

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
February 11, 2002

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, February 11, 2002, 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: County Administrator, Peter M. Huber; Assistant County Administrator, Nancy M. Burchett; and County Engineer, Ron Coake.

1. Public Hearing – Notice to all Tenants and Occupants of Property to be Served by the Pulaski County Public Service Authority, and to All Others Interested:

Chairman Huff opened the public hearing for comments on the following changes in rates, fees and charges pertaining to campgrounds:

Water Rates: For campgrounds using a master meter, a minimum bill of \$13.50 for the first 2,000 gallons will be charged plus \$10.13 for each additional unit, (75% of the minimum), except if unit is serviced by a single electric meter which would be billed for only one minimum; then \$2.50 per thousand gallons thereafter.

Sewer Rates: For campgrounds using a master meter, a minimum bill of \$13.50 for the first 2,000 gallons will be charged plus \$10.13 for each additional unit, (75% of the minimum), except if unit is serviced by a single electric meter which would be billed for only one minimum; then \$3.00 per thousand gallons thereafter.

Mr. Bill Copley, President of Hidden Valley Campgrounds, addressed the Board on behalf of the shareholders of the campgrounds and requested the Public Service Authority consider providing water and sewer service to the Hidden Valley Campgrounds with individual meters. Mr. Copley reported that approximately 90 shareholders make up the Hidden Valley Campgrounds Association and that the campgrounds remain open about six months out of the year. However, he expressed concerns regarding minimum water and sewer charges being assessed during the winter month when the campsites are not used by the owners.

County Administrator, Peter Huber, advised those present that staff would need to locate the present lines but that it may not be possible to serve the campgrounds with individual meters due to the requirements of the health department and right of way requirements. He reported that a master meter may be the best alternative. Mr. Huber agreed for staff to meet with Mr. Copley regarding possible water and sewer service to the Hidden Valley Campgrounds.

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No further public comments were made; therefore, Chairman Huff closed the public hearing on this matter.

It was then moved by Mr. Vaughan, seconded by Mr. Mathes and carried, for the Board to approve the above listed water and sewer rates, as advertised, effective immediately.

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

2. Presentation of FY 01 PSA Audit

Ms. Deanna Cox of Robinson, Farmer, Cox Associates presented the FY 01 PSA audit report to the Board of Directors. Ms. Cox also presented the Board a 5 year trend analysis indicating a reduction in revenues and an increase in PSA expenditures. She also advised the Board of problems relating to computer postings to the PSA general ledger and uncertainty of accounts receivable totals due to these problems.

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors accepted the FY 01 audit report with staff to provide clarification at a later date regarding the above problems noted by Ms. Cox.

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

3. Reports from the County Administrator and Staff

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Vaughan, seconded by Mr. Baker, and carried, the Board of Directors approved adjustments in the credit amount of \$6,443.23 per staff recommendation.

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

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2. Inmate Availability Report

Staff reported the inmate count for the month of January had been one inmate 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 \$269,904.28.

5. Work Order Count

Staff reported that there were 6 brush pick-ups, 8 large items, 0 tires and 0 refrigerators requiring pick-up as of February 7, 2002.

b. Scheduling of Public Hearing for May meeting re: Proposed rate for Compactor Type Roll-off Unit:

On the motion of Mr. Snead, seconded by Mr. Mathes and carried, the Board of Directors approved scheduling a public hearing for the May 13, 2002 meeting as follows regarding a rental rate for a compactor type roll-off unit:

NOTICE TO ALL OWNERS, TENANTS AND OCCUPANTS OF PROPERTY TO BE SERVED OR SERVED BY THE PULASKI COUNTY PUBLIC SERVICE AUTHORITY, AND TO ALL OTHERS INTERESTED:

Notice is hereby given that the Pulaski County Public Service Authority will hold a public hearing on Monday, May 13, 2002 at 9:00 a.m., in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski, Virginia, on the revision of a schedule of rates, fees and charges for refuse collection for commercial customers at which hearing owners, tenants and occupants of property to be served or served by the Authority and all others interested will have an opportunity to be heard.

