

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

November 13, 2001

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Tuesday, November 13, 2001, at 9:00 a.m. in the Conference Room of the County Administration Building, in the Town of Pulaski, the following members were present: H.W. Huff, Jr., Chairman; Archa Vaughan, Jr.; J. Mack Baker; Winston Snead; and Carl Mathes. Staff members present included: Assistant County Administrator, Nancy M. Burchett; and County Engineer, Ron Coake.

1. Citizen Comments

No citizen comments were heard at this meeting.

2. Reports from the County Administrator and Staff

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Vaughan, seconded by Mr. Mathes, and carried, the Board of Directors approved adjustments in the amount of \$3,370.10 per staff recommendation.

Voting yes: Mr. Huff, Mr. Vaughan, Mr. Baker, Mr. Mathes and Mr. Snead.

Voting no: None

2. Inmate Availability Report

Staff reported the inmate count for the month of October had been three inmates per day.

3. Balance Due Report

The Board reviewed and accepted the balance due report as submitted by staff.

4. Lien Report

The Board reviewed and accepted the lien report as prepared by staff. Said report reflected total liens in the amount of \$349,343.31.

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5. Work Order Count

Staff reported that there were 23 brush pick-ups, 36 large items, 3 tires and 6 refrigerators requiring pick-up as of November 3, 2001.

b. Dumpster Bids:

On the motion of Mr. Mathes, seconded by Mr. Baker and carried, the Board of Directors awarded the dumpster bid to the lower bidder, Mid State Equipment Company, in the amount of \$2,850 per heavy-duty container for a total cost of \$14,250.00 for five containers. Said containers will be used at the Fairlawn drop site.

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

c. Caseknife Road Water PER:

A motion was made by Mr. Baker, seconded by Mr. Vaughan and carried to accept the proposal for a preliminary engineering report for the Caseknife Road water line extension at a cost not be exceed \$3,900 with Draper Aden Associates.

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

d. New River Valley Competitiveness Center Phase 2:

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors approved an engineering contract with Draper Aden Associates for the design of an additional sewer pump station to serve the New River Valley Competitiveness Center and the adjacent industrial park. It being understood that \$315,000 of the costs for the pump station to be paid for by a current Economic Development Administration grant obtained for the expansion of the Competitiveness Center with remaining costs to be paid for through a reallocation of the unused Rural Development Loan funding from the extension of sewer service to the Cloyd's Mountain Landfill.

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

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e. Heron's Landing Streetlight Cost Comparison:

The Board of Directors reviewed a request from the Heron's Landing Homeowners Association President, Larry Maust, for PSA to contract with American Electric Power for streetlights at Heron's Landing. The request noted the PSA could obtain a lower streetlight rates than the Homeowners Association; thereby resulting in a savings to the residents. Further, the Homeowners Association agreed to reimburse the PSA, as well as pay an administrative fee of 3% for this service.

Chairman Huff noted that he felt this type of arrangement should be made with the county and not the PSA. Further, he advised the PSA, if the request was approved, should require a written contract with the Homeowners Association detailing all aspects of this arrangement.

The Board of Directors then agreed to request legal counsel and staff to draft a contract with the Homeowners Association for the Board to review prior to approving the above request at the December meeting of the PSA Board of Directors.

f. Employee Merit System for Future Pay Increases:

Staff reviewed with the Board of Directors plans to implement an employee merit system with the FY 03 budget. Under this new system, the employee evaluation form and the results of the evaluation will be utilized to determine the percentage of any merit pay increase for an employee. Further, a point system or range will be developed to determine the percentage of increase an employee will receive with the percentage range being from zero (0) to a maximum of five (5) percent.

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors expressed no objections to the above employee merit system as described by staff.

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

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g. Section 125 Plan Administrative Services Agreement:

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors approved renewal of the Section 125 Plan Administrative Services Agreement with Hunt, Dupree & Rhine for an additional \$50.00 per year from \$250.00 to \$300.00 for preparation of the annual 5500 IRS Form, and for an additional .10 per month per employee for those employees that participate in both the health insurance reimbursement and spending accounts.

