

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES  
November 20, 2006

At a regular meeting of the Public Service Authority Board of Directors held on Monday, November 20, 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: Winston Snead; Hollis Loyd; Carl Mathes; and Douglas Warren. Board members H. W. Huff, Jr. and Archa Vaughan were unable to attend the meeting. Staff members present included: Peter M. Huber, County Administrator; Ron Nichols, Director of Fleet Maintenance and Operations; Gordon Jones, Director of Finance; and Gena Hanks, Executive Secretary.

In the absence of Chairman H. W. Huff, Jr., and continued absence of Vice Chairman Archa Vaughan, Mr. Huber solicited nominations for a Vice Chair. After discussion of the matter, and on a motion by Mr. Warren, seconded by Mr. Loyd and carried, the Board designated Mr. Carl Mathes as Vice-Chairman.

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

Voting no: none.

Not present: Mr. Huff, Mr. Vaughan.

1. Citizen Comments

a. Public Hearing – Sewer Rate Increase

Mr. Huber advised a public hearing had been scheduled to consider a rate increase in sewer services.

Mr. Mathes opened the public hearing to receive public comments on the proposed rate increase. There being no comments, the hearing was closed.

In reviewing the proposed rates, Mr. Loyd questioned the base rate and amount of increase necessary to correct the imbalance in the sewer budget. Staff confirmed a mistake was made and that the recommended rate should be \$4.50 per 1,000 gallons rather than \$4.00 per 1,000 gallons.

On a motion by Mr. Loyd, seconded by Mr. Snead and carried, the Board approved a sewer rate increase from \$3.50 to \$4.50 per thousand gallons effective January 1, 2006 to compensate for a \$105,850 shortfall in sewer operations. Staff was also directed to place a notice in the next billing cycle as a notice to customers.

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

b. Other comments

Mr. Dan Sumner expressed concern over the mobile home park agreements as prepared. He advised he felt the PSA should have already installed the waterline from Belspring Road to Gate 10 Road, expressed concern over having to pay more for water than some who are paying for both water and sewer, concern that fire flow would not be of benefit in preventing mobile homes from burning, concern that the waterline from RAAP is not potable, and concern over his inability to pay the \$13,125 in connection fees. The PSA Board directed county staff to meet with Mr. Sumner to discuss Mr. Sumner's issues and provide an update at the December or January PSA meeting. Staff was also directed to develop a cost sharing plan in situations where one resident pays for utility improvements to the direct benefit of adjacent landowners connecting to the water or sewer improvement.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On the motion of Mr. Loyd, seconded by Mr. Warren and carried, the Board of Directors approved customer credit adjustments in the amount of \$656.02.

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

2. Inmate Availability Report

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

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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.

4. Work Order Count

The following pickups were reported as pending: Pickups pending: 4 brush; 6 large; 0 tire(s); 1 refrigerator(s).

5. Drop Site and County Landfill Totals

The following drop site total report was presented:

**DROP SITE TOTAL  
FOR THE MONTH OF OCTOBER**

| Site         | Trips | Tonnage |
|--------------|-------|---------|
| Dora Highway | 53    | 111.16  |
| Dublin       | 41    | 84.72   |
| Fairlawn     | 10    | 40.25   |
| Total        | 104   | 236.13  |

County Landfill Tonnage  
(County customers & Refuse Department Haulers)  
(for the Month of October)

| Misc Debris(tons) | Appliances | Tires | Brush(tons) |
|-------------------|------------|-------|-------------|
| 3,215.49          | 63         | 607   | 68.86       |

b. Action Items:

1. Thornspring Road Subdivision

Mr. Bob Webb described lack of available water pressure to serve a proposed 12 lot subdivision on Thornspring Road. The PSA Board reviewed a staff recommendation to increase the connection fees allowed in areas where fire flow was not available as a way of providing funding for system-wide improvements in low pressure/volume areas. Mr. Webb was asked to let staff know the outcome of sewer and other issues which may affect the viability of the proposed subdivision. The

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Board directed staff to develop a possible action plan for use of funds generated by higher connection fees.

## 2. Jones Drive Sewer Reimbursement

As reported in the Board packet, staff advised that interested residents of Jones Drive have asked if the PSA would enter into an agreement whereby they would have the potential for being compensated for future connections by adjacent property owners. Further, staff recommended for the development of a cost sharing agreement based on the number of connections using the line within a five year period.

The Board considered staff recommendation to set up a cost sharing system applicable to this and other locations where lines are installed to the possible benefit of adjacent property owners. As noted in item 1b, staff was directed to develop a draft policy and provide the Board with an update as convenient.

