

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES APRIL 9, 2001

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

1. Citizen Comments

No citizen comments were heard.

2. Reports from the County Administrator and Staff

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Vaughan, seconded by Mr. Baker, and carried, the Board of Directors approved adjustments in a credit amount of \$7,711.18.

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

Voting no: None

2. Inmate Availability Report

The Board reviewed the inmate availability report, which reported that two inmates 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 \$348,845.15.

5. Work Order Count

Staff reported that there were 14 brush pick-ups, 6 large items, 0 tires and 0 refrigerator requiring pick-up as of April 2, 2001.

6. Refuse Committee Reports

No refuse committee reports were provided at this meeting.

7. PSA Billing Staff Meeting Minutes

No PSA billing staff minutes were provided at this meeting.

b. Eagleview Mobile Home Park Utilities

Staff reviewed with the Board the estimated water service fees required to finance the utilities at the Eagleview Mobile Home Park. Staff noted a critical cost item to improving the system is the cost of providing fire hydrants within the park. Staff reported the estimated cost of the residential service to the mobile home park to be \$28 per month including the cost of the installation of the fire hydrants.

County Engineer, Ronnie Coake, advised the fire hydrants were needed for the entire water system. He reported that fire flow into the mobile home park was not a problem; however, once a hydrant in the vicinity of the park is opened, a vacuum will be created, which will affect a nearby subdivision (Deerwood). Therefore, installation of a parallel line will improve the entire water system in the Fairlawn area.

Assistant County Administrator, Peter Huber, suggested the PSA consider paying for the flow improvements since the entire water system will benefit from the hydrants.

The Board of Directors requested staff to confirm that a preliminary engineering report had been completed on this project and place this matter on the May agenda for an update, if appropriate.

Mr. Huber also noted that sewer service would be needed for the Eagleview Mobile Home Park. Further, he reported the park may be served by the Pulaski County Sewerage Authority for sewer services.

c. Sewer Rates for Dublin Area Subdivisions

The Board reviewed estimated sewer rates for the Dublin area subdivisions.

The Board of Directors requested staff to confirm that grant funding for sewer service would be available before surveying the residents of their interest in public sewer service.

d. Survey of Case Knife Road Residents

The Board reviewed calculations of proposed water rates for a portion of homes located beyond the water tank on Case Knife Road. Staff reported of plans to survey the area residents to confirm their interest in public water and further advised of a community meeting scheduled for April 11, 2001 at 7 p.m. at the Peak Creek Mission Church to discuss this matter.

The Board also reviewed a grant agreement from the Southeast Rural Community Assistance Project, Inc. providing up to \$20,020 toward the cost of residential connections to the proposed water line.

e. Town of Pulaski & Town of Dublin Water Purchase Settlement FY 00

The Board reviewed the water settlement calculations for FY 00 as prepared by staff. Said calculations resulted in a credit to the Town of Dublin in the amount of \$47,593.74 and a credit to the Town of Pulaski in the amount of \$985.16.

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors accepted the FY 00 water settlement calculations as presented by staff.

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

Voting no: none.

f. Tentative Approval of FY 02 Pulaski & Dublin Water Rates

The Board reviewed the tentative budget figures for FY 02 pertaining to the water rates for the Towns of Pulaski and Dublin. Said calculations resulted in a water rate of \$1.60 for the Town of Dublin and \$1.56 for the Town of Pulaski for fiscal year 2002.

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On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors tentatively approved the FY 02 water rates for the Towns of Pulaski and Dublin as presented by staff.

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

Voting no: none.

g. Radford Pump Station Sale of Excess Capacity

Staff presented to the Board of Directors calculations concluding that Montgomery County should appropriately pay \$49,805.63 for the sale of excess capacity in the Radford Pump Station. The Board also reviewed a letter from the Pepper's Ferry Regional Wastewater Treatment Authority to Montgomery County regarding capacity issues.

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors approved the sale of all capacity in the Radford Pump Station to Montgomery County in the amount of \$49,805.63, subject to concurrence by the Pulaski County Board of Supervisors.

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

Voting no: none.

h. Boom Truck Use

The Board reviewed a recommendation from staff to impose a fee of \$60.00 for use of the PSA boom truck in providing special refuse services to PSA commercial refuse customers.

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors authorized staff to advertise for public hearing a proposed \$60.00 fee for use of the PSA boom truck by commercial refuse customers. Said public hearing to be held as soon as possible in accordance with the Code of Virginia regulations.

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

Voting no: none.

i. Personnel Changes

The Board reviewed recent personnel changes as reported by staff.

j. Pay for Performance & New Pay Ranges

County Administrator, Peter Huber, reported of plans to implement an employee bonus program linked to operational efficiencies and customer satisfaction in the future. The Board of Directors expressed no objections to such a plan, but requested staff to provide the Board with a copy of the plan prior to implementation.