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

h. Information Items:

1. Personnel Changes

The Board reviewed the personnel update as prepared by Assistant County Administrator Nancy Burchett.

2. Texaco Sewage Pump Station Installation of Trash Basket

Ronnie Coake, County Engineer, reported of an emergency purchase for a trash basket for the Texaco Sewer Pump Station had been made. Mr. Coake reported the basket was needed to collect debris in the line due to two or three sewer overflows occurring this past summer. Further, he reported the cost of this basket to be \$11,750.

3. Draper Aden Water & Sewer Rate Studies

The Board reviewed a brochure provided by Draper Aden Associates, "Water and Sewer Rate Studies" describing their utility rate evaluation services, as well as a brief comparison between water and sewer rates charged by counties and state-wide rates.

4. PSA Polling Policy – Board of Supervisors Concurrence

Staff advised the Board of Supervisors had recently concurred with the PSA policy requiring at least 75% of residents responding to polls regarding water and sewer line extensions and that at least two-

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thirds of the residents be in favor of a system extension prior to its extension.

5. Safety Standards

Staff reported of recently learning of a safety standard calling for a maximum speed when riding on the steps of a vehicle to be 10 mph for a distance of more than two tenths of a mile. Staff noted that this standard, if applicable, was not being adhered to by the refuse collection staff. However, staff advised OSHA was being contacted to determine the applicability of this standard to the refuse collection staff.

6. Financial Report

Staff advised that financial reports for FY 00-01 were planned to be distributed to the Board members at this meeting; however, the reports had not been completed. Therefore, the reports would be mailed to the Board by the end of this week. Further, staff reported that quarterly financial reports would be presented to the PSA Board for review in the future.

7. PSA Office Space

Staff reported of a proposal to relocate the PSA office currently at the County Garage to another location in or around the Town of Dublin. The Board reviewed a draft letter to Mayor Benny Skeens requesting use of office space within the Dublin Town Center. The Board expressed no objections to sending this letter to Mayor Skeens.

8. PFRWTA Minutes & Executive Director's Report

The Board reviewed the minutes of the Pepper's Ferry Regional Wastewater Treatment Authority for October 11, 2001 and the Executive Director's staff report for the month of October, 2001.

p. Current Authorized Projects & Items Under Review:

The following projects were reported to be under review:

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Sewer Pump Station
3. Water & Sewer Extensions Preliminary Engineering Reports

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4. Collier Acres Sewer Extension with Commerce Park Development
5. Gateway Mobile Home Park Water & Sewer Extension Engineering
6. Water Hydrant Flushing

3. Approval of October 9, 2001 Minutes

On the motion of Mr. Baker, seconded by Mr. Vaughan, and carried, the PSA Board of Directors approved the minutes of the October 9, 2001, meeting as presented.

Voting yes: Mr. Huff, Mr. Vaughan, Mr. Mathes, Mr. Baker and Mr. Snead.
Voting no: None.

4. Accounts Payable

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the PSA Board of Directors approved the accounts payable listing for checks numbered 7810-7892, subject to audit.

Voting yes: Mr. Huff, Mr. Vaughan, Mr. Mathes, Mr. Baker and Mr. Snead.
Voting no: None.

5. Other Matters:

The Board of Directors reviewed e-mail from Planning District Commission staff member, Shawn Utt to Mr. James Whited regarding the status of Rural Development funding for Mr. Whited's mobile home park.

The Board of Directors also reviewed e-mail from Doug Mayberry, Fleet Maintenance & Operations Supervisor, pertaining to refuse service in an alley in the Fairlawn area. Mr. Mayberry indicated the alley refuse pickup service had recently been blocked by a resident of the alley way, and residents of this area had been requested to place trash on Rt. 114 until the alley service could be resumed.

Staff reminded the Board members of the employee annual breakfast and recognition ceremony set for December 7, 2001 at the Bob White Boulevard Church of God Family Life Center at 7:15 a.m.

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6. Adjournment

There being no further business to discuss, the meeting was adjourned until the next regular meeting of the Pulaski County Public Service Authority Board of Directors to be held on December 10, 2001 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia.

H.W. Huff, Chairman

J. Mack Baker, Secretary