

## PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES FEBRUARY 14, 2000

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, February 14, 2000, at 9 a.m. in the First Floor Conference Room of the County Administration Building, in the Town of Pulaski, Virginia, the following members were present: J. Mack Baker; Carlos Morris; Winston Snead; and Archa Vaughan, Jr. Absent: H. W. Huff, Jr., Chairman. Staff members present included Joseph N. Morgan, County Administrator and PSA Executive Director; Ronnie Coake, County Engineer; Sanitation Supervisor, Larry Vest; and Nancy M. Burchett, Management Services Director.

### 1. Citizen Comments

No citizen comments were heard.

### 2. Reports from the County Administrator & Staff:

#### a. Collection Staff Activity:

##### 1. Adjustments

It was moved by Mr. Morris, seconded by Mr. Baker and carried, that adjustments totaling \$6,986.63 be approved as submitted.

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

Voting no: none.

Absent: Mr. Huff.

##### 2. Inmate Availability Report

The Board reviewed the inmate availability report as prepared by Larry Vest, Sanitation Supervisor. Mr. Vest noted that only two inmates had been available for use by the Refuse Department during the past month.

##### 3. Balance Due Report

The Board reviewed the balance due report as prepared by Larry Vest also. Mr. Vest reported the balances due had not changed significantly over the past three months.

##### 4. Lien Report

The Board reviewed the lien report as prepared by staff.

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5. Collections Report

Larry Vest reported the following special pickup/large items collections as of January 27, 2000: Large Items – 12; Brush – 2; Tires – 3; and Refrigerators – 2.

6. Refuse Committee Reports

The Board of Directors reviewed the minutes of January 7, 2000 of the Refuse Committee as prepared by staff.

7. Proposal for Combined Town of Pulaski/PSA Refuse Billing & Collections

The Board reviewed with staff the following proposal for the Town of Pulaski to assume the billing and collections for the PSA refuse service:

**PROPOSAL**  
**FOR COMBINED TOWN/PSA**  
**REFUSE BILLING & COLLECTIONS**

The following outlines the Public Service Authority's proposed expectations for the Town of Pulaski to incorporate the PSA refuse service billing with the town's monthly water & sewer billings:

1. Initially, the town would begin billing all residential water customers of the Town of Pulaski a flat charge each month for PSA refuse service. Some commercial water customers of the town may be billed if a flat rate can be established for the small commercial customers within the Town of Pulaski. Lists of the current PSA commercial and dumpster customers can be supplied to the town personnel for comparison as early as March 1, 2000.
2. The town treasurer's office would collect the flat charge for PSA refuse service and remit the amount collected to the Public Service Authority on a monthly basis via a check.
3. Documentation requested with the remittance check from the town would be the total number of customers paying the flat charge and the period of time the remittance covered. In addition, the town would need to report the monthly amount billed by the town for refuse service. This could be done via a letter from the town treasurer's office and remitted also with the monthly check.

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4. The town may impose an additional deposit fee for renters to cover the monthly refuse service fee. As the deposit fees are applied to a delinquent account, PSA would expect to get credit for whatever deposit amount was collected for the refuse service, providing the total deposit fee covers the total amount owed. If the deposit fee does not cover the total amount owed, the PSA would assume the loss for the refuse service fee.
5. Any penalty and interest charges assessed by the Town of Pulaski for delinquent customers could be retained by the Town of Pulaski.
6. For low volume refuse customers, the town would bill at the flat rate and the customer, after verification by PSA staff, could get a refund from the PSA on an annual basis. Customers would need to be referred to the PSA Offices to request a refund.
7. After the town begins the refuse service billing, the PSA would expect the town to pull water meters on delinquent accounts and collect payment in full for the refuse service prior to resuming water service to the delinquent customer.
8. Listings of customers could be exchanged by the Town of Pulaski staff and the PSA staff as needed to verify customers and addresses.
9. PSA refuse workers would collect all trash set out within the Town of Pulaski for residential customers and assume customers were paying for service.
10. Prior to the town assuming the billing for PSA refuse service, PSA delinquent accounts would be the responsibility of the PSA and not the town.
11. Target date for the billing by the town is proposed for September 1, 2000 which would be for the August 2000 refuse service.

The Board of Directors authorized staff to send the above proposal to the Pulaski Town Manager.

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b. Towns Annual Water Settlement

The Board of Directors reviewed the annual water settlement calculations for the towns of Dublin and Pulaski, as prepared by Management Services Director, Nancy M. Burchett. Said calculations result in a credit due the Town of Dublin in the amount of \$63,921.94 and a credit due the Town of Pulaski in the amount of \$1,632.82.

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors approved the annual water settlement calculations as prepared by staff.

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

Voting no: none.

