

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

July 14, 2003

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, July 14, 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., Vice Chairman; Winston Snead, Secretary; Carl Mathes and Doug Warren. Staff members present included: County Administrator, Peter M. Huber; County Engineer, Ronnie Coake; and Executive Secretary, Gena Hanks. 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 PSA Board and expressed concern over the inclusion of "fire flow" services in the proposed agreement between the county and PSA for water and sewer services to the Eagleview Mobile Home Park, specifically the use of grant funds for fire flow provision. Mr. Sumner advised he did not feel it was necessary to include "fire flow" services in the agreement due to his belief that the Fairlawn Fire Department could not respond in a timely manner to extinguish any fire that may occur in the Eagleview Mobile Home Park.

Board members directed questions to Mr. Sumner and staff regarding loan criteria, the status of the plans and specifications, the amount of time allowed to spend the grant funds and the potential liability should the PSA not include fire flow services in the agreement. Mr. Huber advised the PSA could be at risk if no fire flow services are provided. Mr. Coake suggested county staff review policies related to fire flow provision by the PSA.

The PSA also discussed the total ratio of indebtedness and liens in relation to the total value of the property. Mr. Sumner reported the assessed value to be over \$600,000 at the time he acquired it. Staff was requested to obtain a review of the current value based on existing and proposed assessments for tax purposes.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the proposed agreement, which includes fire flow services, subject to a full review and approval by the County Attorney and Rural Development.

A copy of the agreement is filed with the records of this meeting.

Voting yes: Mr. Huff, Mr. Mathes, Dr. Warren, Mr. Vaughan.

Voting no: none.

Abstaining: Mr. Snead

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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 \$108,271.50 due primarily to software changes.

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

Voting no: none.

2. Inmate Availability Report

Staff reported the inmate count for the month of June 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.

5. Work Order Count

No staff report was given.

b. PSA Office Space

Mr. Huber provided the Board with a proposed conceptual office layout as prepared by Reynolds Architects and advised PSA staff prefers the existing office layout, but still have concerns regarding space availability. Mr. Huber advised a drop box is being placed outside of the Dublin Town Center to assist in alleviating traffic in the offices. The Board directed the County Administrator to determine the best option available.

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c. Frequency of Meter Readings

Mr. Huber reported the revised billing system charges more than the existing system for users who use slightly more or less than the minimum amount of water. The Board directed staff to continue to work towards eliminating the use of a minimum volume.

d. Town of Pulaski Mount Olivet Water System

Mr. Huber reported the Town of Pulaski was requesting that the PSA assume provision of water service to 15 to 20 residents on Mount Olivet Road which would allow the town to take a water tank out of operation.

On a motion by Mr. Vaughan, seconded by Dr. Warren and carried, the Board approved the towns request for the PSA to assume provision of water service to 15 to 20 residents on Mount Olivet Road and directed PSA staff to work with the town to eliminate the existing tank.

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

Voting no: none.

e. Shelor Motor Mile Sewer Extension

Mr. Huber reported the sewer extension to serve Shelor Motor Mile has been completed, and the deed prepared for transfer of ownership to the County. The line has been inspected by the PSA staff and was constructed in accordance with the PSA specifications.

On a motion by Dr. Warren, seconded by Mr. Vaughan and carried, the Board approved accepting the deed as presented.

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

Voting no: none.

f. Agreement – NRV Planning District Commission & County for Administration of the Pulaski County Central Water and Sewer Grant/Loan

Mr. Huber presented a draft agreement between the PSA and the county regarding the administration of the Central Water and Sewer grant and reported the PSA is not a direct party to the agreement, since the loan is being made to the county.

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On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board concurred with the arrangement proposed by the county and recommended approval by the Board of Supervisors.

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

Voting no: none.

g. Agreement & Deed of Subordination - Boyer to Gilbert

Mr. Huber presented a draft agreement and deed of subordination allowing transfer of PSA related obligations from Mr. Boyer to Mr. Gilbert regarding the PSA water service within Walter's Mobile Home Park.

On a motion by Mr. Mathes, seconded by Mr. Vaughan and carried, the Board approved the agreement and deed of subordination, subject to review by the county attorney and confirmation that the first mortgage loan is not greater than the current loan.

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

Voting no: none.

h. Agreement By & Between PSA and Dan Sumner (Eagleview Mobile Home Park

It was noted that action regarding this item was taken earlier in the meeting.

Staff expressed concern to the Board that a precedent was being set by the PSA in its action to provide funds towards the fire flow in the Eagleview Mobile Home Park.

i. Horseshoe Campground Water Service

Mr. Huber reported a request had been received from Mr. Joe Elton with the Department of Conservation and Recreation for consideration in extending public water service to the Horseshoe Campground. By consensus, the Board approved the county engineer preparing an estimated cost for consideration by the State Park system and provide an update at the August PSA Board meeting.

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j. Informational Items:

1. Food Lion Refuse Collection Service

Mr. Huber advised a letter had been sent to Food Lion informing them of the PSA's exclusive option in response to their interest in discontinuing PSA pick-up service.

2. Emory Beardon – PSA Account

Mr. Huber advised he had met with Attorneys Sam Campbell and Alan Groseclose regarding potential settlement of this account. There was general agreement to seeking independent verification of residency using AEP records for the five meters serving this property with those records being requested from AEP.

3. Ima C. Wallis – PSA Account – Debt Received

Mr. Huber reported payment had been received for the full amount.

4. Personnel Changes

The Board reviewed recent personnel changes as reported by Nancy M. Burchett.

k. Current Authorized Projects & Items Under Review

The Board reviewed the following projects:

1. Public Water & 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
4. Review of Sewer Alarm and Backup Systems

3. Approval of June 9, 2003 Minutes:

On the motion of Mr. Mathes, seconded by Mr. Vaughan and carried, the Board of Directors approved the minutes of the June 9, 2003 meeting.

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

Voting no: none

4. 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 754 through 812, subject to audit.

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

Voting no: none.

6. Other Matters:

Mr. Huber advised he had met with the Friends of Claytor Lake and others regarding the recent sewer spill. Staff discussed with the Board concerns regarding the need for backup generators, as well as improvements to the existing telephone system at existing PSA pump stations particularly those near Claytor Lake. The Board concurred in the possible use of reserve funds for this purpose.

On a motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board authorized retaining the services of Attorney Sam Campbell, at a fee not to exceed \$5,000, for the purpose of researching the PSA Board minutes, etc. to confirm all legal requirements have been met by the PSA Board in any action taken by the Board, including public hearings conducted, resolutions adopted, and any other action taken by the Board.

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

Voting no: none.

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, August 18, 2003 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia.

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H. W. Huff, Jr., Chairman

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Winston Snead, Secretary