

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

February 12, 2007

At a regular meeting of the Public Service Authority Board of Directors held on Monday, February 12, 2007 at 9:00 a.m. in the Middle Conference Room of the County Administration Building Board Room, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: H. W. Huff, Jr., Chairman; Winston Snead; Hollis Loyd; and Carl Mathes. Board members Doug Warren and Archa Vaughan were unable to attend the meeting. Staff members present included: Peter Huber, County Administrator; Gordon Jones, Director of Finance; Ron Coake, County Engineer; and Gena Hanks, Executive Secretary. Mr. Patrick Hughes of the New River Valley Planning District Commission was also present.

1. Public Hearing

Mr. Huff advised a public hearing has been scheduled to consider increasing the deposit fee for roll-off and dumpster containers from \$100 to \$300 per container. As reported in the Board packet, staff recommended this apply to construction, or temporary roll-off and dumpster services, but not to existing industrial customers.

Chairman Huff opened the public hearing. There were no citizen comments and the hearing was closed.

Mr. Loyd requested and received confirmation that all existing customers would be exempt from any increase in roll-off container fees.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved increasing the deposit fee for roll-off containers from \$100 to \$300 per container, with all existing customers to be exempt.

Voting yes: Mr. Snead, Mr. Mathes, Mr. Huff, Mr. Loyd.

Voting no: none.

Not present: Dr. Warren and Mr. Vaughan.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion of Mr. Mathes, seconded by Mr. Loyd and carried, the Board of Directors approved customer credit adjustments in the amount of \$4,133.38-.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
February 12, 2007

County Landfill Tonnage

(County customers & Refuse Department Haulers for the Month of January 2007)

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2,898.10	48	885	28.66

b. Action Items:

1. Minutes of January 8, 2007

The Board approved the January 8, 2007 minutes as presented.

2. Accounts Payable

On a motion b Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the accounts payable for checks numbered 10257 through 10290, subject to audit.

Voting yes: Mr. Snead, Mr. Mathes, Mr. Huff,
Mr. Loyd.

Voting no: none.

Not present: Dr. Warren and Mr. Vaughan

3. Utility Installation Reimbursement Policy

As reported in the Board packet, staff presented outlined terms for the recovery of utility installation costs in the Eagleview and Lee Highway mobile home parks and reported there is no longer the need for a similar agreement for the Jones Drive sewer line, due to consideration to the installation of a private sewer line.

Mr. Loyd questioned if the \$350.00 connection fee would also be charged in addition to the \$2,000.

Mr. Jim Gilbert, owner of Lee Highway mobile home park, requested the PSA Board's consideration to extending the lease from five to 15 years. Mr. Gilbert expressed concern that the pump station will be built to allow for future development allow others to hook up to the sewer system without being responsible for their portion of debt service costs.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

February 12, 2007

By consensus, the Board requested staff to revise the agreements to reflect minor wording changes and present final agreements for Board review at the March meeting.

4. Mobile Home Park Agreements

Mr. Huff and Mr. Loyd questioned the base rates reflected in the agreements. Staff confirmed the rates noted in the agreements were the current rates. Mr. Loyd requested the agreements be modified to change the language to state "prevailing county rate".

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the Mabry and Tiny Town agreements, subject to adding language stating "prevailing county rate".

Voting yes: Mr. Snead, Mr. Mathes, Mr. Huff, Mr. Loyd.

Voting no: none.

Not present: Dr. Warren and Mr. Vaughan

Mr. Huber recommended the Board allow an additional ten days for mobile home park owners to sign the agreements. By consensus, the Board agreed to allow Lee Highway, Eagleview and Hidden Valley mobile home park owners until the March PSA Board meeting to sign the agreements.

5. Procedure Addressing Delinquent Accounts

As reported in the Board packet, staff presented a draft policy for consideration by the Board regarding the collection of delinquent accounts.

On a motion by Mr. Loyd, seconded by Mr. Mathes and carried, the Board approved implementing 1 through 3 of the following procedures, with #4 to be considered in the future:

PSA Collection Policy

Applicability: All residential, commercial and industrial customers served by the Pulaski County Public Service Authority.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
February 12, 2007

Exceptions:

1. *Persons or corporations who have made and are current with payment arrangements resulting in total repayment of all delinquent amounts within 10 months.*
2. *Persons eligible for real estate tax relief for the elderly.*

Collection steps:

1. *Persons for whom the PSA does not have a correct address (as evidenced by returned mail), social security or t-number will be written off as uncollectible at this time. However, a record of the debt will be kept and payment required should service from the PSA be requested in the future.*
2. *Remaining individuals are to be contacted by registered letter notifying them of the balance due, opportunity to notify the PSA of a billing error, opportunity to work out a payment plan, opportunity for waiver of penalty and interest if the bill for services is paid in full within 30-days, and notifying delinquent customers of the PSA's intent to utilize all available options in the collection of the amount owed.*
3. *Pending receipt of a billing concern or establishment of a payment plan, the debt will be targeted for collection through all of the following means as applicable to the particular account. Penalty and interest will be charged to all accounts for which the following steps must be taken:*
 - a. *Registration of the debt with through the state debts set off which effectively attaches any state income tax refund due to the individual or corporation.*
 - b. *Placement of lien on the property to which service is being provided. Utilization of debt set off phone calls, use of debt setoff program and/or by liens.*
 - c. *Personnel for which the County is fiscal agent (PSA, Board of Supervisors, and REMSI) will be docked up to 25% of their net pay until the PSA debt is paid in full (including interest and penalty).*
4. *It is recommended that the PSA Board consider turning over accounts to Sam Campbell for collection along with real estate taxes. Other methods which may be used include:*
 - a. *Enforcement of the lien through the sale of the property;*
 - b. *Obtaining judgments through the General District Court which can apply to all properties owned by the individuals but becomes subordinate to other liens;*
 - c. *Obtaining a levy on personal property and/or garnishing wages; and*
 - d. *Through obtaining a determination that PSA debts qualify as local taxes section 58.1-3952 of the Code of Virginia allowing the attachment of bank accounts as well as garnishment of wages without a court proceeding.*

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
February 12, 2007

Voting yes: Mr. Snead, Mr. Mathes, Mr. Huff, Mr. Loyd.
Voting no: none.
Not present: Dr. Warren and Mr. Vaughan

The Board also directed staff to provide the PSA Board with the attorney fees, should item #4 is used.

