

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, October 19, 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; County Engineer, Ronnie Coake; Sanitation Supervisor, Larry Vest; and Nancy M. Burchett, Management Services Director.

1. Citizen Comments

No citizen comments were heard at this time.

2. Draper Aden Associates Presentation

Mr. Bill Aden and Mr. Randall Hancock of Draper Aden Associates addressed the Board of Directors regarding the recent letter from the State Department of Conservation and Recreation. Said letter criticized the design of the Claytor Lake Park sewer extension. Mr. Aden advised that, in his opinion, the state had created the odor problem by the continued release of effluent from the old septic systems into the new sewer system. He further reported the problem can be solved once the State discontinues the use of the other two septic systems.

The Board expressed appreciation to Mr. Aden and his staff for the assistance provided to county staff in trying to resolve this problem.

3. Reports from the County Administrator and Staff:

a. Collection Staff Activity:

1. Inmate Availability Reports

An update was provided on current inmate availability. Mr. Vest noted he had had an ample number of inmates and had almost been able to get caught up recently on the special pickup requests.

2. Balance Due Report

A current balance due report was reviewed by the Board of Directors.

3. Adjustments

It was moved by Mr. Morris, seconded by Mr. Vaughan and carried, that adjustments totaling \$4,669.93 be approved.

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

Voting no: none.

4. Lien Report

An update on current liens was reported by Mr. Vest. He reported that five liens had been paid off and this accounted for the reduction in the lien amounts due. In addition, Mr. Vest reported additional lien letters, approximately 100, would be sent out soon to delinquent customers.

5. Collections Report

The Board reviewed the collection report, as prepared by Larry Vest, reporting the following pickups scheduled: 11 brush, 21 large items, 10 tires and 9 refrigerators.

b. Town of Dublin – Authorization for Sewer Line Extensions

County Administrator, Joseph N. Morgan, reported that the Town of Dublin had recently consented to the extension of sewer lines for any portion of the Bagging Plant Road extension, which would extend into the Dublin town limits. Further, Dublin had been advised of the need to ask the Board of Supervisors to agree to the extension of sewer lines to serve either the regional jail or the Marbal Industrial Park.

Mr. Morgan suggested the Board of Directors consider extending the sewer line up to the State Police Office on Route 100, if a favorable rate from the contractor is negotiated.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors authorized staff to negotiate with the contractor to extend the sewer line in the Dublin area up to Route 100 at the State Police Office, per staff recommendation.

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

Voting no: none.

c. Solid Waste Disposal Convenience Areas

The Board of Directors reviewed a memo from New River Resource Authority staff explaining the current status of solid waste disposal convenience areas.

d. Refuse Packer RFP

The Board reviewed recent proposals received for the purchase of a refuse packer for the Refuse Department.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved awarding the contract for the Refuse Packer Body to Mid State Equipment Co. in the amount of \$37,280.00, per staff recommendation.

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

Voting no: none.

e. Refuse Truck Cab and Chassis Bids

The Board of Directors reviewed recent bids received for the purchase of a refuse truck cab and chassis.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors accepted staff recommendation and awarded the bid for the refuse truck cab and chassis to low bidder, Truck Enterprises in the amount of \$70,553.00.

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

Voting no: none.

f. Trash Loader Bids

Staff advised that bids had recently been received for the purchase of a trash loader, which could be of great assistance to the refuse department with the special pickup requests. It was noted that an additional driver would need to be hired should the PSA approve the purchase of the trash loader.

On the motion of Mr. Morris, seconded by Mr. Snead and carried, the Board of Directors approved the purchase of the trash loader at an estimated amount of \$75,000 dependent on which bidder can supply an acceptable vehicle in a satisfactory time period, and the hiring of an additional driver for said equipment. Further, the Board requested staff to determine the feasibility of charging the public for use of this vehicle for special pickup purposes.

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

Voting no: none.

g. Large Item Collection Information

The Board reviewed a draft of a news release regarding large item collection information.

The Board directed staff to advertise the news release, after a few minor corrections, in The Southwest Times, the Current section of the Roanoke Times and insert in the message section of the PSA quarterly refuse bills.

h. Virginia Mobile Home Court Account

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved settling the outstanding accounts of Mr. Richard Savage, owner of Virginia Mobile Home Court for the amount of \$17,000.

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

Voting no: none.

i. Request for Repairs to Dumpster Enclosure

The Board of Directors reviewed a request from McDonald's in Dublin for repairs to a dumpster enclosure in the amount of approximately \$2,650.00.

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors denied the above request from McDonald's for repairs to the dumpster enclosure. The Board further requested staff to develop PSA specifications for dumpster enclosures with specifications to be included in the site plan information for any future new businesses. In addition, the Board directed staff to report this matter to the appropriate insurance carrier.