## 3. Beatrice Eanes Non User Fees

As reported in the Board packet, staff shared a copy of Ms. Eanes application for SERCAP funding of her waterline which has now been put in place with said application also describing her inability to pay the outstanding balance based on her financial condition. Currently, Ms. Eanes owes the PSA \$12,962.74 of which \$1,513.95 is non-user water fees, \$1,092.42 is garbage service, \$8,781.16 is interest, \$1,571.83 is penalty and \$3.38 is taxes. The application of interest is adding \$105 per month to her bill. Her property is assessed at approximately \$40,000 and she is eligible for relief from paying real estate taxes based on her age, lack of assets and the value of her property.

Staff recommended freezing penalty and interest charges on Ms. Eanes delinquent balance based on her financial inability to make these payments, her actions in approaching the Board about the matter and the impact it is having on her mental health (she is currently hospitalized). Based on this recommendation, the PSA would continue to hold a lien on her property in the amount of the total \$12,962.74 bill however interest would no longer accrue. Staff also recommended continued consideration of establishing a

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procedure for handling large balances as noted in the following item.

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved freezing penalty and interest charges on Ms. Eanes delinquent balance, with a lien to continue to be held on her property.

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

Voting no: none.

Absent: Mr. Huff, Mr. Vaughan.

The Board directed county staff to provide a draft policy applying this example to other situations for Board review at the December Board meeting.

4. Policy on Addressing Large Balances

The Board discussed in detail a listing of active and inactive accounts indicating which accounts have social security numbers on record as needed for the PSA to use the debt set off program and which accounts have recorded real estate liens in place, as well as which accounts are eligible for relief under the tax relief for the elderly

Mr. Loyd requested staff provide a listing of active and inactive accounts, sorted as such, as well as provide a recommendation for accounts to be written off. The Board also requested the listing also be sorted by type of service.

5. Front Load Containers

As reported in the Board packet, the Refuse Department supervisory staff recommends the purchase of 100 additional front load containers at an estimated cost of \$600 each complimenting the recent delivery of the second one-person, front-load truck, which would allow for front-load service throughout the county and should eliminate one existing 2-person route which primarily services dumpsters in the Town of Pulaski.

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The Board directed staff to provide an accounting of the PSA balance and previous commitments for use of that balance so that the PSA Board could accurately assess the financial situation of the Authority.

6. Pulaski Central – Overall Debt Service vs. Aggregate Debt Service

As reported in the Board packet, staff provided a summary of estimated ongoing revenues and expenditures related to the installation of water and sewer service to various mobile home parks. The Board directed staff to review the proposal with mobile home park owners and provide an update at the December or January PSA meeting. The Board also recommended consideration to letting each mobile home stand on its own from a financial perspective.

c. Informational Items:

1. Personnel Changes

The Board reviewed in detail a listing prepared by Ms. Spence indicating recent personnel changes within the PSA department.

2. Projects Reports

The Board reviewed meeting notes, a progress report and timelines on the various water and sewer projects.

3. Statewide Comparison of Water & Sewer Rates

The Board reviewed a statewide comparison and noted the PSA ranks 83<sup>rd</sup> in the cost of 5,000 gallons of water for in-locality service of the 151 authorities providing water service and 64<sup>th</sup> in the cost of 5,000 gallons of sewer for in-locality service of the 139 localities providing sewer service in the State.

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4. Lift System for Residential and Commercial Trash Collections

The Board provided detailed information regarding the large trash can lift system for some residential and commercial "barrel" trash customers.

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved purchasing one lift on a trial basis with the cans to be purchased by the customer.

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

Voting no: none.

Absent: Mr. Huff, Mr. Vaughan.

5. Financial Reports

Mr. Jones provided a detailed revenue and expenditure summary. The Board directed staff to provide details on how much funding had been committed for existing capital items and to adjust the summary accordingly in order to show a remaining unencumbered balance.

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 October 16, 2006

On a motion by Mr. Loyd, seconded by Dr. Warren and carried, the Board approved the minutes of October 16, 2006.

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

Voting no: none.

Absent: Mr. Huff, Mr. Vaughan.

4. Accounts Payable

On a motion by Dr. Warren, seconded by Mr. Loyd and carried, the Board approved the accounts payable as presented on checks numbered 5870 through 5930, subject to audit.

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

Voting no: none.

Absent: Mr. Huff, Mr. Vaughan.

5. Other Matters

Ms. Hanks extended an invitation for Board members to attend the employee Christmas breakfast to be held on Friday, December 1 at 7:15 a.m.

6. Adjournment

By consensus, the Board adjourned the regular meeting. The next regular meeting of the PSA Board is scheduled for Monday, December 11, 2006 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

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H. W. Huff, Jr., Chairman

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Winston Snead, Secretary