

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, February 12, 2001, at 9:00 a.m. in the Conference Room of the County Administration Building, in the Town of Pulaski, the following members were present: Archa Vaughan, Jr.; J. Mack Baker; Winston Snead; and Carl Mathes. Absent: H. W. Huff, Chairman. Staff members presented included County Administrator, Peter Huber; County Engineer, Ronnie Coake; and Assistant County Administrator, Nancy M. Burchett.

In the absence of the Chairman, Archa Vaughan, Jr., conducted this meeting.

1. Citizen Comments

No citizen comments were heard.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity:

1. Adjustments

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors approved adjustments in a credit amount of \$7,503.36.

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

Voting no: none.

Absent: Mr. Huff.

2. Inmate Availability Reports

The Board reviewed the inmate availability report which reported that one (1) inmate had been provided regularly over the past month by the Regional Jail for the refuse department.

3. Balance Due Report

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

4. Lien Report

The Board reviewed the lien report as prepared by staff. Said report reflected total liens in the amount of \$346,110.60.

5. Work Order Count

Staff reported that all special pickup/large item requests had been completed with no new requests as of February 8, 2001. Staff further noted that the refuse collection routes had been lengthened with the spare trucks being used exclusively for the special pickup requests. In addition, staff is currently reviewing the possibility of a 4 day, 10 hour per day workweek for the refuse department in the future. However, a final recommendation on this will not be presented to the Board of Directors for action for several months.

6. Refuse Committee Reports

No refuse committee reports were provided at this meeting.

7. PSA Billing Staff Meeting Minutes

No PSA billing staff meeting minutes were provided at this meeting; however, staff reported the PSA billing staff had met for lunch recently as recognition for work on the new PSA billing system. County Administrator, Peter Huber, reported the bill for this luncheon would be included in the PSA accounts payable unless the Board of Directors voiced objections. No objections were heard regarding this.

b. Polyester Park Water & Sewer

The Board of Directors reviewed a letter from Mr. James Whited, owner of the Polyester Mobile Home Park requesting he be allowed to proceed with the water and sewer extensions at his own expense. The Board of Directors voiced no objections to this approach, subject to the water and sewer lines being installed to PSA specifications and the contractor for this project being approved by PSA staff, as well as the plans and specifications meeting approval of the State Health Department. Staff was requested to notify Mr. Whited of these stipulations.

c. PSA Collections at Dublin Town Center

The Board reviewed a recent memo from Dublin Town Manager, William Parker, requesting a fee increase for the collection of PSA fees at the Dublin Town Center. Staff provided the Board of Directors with a three month report on the number of collections by the Dublin Town Center and Fairlawn Bookkeeping Service in Fairlawn. Peter Huber, County Administrator, noted that based on the number of collections and current fees charged, Fairlawn Bookkeeping was being paid approximately \$1.00 per account paid. Therefore, he would recommend that Dublin be offered this same amount.

On the motion of Mr. Morris, seconded by Mr. Snead and carried, the Board of Directors approved staff offering to pay the Town of Dublin \$1.00 per payment collected at the Dublin Town Center.

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

Voting no: none.

Absent: Mr. Huff.

d. Orchard Hills – Advertisement of Rate Increase

The Board reviewed proposed sewer rates for the Orchard Hills extension serving 10 homes as prepared by staff. The proposed sewer rates would establish a monthly minimum sewer bill of \$27.56 for the first 2,000 gallons and an additional \$3.00 per additional 1,000 gallons thereafter, with a non-user fee of \$23.56 per month and a standard sewer connection fee of \$500.

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors authorized staff to send a letter to the 10 homeowners of Orchard Hills advising of the above proposed sewer rates. Further, the Board authorized staff to publish the following sewer rates for the Orchard Hills area for a public hearing at the May 14, 2001 meeting of the Board of Directors:

NOTICE

The proposed changes in rates, fees and charges to be approved by the Pulaski County Public Service Authority at its meeting following a public hearing on May 14, 2001 for sewer, connection fees, and monthly non-user sewer fees, etc. are as follows:

ORCHARD HILLS: Residential Sewer Rate: \$27.56 minimum first 2,000 gallons; \$3.00 per thousand gallons thereafter.
Residential Sewer Connection Fees: \$500.00
Residential Non-User Monthly Sewer Fee: \$23.56

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

- e. Claytor Lake Water & Sewer Lines, Orchard Hills Sewer Line Extension, Bagging Plant Road Sewer Line Extension Non-User Letters

The Board of Directors reviewed proposed letters to be sent to non-user customers of the above listed areas advising that hookup to the PSA system is required and non-user fees would be billed beginning June 1, 2001 if connection to the system is not made by this date.

