

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, January 12, 1998, 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., Chairman; J. Mack Baker; Carlos Morris; Winston Snead; and Archa Vaughan, Jr. Staff members present included County Administrator, Joseph N. Morgan; Assistant County Administrator, Peter Huber; County Engineer, Ronnie Coake; Sanitation Supervisor, Larry Vest; and Nancy M. Burchett, Management Services Director.

1. Citizen Comments

Citizen comments were heard from James & Mary Cox regarding item 2c; Joseph R. Boggess regarding item 2b and Ms. Teresa Martin of Waste Management Inc., regarding item 2j.

2. Reports from the County Administrator and Staff:

a. Collection Staff Activity:

1. Inmate Availability Reports

An update was provided on current inmate availability.

2. Balance Due Report

A current balance due report was reviewed by the Board of Directors. Mr. Vest advised he still was unsure if the figures on the balance due report were correct. He reported Data Processing staff were reviewing the programs which generated the balance due report for accuracy.

3. Adjustments

It was moved by Mr. Morris, seconded by Mr. Vaughan and carried, that adjustments totaling \$13,153.53 be approved.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead,
Mr. Vaughan, Mr. Huff.

Voting no: none.

4. Lien Report

An update on current liens was reported by Mr. Vest.

5. Collections Report

The Board reviewed the collection report, as prepared by Larry Vest, reporting the following pickups scheduled: 2 brush, 3 large items, 3 tires and 1 refrigerator.

b. Joseph R. Boggess Complaint

Mr. Joseph R. Boggess expressed concerns regarding his recent garbage billing from the Public Service Authority. Mr. Boggess advised he did not use the refuse service; however, did have a residence on Claytor Lake with his permanent residence being in the City of Radford. Mr. Boggess also complained regarding the lack of response to his letter to the PSA dated September 24, 1997 by PSA staff.

County Administrator, Joseph N. Morgan, advised Mr. Boggess that the mandatory garbage billing charge had been established in 1989 and required all citizens owning a dwelling in Pulaski County to pay a refuse bill. Staff advised Mr. Boggess that he could apply for the low volume user status, which would result in a lower rate, or he could let the charge accrue with a lien being placed on the property.

Mr. Boggess indicated he would apply for low volume user status and pay the appropriate amount owed.

c. Dunkards Bottom Water Survey Results

Peter Huber, Assistant County Administrator, reported the results of the Dunkards Bottom water survey. He advised that 58% were in favor of the water extension with 42% being opposed to said extension. However, Mr. Huber noted that 18 of the surveys had not been returned. Mr. Huber further advised the monthly minimum water fee to be approximately \$38.00 per month.

Mr. & Mrs. James Cox requested they be allowed to contact those individuals who had not responded to the survey. The Cox's expressed support for the water line extension.

Staff was directed to supply the names of the individuals who had not responded to the survey to Mr. & Mrs. Cox.

The Board of Directors instructed staff to place this matter on a future PSA agenda once all those residents affected have responded to the survey.

d. Ratification of REMSI Request for Use of Water Tanks as Radio Communications Bases

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors amended previous action taken at the December meeting of the Board, and authorized REMSI to place a radio transmitter and a communications equipment shelter at the Parrott water tank site rather than at the Shiloh and Morgan's Cut tanks.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan and Mr. Huff.

Voting no: none.

e. Water Line Extension – Virginia Mobile Home Court

County Engineer, Ronnie Coake, reviewed preliminary engineering figures on the water line extension for Virginia Mobile Home Court. Mr. Coake reported the estimated monthly minimum water to be \$12.20 with the estimated average water bill projected at \$19.70 per month.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors authorized staff to proceed with water line extension to the Virginia Mobile Home Court, subject to previous standards set by the PSA with owner executing deed of trust and subject to approval of loan from Rural Development.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan, and Mr. Huff.

Voting no: none.

f. Missing Item Complaint

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors denied a request from Mr. Joel Slaughter for reimbursement of toolbox.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan, and Mr. Huff.

Voting no: none.

g. Riverbluff Subdivision Water Line Extension

The Board of Directors reviewed a preliminary engineering report, as prepared by County Engineer, Ronnie Coake, regarding the extension of water service to Riverbluff Subdivision. Mr. Coake advised the estimated monthly minimum water bill would be \$70.40 with the projected average monthly bill to be \$77.90 per month.

The Board of Directors requested staff to advise the property owners of the above estimated costs and conduct a survey of property owners to determine level of interest for the water line extension.

h. Job Description Revisions

On the motion of Mr. Snead, seconded by Mr. Baker and carried, the Board of Directors approved the job description revisions for the Operations Clerk position and approved the salary range for said position at \$16,926 - \$21,157 with a 5% increase in salary effective February 1, 1998. The Board further approved the job description and hiring of an Assistant Operations Clerk, per staff recommendation.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan and Mr. Huff.

Voting no: none.

i. Ratification of Claytor Lake Sewer Line Extension Change Order Number 8

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors ratified Change Order #8 with Little B Enterprises for the installation of an existing generator in the Claytor Lake sewer system in the amount of \$2,677 and \$35.00 per hour for any necessary repairs to generator plus 10% overhead.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan and Mr. Huff.
Voting no: none.

j. Solid Waste Collection Privatization

County Administrator, Joseph N. Morgan, reviewed with the Board of Directors a proposed request for proposals for solid waste collection services.

