

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

October 20, 2003

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, October 20, 2003, 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., Vice Chairman; Winston Snead, Secretary; Carl Mathes; and Doug Warren. Staff members present included: Peter M. Huber, County Administrator; Assistant County Administrator Nancy M. Burchett; County Engineer, Ronnie Coake; and Executive Secretary, Gena Hanks. Also present was Shawn Utt, New River Valley Planning District Commission; Clarke Wallcraft, Pepper's Ferry Regional Wastewater Treatment Authority; and Bill Pedigo, Town of Pulaski.

1. Citizen Comments:

There were no citizen comments.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity:

1. Adjustments:

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved adjustments in the credit amount of \$30,463.18.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Vaughan.

Voting no: none.

2. Inmate Availability Report:

Staff reported the inmate count for the month of September 2003 had been three inmates per day.

3. Balance Due & Lien Reports:

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

4. Work Order Count:

The following pickups were reported as pending: 30 brush; 19 large; 2 tire(s); 5 refrigerator(s).

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5. Drop Site Total – September

Site	Trips	Tonnage
Dora Hwy	47	100.77
Dublin	25	61.46
Fairlawn	13	24.89

b. Biosolids Landfill Tipping Fees

Staff reported the Peppers Ferry Regional Waste Treatment Authority is requesting that the PSA consider waiving the \$5 per ton surcharge for biosolids which will be generated as the result of a new drying process. Previously, liquid sludge had been disposed of by spreading on agricultural properties. As part of the treatment plant renovations, the liquid sludge will be dried. The dried material will then be either applied to agricultural property or disposed of as cover material at the landfill. Since the PSA has never previously collected the \$5 fee on this material, waiving the fee will not impact current PSA revenues. The Peppers Ferry Authority estimates that 1,500 tons of the 5,000 tons of dried sludge generated at the plant every year would be disposed of at the Resource Authority Landfill.

On a motion by Mr. Mathes, seconded by Mr. Vaughan and carried, the Board approved the waiving of the \$5 per ton surcharge for biosolids.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Vaughan.

Voting no: none.

c. Billing Corrections/Debt Service Adjustments

Staff advised of notice by the Pepper's Ferry Authority regarding a billing error resulting from the transition in billing methods, as well as the refinancing of the debt. The net result is that sewer treatment costs will be \$8,466.85 per year higher than anticipated, while there is a current overcharge to the PSA of \$761.58, which will be adjusted in the next month's billing.

By consensus, the Board accepted staff report regarding the billing errors and concurred with paying the additional cost in the current fiscal year.

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d. Case Knife Road Water Extension Financing

Staff presented a summary of proposals received from First National Bank and Community National Bank. Staff recommended authorization to arrange financing through Community National Bank based on a slightly lower interest rate and the option of a 25 year term. Further, staff expected to bid out the construction of the project due to difficulty with steep slopes and the location of an existing telephone line.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board authorized arranging for financing through Community National Bank based on a slightly lower interest rate and the option of a 25 year term.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Vaughan.

Voting no: none.

On a motion by Mr. Vaughan, seconded by Mr. Mathes and carried, the Board approved staff procurement of a contractor for the Case Knife Road project.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Vaughan.

Voting no: none.

e. Thornspring Water Connection

Mr. Coake reported in detail (a copy of said details are filed with the records of this meeting) issues that have developed regarding the location of a water meter due to a water line leak and that plans were being made to relocate the meter when it was discovered that a second meter was attached to this line. The meter location was reviewed with both property owners and it was suggested the PSA install two separate water lines to the existing meter location. The first property owner would give an easement to the second property owner for the service line to the second property and the water meters would be relocated to the main line. Initially, the second property owner had requested the service line be continued to his residence replacing the total length of line including the installation into his home. Staff reported it was of the understanding that both property owners would now agree to the proposal as outlined by Mr. Coake.

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On a motion by Mr. Snead, seconded by Mr. Mathes and carried, the Board approved installing two meters on Thornspring Road, and extending at PSA cost, private service lines to the location of the existing meters.

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

Voting no: none.

Abstaining: Dr. Warren.

f. Informational Items:

1. Personnel Changes:

Assistant County Administrator Nancy Burchett reported on recent personnel changes.

2. Employee Guidelines

Staff presented a listing of employee guidelines recently instituted in response to employee issues. The Board concurred with staff procedures.

3. Town of Pulaski – Sewer Line Usage Agreement

Staff reported that following the completion of the sewer line serving the new elementary school, a cooperative utility use agreement needed to be developed between the Town of Pulaski and the Public Service Authority. The purpose of this agreement would be to allow the PSA and the Town of Pulaski the ability to transmit sewer through each other's lines.