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

Voting no: none.

j. Salary Adjustments

The Board of Directors approved the following salary adjustments for refuse department employees retroactive to July 1, 1998:

<u>Employee</u>	<u>New Salary</u>
Rolley D. Stilwell	\$ 23,026
Ronnie Ryan	23,026
Taylor Boyd	23,026
Robert Byrd	20,958
Timothy Dalton	20,678
Oscar Sherman	17,686
Thomas Havens	20,478
Aubrey Powers	20,278
Willard Mills	19,547
Scott Saunders	14,456
Roger Gravley	18,616
John Boyd	13,934

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

Voting no: none.

k. Request for Replacement of Special Item Pickup

The Board reviewed a request for the replacement of the bottom portion of a shop vac from Ms. Susan Stike, a resident of the Belspring area. Mr. Vest advised the shop vac was full of broken glass and had nothing to indicate that the vac was not supposed to be picked up by the refuse department.

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors denied the above request for the replacement of a shop vac.

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

Voting no: none.

l. Waiver of Disconnection Fee

Staff discussed with the Board recent problems experienced with the water cut-off for delinquent PSA customers and the involvement of PSA Board members. Staff reviewed with the Board the present cut-off procedures and asked for guidance on any changes which the Board may desire.

The Board directed staff to continue the present policies regarding cut-off notices and procedures.

m. VDOT Agreement on Cloyd's Mt. Sewer Line Installation

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved an agreement with the Virginia Department of Transportation (VDOT) to install at county expense the extension of the sewer line from the entrance of the new landfill to the old landfill. A copy of said agreement shall be filed with the Office of the County Administrator.

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

Voting no: none.

n. Personnel Changes

The Board of Directors reviewed recent PSA personnel changes as reported by Management Services Director, Nancy M. Burchett.

o. PFRWTA Report

The Board reviewed a report from the Peppers Ferry Regional Wastewater Treatment Authority regarding projections of system needs for the next several decades. It was noted staff will attempt to respond to this report as soon as practical.

p. PCSA Report

Mr. Snead advised the Pulaski County Sewerage Authority at its last meeting had discussed the overflowing of manholes and the cost to correct the problem. Mr. Snead reported the PCSA had spent approximately \$10,000 on the manholes.

q. Informational Items:

1. NRRA Items of Information

The Board reviewed the minutes of the NRRA for July 22, 1998, accounts payable listing, waste stream reports for July, 1998, monthly quantity report, waste stream analysis by users report and a waste load summary report.

2. DEQ Water Treatment Plant Facility Inspection

The Board reviewed correspondence from the Virginia Department of Environmental Quality regarding the water treatment plant inspection.

3. Department of Health Amendment to Master Operations

The Board of Directors reviewed correspondence from the Department of Health advising of an amendment to Master Operations.

4. Commendation from PSA Customer

The Board reviewed a note from a PSA customer commending PSA employee, Rod Mitchum, for detecting a water leak.

5. Case Knife Road Water Extension

The Board reviewed correspondence from county staff to the Virginia Department of Housing and Community Development regarding the Town of Pulaski's application to the Appalachian Regional Commission to correct water storage and pressure problems within the town limits on Case Knife Road.

6. Use of Return Postage Envelopes

The Board reviewed the policy adopted on January 12, 1998 regarding the use of return postage envelopes. The Board requested staff to only use these envelopes for the monthly PSA billings and not for the quarterly billings at this time. The Board also requested that staff prepare an evaluation on the cost and economics, if any, on the use of return postage envelopes.

7. Citizen Complaint

The Board reviewed a citizen complaint from Ms. Tina Underwood. Ms. Underwood complained of the re-connection fee being high and that she feels more time is needed between the payment due date of the PSA bill and the cut-off of the water.

The Board took no action on Ms. Underwood's complaint.

8. Sewer Connection Application – Rivers Edge Subdivision

The Board reviewed correspondence from the County Engineer to Mr. Anthony Billue regarding a new sewer connection for a new home on Lot 6 of the Rivers Edge Subdivision. Said correspondence advised that the Public Service Authority will only provide a sewer connection to the force main.

r. Current Authorized Projects:

- Dunkard's Bottom Water Survey
- Review of Garbage Service Privatization Options
- Claytor Lake State Park Sewer Extension
- Cloyd's Mountain Sewer Extension Design
- Pond Lick Hollow Water Line Extension
- New River Industrial Park Water & Sewer Extension
- Riverwood Water Extension
- Virginia Mobile Home Park Water and Sewer Feasibility Study
- Bagging Plant Road Sewer Line Extension
- Thornspring Creek Sewer Extension Design by the Town of Pulaski

The Board reviewed the above listing of current authorized projects.

4. Approval of Minutes of September 14, 1998

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved the minutes of September 14, 1998, as presented.

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

Voting no: none.

5. Approval of Accounts Payable

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors approved the accounts payable listing for checks numbered 4338 through 4411, subject to audit.

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

Voting no: none.

6. Other Matters

The PSA Board of Directors approved not holding a meeting during the month of November 1998 due to staff and directors being out of the county.

7. 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, December 14, 1998 at 9:00 a.m. in the County Administration Building, 143 Third Street, NW, in the Town of Pulaski.

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H. W. Huff, Jr., Chairman

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J. Mack Baker, Secretary