

At a regular meeting of the Public Service Authority Board of Directors held on Monday, June 12, 1995 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; Archa Vaughan, Jr.; and Dr. David L. Merrill. Staff members present included Joseph N. Morgan, County Administrator; Peter Huber, Assistant County Administrator; Ronnie Coake, County Engineer; Larry D. Vest, Sanitation Supervisor; and Nancy M. Burchett, Director, Management Services.

1. Citizen Comments

No citizen comments were heard.

2. Reports from the County Administrator and Staff:

a. Collection Staff Activity:

1. Balance Due Reports
2. Delinquent Accounts Report
3. Inmate Availability Reports

The Board of Directors reviewed the balance due reports, delinquent accounts report, and inmate availability reports, as prepared by Larry Vest, Sanitation Supervisor. Mr. Vest also reviewed with the Board of Directors a comparison report from May, 1994, to May 1995, on delinquent accounts numbers and amount due. It was noted the total number of delinquent accounts had dropped by 432 accounts and the total delinquency amounts had also decreased by \$90,559.75.

4. Adjustments

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved the following adjustments in the amount of \$791.74, as follows:

Type	Adjustment	Penalty	Interest	TOTAL
01 Dumpster Container Garbage	228.00-		12.70-	1.16- 241.86-
02 Sewer Only	.00	.00	.00	.00
03 Residential Water	34.33-	2.91-	.43-	37.67-
04 Commercial Garbage	48.00-	.00	.00	48.00-
05 Trailer Park Water	.00	.00	.00	.00
06 Residential Garbage	.00	.00	.00	.00
07 Commercial Water	.00	.00	.00	.00
08 Water Connection Fees	201.80-		.00	201.80-
10 Residential Water/Garbage	1023.02-		32.12-	5.09- 1060.23-
13 Lakewood Residential Garbage	.00	.00	.00	.00
14 Town Residential Garbage	.00	.00	.00	.00
15 Trailer Park Dumpster	.00	.00	.00	.00
16 Trailer Park Commercial	.00	.00	.00	.00
18 Commercial/Dumpster	.00	.00	.00	.00
19 Commercial/Commercial	.00	.00	.00	.00
20 Commercial/Roll Off	797.82	.00	.00	797.82
21 Roll Off	.00	.00	.00	.00

GRAND TOTAL                      737.33-    47.73-    6.68-    791.74-

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

b. Response to Concerns on Monthly Meter Reading

Assistant County Administrator Peter Huber reported he was in the process of collecting documents from Appalachian Power Company and United Cities Gas regarding the easy budget plan. Mr. Huber reported APCo had suggested the PSA tie the budget plan to an automatic debt system for PSA customers. Chairman Huff suggested equal payments with the catch up in the spring.

The Board of Directors also reviewed a draft letter in response to recent concerns expressed by citizens requesting monthly meter reading. Joseph Morgan, County Administrator, reported the draft letter would be sent out if the PSA Board had no objections or changes. The Board had no changes to the draft letter.

c. FY 95-96 Budget

Chairman Huff asked several questions regarding the proposed FY 95-96 budget. He inquired about the debt service amount for the Claytor Lake Water System and requested staff to review this amount for a revenue back from the county for this expenditure.

On the motion of Mr. Vaughan, seconded by Mr. Morris and carried, the Board of Directors approved the proposed budget for FY 95-96, with the above noted addition, if appropriate.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,  
Mr. Huff.

Voting no: none.

d. Water System Low Pressure Problems

The Board of Directors reviewed correspondence from the Department of Health, Office of Water Programs, regarding the low water pressure problems on Hickman Cemetery Road. Ronnie Coake, County Engineer, advised the PSA needed to respond to the letter. He reported the problem was very complex and the solution may be expensive. He suggested a hydraulic analysis be performed and requested the PSA authorize the purchase of software to assist him in performing the hydraulic analysis. The cost of the software was reported to be \$4,000 to \$5,000. He further advised this software could be used in the future for other projects.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved the purchase of software for the County Engineer to assist in the hydraulic analysis for the Hickman Cemetery Road at a cost of \$4,000 to \$5,000.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,  
Mr. Huff.

Voting no: none.

e. O.J. Richardson Multiple Dwellings on One Meter

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors approved a multiple dwelling on one meter for Mr. O. J. Richardson, with both the connection fee, if any, and the minimum monthly billings for the second dwelling at this service to be discounted to 75% for the second dwelling.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,  
Mr. Huff.