Ms. Teresa Martin of Waste Management Inc. expressed appreciation for the PSA's past business and good working relationship with PSA staff.

Executive Session – 2.1-344(A)

It was moved by Mr. Snead, seconded by Mr. Morris and carried, to enter executive session in accordance with Section 2.1-344(A) of the Code of Virginia, as amended, to discuss personnel and legal matters.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan and Mr. Huff.
Voting no: none.

Return to Regular Session

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors returned to regular session.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan and Mr. Huff.
Voting no: none.

Certification of Conformance with the Virginia Freedom of Information Act

It was moved by Mr. Baker, seconded by Mr. Morris and carried, that the Board of Directors adopt the following resolution certifying conformance with the Virginia Freedom of Information Act:

WHEREAS, the Board of Directors of the Public Service Authority of Pulaski County, Virginia, has convened an executive meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by this Board of Directors that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Public Service Authority of Pulaski County, hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the executive meeting were heard, discussed or considered by the Board of Directors.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan, and Mr. Huff.

Voting no: none.

On the motion of Mr. Morris, seconded by Mr. Vaughan, and carried, the Board of Directors authorized staff to report concerns of the PSA Board of Directors to the Board of Supervisors regarding privatization of solid waste collection, and further authorized staff to proceed with the RFP process for solid waste services once the Board of Supervisors had had an opportunity to review the proposed RFP and make comments.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan and Mr. Huff.
Voting no: none.

k. Draper Aden 9th Annual Virginia Water & Sewer Rate Report

The Board of Directors reviewed a copy of the 9th annual Virginia water and sewer rate report as reported by the engineering firm Draper Aden & Associates.

l. Informational Items from Dept. of Health – Office of Water Programs

The Board of Directors reviewed correspondence from the Department of Health approving plans for the Hickman Cemetery Road water line improvements and the NRB Industries water and sewer extensions.

m. Billing System Changes

On the motion of Mr. Morris, seconded by Mr. Baker and carried, the Board of Directors approved the following staff recommendations for billing system changes:

1. Bar coding of all PSA correspondence – initial set up (programming expenses) and printing costs of \$5,730 to be offset by projected postal rate savings of \$6,036.48 by printing postal service bar codes on all PSA mailings. The subsequent year's expense to be \$477.00
2. PSA payment of return postage on bills – PSA payment of return postage will encourage mail-in of PSA payments while providing added convenience to the customer. PSA costs to be \$0.34 per payment mailed plus an annual accounting fee of \$205.00.

3. Elimination of payments taken at most banks – Presently fewer banks are willing to accept PSA payments, and those that currently do are not able to post directly to the customer’s account.
4. Collections and direct posting of walk-in payments by the Town of Dublin and a location to be selected in the Fairlawn area – The fee to the Town of Dublin to be \$0.32 per payment plus \$200 per month with a similar arrangement to be negotiated by staff for customers in the Fairlawn area for customers who prefer to pay their bills in person.
5. Purchase of bar code scanners for use by Community National Bank and the Town of Dublin at a cost of approximately \$375.00 each.
6. Direct Debit Service to be offered to customers requesting service.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan and Mr. Huff.

Voting no: none.

n. Workshop-Boardsmanship & Volunteerism

The Board of Directors reviewed a brochure advising of a workshop to be held on January 24, 1998. Any board member wishing to attend was asked to contact staff for registration.

o. PCSA Report

No report was given due to no meeting held last month.

p. PFRWTA Report

County Engineer, Ronnie Coake, advised the Peppers Ferry Regional Wastewater Treatment Authority had discussed at its last meeting the sewer acceptance agreement with Bland County.

q. NRRA Items of Information

There were no NRRA items of information presented at this meeting for the Board of Directors review.

r. Current Authorized Projects:

The Board of Directors reviewed the following projects currently underway:

- Review of Garbage Service Privatization Options
- New River Industrial Park Utilities
- Claytor Lake State Park Water Line Extension
- Claytor Lake State Park Sewer Extension
- Cloyd's Mountain Sewer Extension Design
- Pond Lick Hollow Water Line Extension
- Route 100 Sewer Line Extension Study
- New River Industrial Park Water & Sewer Extension
- NRB Industries Utility Project
- Riverwood Water Extension
- Virginia Mobile Home Park Water and Sewer Feasibility Study
- Riverbluff Subdivision Water Extension Study

3. Approval of Minutes of December 8, 1997

On the motion of Mr. Morris, seconded by Mr. Snead and carried, the Board of Directors approved the minutes of December 8, 1997, as presented.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan, and Mr. Huff.
Voting no: none.

4. Approval of Accounts Payable

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved the accounts payable listing for checks numbered 3725 through 3786, subject to audit.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan, Mr. Huff.
Voting no: none.

5. Other Matters

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors approved a request from Mr. John Turner for two additional lots on one water meter. Staff to bill for additional minimums at 75% per PSA policy.

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, Mr. Vaughan, and Mr. Huff.

Voting no: none.

6. Adjournment

The Board adjourned the meeting until the next regular scheduled meeting. The next regularly scheduled meeting of the Pulaski County Public Service Authority will be held on Monday, February 9, 1998 at 9:00 a.m. in the County Administration Building, 143 Third Street, NW, in the Town of Pulaski.

H. W. Huff, Chairman

J. Mack Baker, Secretary