

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

February 9, 2004

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, February 9, 2004 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. Mr. Shawn Utt of the New River Valley Planning District Commission was also present.

1. Citizen Comments:

Mr. Jim Whited expressed concerns regarding delays in the Eagleview Mobile Home Park project.

Mr. Shawn Utt advised staff was waiting approval by the Health Department of the Preliminary Engineering Report.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On the motion of Dr. Warren, seconded by Mr. Mathes carried, the Board of Directors approved adjustments in the amount of \$3,996.56 cr.

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

Voting no: none.

2. Inmate Availability Report

Staff reported the inmate count for the month of January 2004 had been three inmates per day.

3. Balance Due & Lien Reports

The Board reviewed and accepted the balance due report as prepared by staff, a copy of which is filed with the records of this meeting.

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4. Work Order Count

The following pickups were reported as pending:
Pickups pending: 13 brush; 21 large; 1 tire(s); 2 refrigerator(s).

5. Drop Site Totals

There were no drop site totals to report for the month of January.

b. Front Loader Quote

Mr. Huber introduced Ron Nichols. Mr. Nichols provided an update regarding his findings related to the purchase of a front loader for the PSA. Mr. Nichols advised of lease/purchase options and a front loader would require a special dumpster, which could possibly be accomplished through a lease/purchase program.

Mr. Huff expressed concern regarding the weight limits on private driveways, specifically, if the PSA is obtaining a waiver from property owners for damages to private driveways.

The Board, by consensus, agreed with the staff recommendation to proceed with obtaining bids for the front loader and special dumpsters. Staff was requested to provide an update at the March 8 PSA meeting.

c. Scheduling of Meeting with Planning Commissioners

Staff reported the Planning Commission had requested a meeting with the PSA Board regarding planning water and sewer line extensions.

The PSA Board agreed to meet with the Planning Commission with the date and time to be worked out by staff.

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d. Eagleview Mobile Home Park Water Project

Staff updated the Board regarding the project and submitted a revised appraisal letter from Richard Jones, which is being provided to Shawn Utt for recalculation of the debt to equity ratio.

The Board requested staff to continue with the project and provide any updates as they occur.

e. Rear Load Dumpster Bids

Staff reported bids were received for rear load dumpsters and recommended the purchase of 16 six cubic yard rear load dumpsters, with award of the bid to be made to Wastequip as the low bidder.

On a motion by Mr. Snead, seconded by Mr. Mathes and carried, the Board approved awarding the bid to Wastequip for the purchase of 16 six cubic yard rear load dumpsters pending confirmation of need following the purchase of front load dumpsters as approved in item b above.

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

Voting no: none.

f. Water & Sewer Line Estimate for Neal Cash Development

Staff submitted a map and spreadsheet for providing public sewer service to a 240 acre lake front subdivision and reported the developer understands that he would be responsible for this cost and is considering the matter.

The Board directed staff to continue to work with the developer and provide an update at the March 8 PSA meeting.

g. Informational Items:

1. Personnel Changes

The Board reviewed a report of recent personnel changes as prepared by Assistant County Administrator Nancy Burchett.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved an increase in the maximum salary

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for the Assistant Sanitation Supervisor by \$2,651 from \$33,749 to \$36,400 per year.

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

Voting no: none.

2. Joint Operations

Mr. Huber reported of plans to meet with Commerce Park engineers to recommend consideration of utilizing a portion of several existing water sources in planning for the potential location of a major water and/or sewer user near the New River Valley Airport.

3. Organization Chart

Staff provided a revised detailed organizational chart for the PSA Refuse Department with plans to provide a second chart depicting a broader perspective of overall PSA operations at the Board's March 8 meeting.

4. PSA Lien Forms

Staff provided the Board with copies of the lien forms provided by Attorney Sam Campbell.

5. PSA Rate Revisions

Staff reported efforts to compare total gallons billed with total charges for water and sewer service, before and after the recent rate revisions, to check the projections used in recommending elimination of the minimum water purchases.

6. Dublin Area Customers

Staff reported the PSA billing staff has been working with the Dublin Town staff and has identified 300 PSA garbage customers in the Dublin water and/or sewer service area that have not been billed for garbage service and that plans are to bill these additional customers.

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- h. Current Authorized Projects & Items Under Review
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

i. Hidden Valley Sewer and Water

Staff reported the Hidden Valley Association has revised the promissory note for the project to indicate that Hidden Valley would be able to pay off the debt sooner than the loan indicates and that the campground plans to pay off the loan in 15 years.

j. Virginia Resources Authority Refinancing

Staff advised the Virginia Resources Authority has run a preliminary refunding analysis on the Pulaski County Public Service Authority's Series 1976, 1978, 1980, 1981, 1992 and 1994 Rural Development bonds producing \$619,900 in estimate savings over the remaining life of the existing issues.

On a motion by Mr. Mathes, seconded by Mr. Vaughan and carried, the Board approved staff proceeding with the refinancing of the bonds, subject to a savings by the PSA.

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

Voting no: none.

3. Approval of Minutes of January, 2004

On a motion by Dr. Warren, seconded by Mr. Snead and carried, the Board approved the minutes of the January 12, 2004 meeting.

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

Voting no: none.

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4. Accounts Payable

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved accounts payable as provided on checks numbered 1583 through 1695, subject to audit.

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

Voting no: none.

5. Other Matters

There were no other matters to discuss at this time.

6. Adjournment

The Board, by consensus, adjourned its meeting. The next regular meeting of the Pulaski County Public Service Authority Board of Directors was scheduled for Monday, March 8, 2004 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia with the potential for meeting with the Planning Commission prior to that date.

H. W. Huff, Jr., Chairman

Winston Snead, Secretary