

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES OCTOBER 16, 2000

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, October 16, 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: H. W. Huff, Jr., Chairman; J. Mack Baker; Winston Snead; Carl Mathes; and Archa Vaughan, Jr.; staff members present included Interim County Administrator, Peter Huber; County Engineer, Ronnie Coake; Sanitation Supervisor, Larry Vest; and Nancy M. Burchett, Management Services Director.

1. Citizens Comments

Mr. German Ruiz, President of the Big Valley Subdivision Homeowners Association, expressed the following concerns and suggestions regarding the proposed surcharge and connection fees on behalf of the residents of the Big Valley Subdivision:

1. The Big Valley Subdivision currently has an adequate water source;
2. All the home sites and future building lots in the subdivision currently have direct access to the county public water supply;
3. Fire hydrants are not needed due to auxiliary water sources available;
4. To date, residents have had no problems with the current water supply;
5. Current water pressure and water quality is no different than other citizens in the county;
6. Primary reason for surcharges is to facilitate the development of the two nearby subdivisions; and
7. Suggested the cost of project be funded by the developer and/or Pulaski County and not by residents of the Big Valley Subdivision.

Mr. Ruiz also presented to the Board of Directors a petition from the residents opposing the surcharges and connection fees proposed. He advised the residents are willing to go without fire hydrants, and emphasized the need for the Board to consider other alternatives for funding the cost of the water tank. Mr. Ruiz reported the residents are not against the development, but feel the surcharges create too much of a burden on the current residents. The petition presented offered several suggestions on financing the cost of the water tank.

Mr. Randy Martin, resident of Big Valley Subdivision, also requested the Board of Directors to consider other alternatives in funding the water tank. He advised he had contacted his insurance agent and was told there would be no reduction in his homeowner's insurance policy due to the installation of fire hydrants. In addition, he reported a retired fireman and a resident of the subdivision had advised that fire hydrants were not necessary.

Chairman Huff advised Mr. Ruiz and Mr. Martin of the Public Service Authority's policy regarding each water/sewer project needing to be cost effective due to the only fees being collected by the PSA to be charges for such services. Therefore, PSA policy is to not subsidize a project. It was also noted that the original developer of Big Valley

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES OCTOBER 16, 2000

Subdivision had agreed to build the water tank once Phase II of the development began, but had sold the development to Mr. Moran without advising him of this commitment.

County Engineer, Ronnie Coake, advised that staff's main concern is fire protection and adequate fire flow to the area with the additional development. He further confirmed the tank construction was required by PSA policies and regulations in order to assure adequate fire protection. He also confirmed the majority of areas in the county supplied by PSA water have fire hydrants.

The Board directed staff to recalculate the surcharge amount by reducing the proposed surcharge from \$15.00 to \$7.50 and increasing the proposed connection fee to \$3,000. Staff was further requested to present these new calculations to the Board for review prior to the public hearing scheduled for November 13, 2000.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity:

1. Adjustments

Staff confirmed the adjustment totals are included in the balance due totals report as submitted by Larry Vest, Sanitation Supervisor.

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board ratified adjustments in the amount \$20,686.03 and prior adjustments for the billings in June, July & August 2000, subject to receiving detailed listings of accounts adjusted.

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

Voting no: none.

2. Inmate Availability Report

The Board reviewed the inmate availability report as prepared by Larry Vest, Sanitation Supervisor. Mr. Vest noted problems with one inmate, which had affected the number of inmates received last month; however, problems had now been resolved and inmates were being supplied by the Regional Jail.

3. Balance Due Report

The Board reviewed a balance due report as submitted by Larry Vest.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES OCTOBER 16, 2000

4. Lien Report

The Board of Directors reviewed a lien report. Said report reflected total liens as of 9/22/00 in the amount of \$373,723.91.

5. Work Order Count

The Board reviewed the work order count report submitted by Larry Vest noting the following special pickup/large items collections as of October 10, 2000: Large Items – 12; Brush –14; Tires – 3; and Refrigerators – 7.

