

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
October 16, 2006

At a regular meeting of the Public Service Authority Board of Directors held on Monday, October 16, 2006 at 9:00 a.m. in the Middle Conference Room of the County Administration Building Board Room, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: H. W. Huff, Jr., Chairman; Winston Snead; Carl Mathes; and Douglas Warren. Board members Hollis Loyd and Archa Vaughan were unable to attend the meeting. Staff members present included: Peter M. Huber, County Administrator; Ron Coake, County Engineer; Ron Nichols, Director of Fleet Maintenance and Operations; Gordon Jones, Director of Finance; and Gena Hanks, Executive Secretary. Also present was Patrick Hughes of the New River Valley Planning District Commission.

Ms. Huber introduced Lane Penn as the new PSA Residential Refuse Supervisor.

1. Citizen Comments

There were no citizens present to address the Board.

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 \$2,168.25.

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

Absent: Mr. Vaughan, Mr. Loyd.

2. Inmate Availability Report

Staff reported the inmate count for September 2006 averaged three inmates per day.

3. Balance Due & Lien Report

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

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the line, which would allow the PSA to utilize additional connection fees to help offset the cost of installing the meter.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board accepted the county administrator's recommendation to deduct \$15,000 from the obligated amount and postpone the installation of the meter until such time as others begin using the line, which would allow the PSA to utilize additional connection fees to help offset the cost of installing the meter.

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

Voting no: none.

Not present: Mr. Vaughan, Mr. Loyd.

2. Agreement By and Between the Pulaski County Public Service Authority and the Hidden Valley Camping Club, Inc., a Virginia Corporation

Mr. Huber provided details regarding the proposed agreement with the Hidden Valley Camping Club, including the layout, rates, etc. and recommended approval of the agreement by the Board.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the agreement as presented, subject to review and concurrence by County Attorney Tom McCarthy.

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

Voting no: none.

Not present: Mr. Vaughan, Mr. Loyd.

3. Recommendation for Appointment to Pulaski County Sewerage Authority

As reported in the Board packet, Robert Bruce notified Mr. Sheffey of his resignation as a member of the Pulaski County Sewerage Authority in Fairlawn. Staff requested suggestions from the PSA Board for making this appointment, in keeping with an overall goal to increase coordination of public services. Staff reported previous efforts in this regard include the appointment of Winston Snead and Carl Mathes to

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the Public Service Authority based in part on their involvement on the Sewage Authority, as well as the appointment of Doug Warren based in part on his involvement with the Planning Commission. Staff recommended the PSA Board consider recommending the appointment of Gordon Jones, Director of Finance, based in part on his lifelong residence in Fairlawn, his understanding of financial matters and his most recent involvement as staff to the Public Service Authority.

By consensus, the Board agreed to recommend Gordon Jones for consideration by the Board of Supervisors for appointment to the Pulaski County Sewerage Authority.

c. Informational Items:

1. Personnel Changes

An update of recent personnel changes was provided to the Board.

2. Projects Report

As reported in the Board packet, staff provided an update from the New River Valley Planning District Commission staff describing their work on various projects.

3. Report on Existing Situations With Large Balances Exist

As reported in the Board packet, the PSA Board had requested the following information be provided at the October PSA meeting:

- Report on consideration to tying utilities Into DMV Stop program;
- Report separating "Active" and "Inactive" accounts; and
- Report on consideration to increasing deposit amounts.

By consensus, the Board approved staff contacting the Division of Motor Vehicles (DMV) to determine if the DMV Stop Program could be used in collecting on delinquent accounts. The Board also requested staff determine the viability of using the Debt Set-off as a means of collecting on delinquent accounts. The Board requested lien information be provided at the November Board meeting.

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4. Reimbursement of Connection Fees to Dalfourd Phillips

As reported in the Board packet, in the January 29, 1982 PSA minutes, Mr. Phillips was to be paid \$750 for five water connections in exchange for the land needed for the Draper West Water tank in Draper. However, this check was never written. Instead Mr. Phillips has been granted four free connections to date. While previous connection fees were less than the current \$350 fee, staff recommended issuing a check in the amount of \$350 for the remaining connection in order to satisfy this outstanding obligation. Mr. Phillips subsequently plans to pay the PSA \$350 for the fifth connection in order to serve a double-wide mobile home being placed on his property. In order to avoid having outstanding obligations of this type, staff plans to utilize cash transactions in making future exchanges.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved staff recommendation to the issuance of a \$350 check to Mr. Phillips for the remaining connection in order to satisfy this outstanding obligation.

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

Voting no: none.

Not present: Mr. Vaughan, Mr. Loyd.

5. Jones Drive Sewer Line Extension Project

As reported in the Board packet, the Board was provided with a copy of the letter that was mailed to the Jones Drive residents, reported staff plans to meet with Jones Drive residents on Monday October 16 at 7:00 p.m. at the Dublin Presbyterian Church and invited the participation of Board members.

6. Virginia Water and Wastewater Rate Report

As provided in the Board packet, the Board reviewed a copy of the annual comparative water and sewer rates report throughout Virginia.

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7. Sewer Treatment Presentation

As provided in the Board packet, the Board reviewed handouts from a presentation regarding sewer collection and treatment issues as organized by the staff of the Pepper's Ferry Regional Wastewater Authority.

8. Newbern Pump Station Replacement

As reported in the Board packet, the Board was provided with a copy of the notice of award in the amount of \$273,283 for rebuilding the Newbern Pump station, which is a reduction in the original bid price due to substituting a natural gas generator for a pony motor arrangement for emergency operations.

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. Approval of Minutes of September 11, 2006

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved the minutes of September 11, 2006.

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

Voting no: none.

Absent: Mr. Vaughan, Mr. Loyd

4. Accounts Payable

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the accounts payable as presented on checks numbered 5710 through 5770, subject to audit.

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

Voting no: none.

Absent: Mr. Vaughan, Mr. Loyd

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5. Other Matters

Mr. Mathes inquired regarding the status of easements in the Rolling Hills/Orchard Hills and Highland Park subdivisions. Mr. Burton advised he estimated approximately 65% of easements had been obtained for the Rolling Hills/Orchard Hills subdivisions and 49% for the Highland Park Subdivision.

Roll Off Truck Purchase

Mr. Nichols presented bid tabulation sheet for the purchase of roll off hoist truck. He advised the low bidder was Cavalier at a cost of \$130,394.00.

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board approved the purchase of a roll off truck from Cavalier, the low bidder, at a cost of \$130,394.00.

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

Voting no: none.

Absent: Mr. Vaughan, Mr. Loyd

Mr. Huber reported on a personnel matter in the PSA Refuse Department.

6. Adjournment

By consensus, the Board adjourned the regular meeting. The next regular meeting of the PSA Board is scheduled for Monday, November 20, 2006 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

H. W. Huff, Jr., Chairman

Winston Snead, Secretary