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The proposed changes in rates, fees and charges to be approved by the Public Service Authority at its meeting following the public hearing on May 13, 2002, shall be as follows:

COMMERCIAL REFUSE: Compactor Type Roll-Off Unit – PROPOSED RATE: \$250.00 Monthly Rental; charge for emptying compactor roll-off unit shall be same as open top roll-off containers.

The above proposed rental rate and service shall apply to commercial or industrial customers desiring the use of a compactor type roll-off unit for the collection of trash.

Additional related information and questions may be obtained from the Pulaski County Administrator's Office from 8:00 a.m. to 5:00 p.m., weekdays, 143 Third Street, N.W., Pulaski, Virginia or by calling 980-7705.

For disabled individuals who may require special auxiliary aids or services, reasonable accommodations will be made available by the county upon request. Please contact the county's ADA Compliance Officer at 540-980-7800 (TDD accessible) or 540-980-7705, ten days prior to the above public hearing date to arrange for these special accommodations.

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

Voting no: none.

c. Ratification – PSA Water Department Truck Replacement:

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors ratified the purchase of a truck replacement for the Water Department in the amount of \$27,050 with the truck to be brought on state contract and the truck body being awarded to low bidder Mid State Equipment Company.

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

Voting no: none.

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d. Informational Items:

1. Financial Statement

The Board reviewed revised financial reports for July 1, 2001 through January 31, 2002 as presented by staff.

2. Benchmarking Study

The Board reviewed a summary describing the objectives of a performance measurement and benchmarking study being done by the Virginia Tech graduate class. Staff advised this study should provide an objective means of measuring customer satisfaction with the Refuse Department as well as the Building Department and the overall administration of the county.

3. New River Resource Authority Minutes

The Board reviewed the minutes of the New River Resource Authority for the December 5, 2001 meeting of the Authority.

4. Case Knife Road Preliminary Engineering Review

Staff advised the preliminary engineering report had been submitted to the Health Department indicating that the PSA would buy water from the Town of Pulaski to supply this line. Further, staff noted the Town would then sell water to the PSA without a master meter and bill based on the individual water meters.

5. Terrorism Preparedness Seminar

The Board was advised that several staff members would be attending a seminar in Roanoke regarding the safety of waterworks operations in light of the recent terrorism events in the United States.

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e. 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. Rolling Hills, Orchard Hills and Vista Sewer
4. Collier Acres Sewer Extension with Commerce Park Development
5. Engineering for Mobile Home Park Water & Sewer Extensions

4. Approval of January 14, 2002 Minutes

On the motion of Mr. Mathes, seconded by Mr. Baker, and carried, the PSA Board of Directors approved the minutes of the January 14, 2002 meeting as presented by staff.

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

5. 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 8060 through 8148, subject to audit.

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

6. Closed Meeting – 2.2-3711.A.1

It was moved by Mr. Baker, seconded by Mr. Mathes and carried, that the Public Service Authority Board of Directors enter closed session for discussion of the following:

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Personnel – Pursuant to Virginia Code Section 2.1-344(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- PSA Water Meter Reader
- PSA Refuse Collection Employee

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

Return to Regular Session:

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors returned to regular session.

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

Certification of Conformance with the Virginia Freedom of Information Act

It was moved by Mr. Snead, seconded by Mr. Mathes and carried, that the Board of Directors adopt the following resolution certifying conformance with the Virginia Freedom of Information Act.

WHEREAS, the Board of Directors of the Public Service Authority of Pulaski County, Virginia, has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by this Board of Directors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Public Service Authority of Pulaski County, Virginia hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Directors.

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

7. Other Matters:

The Board reviewed information regarding the possible sale of Walter's Mobile Home Park by Mike Boyer. The Board reaffirmed a security guarantee was still needed for the repayment to the PSA for the utility lines investment made by the PSA in the park.

The Board reviewed information for the Town Fire Marshall regarding the drop site at Dora Highway and suggestions from the Fire Marshall to allow realtors to use this site at least twice a month. The Board agreed to leave this determination up to staff's discretion; but voiced no objections to allowing realtors to use the Dora Highway site on a limited basis.

8. 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 March 11, 2002 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