

At a regular meeting of the Public Service Authority Board of Directors held on Monday, April 13, 1992, 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: Carlos Morris; H. W. Huff, Jr., J. Mack Baker; Archa Vaughan, Jr.; and Dr. David L. Merrill.

Also present were Joseph Morgan, County Administrator; H. Ronald Coake, County Engineer; Nancy M. Burchett, Director, Management Services; Peter Huber, Assistant County Administrator; and Larry Vest, Sanitation Supervisor.

1. Citizens Comments

No citizens comments were heard.

The Board of Directors noted that Morris Dawson, Secretary of the Lakewood Estates Association, had requested to be placed on the agenda. Mr. Dawson did not appear; however, the Board of Directors discussed the status of the Lakewood Estates water system. Staff reported that in 1996, the water system is to revert back to the residents. The residents have to establish an association. Once this is done, a contract needs to be executed between the Public Service Authority and the association. This has not been accomplished at the present time. At the convenience of PSA staff, the Board of Directors requested that expenses on the Lakewood Estates water system be determined. These expenses should include maintenance and operating costs, any and all personnel and accounting time, and lab testing.

2. Reports from the County Administrator & Staff:

a. Waffle House Sewer Extension Acceptance

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved acceptance of the Waffle House sewer extension, subject to the concurrence of the county engineer regarding compliance of the installed system with the standards for PSA sewer mains and appurtenances.

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

b. Feasibility of Water Service to Riverbend Subdivision

The Board of Directors discussed the feasibility of extending PSA water service to the Riverbend Subdivision. Ronnie Coake advised that a master meter could be installed; however, the present water system owner would need to make the request for the PSA water extension. Mr. Morris noted that several residents of the subdivision had called him requesting PSA water. Mr. Morgan suggested it might be possible to serve the subdivision with PSA water by possibly using the same approach that was used on the Brookmont waterline extension. The Board of Directors agreed for staff to study this matter further.

c. PSA Truck Purchase

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved purchasing a vehicle for the water distribution system supervisor, Richard Chumbley, in the amount of \$14,918.00.

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

d. Draper Valley Golf Club Waterline Installation

The Board of Directors acknowledged receipt of a letter of credit which will allow the PSA to commence the waterline extension to the Draper Valley Golf Club. Said costs for the extension is to be borne by the developer of the golf club.

e. Town of Dublin Bulk Water Purchase

The Board of Directors reviewed correspondence to the Town of Dublin regarding the bulk purchase of water from the PSA. The rate to the Town of Dublin for FY 93 will be \$1.45 per 1,000 gallons. In addition, the Town is due a credit of \$29,317.34, plus 10% annual interest from January 1, 1992, until the last billing date for the calendar year 1992, for FY 90-91. A copy of this correspondence is filed with the PSA packet for this meeting at the County Administrator's Office.

f. Water Treatment Plant Sample Siting Plan

The Board of Directors reviewed a listing of water sampling sites which is required in the new bacteriological testing program. It was also noted that many of the sampling sites would be on private property.

g. New River Valley Economic Development Project

Mr. Morgan reported that should grant and county funds be made available for water and sewer extensions for a proposed industrial park adjacent to the New River Valley Airport, the PSA would be asked to assume operation and maintenance for the extension.

On the motion of Mr. Vaughan, Seconded by Mr. Baker and carried, the Board agreed to operate and maintain all water and sewer system improvements to be financed and constructed in the development of the New River Valley Economic Development Administration, subject to said improvements complying with PSA standards.

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

h. Request from Mr. & Mrs. George Freeman for Waiver of Bill

The Board reviewed a request from Mr. & Mrs. George Freeman for a waiver on the water connection fee. The Board took no action on this request.

i. Garbage Service Continuation for Water Non-Users

Mr. Morgan advised that with the combination of water and garbage bills, a non-user of the water system with a large delinquent bill has that amount added to the garbage service. The intention is that water service be discontinued should the customer be delinquent on the garbage service. Mr. Morgan recommended any water non-user continue to receive garbage service, even if there is substantial amount owed for water availability as a non-user. The practice of collecting the outstanding amount only when the property changes hands through a lien would be continued. The Board reviewed correspondence from Congressman Boucher's Office and Attorney General Mary Sue Terry's office regarding examples of the above situations.

Dr. Merrill questioned the effectiveness of placement of liens in lieu of garnishments. Mr. Morgan advised that placement of liens is very simple, does not

require a lot of staff time and costs very little to the Public Service Authority. Once the property changes hands, the lien has to be satisfied.

j. Recycling Garbage Service Rate to Be Retroactive to Beginning of Mandatory Service for Applicant Never Having Pickup

A request from three citizens, Randall D. Johnson, B. R. Hall and Debbie Quesenberry to allow the recycling garbage service rate to be retroactive to the beginning of the mandatory service was discussed. The Board reviewed the monitoring procedure with Larry Vest on this reduced rate. Mr. Vest advised that the driver receives a list of individual customers who are recyclers or low volume users and the driver should be monitoring for any abuse. Should abuse occur the customer is billed at the higher rate.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved the recycling garbage service rate be retroactive to the beginning of the mandatory service date for applicants who never have received the service.

