

At a regular meeting of the Public Service Authority Board of Directors held on Monday, February 8, 1993, at 9:00 a.m. in the First Floor Conference Room of the County Administration Building, in the Town of Pulaski, the following members were present: H. W. Huff, Jr.; J. Mack Baker; Carlos Morris; Archa Vaughan, Jr.; and Dr. David L. Merrill.

Also present were Joseph N. Morgan, County Administrator; Charles Maus, Executive Director of Peppers Ferry Regional Wastewater Treatment Authority; Ronald Coake, County Engineer; Peter Huber, Assistant County Administrator; Larry Vest, Refuse Supervisor; and Nancy M. Burchett, Director, Management Services.

1. Citizens Comments

No citizens comments were heard.

2. Pepper's Ferry Pretreatment Program and Document Changes

The Board of Directors reviewed with the Executive Director of the Pepper's Ferry Regional Wastewater Treatment Authority, Charles Maus, the revised user agreement, rules and regulations, and enforcement response plan. Mr. Maus reported a number of changes in federal regulations regarding sewer systems had been made since 1986, and the proposed documents have been updated to include these changes. Mr. Maus further reported the rules of operations should be reviewed every three (3) years for possible revisions. Dr. Merrill expressed his concerns about how these new regulations would affect new businesses locating in the county and stressed the need for flexibility in the documents regarding new businesses.

The Board of Directors also confirmed with Mr. Maus that the Authority has the right to sell sewer capacity to another locality, but does not have to sell excess capacity, if they do not want to do so.

On the motion of Mr. Vaughan, seconded by Mr. Morris and carried, the Board of Directors approved the Revised User Agreement, Rules and Regulations, and the Enforcement Response Plan, recommended approval of same and related authorizing ordinance by Board of Supervisors, and authorized the chairman to execute the documents, subject to the County Administrator, Joseph Morgan, being authorized to make any minor changes that he may deem necessary. A copy of these documents are to be filed with the records of this meeting at the Office of the County Administrator.

Voting yes: Mr. Vaughan, Mr. Morris, Mr. Baker, Dr. Merrill, Mr. Huff.

Voting no: none.

3. Reports from the County Administrator and Staff

a. Volvo GM Pretreatment Status

The Board of Directors were advised that Volvo GM has had some problems on their treatment process, and staff had been working with Volvo to correct the problems; however, too many violations had occurred within the last six months and some type of formal corrective action will be required. The Board reviewed a letter from Robert Graham of Pepper's Ferry Regional Wastewater Treatment Authority to County Engineer, Ron Coake, regarding corrective action needed by Volvo in order to comply with state and federal regulations.

b. Fair Acres Sewerline Extension - Bowling Proposal

The County Engineer advised a formal request will be submitted for the Board of Directors consideration at the next meeting of the Board scheduled for March 8, 1993.

c. Delinquent Collection Staff Activity

The Board of Directors reviewed a delinquent letter list and cut off lists from September, 92 to February 8, 1993, as well as accounts receivable totals for all account types, as presented by Larry Vest. Mr. Morgan reported the Town of Pulaski had agreed to make available information on the town's water customers. This information should greatly improve the collections on garbage service within the Town of Pulaski.

d. Roll Off Service Cost Analysis

The Board of Directors reviewed a report submitted by Larry Vest on the revenues and expenditures for FY 92 on the roll off service. Revenues exceeded expenditures by \$5,173.37. Mr. Vest recommended the purchase of another roll off truck be considered by the Board, due to increased requests for roll off service. Mr. Morgan advised he planned to include this purchase in the budget for FY 93-94 for the Board of Directors to consider.

The Board of Directors discussed outside sources possibly being contracted for garbage removal since other localities were currently utilizing private companies to haul and dispose of garbage. Mr. Huff expressed the need to look at outside sources and compare costs for garbage removal.

e. Notice to Landlords for Delinquent Tenant Bills

The Board of Directors reviewed a draft letter to rental property owners advising of possible collection from the landlord for delinquent tenants utility bills. Mr. Huff suggested that the property owners may want to consider including these charges, especially garbage, in their leases. Also, Mr. Huff advised flexibility on commercial property would be needed. Otherwise, the Board had no objections to the draft letter to rental property owners.

f. Town of Pulaski Water Sale and Purchase Agreement

The Board of Directors reviewed a draft of the water sale agreement with the Town of Pulaski, along with minor changes requested by the former town manager. Mr. Morgan reported the agreement was based on the same formula and agreement presently with the Town of Dublin with the cost to the Town of Pulaski being \$1.47 per thousand gallons and \$.80 cents per thousand gallons for emergency purchase of water. Mr. Vaughan stated he did not feel there should be two separate sales of water to the town. The Board requested definition of "emergency" be included in the agreement and a time limit be put on an emergency purchase of water by the Town. Mr. Morgan further reported any outstanding difference between the charges made to the Town of Pulaski, and that paid by the Town of Pulaski to the PSA prior to July 1, 1991, be settled at \$1.00 per thousand gallons. The Board expressed no objections to this settlement. Staff was requested to

revise the agreement and present it for possible adoption at the regular meeting of the Board of Directors in March 1993.

g. Recent Utility Extension Survey

The Assistant County Administrator, Peter Huber, reviewed with the Board of Directors progress on recent utility extensions including the State Park Water line, Schrader Hill water line and the Stigger Hill sewer extension.

h. New River Sewer Rate

On the motion of Mr. Baker, seconded by Dr. Merrill and carried, the Board of Directors approved the following sewer rates for the New River and Stigger Hill areas: \$12.00 non-user fee, \$16.00 minimum for first 2,000 gallons, additional cost per additional 1,000 gallons \$3.00.

Voting yes: Mr. Baker, Dr. Merrill, Mr. Morris, Mr. Vaughan,
Mr. Huff.

