

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

May 12, 2003

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, May 12, 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. Staff members present included: County Administrator, Peter M. Huber; Assistant County Administrator, Nancy M. Burchett; and County Engineer, Ronnie Coake.

1. FY 03 Audit Presentation:

Ms. Deanna Cox presented and reviewed with the Board of Directors the FY 03 PSA audit report. She also presented Board members with a trend analysis on cash flow that indicated the PSA had increased its cash last year by \$561,348.

Staff was requested to provide details of the amount of \$629,833 reflected under the Water & Sewer departments for FY 01 as expenditures. In addition, staff was asked to confirm reductions in salaries paid from FY 01 to FY 02.

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved the FY 02 audit report as presented by Robinson, Farmer, Cox Associates.

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

Voting no: none.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved adjustments in the amount of \$2,532.82.

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

Voting no: none.

2. Inmate Availability Report

Staff reported the inmate count for the month of April 2003 had been two inmates per day.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
May 12, 2003

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 \$371,931.86 as of May 5, 2003.

5. Work Order Count

No report was given regarding work order counts at this meeting.

b. PSA Annual Water Settlement Calculations:

The Board reviewed the annual water settlement calculations as prepared by staff. The calculations, based on audited expenditures, resulted in a credit due the Town of Dublin in the amount of \$76,655.76 and a credit due the Town of Pulaski in the amount of \$1,555.09.

c. Shelor Outdoor Sewer Extension:

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors approved a proposed sewer line extension for Shelor Motor Mile Outdoors per the following:

1. Line will be installed from Ebb Hall Road approximately 150 feet along Claytor Lake Park Road toward Interstate 81;
2. The work will be the responsibility of the owner and will be turned over to the PSA for operation and maintenance once extension is approved and/or meets PSA specifications by the County Engineer;
3. The owner will pump from the business location up a gravity sewer manhole at the end of the line;
4. The pump will be operated and maintained by the property owner; and
5. The line will be 8" diameter and can be extended toward I-81 in the future.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
May 12, 2003

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

d. URS Contract:

The Board expressed no objections to Utility Reduction Services reviewing the PSA utility bills to confirm accuracy of billings, with any savings or discrepancies found being shared with Utility Reduction Services over a period of two years. Staff reported that Utility Reduction Services would also be reviewing the county's utility bills for accuracy as well, if successful in assisting the PSA.

e. Pay Adjustment for Meter Reader:

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors approved a new pay range for the water meter reader position of \$18,242 to \$22,802 effective immediately.

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

f. Informational Items:

1. Southwest Times Public Forum Article:

The Board reviewed a recent letter to the editor of the Southwest Times from Gerald Bolen regarding discontinuation of garbage service billing for vacant residential structures.

2. Citizen Issue Re: Fixed Rate Fees:

The Board reviewed a copy of a recent survey issued in the Southwest Times regarding fixed utility rate fees.

3. PSA vs. White Pine Enterprises:

On the motion of Mr. Mathes, seconded by Mr. Vaughan and carried, the Board approved offering a settlement with White Pine Enterprises for delinquent garbage billings in the amount of \$1,440 plus penalty, interest, and attorney fees.

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

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
May 12, 2003

4. Claim from Verizon:

The Board reviewed a claim from Verizon in excess of \$10,000 pertaining to an incident involving telephone lines reported to be too low on Orchard Road. Staff advised this claim had been sent to the PSA's insurance carrier.

5. Reissuance of VPDES Permit – Days Inn:

The Board reviewed a letter from the Department of Environmental Quality pertaining to reissuance of VPDES Permit No. VA006321, Days Inn.

6. PSA Budget:

Staff advised a budget draft should be completed shortly for FY 04 and as soon as it was completed copies would be mailed to Board members.

7. Eagleview Mobile Home Park Sewer Service:

Staff reported that the Pulaski County Sewerage Authority had declined a Virginia Resources Authority loan earmarked for the extension of public sewer to the Eagleview Mobile Home Park. The decline by the Sewerage Authority was due to the need to increase fees from the current \$13 flat rate per household, the concern with the ability to fill vacant spaces in the park, the impact of utility bills on park residents, and the owner's insistence on not paying connections fees.

g. Current Authorized Projects & Items Under Review:

The following projects were reported to be under review:

1. Public Water and Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (pending Rural Development funding)
3. Painting Water Tanks

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
May 12, 2003

3. Approval of April 14, 2003 Minutes:

On the motion of Mr. Mathes, seconded by Mr. Vaughan and carried, the Board of Directors approved the minutes of the April 14, 2003 meeting.

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

4. Accounts Payable:

On the motion of Mr. Vaughan, seconded by Mr. Snead and carried, the Board of Directors approved the accounts payable listing for checks numbered 474 through 531, subject to audit.

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

5. Other Matters:

- Sewer Extension Orchard Hills Subdivision:

The Board heard comments from Mr. Jeff Dunn, resident of Orchard Hills Subdivision, and Shawn Utt of the Planning District Commission, regarding a possible sewer line extension to Mr. Dunn's home in Orchard Hills Subdivision. Mr. Dunn requested the Board to provide the up front costs of approximately \$5,000 for this extension.

The Board of Directors requested Mr. Dunn and Mr. Utt to work with the County Engineer, Ron Coake, on this possible sewer line extension. Further, the Board noted should the project be determined feasible, the PSA will require the property owner to provide the up front costs.

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, June 9, 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