

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES JANUARY 8, 2001

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, January 8, 2001, at 9:00 a.m. in the Board Room of the County Administration Building, in the Town of Pulaski, Virginia, the following members were present: H. W. Huff, Jr., Chairman; J. Mack Baker; Carl Mathes; and Archa Vaughan, Jr. Absent: Winston Snead. Staff members present included County Administrator, Peter M. Huber; County Engineer, Ronnie Coake; and Nancy M. Burchett, Management Services Director.

Comment:

1. Citizen Comments

No citizen comments were heard.

2. Reports from the County Administrator & Staff:

a. Audit Report

Ms. Deanna Cox, Certified Public Accountant with Robinson, Farmer, Cox Associates, presented the FY 00 audit report to the Board of Directors. Ms. Cox noted some problems in prior years with the PSA billing registers; however, with the new billing system these problems had been resolved. It was also noted the refuse cost centers reflected a deficit last year.

Chairman Huff requested staff to provide him with a copy of last year's budget and audit report.

Ms. Cox noted she would provide the Board in next year's audit report comparative budget information to include the prior fiscal year.

It was moved by Mr. Baker, seconded by Mr. Vaughan and carried, to accept the FY 00 Public Service Authority audit report as presented.

Voting yes: Mr. Baker, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

Absent: Mr. Snead.

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b. Collection Staff Activity:

1. Adjustments

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved adjustments in a credit amount of \$64,723.52.

Voting yes: Mr. Baker, Mr. Mathes, Mr. Vaughan and Mr. Huff.
Voting no: none.
Absent: Mr. Snead.

2. Inmate Availability Report

The Board reviewed the inmate availability report which reported that three (3) inmates had been provided regularly over the past month by the Regional Jail.

3. Balance Due Report

The Board reviewed a balance due report as submitted by staff.

4. Lien Report

The Board of Directors reviewed the lien report as prepared by staff. Said report reflected total liens in the amount of \$346,883.58.

5. Work Order Count

The Board reviewed the work order count report submitted by staff noting the following special pickup/large items collections as of January 3, 2001: Large Items – 8; Brush –1; Tires – 0; and Refrigerators – 0.

6. Refuse Committee Reports

No refuse committee reports were provided at this meeting due to no meeting of this committee.

7. PSA Billing Staff Meeting Minutes

The Board reviewed billing staff meeting minutes of December 5, 2000 as presented by staff.

c. Dunkard's Bottom Water Project

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved executing an engineering agreement with Anderson & Associates in the amount of \$93,800, less \$42,000 for inspection services, for the Dunkard's Bottom water project. Said inspection services to be done by PSA staff.

Voting yes: Mr. Baker, Mr. Mathes, Mr. Vaughan and Mr. Huff.
Voting no: none.
Absent: Mr. Snead.

It was further noted that this project is to be funded by loan/grants through Rural Development.

d. Randolph Park Water & Sewer Service

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved a donation of the water and sewer connection fees to the Randolph Park Project.

Voting yes: Mr. Baker, Mr. Mathes, Mr. Vaughan and Mr. Huff.
Voting no: none.
Absent: Mr. Snead.

e. Request for Reimbursement for Destroyed Cans

The Board reviewed a request from Mr. Dan Lawson of Stuart Street in Dublin requesting reimbursement of trash containers. The Board took no action on this request.

f. Irrigation Metering

The Board reviewed a request from Total Lawn Care regarding a possible sprinkler irrigation system in Pulaski County, and the need for a separate meter of the water used for sprinkling purposes.

Staff was requested to develop a recommendation regarding this request with separate metering being required and place on a future agenda once a recommendation had been completed.

g. Personnel Changes

The Board reviewed recent personnel changes as reported by Management Services Director, Nancy M. Burchett.

County Administrator, Peter Huber, advised that Larry Vest had been offered a position with the General Properties department of the county. In addition, Mr. Huber reported of his intent to possibly utilize Mr. Vest's services on matching PSA accounts with E911 addresses in the future on a part-time basis.

h. Employee Buy Back of VRS Time

Staff advised an inquiry had recently been made by an employee regarding possibly buying back Virginia Retirement System years of service. Staff then reviewed with the Board of Directors a listing of PSA employees that for a variety of reasons were not enrolled in the Virginia Retirement System benefit upon initial employment with the PSA. Further, staff reported once it had been determined who may be interested in this option, a cost to the employer could be estimated.

The Board authorized staff to proceed to determine the interest of those employees affected by a possible VRS buyback, determine the estimated cost or impact on future employer VRS rates, and report back to the Board of Directors at a future meeting.

i. Staffing Changes Update

Peter Huber, County Administrator, reported the resignation of Larry Vest, Sanitation Supervisor. Mr. Huber reported this position had been posted in-house for applicants and a current evaluation of options including possible combination of Mr. Vest's old position and the current Assistant Sanitation Supervisor position held by Kenny Stoots. Further, staff requested the Board to ratify the enforcement of sick leave and early release policies which had been implemented for the refuse department.

The Board of Directors ratified action by staff in implementing requirements for a doctors excuse when absent from work in accordance with the sick leave policies, and no early release until all refuse trucks have reported in for the day and all work has been completed by the refuse department employees.

j. PFRWTA Report

County Administrator, Mr. Huber, discussed with the Board of Directors the Pepper's Ferry Regional Wastewater Treatment Authority's possible change to a use based service rather than an allocated based service in the future. Further, Mr. Huber advised of the need for Pulaski County to negotiate with the City of Radford for additional pump station capacity in the near future.

Chairman Huff noted that some type of reimbursement to the county for the additional plant capacity bought a number of years ago and financed totally by Pulaski County needed to be sought by Pulaski County from other members of Peppers Ferry Authority.

k. PCSA Report

No report was given at this meeting.

l. Informational Items:

The following informational items were reviewed by the Board:

1. Revision of Billing Program

Staff reported the PSA billing programs had improved significantly over the past several months and testing of a direct debit program was planned in January 2001.

2. PFRWTA Executive Director's Staff Report

The Board acknowledged receipt of this report.

m. Current Authorized Projects

The following projects were reported as under review:

1. Cloyd's Mountain Sewer Extension By VDOT
2. New River Industrial Park Water and Sewer Extension
3. Water & Sewer Extension Preliminary Engineering Reports
4. Landings Limited Partnership Water Extension
5. Collier Acres Sewer Extension Study with Commerce Park Development
6. Case Knife Road Water Extension Study
7. Gateway Mobile Home Park Water & Sewer Extension Engineering

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3. Approval of Minutes of December 11, 2000

It was moved by Mr. Vaughan, seconded by Mr. Baker and carried, that the minutes of December 11, 2000 be approved as presented.

Voting yes: Mr. Baker, Mr. Mathes, Mr. Vaughan and Mr. Huff.
Voting no: none.
Absent: Mr. Snead.

4. Accounts Payable

It was moved by Mr. Baker, seconded by Mr. Mathes and carried, that the accounts payable on checks numbered 6862 through 6970 be approved, subject to audit.

Voting yes: Mr. Baker, Mr. Mathes, Mr. Vaughan and Mr. Huff.
Voting no: none.
Absent: Mr. Snead.

5. Other Matters:

No other matters were discussed at this meeting.

6. Adjournment

There being no further business to discuss the Board adjourned until the next regular meeting of the Pulaski County Public Service Authority Board of Directors to be held on Monday, February 12, 2001 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W. in the Town of Pulaski, Virginia.

H. W. Huff, Jr., Chairman

J. Mack Baker, Secretary