Voting no: none.

i. James E. Lucas Rezoning - Water Service

The Board of Directors was advised of a rezoning request for a multi-family housing behind the Advance Store in Fairlawn along Nicewander Way. Mr. Morgan reported the rezoning request had been recommended for denial by the Planning Commission. The Board requested this item be carried over to the next meeting of the Board in March 1993.

j. Pay Plan Revision

Mr. Morgan reported the Board of Supervisors had approved the Pay Plan Revision and requested PSA Board concurrence. He also recommended the PSA Director's fee be increased to \$100 per meeting.

On a motion made by Mr. Morris, seconded by Mr. Vaughan and carried, the Board raised the directors fee as recommended and approved the following Pay Plan Revisions for PSA personnel:

The county administrator is authorized to implement a new employee job classification and pay plan based on the following concepts:

1. A range of pay, with a minimum entry level and a maximum level or full pay for each job is to be established. The range will include no fixed steps, but have a 25% increase from minimum to maximum.
2. Recommendations for increase toward full pay are to be accompanied by a satisfactory evaluation of the employees supervisor, with the concurrence of the county administrator. All employees will receive evaluations no less frequently than annually. More frequent evaluations may be used at the discretion of supervisory personnel. One annual evaluation will occur by August 1 of each year and will be administered independent of any increase towards full pay. Supervisory level

staff evaluation will include setting and measuring accomplishment of two to five annual goals.

3. Employees will be expected to achieve full pay within five years of beginning employment to demonstrate adequate performance for continued employment.
4. Reclassification is possible to recognize circumstances, such as addition of significant extra duties. Reclassification of job duties and pay decisions will be recommended by the county administrator and approved by the Public Service Authority within eighteen months of senior management team member recommendation.
5. The non-conflicting elements of the personnel management system implemented in 1980, as well as changes adopted thereafter, are to be maintained but rewritten for clarity.
6. Full pay will be budgeted for each position to avoid concern over general increases versus achieving full pay during budget deliberations. General increases will be considered annually by the Board of Supervisors during budget preparation. General increases will replace cost of living and merit increases.
7. Current employees will move to the top of the range currently in effect within five years to make the transition affordable. Movement at a rate of more than 5% annually will require county administrator's recommendation and Board of Supervisors concurrence. Employees moving toward full pay will not be eligible for the general increase.

The plan will have the following pay ranges for minimum entry level to full pay:

PUBLIC SERVICE AUTHORITY

Title	DEPARTMENT	ENTRY PAY	FULL PAY
Account Clerk, II	ADMINISTRATION	16,000	- 20,000
Bookkeeping Supervisor	ADMINISTRATION	17,600	- 22,000
Sanitation Worker	REFUSE	10,500	- 13,125
Sanitation Driver	REFUSE	13,000	- 16,250
Sanitation Worker, Sr.	REFUSE	13,000	- 16,250
Sanitation Driver, Sr.	REFUSE	15,200	- 19,000
Assistant Sanitation Supervisor	REFUSE	19,200	- 24,000
Sanitation Supervisor	REFUSE	24,400	- 30,500
Plant Technician	WATER PLANT	14,240	- 17,800
Class II Water Plant Operator	WATER PLANT	20,000	- 25,000
Senior Water Treatment Plant Operator	WATER PLANT	22,000	- 27,500
Chief Water Treatment Plant Operator	WATER PLANT	24,400	- 30,500
Plant Superintendent	WATER PLANT	31,200	- 39,000
Meter Reader/Fleet Assistant	WATER SERVICE	14,000	- 17,500
Water Service Technician	WATER SERVICE	14,000	- 17,500
Heavy Equipment Operator	WATER SERVICE	16,400	- 20,500
Utility Maintenance Crew Leader	WATER SERVICE	18,400	- 23,000
Utility Maintenance Supervisor	WATER SERVICE	25,000	- 31,250

Voting yes: Mr. Morris, Mr. Vaughan, Mr. Baker, Dr. Merrill,
Mr. Huff.

Voting no: none.

k. PCSA Report

Mr. Morris reported the Sewer Authority had at its last meeting discussed purchasing a \$40,000 certificate of deposit, selling of the lagoon property, and discussed Mr. Snead being again appointed Chairman of the Pepper's Ferry Regional Wastewater Treatment Authority.

l. Current Authorized Projects

- Backflow Prevention Policy and Ordinance
- Claytor Lake State Park Waterline Extension Bidding and Sewer Design
- Lakewood Estates Water System Return of Operation to Residents
- Legal Opinion on Industrial Bulk Rates for Water

m. Matters Under Review

- Saint Albans Fire Line Cost Reallocation

4. Approval of Minutes of January 11, 1993

On the motion of Mr. Morris, seconded by Mr. Baker and carried, the Board of Directors approved the minutes of January 11, 1993.

Voting yes: Mr. Vaughan, Mr. Morris, Dr. Merrill, Mr. Baker, Mr. Huff.

Voting no: none.

5. Approval of Accounts Payable

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved accounts payable as presented on checks numbered 6282 through 6331, subject to audit.

Voting yes: Mr. Morris, Mr. Vaughan, Dr. Merrill, Mr. Baker, Mr. Huff.

Voting no: none.

6. Adjournment

There being no further business, the Board Adjourned. The next regularly scheduled meeting of the Pulaski County Public Service Authority will be held on Monday, March 8, 1993 at 9:00 a.m. in the County Administration Building, 143 Third Street, NW, in the Town of Pulaski.

Voting yes: Mr. Vaughan, Mr. Morris, Dr. Merrill, Mr. Baker, Mr. Huff.

Voting no: none.

H. W. Huff, Jr., Chairman

J. Mack Baker, Secretary