

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

November 18, 2002

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, November 18, 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; and Ronnie Coake, County Engineer.

1. Citizen Comments:

Mr. Sam Crockett, Treasurer for Wythe County, appeared before the Board and complained of being billed for trash service at his summer home on Claytor Lake by the PSA. He advised he did not use the service and requested exemption or some relief from the entire year billing of the refuse service.

The Board of Directors requested staff to review PSA policies relating to temporary occupants and the billing of refuse service and report to the Board and Mr. Crockett on these findings.

1A. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Mathes, seconded by Mr. Vaughan, and carried, the Board of Directors approved adjustments in the credit amount of \$4,421.90 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 October had been two inmates per day.

3. Balance Due Report

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

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 18, 2002

4. Lien Report

The Board reviewed and accepted the lien report as prepared by staff. Said report reflected total liens in the amount of \$353,913.18 as of October 25, 2002.

5. Work Order Count

Staff reported that there were 15 brush pick-ups, 27 large items, 2 tires and 2 refrigerators requiring pick-up as of November 13, 2002.

b. Commercial & Industrial Recycling Reporting Program Draft Letter:

The Board of Directors reviewed a draft letter to local industries asking for assistance in voluntarily reporting recycling efforts.

Fred Hilliard of the New River Resource Authority addressed the Board of Directors regarding this matter and reported that state code mandates a required 25% recycling rate by July 1, 2004. He reported that staff would like to institute reporting efforts on a voluntary basis first; however, the Board of Supervisors could in the future adopt an ordinance mandating that recycling efforts be reported. Further, Mr. Hilliard advised that the state in the future may raise the 25% recycling mandate to 35%.

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors approved sending the draft letter as prepared by staff to local commercial and industrial plant managers requesting their assistance in voluntarily reporting of recycling efforts.

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

Voting no: none.

c. Refuse Service Collection Efforts:

The Board of Directors reviewed letters recently sent to Ima Wallace and Harry Beardon regarding delinquencies in payment of refuse bills at their downtown Pulaski apartments. Chairman Huff noted that a lien did not take precedent over a mortgage.

The Board of Directors directed staff to notify the two above noted delinquent accounts again of the amount of the delinquency, allow 30 days

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

November 18, 2002

for payment arrangements to be made, and if not made within 30 days, refuse service by the PSA may be terminated. Further, staff was directed to notify the Pulaski Town Manager, John Hawley, and Attorney Sam Campbell of this action.

Staff was also requested to provide the Board of Directors with a delinquency listing of accounts for both commercial and residential 90 days or more delinquent for their review.

d. Utilization of Utility Reduction Specialists:

The Board reviewed information from Utility Reduction Specialists offering to review utility bills paid by the Authority for possible savings. The Board took no action on this matter at this time.

e. Draper Aden Billing from New River Industrial Park Pump Station:

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved a payment to Draper Aden in the amount of \$8,130 for additional engineering work on the New River Industrial Park Sewer Pump Station.

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

Voting no: none.

f. Support for Indoor Plumbing Rehabilitation Program:

Peter Huber, County Administrator, advised the Board of Directors that the New River Valley Planning District Commission had agreed to administer the Indoor Plumbing Rehabilitation Program in the county. Further, \$50,000 is available to low income county residents for the repair of plumbing within their homes. Mr. Huber requested the Board of Directors to consider paying upfront costs of one-half with the Planning District Commission agreeing to pay the other one-half with costs to be reimbursed to the PSA after repairs have been completed.

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors approved support for the Indoor Plumbing Rehabilitation Program with the PSA paying one-half of the upfront costs up to a maximum of \$2,000 with costs to be reimbursed by the rehabilitation program after repairs have been completed.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

November 18, 2002

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

Voting no: none.

g. Permanent Employment Benefits for Melissa Anderson:

On the motion of Mr. Mathes, seconded by Mr. Vaughan and carried, the Board of Directors approved holiday pay benefits for Melissa Anderson, a temporary PSA employee, beginning with the Labor Day holiday and holidays occurring thereafter. This action taken due to the unresolved employment status of the previous water meter reader and the resolution of his court trial now set for sometime in January, 2003.

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

Voting no: none.

h. County Surplus Property Water Supply:

Peter Huber, County Administrator, reported the Board of Supervisors had agreed to the sale and development of excess county property located on Rt. 11 near Dublin for housing purposes. With this development, approximately \$15,000 in off-site improvements to the PSA water system would be needed in order to provide fire flow to the property. In addition, Mr. Huber reported an additional \$55,000 would be needed to extend the PSA water service to the property. He recommended the Board of Directors consider jointly funding this with the Board of Supervisors and/or the developer of the property with the net effect for the PSA being a gain of approximately 69 new customers and \$58,650 in connection fees.

On the motion of Mr. Mathes, seconded by Mr. Baker and carried, the Board of Directors authorized the above recommended water system improvements to include a back pressure sustaining valve at Morgan's Cut and revisions to the Dublin water meter to allow reverse flow from the upgraded Dublin system, subject to the Board of Supervisors and the property developer sharing in the costs of these improvements estimated to cost approximately \$70,000.

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

Voting no: none.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 18, 2002

i. Section 125 Administrative Services Agreement:

The Board ratified an agreement for the continued use of Stanley, Hunt, Dupree & Rhine, Inc. for administrative services provided for the employee flexible benefits plan per staff recommendation. Further, the Board agreed to the fee for a full spending account participant to be raised from \$1.60 per month per participant to \$2.00 per month per participant with all other fees remaining the same.

j. Sharing of Software Purchase Costs:

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved the sharing of costs for the new financial management and utility billing software with the county in an amount not to exceed \$50,000.

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

Voting no: none.

k. Informational Items:

1. Personnel Changes:

The Board reviewed personnel changes as reported by Nancy M. Burchett, Assistant County Administrator.

2. Audit Results:

Staff advised the auditor had reported no concerns other than the posting of credits to the appropriate receivables account for FY 02 and that the auditors concurred that implementation of the new software would address this issue.

3. Pulaski Community Hospital Additional Services:

Staff reported that Pulaski Community Hospital will be discontinuing their current contract with Waste Management in favor of utilizing the PSA refuse services in the future.

4. Technical & Laboratory Inspections Report:

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 18, 2002

The Board reviewed a favorable report from the Department of Environmental Quality regarding operations of the PSA Water Treatment Plant.

5. Draper Aden 14th Annual Virginia Water & Sewer Rate Report:

The Board reviewed a copy of the 2002 Virginia Water & Sewer Rate Report as prepared by Draper Aden Associates engineering firm.

I. 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

3. Approval of October 15, 2002 Minutes

On the motion of Mr. Baker, seconded by Mr. Mathes, and carried, the Board of Directors approved the minutes of the October 15, 2002 meeting.

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

4. Accounts Payable

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved the accounts payable listing for checks numbered 8829 through 8____, subject to audit.

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

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
November 18, 2002

4. Other Matters:

Staff reminded Board members of the employee recognition breakfast to be held on December 6, 2002 at 7:15 a.m. at the Pulaski Church of God Family Life Center on Bob White Boulevard in the Town of Pulaski.

5. Adjournment

There being no further business to discuss, the meeting was adjourned. The next regular meeting of the Pulaski County Public Service Authority Board of Directors was scheduled for Monday, December 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