

At a regular meeting of the Public Service Authority Board of Directors held on Monday, June 10, 1991 at 9:00 a.m. in the Conference Room of the County Administration Building, in the Town of Pulaski, the following members were present: R. H. Love, Chairman; Carlos Morris; J. Mack Baker; Archa Vaughan, Jr.; and H. W. Huff, Jr.

Also present were Joseph Morgan, County Administrator; H. Ronald Coake, County Engineer; Nancy M. Burchett, Director, Management Services; Doug Mayberry, Fleet Maintenance and Operations Supervisor; Peter Huber, Assistant County Administrator; Larry Vest, Sanitation Supervisor; Brenda Sayers, PSA Bookkeeper; and Joy Taylor, PSA Account Clerk.

1. Approval of Minutes of May 13, 1991

On the motion of Mr. Vaughan, seconded by Mr. Morris and carried, the Board of directors approved the minutes of May 13, 1991.

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

2. Approval of Accounts Payable

On the motion of Mr. Baker, seconded by Mr. Huff and carried, the Board approved accounts payable as presented on checks numbered 5308 through 5361, subject to audit.

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

3. Citizen Comments

No comments were heard.

4. Reports from the County Administrator and Staff

a. Claytor Lake State Park Sewer Study

The County Engineer, Ronnie Coake, advised the Board of Directors that Claytor Lake State Park officials were now interested in sewer service also from the Public Service Authority. Further, Mr. Coake reported he would be preparing a cost estimate shortly for the possible sewer service.

b. Town of Dublin Commercial Refuse Customers

The Board of Directors was advised that the PSA would be assuming refuse service for all refuse customers outside the Town of Dublin limits, including commercial customers as of July 1, 1991. Town of Dublin staff have been advised on the matter also.

c. Adjusted Town of Dublin FY 92 Water Rate

The Board of Directors reviewed correspondence from the County Administrator to the Town of Dublin regarding the FY 92 water rate. Said letter advised the water rate effective July 1, 1991 to be \$1.53 per thousand gallons of water. However, due to an abnormal large volume of water sold to the Town of Pulaski, the estimated rate calculates to be \$1.60 per thousand gallons of water.

d. Independent Auditor Selection

On the motion of Mr. Morris, seconded by Mr. Huff and carried, the Board of Directors accepted the audit proposal submitted by Robinson, Farmer, Cox Associates for FY 91 through 93 in the amount of \$6,750.00.

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

Voting no: none.

e. Delinquent Account Status

The Board of Directors reviewed in detail and discussed past action, current efforts and recommendations pertaining to delinquent accounts for the Public Service Authority.

On the motion of Mr. Vaughan, seconded by Mr. Huff and carried, the Board of Directors approved the following recommendations to improve collections of delinquent accounts:

1. Quarterly deadlines for placement of liens to be strictly observed and account records updated to reflect the last lien date recorded with the Circuit Court Clerk's Office.
2. Accounts with a high improbability for collections to be written off.
3. Lien procedures to be reviewed to determine appropriate actions for both accounts under bankruptcy and refuse accounts with a balance owed prior to the 1990 mandatory collection implementation.
4. Deposits to be increased to a minimum of three months billing. In addition, procedures for charging unpaid bills to the landlords to be established in detail.
5. For residential refuse collections, accounts without a 1991 payment to be given notice of discontinuance of service, transferred to a non-user status and liens placed on property for unpaid balances.
6. For refuse customers with no history of payment, service to be discontinued.

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

Voting no: none.

Mr. Huff requested that the Health Department be notified when commercial refuse customers were cut-off due to non-payment. Mr. Love recommended that the property owner be notified on the back of the bills regarding possibly being responsible for unpaid bills of a tenant. Mr. Huff also suggested that staff needed to emphasize to the public the cost of refuse service had increased due to increased landfill costs. In addition, Mr. Huff commented that collections is a continuing problem which needed to be worked on routinely.

f. Write Off of Accounts Receivable Deemed Uncollectable

On the motion of Mr. Huff, seconded by Mr. Baker and carried, the Board of Directors authorized staff to identify those accounts receivable that could not be reasonably collected and charge those accounts off of the books at the end of the

current fiscal year with the Board of Directors receiving a copy of the accounts to be charged off.

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

Staff was also directed to determine the statute of limitations on liens placed at the Clerk's Office.

g. FY 92 Budget

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board approved the budget for FY 92 as recommended by staff, a copy of which is filed with the records of this meeting, with summary categories of revenues and expenditures as follows:

PROPOSED FY 92
PSA BUDGET

EXPENSES

ADMINISTRATION	114,432
BILLING	63,490
REFUSE COLLECTION COUNTY	345,060
REFUSE COLLECTION TOWN	315,843
REFUSE DISPOSAL	918,000
WATER DISTRIBUTION	217,694
WATER TREATMENT	302,970
SEWER TREATMENT	244,852
DEBT SERVICE	611,914
CAPITAL OUTLAY	1,144,170
TOTAL EXPENSE	4,278,425

REVENUE

INTEREST	10,000
REFUSE COLLECTION - COUNTY	1,044,250
REFUSE COLLECTION - TOWN	703,177
WATER SALES - RETAIL	963,992
WATER SALES - TOWNS	340,000
SEWER CHARGES - RETAIL	92,000
SEWER CHARGES - RAAP	202,836
AT&T ADMINISTRATIVE FEE	3,000
CONNECTION FEES	10,000
CONSTRUCTION GRANTS	909,170
TOTAL REVENUE	4,278,425

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

h. PCSA Report

Mr. Morris reported that the Pulaski County Sewerage Authority at its last meeting passed a resolution on collecting delinquent accounts from the landowner

should the tenant not pay the sewer bill.

i. Current Authorized Projects

Projects were noted as follows:

- Banking Services RFP
- New River Sewer Extension
- Negotiation of Renewal of Agreement with Towns for Water and/or Sewer Service
- Backflow Prevention Policy and Ordinance
- Brookmont Waterline Extension
- Claytor Lake State Park Waterline Extension Design and Bidding
- Jill Drive Water Extension

j. Matters Under Review

The following items were reviewed:

- Town of Pulaski Utility Service Area Redefinition

5. Other Matters

Mr. Coake advised that he had received a request to extend PSA water to property across from the Red Carpet Inn and had determined that the extension would not be cost effective. He reported the property owner may present something to the Board of Directors regarding the extension in the future.

6. Adjournment

It was moved by Mr. Vaughan, seconded by Mr. Huff and carried, that the meeting be adjourned. The next regularly scheduled meeting of the Pulaski County Public Service Authority will be held on Monday, July 8, 1991 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W. in the Town of Pulaski.

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

Voting no: none.

R. H. Love, Chairman