Voting no: none.

f. Airport Sewer Line Plans, Path Through Highland Park Area

Staff reported Dr. Merrill had reviewed the airport sewer line plans and these plans were available to any PSA Board member to review, if so desired.

g. Water Meter Cutoff Procedure

On the motion of Mr. Morris, seconded by Mr. Baker and carried, the Board of Directors approved the following water meter cutoff procedures, as recommended by staff:

1. A cutoff list will be run on the weekend following the 10th of each month.
2. The meter reader and the billing staff located at the county garage will spot check cutoff lists the Monday following the weekend it is run. The spot check will be for the purpose of detecting any obvious computer or entry errors. Computer errors should be addressed by a request for a programming correction immediately. Entry errors should be corrected by an immediate adjustment.
3. Meters will be pulled by meter reader, with the assistance of the water service crew if necessary, on the Monday, Tuesday or Wednesday after the cutoff list is printed.
4. Meters will be turned back on by the end of the next working day following payment in full or establishment of an acceptable installment payment plan.
5. Delinquent collection letters will be used as follows (new language underlined):

\*\*\*

According to our records, your utility account with Pulaski County Public Service Authority is past due in the amount of \_\_\_\_\_. If our records are incorrect, please call the PSA Office (980-7708 or 980-7760).

Any past due amount must be paid in full or a payment agreement signed within fifteen days to avoid termination of all PSA services. To ensure timely credit for your late

payment, please pay this amount at the Treasurer's Office located on the ground floor of the Old Courthouse on Main Street in the Town of Pulaski. Thus, your garbage will not be picked up and/or your PSA water meter will be removed. Your account will be placed on a non-user status and you will continue to be charged a non-user fee which may be collected through a property lien. In addition, you will be charged a \$50 water re-connection fee if your PSA water meter is removed. Payment at the County Treasurer's Office will insure your late payment is credited immediately. We will make every effort to reconnect your water meter on the next working day following settlement of this account.

This is the only notice you will receive prior to termination of service and legal action to collect the unpaid balance.

\*\*\*

According to our records, your utility account with Pulaski County Public Service Authority is past due in the amount of \_\_\_\_\_. If our records are incorrect, please call the PSA Office (674-8720).

You have an excellent record of payment. Perhaps we have made a mistake or your payment did not reach our office. Payment at the County Treasurer's Office will insure any late payment needed is credited immediately.

In any case, we want to make sure your service continues. We also want to avoid your being charged a re-connection fee. Please contact us within fifteen days so your service will not inadvertently be terminated. We are required to cut off service if settlement is not made. It will take us until the next working day after settlement to re-connect.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill,  
Mr. Vaughan, Mr. Huff.

Voting no: none.

h. Phase II Dublin Interceptor Inspection Agreement

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved the agreement with the Town of Pulaski, Town of Dublin, and the County regarding the Phase II Dublin Interceptor Inspection costs. A copy of said agreement is filed with the records of this meeting.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,  
Mr. Huff.

Voting no: none.

i. Clloyd's Mountain/U. S. 100 Sewage Line

County Administrator, Joseph Morgan, reported staff members Ronnie Coake and Peter Huber would be assisting with the discussions

regarding cost sharing arrangements for the proposed Cloyd's Mountain sewer line. Further, Mr. Morgan reported Farmers Home Administration had indicated that a 5%, 40 year loan, could be made available for this project in August. However, the planned relocation of Route 100 had required the project to be postponed until 1997.

Chairman Huff requested the PSA Board members be supplied with minutes and financial reports for the New River Resource Authority. He also stressed the need for staff to protect the PSA interests regarding this sewer line.

j. PCSA Report

Mr. Coake reported the Pulaski County Sewerage Authority, at their last meeting, discussed cutoff letters, inspections by Farmers Home Administration, insurance policies, and sewer line installation.

k. PFRWTA Report

No report was given.

l. Current Projects

- Claytor Lake State Park Water Line Extension
- Claytor Lake State Park Sewer Design
- Legal Opinion on Industrial Bulk Rates for Water
- Schrader Hill Water
- Airport Water Line Extension

m. Matters under Review

- Industrial Pre-treatment Assistance
- Mallard Point Water & Sewer

3. Approval of Minutes of May 8, 1995

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board approved the minutes as presented for May 8, 1995.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,  
Mr. Huff.

Voting no: none.

4. Approval of Accounts Payable

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors approved accounts payable as presented on checks numbered 1303 through 1385, subject to audit.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,  
Mr. Huff.

Voting no: none.

5. Other Matters

No other matters were discussed.

6. Adjournment

The Board of Directors adjourned until the next regular meeting. The next regularly scheduled meeting of the Pulaski County Public Service Authority will be held on Monday, July 10, 1995 at 9:00 a.m. in the County Administration Building, 143 Third Street, NW, in the Town of Pulaski.

---

H. W. Huff, Jr., Chairman

---

J. Mack Baker, Secretary