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors approved staff sending the above noted letters to appropriate individuals.

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

f. Irrigation Metering

The Board reviewed the county engineer's recommendation for separate metering for irrigation water connections with the meter being equipped with a RPZ backflow prevention device and meter being placed at the property line adjacent to the existing PSA line at a cost of \$350. Further, the normal \$13.50 monthly minimum fee would apply to the second meter with a cut-on, cut-off fee proposed at \$25.00 each.

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors approved staff advertising for public hearing the following change in fees, rates, etc. for public hearing at the May 14, 2001 meeting of the PSA Board of Directors:

NOTICE

IRRIGATION METERING: Connection Fee: \$350.00
Minimum Monthly Fee: \$13.50
first 2,000 gallons and \$2.50 per
gallon thereafter;

All customers including
irrigation Cut-on/Cut-off Fee: \$25.00 each
(Separate Meter Required with RPZ Backflow Prevention Device)

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

g. Personnel Changes

The Board reviewed recent changes in personnel as reported by Nancy M. Burchett.

h. Staffing Changes Update

County Administrator, Peter Huber, reported of the recent promotion of Nancy M. Burchett to Assistant County Administrator.

i. PFRWTA Report

Staff reported of continued review and analysis of possibly combining the excess sewer capacity by all participating jurisdictions.

j. PCSA Report

No report was given regarding the Pulaski County Sewerage Authority at this meeting.

k. Informational Items:

1. PFRWTA Executive Director's Staff Report December 2000

The Board reviewed the December 2000 report from the Pepper's Ferry Regional Wastewater Treatment Authority Plant Executive Director.

2. Water & Sewer Rate Plans

The Board reviewed spreadsheets reflecting proposed water and sewer rate plans for a number of areas within the county. Further, staff noted the financing for these projects would be submitted by the county and not the PSA due to current restrictions of GE Capital on future PSA debt.

3. Review of Multiple Rate Plans

The Board reviewed a report from staff regarding other jurisdictions having a multiple utility rate system. In addition, a spreadsheet was reviewed reflecting jurisdictions surveyed on this matter. Staff reported this information was being provided to the Board of Supervisors at their regular meeting in February 2001.

4. NRRA Monthly Report

The Board reviewed the following monthly reports from the New River Resource Authority: accounts payable listings for October and December 2000; waste stream reports for December 2000; users analysis reports for FY 01; load summary reports for FY 01; monthly baler productivity reports; and monthly accounting reports for the months of October and November, 2000.

I. Current Authorized Projects & Items Under Review:

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 Extensions Preliminary Engineering Reports
4. Landings Limited Partnership Water Extension
5. Collier Acres Sewer Extension with Commerce Park Development
6. Case Knife Road Water Extension Study
7. Gateway Mobile Home Park Water & Sewer Extension Engineering

3. Approval of January 8, 2001 Minutes

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors approved the minutes of January 8, 2001 as presented.

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

Voting no: none.

Absent: Mr. Huff.

4. Accounts Payable

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors approved the accounts payable listing for checks numbered 6971-7037, subject to audit.

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

Voting no: none.

Absent: Mr. Huff.

5. Other Matters

a. Town of Pulaski and PSA Agreement for Billing of Refuse Service

Staff reported the agreement between the Town of Pulaski and the PSA for billing and collecting services for the refuse service for Town of Pulaski residential customers may need to change as far as the payment for the billing and collecting services depending on whether the County Treasurer's Office assumes the billing and collecting of town taxes in the future. Staff also provided the Board of Directors with a draft copy of the proposed agreement allowing for the County Treasurer's Office to bill and collect town taxes.

b. Randolph Park Sewer Fee

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors approved the donation of a sewer connection fee amount (\$1,000.00) to Randolph Park in exchange for a right of way needed from Mr. Walter Dobyns, owner of Allison Greenhouse.

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

Voting no: none.

Absent: Mr. Huff.

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, March 12, 2001 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski, Virginia.

Archa Vaughan, Jr. Acting Chairman

J. Mack Baker, Secretary