On a motion by Mr. Mathes, seconded by Mr. Vaughan and carried, the Board approved negotiating a cooperative utility agreement with the Town of Pulaski.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Vaughan.

Voting no: none.

4. Regional Water Project

Staff provided the Board with a copy of the proposal for development of a Regional Water Supply Plan a copy of which is filed with the records of this meeting.

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5. PSA Truck Age and Condition Report

Staff provided the Board with a report from Don Cressell noting the need to increase the amount budgeted for replacement of garbage trucks. The Board agreed this matter should be considered as part of FY 05 budget.

6. Central Water & Sewer Project – Status of Debt on Mobile Home Parks

Staff provided a report from Shawn Utt describing the debt to equity ratios for mobile homes through which the installation of water and sewer service is proposed and further advised of a meeting held with Dan Sumner regarding the impact and cost of public water service through the Eagleview Mobile Home Park, with hopes to hear from Mr. Sumner regarding plans he may have to improve the debt to equity ratio or to consider utilization of a master meter as a substitute for the installation of PSA water lines through his mobile home park.

7. Draper Aden Associates – Newsletter

The Board reviewed the most recent newsletter from Draper Aden Associates which included a survey indicating utility rates continue to rise through Virginia.

8. Dublin Area Subdivision Sewer Projects

Mr. Utt reported on his efforts to reapply for Rural Development funding of the Highland Park sewer project. This reapplication to the Lynchburg office conforms with revised Rural Development district changes and also expedites funding of this project. He also reported that applications for sewer service to the Rolling Hills, Orchard Hills, and Vista subdivisions had already been included in the funding pipeline of the Southwest Virginia District of Rural Development.

9. Need of Automation

Staff reported the need to provide some level of automation as a way of easing the physical requirements and manpower needs in collecting refuse.

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g. Current Authorized Projects & Items Under Review

The Board reviewed the following projects:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (pending Rural Development funding)
3. Painting Water Tanks

3 Closed Meeting – 2.2-3711.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

It was moved by Dr. Warren, seconded by Mr. Mathes and carried, that the Board of Directors enter closed session for discussion of the following:

Legal – Pursuant to Virginia Code Section 2.2-3711(A)7 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

◆ Water Theft

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Vaughan.

Voting no: none.

Return to Regular Session

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board returned to regular session.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Vaughan.

Voting no: none.

Certification of Conformance with Virginia Freedom of Information Act

On a motion by Mr. Vaughan, seconded by Dr. Warren and carried, the Board of Directors adopted the following resolution certifying conformance with the Virginia Freedom of Information Act:

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WHEREAS, the Board of Directors of the Pulaski County Public Service Authority 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 2.2-3712(D) 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 Pulaski County Public Service Authority Board of Directors 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.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Vaughan.

Voting no: none.

4. Approval of September 8, 2003 Minutes

On the motion of Mr. Vaughan, seconded by Dr. Warren and carried, the Board of Directors approved the minutes of the September 8, 2003 meeting.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Vaughan.
Voting no: none.

5. Accounts Payable

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved the accounts payable listing for checks numbered 1094 through 1157, subject to audit.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren, Mr. Vaughan.
Voting no: none.

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6. Other Matters

a. Roll-off Container Rental Cost Increase

Mr. Huber reported a rate increase in dumpsters is being proposed by Waste Management.

On a motion by Dr. Warren, seconded by Mr. Vaughan and carried, the Board authorized staff to negotiate with Waste Management for a contract for services.

Voting yes: Mr. Huff, Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Vaughan.

Voting no: none.

b. Raw Water Pump Station Access Road

Mr. Coake advised access was needed to the raw water pump station on Claytor Lake. He provided the Board with several options including bidding a project to install stream crossings on the existing road and an alternative to reuse a cross country route used when the plant was originally constructed. The costs of upgrading the existing road and of building the new road are both estimated to cost \$70,000. However, construction of the new road will require obtaining a right-of-way and the owner is asking that a water line be installed at a cost of \$20,000 in exchange for the right-of-way.

By consensus, the Board authorized the building of the road by county staff, installation of a waterline as time allows, with a surcharge on connection fees of \$1,000 per connection, if subdivision of the adjacent property resulted in more than 10 building lots, and \$2,000 if less than 10 building lots.

6. Adjournment

There being no further business to discuss, the meeting was adjourned. The next regular meeting of the Pulaski County Public Service Authority Board of Directors was scheduled for Monday, November 17, 2003 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia.

H. W. Huff, Jr., Chairman

Winston Snead, Secretary