6. Refuse Committee Reports

No refuse committee report was provided at this meeting of the Board of Directors due to there being no meeting of this committee.

b. Approval of Adjustments Policy

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved the following Adjustments Policy per staff recommendation:

**PULASKI COUNTY PSA ACCOUNT
ADJUSTMENT AUTHORIZATION POLICY**

I. General Policy Statement

It is understood that PSA individual customer account adjustments shall be necessary from time to time due to billing errors such as meter reading errors, water leaks, data entry errors, and other erroneous billing problems. Therefore, the purpose of this policy is to provide specific guidelines and procedures to provide guidance to the Public Service Authority billing staff and the authority to make account adjustments as needed.

II. Adjustments Of Three Hundred Dollars (\$300.00) or Less

The following Pulaski County PSA staff shall be authorized to make customer account adjustments in the amount of no more than \$300.00:

1. PSA Bookkeeper;
2. PSA Account Clerks; and
3. PSA Sanitation Supervisor

III. Adjustments Over Three Hundred Dollars (\$300.00)

An adjustment exceeding \$300.00 shall require the prior approval of the PSA Executive Director or the Director of Management Services. This approval shall be obtained in writing by whatever method is determined to be appropriate to allow for proper documentation for all adjustments made over \$300.00.

IV. Adjustment Documentation

A complete copy of all customer account adjustments shall be submitted to the Public Service Authority Board of Directors monthly for ratification and informational purposes. This listing shall include the amount of the adjustment, the account name, the account type, detailed reason for adjustment, date of adjustment, and the staff member's name making the adjustment. If the adjustment is more than \$300.00, the listing shall also include the date approved by the PSA Executive Director or the Director of Management Services.

The monthly adjustment listing shall be reconciled back to the PSA billing registers monthly by the PSA Bookkeeper. A copy of the adjustment listing shall be retained permanently with the PSA Board of Directors meeting packets, as well as a copy shall be retained by the PSA Bookkeeper for auditing purposes for as long as required by the State of Virginia Public Records Retention Policy.

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

Voting no: none.

c. Draper Valley Water Tank

Mr. Stan Moran, developer for the Draper Ridge Subdivision, requested the Board to approve the waterline installation for the Draper Ridge Subdivision, and requested a letter from the PSA to the Health Department indicating acceptance of 400 gallons per minute flow rather than 500 gallons per minute flow.

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved a letter from the PSA to the Health Department indicating acceptance of 400 gallons per minute flow rather than 500, and approved the first phase installation of waterline to serve the Draper Ridge Subdivision, both subject to written assurance from Mr. Moran that the water tank will be built.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES OCTOBER 16, 2000

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

The Board of Directors approved holding a special meeting on November 6, 2000 9 a.m. at the County Administration Building to review proposed rates set for public hearing on November 13, 2000.

d. Contract for Sediment Removal

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors authorized staff to award the contract for the sediment removal from the holding basins at the PSA Water Treatment Plant prior to the next meeting, subject to bids being acceptable.

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

e. Ratification

On the motion of Mr. Snead, seconded by Mr. Mathes and carried, the Board ratified the following items, unless otherwise noted:

1. New River Valley Regional Jail Inmate Workforce User Agreement

The Board ratified an agreement with the New River Valley Regional Jail for inmate labor used for the refuse collection system. A copy of said agreement shall be filed with the Office of the County Administrator.

2. Draper Aden Associates – Revised Additional Agreement Gateway Trailer Park Water & Sewer PER

The Board ratified the contract with Draper Aden Associates to expand the Preliminary Engineering Reports to include the Hidden Valley Camping Club area for an additional cost of \$6,500.

3. Draper Aden Associates – Revised Agreement Water Distribution System Analysis

Chairman Huff noted the county had agreed to pay this additional cost of \$14,110 for engineering services to analyze the PSA water distribution system. Staff was requested to place this on the Supervisors agenda for ratification.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES OCTOBER 16, 2000

4. Eagleview Mobile Home Park PER

The Board approved the grant agreement for engineering services for the Eagleview Mobile Home Park Preliminary Engineering Report with engineering costs to be included in the financing of the project.