Absent: Mr. Huff.

c. Extension of Waterline to Draper Ridge Subdivision and Draper Aden Report/Water Tank Study

County Engineer, Ronnie Coake, reported that the Planning Commission had approved the above listed subdivision extension subject to the Public Service Authority approving the water line extension. Mr. Coake advised that the original developer had not installed fire hydrants for the first phase of the development of the above listed subdivision; however, an understanding had existed that once the second phase was developed a water tank would need to be constructed for fire hydrants and fire flow. Mr. Coake further reported that the original developer had sold the subdivision and a new developer was now beginning the second phase of the project.

In addition, Mr. Coake reported that an additional fee or an increase in the rates for the cost of the water tank by the residents of the Draper Ridge Subdivision may be necessary, if the new developer is unwilling to pay for the cost of the water tank. Staff advised that Draper Aden engineers are currently reviewing this project to determine the cost and any additional fee or surcharge which may need to be charged to recover the cost of the water tank.

d. Water/Sewer Extensions – James Whited Property

The Board reviewed correspondence from Mr. James Whited regarding a request for water/sewer extensions to Polyester Mobile Home Park. Staff advised that this project might take as much as 2 years before it is finalized, unless Mr. Whited is willing to pay the costs of the extension up front.

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On the motion of Mr. Morris, seconded by Mr. Baker and carried, the Board of Directors approved the draft letter to Mr. Whited as prepared by staff and authorized staff to send said letter to Mr. Whited.

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

Voting no: none.

Absent: Mr. Huff.

The Board suggested staff meet with Mr. Whited as convenient to discuss this project as well as other development projects planned in this area.

e. Dunkards Bottom Water System Fire Flow

Ronnie Coake, County Engineer, reported to the Board of Directors on the health department requirements regarding fire flow. Mr. Coake advised that a PSA policy was needed regarding fire flow. He advised that he is currently working with the fire departments in the development of such a policy.

The Board authorized staff to request the Health Department approve the Dunkards Bottom project, as outlined by the county engineer, without fire hydrants until a PSA policy can be developed and adopted.

f. Personnel Changes

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

g. PFRWTA Report

Mr. Snead reported items of discussion at the last Peppers Ferry Regional Wastewater Treatment Authority meeting were a possible rate increase and the expansion of the existing plant.

h. PCSA Report

Mr. Snead reported the Pulaski County Sewerage Authority had had no significant problems this winter.

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i. Informational Items:

The following informational items were reviewed:

1. NRRA Items of Information

The Board reviewed New River Resource Authority minutes of November 3, 1999, January 5, 2000, and January 12, 2000; accounts payable for the months of October, November and December, 1999; and waste stream reports for October, 1999.

2. Amount Collected in FY 99 by PSA for Landfill Surcharge Fees

PSA Bookkeeper, Brenda Sayers, advised that \$26,825.25 had been collected in FY 99 by the Public Service Authority for landfill surcharge fees.

3. Orchard Hills & Vista Revised PER

The Board reviewed information from staff member, Barry Long regarding the Orchard Hills & Vista revised preliminary engineering report.

j. Current Authorized Projects & Items Under Review:

The following projects were reported as under review:

1. Cloyd's Mountain Sewer Extension By VDOT
2. New River Industrial Park Water and Sewer Extension
3. Water & Sewer Extension Preliminary Engineering Reports
4. Landings Limited Partnership Water Extension
5. Collier Acres Sewer Extension with Commerce Park Development
6. Case Knife Road Water Extension Study
7. Gateway Mobile Home Park Water & Sewer Extension Engineering

k. Scheduling Public Hearing – All Rates

The Board authorized staff to schedule a public hearing as early as May, 2000 for PSA utility rates with a schedule of the proposed rates to be placed on the PSA agenda for either the March or April 2000 meeting for consideration by the PSA Board of Directors.

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3. Approval of Minutes of January 10, 2000

It was moved by Mr. Baker, seconded by Mr. Morris and carried, that the minutes of January 10, 2000 be approved as presented.

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

Voting no: none.

Absent: Mr. Huff.

4. Accounts Payable

It was moved by Mr. Morris, seconded by Mr. Snead and carried, that the accounts payable on checks numbered 5528 through 5616 be approved, subject to audit.

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

Voting no: none.

Absent: Mr. Huff.

5. Other Matters:

The Board of Directors expressed appreciation to the Board of Supervisors for receipt of gift certificates for Christmas.

6. Adjournment

There being no further business to discuss the Board adjourned. The next regular meeting of the Pulaski County Public Service Authority Board of Directors will be held on Monday, March 13, 2000 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W. in the Town of Pulaski, Virginia.

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Archa Vaughan, Vice-Chairman

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J. Mack Baker, Secretary