

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES MAY 14, 2001

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, May 14, 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 Engineer, Ron Coake; and Assistant County Administrator, Nancy M. Burchett.

1. Public Hearing – Revision of Schedule of Rates, Fees and Charges for Water, Sewer and Connection Fees

The Board reviewed with staff the proposed revision of rates as advertised for public hearing.

Chairman Huff opened the public hearing for citizen comments.

Ms. Clara Poff of Stafford Drive in Dublin inquired as to how quickly sewer service would be made available and the specific areas the sewer service will be made available to. She advised she had never received any information regarding the availability of sewer service in this area. Ms. Poff also inquired about possibly connecting the sewer system at Bagging Plant Road.

County Engineer, Ronnie Coake, advised staff had held community meetings pertaining to sewer service in this area. Further, he reported the majority of residents in this particular area had been opposed to the sewer service. Therefore, the sewer extension already installed will only serve approximately 8 to 10 connections. Mr. Coake further advised a connection at Bagging Plant Road was possible; however, easements would have to be obtained and a road crossing would be necessary which would cost about \$3,000 to \$4,000 with the cost of the sewer line being \$40 to \$50 per foot. Mr. Coake suggested Ms. Poff confer with her neighbors to determine support for a possible sewer line extension in the future.

No further comments were heard; therefore the Chairman closed the public hearing on this matter.

Staff clarified the irrigation metering rates advertisement had omitted the work "thousand" and should be read as follows: Minimum Monthly Fee: \$13.50 first 2,00 gallons and \$2.50 per thousand gallon thereafter.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES MAY 14, 2001

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors adopted the following rates as advertised with the above noted change effective immediately with staff to confirm that the Cut-on/Cut-off Fee for service fee shall be \$25.00 for each cut-on or cut-off request.

**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

**IRRIGATION METERING:** Connection Fee: \$350.00  
Minimum Monthly Fee: \$13.50 first 2,000 gallons and \$2.50 per thousand gallon thereafter;  
Cut-on/Cut-off Fee: \$25.00 each  
(Separate Meter Required with RPZ Backflow Prevention Device)

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

2. Reports from the County Administrator and Staff

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Baker, seconded by Mr. Mathes, and carried, the Board of Directors approved adjustments in a credit amount of \$7,672.26.

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

Voting no: None

2. Inmate Availability Report

Staff reported the inmate count for the month of April had been one to two inmates per day.

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 \$354,660.80.

5. Work Order Count

Staff reported that there were 25 brush pick-ups, 17 large items, 2 tires and 2 refrigerators requiring pick-up as of May 10, 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. Presentation of Proposed FY 02 Budget

Assistant County Administrator, Nancy M. Burchett, reviewed with the Board of Directors tentative figures for the FY 02 budget. A spreadsheet reflecting expenditures and revenues by categories was presented. It was noted the tentative figures for the proposed budget reflected a deficit of \$37,236. Ms. Burchett reported staff would be reviewing all revenue sources and cost centers prior to the next PSA Board of Directors in order to present a balanced budget for possible approval at the June meeting.

Chairman Huff noted the interest revenue proposed might be high. Further, he requested staff to confirm the revenues projected for water services due to the recent Volvo Plant reduction in trucks produced and staff.

c. Request to Allow Two Meter Readings in Summer

Staff advised of the need to have the water meters read two months back to back (in July and August) to eliminate the meter readings during the month of December, noting December is a difficult month to read the meters due to poor weather conditions and holidays.

The Board expressed no objections to the water meters being read two months back to back in July and August of this year.

d. Survey of Case Knife Road Residents

County Engineer, Ronnie Coake, reported a community meeting had been held with the residents of Case Knife Road regarding the possible water extension to approximately 13 residents. He further advised that only one property owner had expressed opposition to the water extension. In addition, a request at the meeting from one property owner had been to extend the line approximately 800 feet to a second residential connection and an additional 400 feet to serve a church. Mr. Coake reported the cost for this additional length to be \$19,000 for the first connection and an additional \$9,000 to the church.

The Board requested Mr. Coake to advise the individual of the cost to extend the line.

Mr. Coake further reported that two additional property owners near the start of this line had indicated they would connect to the line. Therefore, estimates on the monthly costs to the residents had been revised to include the 2 additional connections.

It was then moved by Mr. Baker, seconded by Mr. Mathes and carried, to approve the first phase of this project with the standard \$350.00 connection fee and the following average monthly cost estimates based on 5,000 gallons:

1. Original extension with 13 connection - \$41.57
2. Original extension with 15 connections - \$38.20
3. 800 feet extension with 16 connections - \$43.90; and
4. 1,200 feet extension with 17 connection \$45.29.

