

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

October 12, 2004

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, October 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; Winston Snead, Secretary; Carl Mathes, and Doug Warren. Board member Archa Vaughan, Jr. was unable to attend the meeting. Staff members present were: County Administrator, Peter M. Huber; Assistant County Administrator, Nancy M. Burchett; H. Ronnie Coake, County Engineer; and Executive Secretary, Gena Hanks. Also present was Mr. 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. Mathes, seconded by Dr. Warren and carried, the Board of Directors approved customer credit adjustments in the amount of \$2,093.98cr.

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

Voting no: none.

Not present: Mr. Vaughan.

2. Inmate Availability Report

Staff reported the inmate count for September, 2004 had averaged three inmates per day.

3. Balance Due & Lien Report

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: 0 brush; 7 large; 0 tire(s); 0 refrigerator(s).

5. Drop Site Total & County Landfill Tonnage

There was no drop site or landfill reports available by staff.

b. Action Items:

1. Sharing of Utility Costs

Staff presented responses from other localities to the question of using increased connection fees to reimburse developers for a portion of their expense in extending utilities for a limited time period. The Board discussed the matter and concluded that staff should work with individual developers but took no action on a formal surcharge/reimbursement program.

2. Ductile Iron vs PVS Pipe Use in Providing Service to Mobile Home Parks

Staff reported there had been no flexibility by Rural Development in allowing the PSA to specify the use of ductile iron pipe in extending water service to the mobile home parks.

The Board approved county staff contacting the state director to discuss options and to advise that the PSA is considering using the Virginia Revolving Loan program rather than Rural Development funding.

3. Agreement Between Virginia's First, PSA, Pulaski County, HASH Investments, LLC & DRL Group, LLC

Staff reported continuing discussions with Shelor Motor Mile regarding the easement issue but had no additional information to share at the meeting.

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4. Transfer of New River Sewer System from the Board of Supervisors to the PSA

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved jointly applying for transfer of ownership from the Board of Supervisors to the Public Service Authority.

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

Voting no: none.

Not present: Mr. Vaughan.

5. Grant Administration Agreements with New River Valley Planning District Commission

Staff presented proposed agreements with the New River Valley Planning District Commission for their administration of the Dublin area and the Highland Park sewer projects at a cost of 1% of the grant amount, or a total of \$40,000.

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved the proposed agreements, a copy of which are filed with the records of this meeting, allowing for the New River Valley Planning District Commission to administer the Dublin area and Highland Park sewer projects.

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

Voting no: none.

Not present: Mr. Vaughan.

6. Vista Subdivision Sewer Service Area Extension to Include Armstrong Street

Staff presented details of an estimated \$169,086 cost for including Armstrong Street in the proposed sewer system serving the Vista Subdivision.

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the PSA Board approved including Armstrong Street in the proposed sewer system serving the Vista Subdivision.

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

Voting no: none.

Not present: Mr. Vaughan.

7. Inactive PSA Accounts

As recommended by the PSA's auditor, staff requested approval to categorize inactive PSA accounts as uncollectible, in order to allow for more accurate reporting of the PSA's financial status, with the accounts remaining in the system, should these individuals ever seek PSA services in the future. Further, interest and penalty would no longer be charged to the account, nor would the PSA continue to send out mailings.

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board approved categorizing certain inactive PSA accounts as uncollectible and that this practice should be implemented at least once a year.

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

Voting no: none.

Not present: Mr. Vaughan.

c. Informational Items:

1. Fair Acres Subdivision Engineering Estimate

Staff reported Ms. Patricia Hubbard is being requested to contact her neighbors to obtain an overall confirmation of interest in the sewer service to Fair Acres Subdivision, with a report to be presented to the Board, once that information is received.

2. Southeast Rural Community Assistance Project (SERCAP) Survey

Staff reported receipt of a survey from SERCAP asking the PSA to identify communities of 10 or more households in need of water and/or sewer service. The Board authorized staff to complete the survey and include

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mobile home parks, as well as the Case Knife Road water system.

3. Hydrant Flushing

Staff reported of plans to begin flushing fire hydrants over the next few months and are soliciting persons interested in additional work to allow this to be done during the late evening hours as to minimize disruption to customers.

4. Personnel Changes

A report of recent personnel changes was reviewed by the Board.

d. 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

4. Approval of Minutes of September 13, 2004

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board approved the minutes of September 13, 2004.

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

Voting no: none.

Not present: Mr. Vaughan.

5. 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 2646 through 2715, subject to audit.

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

Voting no: none.

Not present: Mr. Vaughan.

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6. Other Matters

Mr. Nichols provided an update regarding purchase and use of the front loader trash truck.

Mr. Huber reported the City of Radford had expressed an interest in sharing in the use of the Fairlawn Drop Site. Staff offered to provide additional information as it becomes available.

7. 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, November 8, 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