Mr. Huber also requested the Board of Directors to approve a new pay range for several PSA employees. He reported an evaluation of all county and PSA employee compensation had recently been completed to ensure compensation is in line with similar jobs in other jurisdictions and private employers. As a result of this review, several PSA employees have been recommended for a new pay range and additional compensation as follows:

<u>Position:</u>	<u>Present Range</u>	<u>New Range Proposed</u>	<u>Pay Increase Proposed</u>
Utility Maint. Supervisor	\$32,427-\$40,262	\$33,600-\$42,000	\$1,738
Sanitation Supervisor	\$29,856-\$37,321	\$32,000-\$40,000	\$ 746
Sewer Maint. Supervisor	\$22,971-\$28,715	\$27,490-\$34,306	-0-
Utility Maint. Crew Leader	\$22,971-\$28,715	\$27,490-\$34,306	-0-
Bookkeeper	\$24,250-\$30,044	\$25,600-\$32,000	\$1,956
Water Service Technician	\$18,635-\$23,023	\$19,339-\$24,174	\$1,151
Assist. Operations Clerk	\$14,245-\$17,537	\$18,602-\$23,252	\$2,591
Technical Assist. Clerk	\$14,245-\$17,537	\$18,602-\$23,252	\$3,645

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved the above recommended new pay ranges and pay increases for positions as noted above effective May 1, 2001.

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

Voting no: none.

k. Water Tank Painting Bids

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved staff recommendation to award the contract to low bidder, Welding, Inc., for the interior painting of the Bella Vista water tank for \$44,000; exterior painting of tank for \$54,000; inspection of the Thornspring Tank for \$1,200; and inspection of the Parrott Tank for \$1,200, with the understanding these costs to be spread over fiscal year 2001 and fiscal year 2002.

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

Voting no: none.

l. Discontinuance of Stamped Return Envelope for Water Customers

The Board of Directors approved staff recommendation to discontinue the use of a stamped return envelope for residential water customers due to the cost. Further, discontinuance shall be effective with the depletion of current supply of envelopes.

m. Informational Items

1. PFRWTA Report

The Board reviewed a draft summary of the local financial impact on releasing the current capacity-based ownership in the Pepper's Ferry Regional Wastewater Treatment Plant.

2. PCSA Report

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

3. PSA Accounts

The Board reviewed a report from Larry Vest describing the results of his review of the PSA garbage accounts. Said report indicated a total of 105 residents needing to be billed for residential garbage with a Draper zip code.

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4. NRSWMA User Rebate

The PSA Board acknowledged receipt of a user rebate in the amount of \$4,971.02 for the month of February 2001.

5. NRRA Minutes

The Board acknowledged receipt of minutes for the New River Resource Authority dated January 24, 2001.

6. Water & Sewer Projects

The Board reviewed a status report listing of water and sewer projects currently under review by staff to include the following:

1. Lee Highway Mobile Home Park
2. Tiny Town Mobile Home Park
3. Mabry Court Mobile Home Park
4. Gateway Mobile Home Park
5. Hidden Valley CC
6. Dunkard's Bottom community
7. Highland Park
8. Rolling Hills
9. Sunny Acres
10. Orchard Hills/Vista
11. Eagleview Mobile Home Park
12. Polyester Mobile Home Park
13. Case Knife Road Water Project
14. New River Center Water & Sewer Project

7. Timberlane Subdivision

Staff advised of citizens' concerns regarding the high incidence of cancer in the above noted subdivision. In response to the concerns, staff advised that assistance from the Health Department to investigate the matter had been requested.

8. Current Authorized Projects and Items Under Review

The following projects were reported to be under review:

- a. Cloyd's Mountain Sewer Extension by VDOT
- b. New River Industrial Park Water and Sewer Extension
- c. Water and Sewer Extensions Preliminary Engineering Reports
- d. Landings Limited Partnership Water Extension
- e. Collier Acres Sewer Extension with Commerce Park Development
- f. Gateway Mobile Home Park Water and Sewer Extension Engineering

3. Closed Meeting 2.1-344.A.1.3.5.7

No closed meeting was held at this time.

4. Approval of March 12, 2001 Minutes

On the motion of Mr. Vaughan, seconded by Mathes and carried, the PSA Board of Directors approved the minutes of the March 12, 2001 meeting as presented.

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

Voting no: None.

5. Accounts Payable

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the PSA Board of Directors approved the accounts payable listing for checks numbered 7110 through 7219, subject to audit.

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

Voting no: None.

6. Other Matters

No other matters were discussed at this meeting.

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7. Adjournment

There being no further business to discuss, the meeting was adjourned until the next regular meeting of the Pulaski County Public Service Authority Board of Directors to be held on Monday, May 14, 2001 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia.

H.W. Huff, Chairman

J. Mack Baker, Secretary