive suggestions regarding the Hickman Cemetery Road water pressure; fluctuation in PSA water bills due to bi-monthly water meter readings; and other items of concern. Mr. Morris encouraged attendance by staff who were very knowledgeable about the PSA billing system.

j. Draper Hills Water Line Construction

The county engineer reported this water line will serve a subdivision adjacent to the Draper Valley Golf Club and will serve fifteen lots. In addition, staff will be recommending this line be at least an eight inch line in anticipation of further extensions to the west.

k. Sewer Connection Fee for David Kingrea of Dublin

Staff recommended the sewer connection fee for the property owned by H. T. Bowling family adjacent to the Premier Bank branch on Route 100 be waived due to the modest office nature of the business and in recognition that the Bowling family paid for the extension of the sewer line to this location.

On the motion of Mr. Morris, seconded by Mr. Baker and carried, the Board of Directors, per staff recommendation, waived the sewer connection fee for David Kingrea on the above reference property.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan.

Voting no: none.

Not present: Mr. Huff.

l. Towns Final FY 94 Water Settlement

The Board of Directors reviewed the final water settlement figures for FY 94, as prepared by Management Services Director Nancy Burchett. The water settlement resulted in a credit due to the Town of Dublin in the amount of \$6,002.89; and an amount due the PSA from the Town of Pulaski in the amount of \$5,606.96. The county administrator reported the Town of Dublin had questioned the interest charged on the March 25, 1994, billing to the town in that they did not receive the bill. He requested the Board of Directors allow staff to possibly split this amount with the Town of Dublin.

On the motion of Mr. Baker, seconded by Dr. Merrill and carried, the Board of Directors accepted the final water settlement figures as prepared by staff for FY 94 with the towns of Pulaski and Dublin. Further, the PSA Board of Directors approved staff negotiating with the Town of Dublin regarding the interest charged on the March 25, 1994, billing.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan.

Voting no: none.

Not present: Mr. Huff.

m. State Tax on Water

The Board of Directors authorized staff to bill water customers for the state charge of \$2.05 with the February, 1995 water billings.

n. Personnel Changes

The Board of Directors reviewed recent personnel changes within the PSA operations, as reported by Nancy M. Burchett, Management Services Directors.

o. PCSA Report

Mr. Morris and Mr. Coake reported the major topic of discussion at the latest Pulaski County Sewerage Authority meeting was the purchase of a new generator.

p. PFRWTA Report

No report was given.

q. Current Authorized Projects:

- Claytor Lake State Park Water Line Extension
- Claytor Lake State Park Sewer Design
- Legal Opinion on Industrial Bulk Rates for Water
- Schrader Hill Water
- Airport Water Line Extension

r. Matters Under Review

- Industrial Pre-treatment Assistance
- Mallard Point Water & Sewer

4. Approval of Minutes of January 9, 1995

On the motion of Mr. Morris, seconded by Dr. Merrill and carried, the Board approved the minutes as presented for January 9, 1995.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan.

Voting no: none.

Not present: Mr. Huff.

5. Approval of Accounts Payable

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved accounts payable as presented on checks numbered 1072 through 1122, subject to audit.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan.

Voting no: none.

Not present: Mr. Huff.

6. Other Matters

At this time, the PSA Board of Directors were given a demonstration by staff of the features of the new PSA refuse truck.

7. Adjournment

The Board of Directors adjourned until the next regular meeting. The next regularly scheduled meeting of the Pulaski County Public Service Authority will be held on Monday, March 13, 1995, at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W. in the Town of Pulaski.

H. W. Huff, Jr., Chairman

J. Mack Baker, Secretary