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

k. Collection Procedure for Non-Payment

The Board discussed present collection procedures used by PSA staff in collecting delinquent accounts. The possibility of billing landlords for delinquent accounts of tenants and the legality of this practice was also discussed. Mr. Huff expressed much concern about the PSA utilizing this procedure to collect delinquent accounts. He stated the landlord could in no way be responsible for a tenants delinquent account. Mr. Morgan advised that under the Code of Virginia, allowance is made for the landlord to be responsible for 90 days of charges, if landlord is properly notified and same effort on all accounts is made for collection of delinquent accounts. However, with the three months deposits now required by the PSA for renters, this should help to relieve a portion, if not all, of an account that moves and leaves a delinquent balance. Mr. Morgan further stated the PSA should get a commitment from the landlord to advise the PSA when a tenant moves. Mr. Huff stated that if a commercial account is delinquent, garbage service should be discontinued and the Health Department should be notified.

The Board also reviewed minutes of pervious PSA meetings which established collection procedures and rates previously approved by the Board, including minutes of June 10, 1991, December 10, 1990 and March 12, 1990.

l. Review of Personal Contacts by Refuse Collection Supervisor Vest to Catch Up on Delinquent Accounts

Larry Vest discussed the present delinquent commercial garbage accounts and reported that progress had been made in that all commercial garbage customers had been contacted personally. This effort had been successful in lowering the delinquency substantially since January, 1992.

The Board requested a delinquency listing on all accounts for review by the next PSA meeting of May 11, 1992.

m. Revised Agreement for Service

The Board reviewed a revised agreement for service prepared by staff to be

completed by customers for water, sewer and garbage service. Additional work on the agreement is needed.

n. FY 91 Audit Report

The Board of Directors reviewed the FY 91 audit report for the Public Service Authority.

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board acknowledged receipt of the report and ordered the report filed.

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

o. Brookmont Waterline Extension Status

Mr. Huber reported that the closing date for the Brookmont waterline extension had been set now for April 29, 1992. He also reported that several documents would need to be completed by April 29 and requested the Board to authorize staff to execute these documents.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors authorized staff to execute whatever documents were needed to close this project with FmHA.

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

p. Edward Frances Concern on Duplicate Water Connection Fee - Oakland Heights, off of Belspring Road, Rt. 600

The Board was advised that Mr. Edward Frances had objected to paying an additional connection fee for a new connection at Oakland Heights in that the contributions made by residents of the Oakland Heights Subdivision in 1981 were \$830.00 per household. The Board members were asked if there were any special conditions regarding this subdivision which staff was not aware of. The Board members advised that they did not know of any special conditions pertaining to this subdivision. Therefore, the present connection fee of \$350.00 for water would be appropriate.

q. Joint Public Information Meeting with Town of Pulaski RE: Thaxton Road Area Sewer Service

The Board was advised of a request from Supervisor Jerry White to arrange a joint meeting with the Town of Pulaski to discuss sewer service to the Thaxton Road area. Mr. Huber reported one resident of Thaxton Road had to have sewer service and the estimated cost for her residence alone had been estimated to be \$6,000. This area is in the county; but would have to be served by the Town of Pulaski. Mr. Huber also noted that the cost could be reduced if other residents were interested in the sewer service.

r. FY 93 New River Resource Authority Proposed Budget and PSA Related Notice of Rate Increase

The Board of Directors reviewed the proposed budget for the New River Resource Authority. The proposed budget would result in a \$7.00 increase in tipping fees for

municipal solid waste and an increase of \$9.50 for debris waste. Due to this increase, the Board was requested to authorize staff to advertise for a public hearing on a possible refuse rate increase.

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors authorized staff to advertise for a 25% rate increase in refuse rates.

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

s. Payroll Error Correction

The Board of Directors was advised of a payroll error resulting in an employee of the water distribution system being overpaid by approximately \$2,000 since July 1, 1990. The error was caused due to a miscalculation in the increase effective at that time of the hourly rate of the employee.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board approved freezing the employee's salary at the current level until any subsequent pay increases to recover the amount paid in error from July 1, 1990 through whatever period in the future to balance out the error.

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

t. Farmers Home Administration Loan Application

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors authorized staff to apply for FmHA loans to finance water service to the State Park, Riverbend Subdivision, Pond Lick Hollow, Thaxton Road, as well as additional sewer service in the New River community.

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

u. Agreement with NRV Airport for Water Treatment Plant Residue Disposal

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors approved the agreement as submitted, with the exception of paragraph 7, with the NRV Airport for Water Treatment Plant Residue Disposal and as filed with the records of this meeting.

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

v. PCSA Report

Mr. Coake reported that the Pulaski County Sewer Authority at its last meeting discussed Deerwood Subdivision sewer, delinquent accounts, sale of surplus property and damage to a sewerline by a private contractor.

w. Current Authorized Projects: All projects were discussed and reviewed 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

- x. Matters Under Review:
 - Vehicle Accident Claim by Attorney Eley
 - AT&T Request to Waive Debt Service Charge
 - Montgomery County PSA Sewer Capacity Lease or Purchase

3. Approval of Minutes of March 9, 1992

On a motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved the minutes of March 9, 1992.

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

4. Approval of Accounts Payable

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

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

5. Sewerline Corrosion

The Board reviewed a letter from Town Manager, Don Holycross advising of corrosion in the Town's sewer system.

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board authorized an expenditure up to \$5,000 for a pilot study on controlling the sewerline corrosion. Said \$5,000 to be PSA's share of the pilot study.

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

6. Adjournment

On the motion of Mr. Vaughan, seconded by Mr. Baker and Carried, the Board of Directors adjourned. The next regularly scheduled meeting of the Pulaski County Public Service Authority will be held on Monday, May 11, 1992 at 9:00 a.m. in the County Administration Building, 143 3rd Street, N.W., in the Town of Pulaski, Virginia.

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

H. W. Huff, Jr., Chairman

J. Mack Baker, Secretary