

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

January 13, 2003

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, January 13, 2003, 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.; Winston Snead; and Carl Mathes. Absent: J. Mack Baker. Staff members present included: County Administrator, Peter M. Huber; Assistant County Administrator, Nancy M. Burchett; and Ronnie Coake, County Engineer.

1. Citizen Comments:

Mr. James Whited of Polyester Mobile Home Park commented briefly regarding the current status of his mobile home park in getting public water and sewer services. He advised the overall mobile home business was down at the present time. He then requested the Board to not include his project with the other water and sewer project funding applications to Rural Development because of a potential 2 year delay in construction. Further, he advised the drawings for his project had already been done and had been reviewed by the County Engineer.

The Board of Directors directed staff to, if at all possible, work with Mr. Whited in expediting his water and sewer project since the drawings and preliminary engineering had already been done.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Vaughan, seconded by Mr. Mathes, and carried, the Board of Directors approved adjustments in the credit amount of \$4,810.16 per staff recommendation.

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

Voting no: none.

Absent: Mr. Baker.

2. Inmate Availability Report

Staff reported the inmate count for the month of December had been two inmates per day.

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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 \$377,809.58 as of January 7, 2003.

5. Work Order Count

Staff reported that there were 5 brush pick-ups, 7 large items, 0 tires and 1 refrigerator requiring pick-up as of January 9, 2003.

b. Authorization to Procure Engineering Services for Central Water & Sewer System Projects:

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors authorized the procurement of engineering services with the following firms for the Central Water and Sewer System projects:

Eagleview Mobile Home Park (Draper Aden)
Hidden Valley Camping Club (Draper Aden)
Lee Highway Mobile Home Park (Altizer, Hodges, & Varney)
Mabry Court Mobile Home Park (Altizer, Hodges, & Varney)
Polyester Park Mobile Home Park (Altizer, Hodges, & Varney)
Tiny Town Mobile Home Park (Altizer, Hodges, & Varney)

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

Voting no: none.

Absent: Mr. Baker.

c. Ratification of Employee Benefits for Melissa Anderson:

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors approved providing PSA meter reader, Melissa Anderson, vacation and sick leave benefits retroactively to September 1, 2002.

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

Voting no: none.

Absent: Mr. Baker.

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d. Write Off of Delinquent Accounts:

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved the write off of 11 PSA delinquent accounts totaling \$4,665.37 based on there being no current address for these individuals and no social security information or other documentation to include them in any future debt set-off program with the State. A copy of the listing of accounts shall be filed with the records of this meeting at the Office of the County Administrator.

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

e. Informational Items:

1. Personnel Changes:

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

2. Delinquent Accounts of Ima Wallace:

The Board reviewed correspondence from Attorney Sam Campbell advising of an agreement by Ms. Wallace to sell the property which will force payment of all PSA charges.

The Board of Directors requested staff to provide, if at all possible, a new listing of delinquent PSA accounts 90 days or older with penalty and interest amounts separated from delinquent balance.

3. Preliminary Engineering Report for the Riverbend Subdivision and Adjacent Area Wastewater Collection System:

The Board reviewed a copy of the above noted report.

4. Dublin Service Center:

Staff reported the PSA staff had begun taking payments at the Dublin Town Center and staff is considering the installation of a drop box for receipt of payments, pending permission from the Town of Dublin.

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h. 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 December 9, 2002 Minutes:

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved the minutes of the December 9, 2002 meeting.

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

Voting no: None.

Absent: Mr. Baker.

4. Accounts Payable:

On the motion of Mr. Mathes, seconded by Mr. Vaughan and carried, the Board of Directors approved the accounts payable listing for checks numbered 1 through 85, subject to audit.

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

Voting no: None.

Absent: Mr. Baker.

5. Other Matters:

Staff reported of a perspective industry interest in locating in Pulaski County. Further, the Board was advised of the possible need for the PSA to invest in utility services for the industry. The Board of Directors requested any contract or agreement with the industry be reviewed by the PSA Board of Directors prior to the execution of such contract or agreement.

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6. 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, February 10, 2003 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

Archa Vaughan, Vice-Chairman