6. Whitegoods and Metal Recycling

As reported in the Board packet, staff has estimated that the PSA may be able to net approximately \$89,250 in new revenue for recycling metals and \$14,240 for recycling refrigerators by servicing the drop sites ourselves. Staff also advised that Gem City (now Cycle Systems) currently services the drop centers at no cost to the PSA. While this approach would involve some additional time, equipment use and effort, staff believes the added revenue would be worth the effort. In reviewing PSA records, no records were found currently committing the PSA to continuing the current arrangement with Cycle Systems.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, then Board approved the PSA recycling its own white goods and metal.

Voting yes: Mr. Snead, Mr. Mathes, Mr. Huff, Mr. Loyd.
Voting no: none.
Not present: Dr. Warren and Mr. Vaughan

7. Multiple Water Connections on One Meter

As reported in the Board packet, Mr. John Turner is requesting the ability to utilize an existing meter to serve multiple residences at the end of Dudley Ferry Road near the Peppers Ferry Regional Wastewater Treatment Plan pump station. Staff explained that the PSA water meter was set on Annie Akers Road years ago and a private line was run to the former Fairlawn Sewer Authority sewer lagoon located on this property. The water line currently serves two residences and Board approval of two users on the same line is recommended.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

February 12, 2007

On a motion by Mr. Loyd, seconded by Mr. Mathes and carried, the Board approved the request of John Turner for two users only on one meter. Thus, any additional connections would require the approval of the PSA or the extension of a water line built to PSA standards to ensure the existing line has adequate capacity to serve additional homes.

Voting yes: Mr. Snead, Mr. Mathes, Mr. Huff, Mr. Loyd.

Voting no: none.

Not present: Dr. Warren and Mr. Vaughan

8. Sewer Service to Skyview Subdivision

As reported in the Board packet, staff presented a request from Ms. Sherry Owens for extension of sewer service to the Skyview Subdivision located near the end of New River alley Airport and across from Route 100 from the New River Fairgrounds.

By consensus, the Board authorized the county engineer, or a contracted engineer, to do a preliminary engineering report integrating the request of Ms. Sherry Owens for sewer service to Skyview Subdivision with the interest by the Commerce Park Participation Committee in the extension of sewer service from the existing pump station and a long-standing request from the New River Valley Fairgrounds for public sewer service

9. Montgomery County Roll-off Truck Request

As reported in the Board packet, the Montgomery County PSA recently requested the assistance of adjacent localities in the temporary use of a roll-off truck, with additional information being requested as to how long the truck was needed and what periods during the day it would be used to determine whether or not the Pulaski County PSA might be of assistance. Staff requested the PSA's favorable consideration of this request, based on reciprocity should the PSA find itself with a similar shortage.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
February 12, 2007

By consensus, the Board approved assisting adjacent localities in the temporary use of PSA vehicles whenever PSA vehicles are needed and the use of the vehicles is determined to be feasible by PSA staff.

10. PSA Water & Sewer Line Accessibility Standards

As reported in the Board packet, there have been at least two situations in the past six months in which properties have been developed using access to PSA adjacent water or sewer lines. However, making the actual connection to those lines cost to the PSA over \$2,500 per connection. In order to prevent a reoccurrence, adoption of a policy was recommended requiring that connection fees equal the cost to the PSA for making a connection in addition to the normal charges. As an alternative, connection fees could be raised significantly to balance out expenses.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board adopted a policy requiring that connection fees equal the cost to the PSA for making a connection, in addition to the normal charges. Further, the Board also approved the property owner being given the option of installing their own connections in a manner approved by the County Engineer and consistent with PSA policy. Where water and/or sewer lines must cross a road and the water and/or sewer lines can not be installed under the roadway due to rock or other difficulties and utility lines are already in place, the applicant may apply to the PSA Board for a waiver of this hook-up requirement.

Voting yes: Mr. Snead, Mr. Mathes, Mr. Huff, Mr. Loyd.

Voting no: none.

Not present: Dr. Warren and Mr. Vaughan

c. Informational Items:

1. Personnel Changes

As reported in the Board packet, the Board reviewed recent personnel changes as provided by Mr. Spence.

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
February 12, 2007

2. Revised Policy Statement from NRRA

The Board reviewed the residential customer policy as adopted by the New River Resource Authority at their January 24, 2007 meeting.

3. Financial Report

Mr. Jones presented a detailed financial report for the PSA.

4. Supreme Court Update on Flow Control Case

The Board reviewed information regarding an upcoming U. S. Supreme Court decision in a refuse "flow control" case.

d. Current Authorized Projects & Items Under Review:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (engineering underway)

5. Other Matters

Mr. Huber advised the new Assistant County Administrator, Robert Hiss, had been hired, with the expected first day of employment to begin on by March 26, 2007.

6. Adjournment

By consensus, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Monday, March 12, 2007 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

H. W. Huff, Jr., Chairman

Winston Snead, Secretary