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

Voting no: none.

e. Radford Pump Station Sale of Excess Capacity

Staff advised the Board of Supervisors had approved the sale of 100,000 gallons per day capacity in the Radford Pump Station to Montgomery County at a cost of \$49,805.63.

f. Purchase of Fairlawn Transfer Station

The Board reviewed correspondence received from the City of Radford approving the county's request to acquire the City of Radford's remaining interest in leasehold improvements at the former transfer station located near the entrance to the Pepper's Ferry Wastewater Treatment facility.

g. Town of Dublin – Discontinuance of Billing Collection Procedures

The Board reviewed correspondence from the Town of Dublin advising of its decision to no longer accept PSA utility payments at the Dublin Town Center Treasurer's Office after June 30, 2001. Staff reported other options are being evaluated to either provide a drop box for PSA bills at the Dublin Town Center or possibly consolidating existing PSA billing staff to vacant county offices in the Dublin Town Center.

h. Request for Replacement of Garbage Cans

The Board reviewed a request from Ms. Valerie Adams requesting the PSA to replace four trash cans. Staff reported refuse crews had been asked about this and had advised Refuse Collection Supervisor, Kenny Stoots, that no cans were thrown away. In addition, refuse crews are instructed to not take containers unless the owners write "trash" on the side of the can. Therefore, staff recommended not replacing these trash cans.

The Board accepted staff recommendation to not replace the above trash cans as requested by Ms. Adams.

i. Elmer Earl Sutphin Claim

The Board reviewed a letter from Ms. Pearl D. Sutphin requesting that the PSA Board of Directors waive penalty and interest charges due to extenuating circumstances.

The Board agreed to take no action on this request due to possibly setting a precedent and due to the penalty and interest charges assessed on this account to be in accordance with PSA policies.

j. Standby Generator Bids

On the motion of Mr. Mathes, seconded by Mr. Vaughan and carried, the Board of Directors approved awarding the bid to the lowest bidder, Coake and Sons Electric, Inc. for two standby generators for the Claytor Lake Pump Station No. 1 and No. 2 in the amounts of \$25,575 and \$21,868.62. Further, the Board authorized staff to issue a purchase order for these generators with the first generator to be paid from the FY 01 fiscal year budget and the second generator to be paid from the FY 02 fiscal year budget.

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

Voting no: none.

k. Non-User Letters

County Engineer, Ronnie Coake, advised as a result of sending notification letters out to non-users of the sewer system, Mr. Cody Walker of Rolling Hills Subdivision, had responded that he should not be required to connect because of a vacant lot between his residence and the sewer line. Further, Mr. Walker owns the vacant lot which his line must cross. However, if Mr. Walker did not own the lot he would not be required to connect. Therefore, staff recommendation is to not require Mr. Walker to connect to the system.

The Board accepted staff recommendation to not require the above noted property owner to connect to the sewer system.

l. Ratification – Draper Aden Associates Engineering Proposal – Competitiveness Center Expansion Sewer System Analysis

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved the ratification of engineering services with Draper Aden Associates for the Competitiveness Center Expansion sewer system analysis in the amount of a budget estimate of \$15,000 with the understanding these services are to be paid by Pulaski County.

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

Voting no: none.

m. Contracting with New River Disposal LLC

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors approved a service agreement contract with New River Disposal LLC for the drop sites recycling and refuse removal service, subject to there being no penalty or fee for cancellation of contract in the future. A copy of the contract shall be filed with the records of this meeting.

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

Voting no: none.

n. Dunkard Bottom Water System

Staff reported that several residents of the Dunkard Bottom have voiced opposition to the installation of the proposed water line. Further, staff is mapping the location of those opposed to determine if the size of the system could be adjusted to accommodate the desire of the residents.

o. Informational Items

1. PFRWTA Report

The Board reviewed a copy of the Pepper's Ferry Regional Wastewater Treatment Plant Authority's Executive Director's staff report for the month of March 2001.

2. PCSA Report

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

3. Current Authorized Projects & 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. Approval of April 9, 2001 Minutes

On the motion of Mr. Vaughan, seconded by Baker and carried, the PSA Board of Directors approved the minutes of the April 9, 2001 meeting as presented with corrections noted by Mr. Vaughan.

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

5. Accounts Payable

Staff was requested to confirm accounts payable to Southern States Wytheville in the amount of \$3,274.67 and Friends Lock & Key in the amount of \$503.00.

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the PSA Board of Directors approved the accounts payable listing for checks numbered 7220 through 7337, subject to audit and above noted confirmation by staff of two accounts payable.

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.

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, June 11, 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