

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
August 19, 2002

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, August 19, 2002, at 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 M. Huber; Assistant County Administrator, Nancy M. Burchett; Doug Mayberry, Fleet Maintenance & Operations Supervisor, and Ronnie Coake, County Engineer.

1. Reports from the County Administrator & 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 the credit amount of \$5,912.00 per staff recommendation.

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

Voting no: None.

2. Inmate Availability Report

Staff reported the inmate count for the month of July had been three inmates per day.

3. Balance Due Report

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

4. Lien Report

The Board reviewed and accepted the lien report as prepared by staff. Said report reflected total liens in the amount of \$339,016.25.

5. Work Order Count

Staff reported that there were 17 brush pick-ups, 18 large items, 0 tire and 1 refrigerator requiring pick-up as of August 15, 2002.

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b. Semi-Automated Collection System & Cost Analysis:

The Board of Directors reviewed a report prepared by Doug Mayberry, Fleet Maintenance & Operations Supervisor, regarding the potential for increasing automation through the use of a semi-automated, large-can, flipper system. Doug Mayberry then reviewed the report with the Board and noted the advantages and disadvantages of such a system.

Peter Huber, Executive Director, advised staff did recommend that the PSA move forward with a trial program primarily in developed residential areas and as a substitute for the commercial barrel service with staff soliciting proposals from other companies on similar systems in order to comply with county purchasing regulations.

The Board requested staff to request if the vendor could give a demonstration on the above noted equipment such as may be done or used at a vendor trade show.

c. Compactor Type Rolloff Container at Pulaski Community Hospital:

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors approved the installation and purchase of a compactor-type refuse container at Pulaski Community Hospital at a maximum cost of \$12,000.

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

Voting no: none.

d. Relocation of PSA Billing Staff to Dublin Town Center:

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors approved the relocation of the PSA billing staff to the Dublin Town Center with the understanding that anticipated expenses, including the purchase of new furniture and equipment, would be shared on a 50/50 basis between the county and PSA.

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

Voting no: none.

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e. Hidden Valley – Acceptance of Line Built to Standards:

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved staff recommendation for the acceptance of an existing sewer collection system (Hidden Valley) at the pump station near Claytor Lake State Park. Further, the Board approved a single commercial sewer connection fee of \$1,500 for the Hidden Valley Association with the monthly minimum bill to be the same as current sewer customers are charged, with additional households being charged 75% of the minimum with adjustments for vacant dwellings as documented through winterization of the line. In addition, the Board's approval of this arrangement is based on no cost to the PSA, the design and installation of the line being reviewed and approved by the County Engineer, the necessary easements being granted to the PSA for the maintenance of the line and the PSA being granted access to the water meter serving the property.

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

Voting no: none.

f. Dumpster Bids:

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried the Board of Directors approved awarding the bid for the purchase of 30 dumpsters to low bidder, Wastequip Teem, Inc., at a cost of \$16,584 or \$552.80 per container.

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

Voting no: none.

g. Mobile Home Park Connection Fees:

Staff reported on meetings held with the mobile home park owners regarding connection fees. In addition, the Board was advised that an announcement regarding federal funding for water and sewer service to several mobile home parks would be held on August 21, 2002 at 9 a.m. at the County Administration Building.

h. Personnel Issues:

Staff reported of plans to hire a personnel consultant to advise on longstanding personnel issues with the Refuse Collection Department.

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i. Informational Items:

1. Va. Water Supply Revolving Fund Meeting Summary:

The Board reviewed a summary letter from the Department of Health on a potential loan for water service to Polyester Mobile Home Park as an alternative to Rural Utility Services funding.

2. Wastewater Revolving Loan Fund Application:

Staff reported that an application had been submitted to the Department of Environmental Quality by Mr. Shawn Utt on behalf of the Pulaski County Sewerage Authority.

3. Progress Reports:

◆ NRIP Pump Station Upgrade

The Board reviewed a copy of a progress report from Draper Aden Associates pertaining to the New River Industrial Park pump station upgrade.

j. Current Authorized Projects & Items Under Review:

The following projects were reported to be under review:

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Sewer Pump Station
3. Water & Sewer Extensions Preliminary Engineering Reports
4. Collier Acres Sewer Extension with Commerce Park Development
5. Gateway Mobile Home Park Water & Sewer Extension Engineering
6. Water Hydrant Flushing

k. Request from Greater Pulaski Alliance for PSA Insert

On the motion of Mr. Mathes, seconded by Mr. Baker and carried, the Board of Directors approved a request by the Greater Pulaski Alliance for inclusion in the PSA utility bills a flyer or notice pertaining to the PulaskiFest 2002 and Newbern Fall Festival events.

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

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Voting no: none.

2. Approval of July 8, 2002 Minutes

On the motion of Mr. Baker, seconded by Mr. Mathes, and carried, the PSA Board of Directors approved the minutes of the July 8, 2002 meeting as presented by staff.

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

3. Accounts Payable

On the motion of Mr. Vaughan, seconded by Mr. Snead and carried, the PSA Board of Directors approved the accounts payable listing for checks numbered 8553 through 8648, subject to audit.

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

4. Other Matters:

Mr. Terry Boyd appeared before the Board of Directors and requested that the PSA go ahead and install a sewer line at Rolling Hills approximately 200 feet. Mr. Boyd advised this would allow for him to go ahead and connect his new modular home to this line.

Staff advised the sewer line at Rolling Hills is scheduled to be installed next summer and recommended installation of approximately 200 feet of the sewer line in order to allow for Mr. Boyd to connect to the sewer line now.

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved proceeding to contract for the installation of the above noted sewer line at a cost of approximately \$12,000 \$5,000 of which would be paid for by Mr. Boyd through his connection fee.

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

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5. 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 September 9, 2002 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia.

H. W. Huff, Jr., Chairman

J. Mack Baker, Secretary