

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

June 9, 2003

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, June 9, 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; Carl Mathes and Doug Warren. Staff members present included: County Administrator, Peter M. Huber; Assistant County Administrator, Nancy M. Burchett; and County Engineer, Ronnie Coake. Also, present was Shawn Utt of the New River Valley Planning District Commission.

1. Citizen Comments:

Mr. Dan Sumner of Eagleview Mobile Home Park addressed the Board of Directors concerning water and sewer services to the Eagleview Mobile Home Park. He advised that there would be approximately 55 water connections with the debt service fees for the line being paid by the owner and the residents. He further advised that the debt service fees would need to be re-calculated; however, he considered the project to be a viable one for water service.

County Administrator, Peter Huber, expressed concerns regarding the failing of sewer systems and suggested Mr. Sumner consider utilizing a master meter. County Engineer, Ron Coake, advised that a master meter was already at this mobile home park.

Mr. Sumner reported with a master meter he would still be in the waterworks business and this would be contrary to the Health Department's recommendation. Mr. Sumner then requested the Board of Directors to consider using the funds for materials and construction and proceed with the water installation in stages. Further, he advised this would allow for the debt payments to be based on actual costs.

Mr. Huber advised the PSA would require a lien on the property if the project were approved by the Board of Directors. Mr. Sumner advised he would not have a problem with easements or a promissory note to the PSA pertaining to the debt. He also advised he planned on pursuing the sewer service issue in the future.

The Board of Directors requested a detailed, written proposal from Mr. Sumner to include the number of connections, debt service fees, water and/or sewer fees, promissory note information and other information that may be pertinent to the project. Staff was directed to place this matter on the July 14, 2003 agenda for review, subject to receiving the requested information from Mr. Sumner.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
June 9, 2003

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 credit amount of \$4,029,948.12 due primarily to software changes.

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

2. Inmate Availability Report

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

3. Balance Due Report

The Board reviewed and accepted the balance due report as prepared 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 \$371,938.86 as of June 4, 2003.

5. Work Order Count

Staff reported work order count as follows as of June 2, 2003: 21 brush; 10 large item; 0 tire(s); and 3 refrigerators.

b. Presentation of FY 04 Budget & Adoption:

The Board reviewed with staff the proposed FY 04 budget. Staff advised the budget had been balanced with no increase in fees. Further, the budget reflected \$3,288 more in revenues than expenditures.

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved the FY 04 budget as recommended by staff in the amount of \$5,085,059.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

June 9, 2003

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

Voting no: none.

c. Draper Meadows Subdivision:

The Board of Directors reviewed with staff residential water service connections fees being charged by other localities in the region. It was noted that Pulaski County PSA had the lowest connection fee in the region.

Ronnie Coake, County Engineer, reported the PSA does not have the capability to provide fire flow protection to Draper Meadows Subdivision without the construction of a water tank. However, the owner is aware of this and is requesting to proceed with the project. County Administrator, Peter Huber, suggested that a note be placed on the deeds and plats of the subdivision stating the PSA will not provide fire flow to this subdivision.

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors approved the extension of water service to the Draper Meadows Subdivision, subject to the installation of line being adequate for future fire flows; appropriate language being added to the property owners' deeds and plats noting of the PSA's inability to provide fire flow now or in the future; and responsibility of property owners for any future fire service. Further, staff was directed to consult with the County Attorney regarding appropriate language for the deeds and plats pertaining to the PSA's inability to provide fire flow.

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

Voting no: none.

The Board of Directors also requested Shawn Utt of the New River Valley Planning District Commission to provide a report on any grant funding available to the Public Service Authority for the construction of water tanks.

d. Jeff Dunn Sanitary Sewer Extension:

The Board reviewed the estimated costs for the extension of sewer service to the Jeff Dunn property.

The Board of Directors agreed to extend the sewer to Mr. Dunn's property at a maximum net cost of \$3,400 to the Public Service Authority.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

June 9, 2003

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

Voting no: none.

e. PSA Dublin Office:

The Board of Directors discussed with staff the space size of the PSA Dublin Office at the Dublin Town Center. The Board agreed to leave the Dublin Office at the Dublin Town Center location with staff to review the current office layout with Glen Reynolds, Architect, for possible improvements in the use of the existing office space.

f. Frequency of Meter Readings:

Staff discussed with the Board of Directors the possibility of reading the water meters once per month rather than every other month. Staff advised the new utility billing software does not give credit to the customers for the use of less than 2,000 gallons per month when computing charges due for the next month. Further, the software can be modified at an estimated cost of \$6,000 or the reading could be done on a monthly basis.

The Board requested staff to further review the frequency of the meter readings and provide details of any additional costs associated with the readings being read on a monthly basis.

g. Informational Items:

1. Pulaski/Dublin/Radford 2002 Recycle Report:

The Board reviewed the above noted report as prepared by the staff of the New River Resource Authority.

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

June 9, 2003

3. White Pine Enterprises, Inc. Update:

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board of Directors authorized the County Administrator and Attorney Sam Campbell to negotiate a settlement on the above noted delinquent account with Chairman Huff participating in the discussions on this matter prior to any settlement offer by the Public Service Authority.

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

4. Approval of May 12, 2003 Minutes:

On the motion of Mr. Snead, seconded by Mr. Mathes and carried, the Board of Directors approved the minutes of the May 12, 2003 meeting.

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

5. Accounts Payable:

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved the accounts payable listing for checks numbered 586 through 646, subject to audit.

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

6. Other Matters:

• Appointment of Secretary/Treasurer:

Chairman Huff appointed Winston Snead as the Secretary/Treasurer of the Public Service Authority.

• 40 Hour Workweek for Refuse Department:

The Board of Directors approved a 40 hour workweek for the Refuse Department beginning in July, 2003.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

June 9, 2003

- Offer to Haul Water for Drilling Companies:

The Board of Directors expressed no objections to staff offering to haul water for the drilling companies currently drilling in the county on a profit basis only to the Public Service Authority.

- Award of Bid for Drainage Crossings:

Staff reported the bids on the two drainage crossings came in at \$87,000 and \$93,000; however, the amount budgeted for the crossings was only \$50,000. Staff further reported of savings of approximately \$12,000 in capital outlay budget for FY 03 that could be used for this project resulting in approximately only an additional \$10,000 needed to do one of the crossings.

On the motion of Mr. Mathes, seconded by Mr. Vaughan and carried, the Board of Directors approved awarding the drainage crossing contract to low bidder and approved an additional \$10,000 per staff recommendation above the budget figure for this project. Further, it is understood the savings from the capital outlay budget for FY 03 in the amount of approximately \$12,000 will also be used to fund the cost of this expenditure for one of the drainage crossings.

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

Voting no: none.

- Award of Contract for Auditing Services:

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved awarding the contract for auditing services to Robinson, Farmer, and Cox Associates for FY 03 through FY 05 per staff recommendation. It being noted that only one proposal was received for this service.

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

Voting no: none.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
June 9, 2003

7. 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, July 14, 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