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

Voting no: none.

f. Valley Orthopedic Water Service

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors approved the water connection fee of \$5,000 for Valley Orthopedic Clinic per staff recommendation.

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

Voting no: none.

g. Memorial Bridge Water Line

On the motion of Mr. Vaughan, seconded by Mr. Snead and carried, the Board of Directors approved the expenditure of \$10,000 for the installation of a 10" waterline across the new Memorial Bridge.

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

Voting no: none.

h. PFRWTA Report

Mr. Snead reported the Pepper's Ferry Regional Wastewater Treatment Authority was currently evaluating alternatives for the computation of excess capacity based on the need to expand the capacity of the plant over the next decade. He further advised a meeting had been scheduled with county administrators on October 19, 2000.

i. PCSA Report

Mr. Snead reported on recent activities of the Pulaski County Sewerage Authority.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES OCTOBER 16, 2000

j. Informational Items:

The following informational items were reviewed by the Board:

1. New River Resource Authority Minutes & Monthly Report

The Board reviewed the following items regarding the New River Resource Authority: minutes of July 26, 2000; accounts payable listing for July & August, 2000; waste stream report; area A life analysis charts; waste load summary reports; stream analysis by users report; and monthly accounting summary reports.

2. Rockwood Farms (Bell Property) Water & Sewer

Staff reported meetings had been held on September 11 and October 2, 2000 with the owners of large property tracts along Rt. 11 between Rt. 643 and Rt. 100. Further, the property owners had indicated an interest in sharing the cost of sewer service and an improved water service to the area. In addition, the owners are now working to determine a fair means of sharing in the debt service costs for sewer and water service to the area.

3. Report on PSA Billing Status

The Board reviewed minutes of September 14, 22 and October 5, 2000 for the PSA billing staff. Said minutes indicate progress made in improving the PSA utility billing system.

4. Pepper's Ferry Regional Wastewater Treatment Plant Capacities

Staff reported the Pepper's Ferry Regional Wastewater Treatment Authority is studying alternatives to the current reservation of specific capacities by the various owners and an informational meeting has been scheduled for October 19, 2000 regarding this matter.

5. Service to Volvo by the Town of Pulaski

The Board reviewed a letter from Town of Pulaski Manager, Gary Elander, regarding the town water connection to Volvo. The Authority questioned the Town's letter regarding service to the Volvo plant noting their concern over the inadequacy of the existing service area agreement.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES OCTOBER 16, 2000

k. 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 Study with Commerce Park Development
6. Case Knife Road Water Extension Study
7. Gateway Mobile Home Park Water & Sewer Extension Engineering

l. Citizen Request for Reduction in Bill

The Board reviewed a request from Anita Hughes, on behalf of Fred Barker, requesting a reduction in past non-user fees.

The Board indicated that a reduction in non-user water fees had not been granted in the past. The Board requested staff to review the information provided by Ms. Hughes and provide the Board with lien information on this account at the November 13, 2000 meeting.

3. Approval of Minutes of September 11, 2000

It was moved by Mr. Snead, seconded by Mr. Vaughan and carried, that the minutes of September 11, 2000 be approved as presented.

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

4. Accounts Payable

It was moved by Mr. Baker, seconded by Mr. Mathes and carried, that the accounts payable on checks numbered 6198 through 6285 be approved, subject to audit.

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

5. Other Matters:

No other matters were reviewed at this time.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES OCTOBER 16, 2000

6. Adjournment

There being no further business to discuss the Board adjourned to reconvene on November 6, 2000 at 9 a.m. at the County Administration Building, Conference Room, 143 Third Street, N. W., in the Town of Pulaski, Virginia. The next regular meeting of the Pulaski County Public Service Authority Board of Directors will be held on Monday, November 13, 2000 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W. in the Town of Pulaski, Virginia.

H. W. Huff, Jr., Chairman

J. Mack Baker, Secretary