

At a regular meeting of the Public Service Authority Board of Directors held on Monday, July 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; Archa Vaughan, Jr., and Dr. David L. Merrill. Absent were H. W. Huff, Jr. and J. Mack Baker.

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

1. Citizen Comments

No citizen comments were heard.

2. Reports from the County Administrator and Staff

a. Billing/Collections Status

Mr. Morgan reviewed in detail a memo detailing the current status of PSA delinquent collection efforts and recommendations for further improvements in collections. The report was provided as a result of the last meeting of the PSA Board of Directors. The report reviewed progress which had been made since 1988. A flow chart prepared by Peter Huber was also reviewed by the Board. The flow chart reflected the responsibilities of PSA staff in billing and collections each month. An analysis of current collections compared to April, 1992 was reviewed also. This overall analysis indicated a reduction in percentage of delinquencies from 17% to 13%. Residential garbage for both the county and town was primarily the area of delinquency.

A number of recommendations were made in the report should the Board decide to hire additional staff to improve collections. One recommendation was to become a member of the credit bureau. Ms. Burchett advised membership was available for a \$6.00 per month fee. The credit bureau service would enter PSA delinquent accounts into their nationwide computer system which was utilized by numerous companies, banks and other lending institutions for credit checks. Whenever a PSA delinquent customer applies for a loan, the delinquent account information is given to the lender. This delinquency usually has to be taken care of before the loan is approved.

Mr. Morris stated he would like to discuss and review the recommendations and report with Mr. Huff. Mr. Vaughan stated the report helped the Board to fully understand what staff had been doing to improve collections. Dr. Merrill suggested that delinquent water, sewer and garbage bills be somehow tied to the sale of county vehicle decals similar to delinquent personal property taxes. Staff was instructed to determine if this would be possible.

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors approved becoming a member of the Credit Bureau Services for a monthly membership fee of \$6.00.

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

Voting no: none.

Not present: Mr. Huff, Mr. Baker.

b. Insurance Policy for Inmates

On the motion of Mr. Vaughan, seconded by Mr. Morris and carried, the Board of

Directors approved acquiring an accidental injuries insurance policy for inmates working with the garbage collection crew.

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

Voting no: none.

Not present: Mr. Huff, Mr. Baker.

c. Lakewood Estate (Shiloh) Water System

The Board reviewed a letter from Morris Dawson whose water service had recently been terminated due to non-payment. Mr. Morgan advised the county attorney is currently reviewing what appropriate steps may be taken by PSA staff. Dr. Merrill reported he was on the Board of Supervisors when the action was taken to provide water to the residents of Lakewood Estates and the project was a complete deal with all residents having to pay for the system.

d. Pepper's Ferry Distribution of Revenues from Septage Received from Non-Services Areas

The Board reviewed a memo from the Pepper's Ferry Regional Waste Water Treatment Authority advising of the PSA share of revenues collected from non-service areas. The amount to be received by the PSA is \$860.39.

e. Town of Dublin Master Meter Improvements Reimbursement

Correspondence from the Town of Dublin regarding PSA's share of the Dublin master meter improvements at Rt. 100 was reviewed by the Board. The share of costs for the Public Service Authority per the letter from the town was \$16,068.84. The county administrator negotiated a reduction to eliminate any payment between the town and county for staff time. The reduction reduces the county's share to \$14,246.04.

On the motion of Mr. Vaughan, seconded by Mr. Morris and carried, the Board approved the payment of \$14,246.04 to the Town of Dublin for improvements to the master meter at Rt. 100.

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

Voting no: none.

Not present: Mr. Huff, Mr. Baker.

f. Request to Waive Penalty and Interest on AI's Trading Post Delinquent Balance

On the motion of Mr. Morris, seconded by Dr. Merrill and carried, the Board denied the request from Phillip Sadler, Attorney at Law, to waive the penalty and interest on AI's Trading Post.

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

Voting no: none.

Not present: Mr. Huff, Mr. Baker.

g. Rate Increase Hearing

Board members were reminded of the rate increase public hearing scheduled for July 20, 1992, at 7:00 p.m. The Board had no objections to staff reminding the public of the hearing.

h. Brookmont Contract Documents Approval

On the motion of Mr. Vaughan, seconded by Mr. Morris and carried, the Board of Directors approved executing the Brookmont contract documents.

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

Voting no: none.

Not present: Mr. Huff, Mr. Baker.

i. PCSA Report

Mr. Morris reported the PCSA Board had discussed delinquent accounts and a bill from the Virginia Department of Highways and Transportation on the Oxford Avenue drainage project at their last meeting. Mr. Morgan advised the bill may be in error. The county engineer was requested to contact the Virginia Department of Transportation regarding the bill. Mr. Morris also reported the sewerage authority approved their annual budget in the amount of \$231,000 at the meeting.

j. 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
- Service Agreement Revision

k. Matters Under Review

The following matters were reviewed:

- AT&T Request to Waive Debt Service Charge
- Montgomery County PSA Sewer Capacity Lease or Purchase
- Feasibility of Water Service to Riverbend Subdivision

3. Approval of Minutes of June 8, 1992

On the motion of Mr. Vaughan, seconded by Dr. Merrill and carried, the Board of Directors approved the minutes of June 8, 1992.

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

Voting no: none.

Not present: Mr. Huff, Mr. Baker.

4. Approval of Accounts Payable

On the motion of Mr. Vaughan, seconded by Mr. Morris and carried, the Board of Directors approved accounts payable as presented on checks numbered 5918 through 5956, subject to audit.

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

Voting no: none.

Not present: Mr. Huff, Mr. Baker.

5. Other Matters

Mr. Morris reported he was still getting complaints from PSA customers who pay their bill at the banks and receive a penalty and interest charge. Mr. Morgan advised penalty and interest would be waived if the customer had paid by the due date. They should, however, call the PSA billing office so an adjustment could be given.

Also, Mr. Morris stated he encouraged all board members to attend the rate increase public hearing on July 20, 1992.

The Board of Directors were extended an invitation to the employee recognition breakfast on December 18, 1992 at 7:30 a.m. at the Dublin Reserve Center.

6. Adjournment

On the motion of Mr. Vaughan, seconded by Mr. Morris and carried, the Board of Directors adjourned. The next regularly scheduled meeting of the Public Service Authority will be held on Monday, August 10, 1992, at 9:00 a.m. in the First Floor Conference Room of the County Administration Building, 143 Third Street, N. W. in the Town of Pulaski.

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

Voting no: none.

Not present: Mr. Huff, Mr. Baker.

H. W. Huff, Jr., Chairman

J. Mack Baker, Secretary