

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
July 12, 2004

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, July 12, 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 were: County Administrator, Peter M. Huber; Assistant County Administrator, Nancy M. Burchett; H. Ronnie Coake, County Engineer; Ronnie Nichols, Director of Fleet Maintenance; and Executive Secretary, Gena Hanks. Also present was Mr. Shawn Utt of the New River Valley Planning District Commission.

1. Presentation of FY 03 Audit

Deanna Cox, Auditor, Robinson, Farmer, Cox Associates, presented the FY 03 Public Service Authority audit. Ms. Cox reported she was unable to prepare comparative statements due to the lack of independent verification of accounts receivable due as of July 1, 2002. In addition, Ms. Cox advised she believed the accounting problem had been fixed in the new accounting system and that she planned to audit the 2003-04 fiscal year in August 2004 followed by a report to the Board in September to confirm correction of this problem early in the 2004-05 fiscal year.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

▪ Adjustments

On the motion of Dr. Warren, seconded by Mr. Mathes and carried, the Board of Directors approved customer credit adjustments in the amount of \$2,874.14 cr.

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

Voting no: none.

Due to staff vacation schedules, reports on the following were not available:

1. Inmate Availability Report
2. Balance Due & Lien Report
3. Work Order Count
4. Drop Site Total & County Landfill Tonnage

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b. Highland Park Sewer

Mr. Utt noted that there would be an official announcement at 10:00 a.m. following the PSA meeting by Rural Development granting the County a \$1,187,600, 40 year loan at 4.5% interest, along with a \$970,000 grant for installation of sewer service in Highland Park would be held. On a motion duly made and seconded, the PSA Board accepted the requirements for implementation of the grant and loan for this project.

c. Adoption of Budget

On a motion by Mr. Mathes, seconded by Mr. Vaughan and carried, the Board tentatively approved the FY 05 PSA budget, which includes a 3% pay increase for eligible PSA employees.

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

Voting no: none.

d. Solid Waste Disposal Services

Staff noted receipt of a questionnaire from the Virginia Department of General Services regarding solid waste issues had been sent to the New River Resource Authority for a response.

e. Polyester Park Water & Sewer Rates

Mr. Jim Whited presented concerns over the cost of water and sewer service to the Polyester Mobile Home Park, with the primary concern being the higher cost his tenants would have when comparing his mobile home park with other mobile home parks. The Board agreed to review Mr. Whited's concerns and provide an update at the August Board meeting.

f. NRRA Disposal Fees & Further Clarification on Customer Paying Tipping Fee at NRRA

The Board was presented with correspondence from the NRRA requesting clarification of PSA policies when trucks with business logos bring material to the landfill. Staff was asked to

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determine the extent of the problem and provide the Board with a report at the August Board meeting.

g. Cost Savings from Use of Fairlawn Drop Center Compactor

Staff provided a summary of estimated savings from reuse of the compactor unit at the Fairlawn Drop site.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board authorized proceeding with the reuse of the former transfer station compactor at the Fairlawn Drop site.

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

Voting no: none.

Staff was directed to request a reduction in fees at the landfill due to the compaction and provide an update at the August PSA meeting.

h. Morehead Lane Sewer Service

Staff reported interest by Mr. John Travis of J & D Builders in extending public sewer service along the Dublin side of Morehead Lane in order to be able to build larger homes.

Mr. Huff requested staff provide additional information at the August Board meeting.

Mr. Huff also requested an update regarding the time period and the number of lots sold on the Draper Phase II project.

i. Cloyd's Mountain Sewer Billing

Staff reported the Board of Supervisors and City of Radford currently are jointly responsible for paying the cost of treating leachate from the closed Cloyds Mountain Landfill. Both are paying debt service costs for the line to the landfill. PSA billing for sewer treatment of the estimated 18 million gallons per year at the normal rate of \$3.50 per 1,000 gallons would cost \$62,387.50. Staff suggested that billing be based on the actual cost to the PSA for treatment which is estimated to be \$1.50 per 1,000 gallons or \$26,737.50 per year.

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On a motion by Mr. Mathes, seconded by Mr. Vaughan and carried, the PSA Board approved billing based on the actual cost to the PSA for treatment with the specific rate to be documented by actual cost to the PSA.

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

Voting no: none.

j. Establishment of Sewer Charges to be Advertised at Public Hearing (Rolling Hills, Orchard Hills, Vista, Highland Park & Mobile Home Parks)

The PSA Board concurred with considering this matter as part of the budget approval.

k. Agreements:

1. Mabry Court Mobile Home Park
2. Tiny Town Mobile Home Park
3. Hidden Valley Camping Club, Inc.

On a motion of Dr. Warren, seconded by Mr. Vaughan and carried, the Board approved the agreements listed above, subject to all agreements being reviewed by the County Attorney. A copy of said agreements is filed with the records of this meeting.

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

Voting no: none.

l. Informational Items:

1. Personnel Changes

The Board reviewed a report of recent personnel changes as prepared by Ms. Burchett.

2. Contract Change Order

The Board ratified approval of Change Order Number 2 to Southern Corrosion, Inc. for the water tank painting in the amount of \$3,767.00.

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3. Central Water & Sewer Project – Pipe Materials

Staff provided details regarding selection of pipe materials for the Central Water and Sewer Project, with plans to bid both the PVC and ductile iron pipe.

4. Bond Refinancing

Board members were provided with a copy of the final bond sale agreement.

5. Missing PSA Accounts

Staff reported 214 possible physical addresses missing from the PSA account file out of 967 PSA accounts. By consensus, the Board approved sending a letter to potential customers.

6. Water Treatment Capacity in Eastern Portion of Pulaski County

Staff advised of plans to talk with the City of Radford regarding improving the quality of the system.

m. 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 (engineering underway)
3. Painting Water Tanks

3. Approval of Minutes of June 14, 2004

On a motion by Mr. Mathes, seconded by Mr. Vaughan and carried, the Board approved the minutes of June 14, 2004, as presented.

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

Voting no: none.

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4. Accounts Payable

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board approved the accounts payable as presented on checks numbered 2292 through 2340, subject to audit.

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

Voting no: none

5. Other Matters

Mr. Huff requested the county engineer to proceed with preparing a report on auxiliary power plants for pumping stations and place costs in budget, as well as provide a report to the PSA Board.

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, August 9, 2004 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