

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
August 18, 2003

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, August 18, 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; Assistant County Administrator Nancy M. Burchett; 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:

There were no citizen comments.

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 \$64,621.41.

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 July 2003 had been two inmates per day.

3. Balance Due & Lien Reports

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

4. Work Order Count

The following pickups were reported as pending: 44 brush; 49 large; 0 tire(s); 5 refrigerator(s). Staff reported the large number of pending work orders has been due to heavy volume and a large number of employees out on sick leave. Further, Mr. Larry Vest, now a Board of Supervisors employee,

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had agreed to operate the boom truck and significantly reduced the backlog.

5. Drop Site Totals

Staff reported the following drop site totals for the month of July: Dora Highway – 48 trips & 114.65 tons; Dublin – 31 trips & 67.34 tons; and Fairlawn – 14 trips & 31.60 tons.

b. Commerce Park Sanitary Sewer Design

The Board was presented with information describing potential plans for upgrading sewer service to the Commerce Park, should the site be used by a major sewer user. The Board reviewed the various proposed options.

Staff was requested to forward the information to the Planning Commission for review regarding land use issues and provide additional cost and benefit data to the PSA Board once received.

c. Rate Revision – Elimination of Minimum Charge

Mr. Huber reported the estimated impact of eliminating the 2,000 gallon minimum (reduction of \$7 in the monthly fee but charging for all water used) and adding \$0.50 per 1,000 gallons for water and sewer charges. The change would result in an overall system increase of \$235 per month in water system revenues and \$388 per month in sewer system revenues from those using less than 100,000 gallons per month. Staff recommendation included retaining the existing per gallon rates for those using over 100,000 gallons per month. Mr. Huber advised the revised rate structure had been discussed with Travis Jackson who reports no issues with the proposal and that the rate adjustment would save those using under 4,000 gallons while those using over 4,000 being charged slightly higher rates. The change would also simplify billing of estimated usage.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the PSA Board approved advertising for a public hearing at either the October or November PSA meeting, for elimination of the 2,000 gallon minimum and adding \$.50 per 1,000 gallons for water and sewer charges.

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

Voting no: none.

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d. Eagleview Mobile Home Park Water

Mr. Huber advised the existing debt on the park is \$303,403, while the water system debt without fire flow is anticipated to be \$132,151 leaving a net value of -\$10,554 after installation of the water system. Mr. Huber presented a table describing the net worth of each of the mobile home parks being considered for installation of public water or sewer service.

The Board, by consensus, approved establishing a 20% minimum remaining value as a buffer in committing of public funds to improve mobile home parks.

e. New River Industries Billing Adjustment

Mr. Huber requested authorization to adjust PSA billing in the amount of \$7,143.96 for the following reasons:

1. There were billing errors due to periodic blockages in the sewer meter;
2. The company did not properly understand the due dates;
3. There were occasional delays in mailing of PSA bills; and
4. There was a delay in addressing continuing penalty and interest charges following a letter from the company send in January 2003.
5. New River Industries will be responsible for payment of approximately \$15,500 in remaining penalty and interest charges.
6. The company agrees to correct their bill paying procedures to ensure timely payment of all future PSA payments.

On a motion by Mr. Mathes, seconded by Mr. Vaughan and carried, the Board approved a billing adjustment of approximately \$7,143.96 to New River Industries.

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

Voting no: none.

f. Rear Load Dumpster Bids

Mr. Huber recommended consideration to changing to front load units in conjunction with the purchase of a new front loading truck at an additional cost of approximately \$30,000. The use of front load

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equipment reduces labor requirement to one person and significantly improves the safety of operations.

The Board, by consensus, approved staff proceeding with staff recommendation to consider changing to front load units pending receipt of further information regarding maintenance requirements, operational costs, as well as any safety issues.

g. Provision of Sewer Service Without Public Water

The Board, by consensus, approved advertising for a public hearing for either the October or November meeting, whichever meets the proper advertising requirements, to formally adopt a sewer only rate for unmetered service and to consider revising the rate of 2,000 gallons for the first person per household with an additional charge equal to use of 1,500 gallons per month for each additional resident.

h. Mount Olivet Water System

Mr. Huber reported this project was approved by the PSA Board at the July meeting and that the Town of Pulaski is requesting the PSA consider using the total water readings from each of the 15 to 20 residents as appropriate billing for water used, rather than requiring a meter at the PSA/Town connection point. A similar approach is used for short water or sewer extensions in other areas of the county. Waiving the need for the meter will save the Town of Pulaski approximately \$10,000. Staff recommended approval of the request based on the fact that there would be less than 15 water service connections involved.

On a motion by Mr. Vaughan, seconded by Dr. Warren and carried, the Board approved waiving the use of a meter at the PSA/Town of Pulaski connection point for the existing Mount Olivet Water System.

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

Voting no: none.

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i. Informational Items:

1. PSA v. White Pine Enterprises, Inc. Agreement

Staff reported White Pine declined to accept the offer of basing garbage charges on actual usage and a November 14 court date has been set.

2. Personnel Changes

The Board reviewed recent personnel changes as reported by Assistant County Administrator Nancy 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

3. Approval of July 14, 2003 Minutes:

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

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. Snead and carried, the Board of Directors approved the accounts payable listing for checks numbered 866 through 934, subject to audit.

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

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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, September 8, 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

Winston Snead, Secretary