

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
June 12, 2000
9:00 a.m.**

FOLLOW-UP

ITEM

1. Citizen Comments
(Comments heard from the following individuals:
James Whited regarding Polyester Mobile Home Park
and need for water and sewer service; Jeff Hasson and
Sandy Tromblay regarding water service connection to Ms.
Tromblay's property; and Stan Moran regarding the Draper Ridge
Subdivision water tank)

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
 2. Inmate Availability Reports
 3. Balance Due Report
 4. Lien Report
 5. Collections Report
 6. Refuse Committee Reports
(Approved adjustments in the amount of \$16,082.16,
and reviewed all listed above) Ms. Sayers

 - b. Budget & Scheduling Public Hearing – All Rates
(Reviewed proposed budget; approved five-percent employee
pay adjustments for FY 01 and authorized staff to pay normal
PSA operating expenses until budget is approved; requested
staff provide printouts reflecting current fiscal year expenditures;
place on July agenda for possible budget approval) Ms. Hanks/
Ms. Burchett

 - c. Billing Services Contract – Town of Pulaski
(Staff advised proposed budget included fee to Town for refuse
service billing at 5% of total collections; and revised town refuse
revenue increased from \$360,000 to \$570,528; place on July
agenda for consideration with budget) Ms. Hanks/
Ms. Burchett

 - d. Mechanized Garbage Can Empty Pilot Program
(Chairman Huff questioned the lifting of the cans by the
elderly; however, authorized staff to prepare a plan for
the pilot program; place on agenda for the September
PSA meeting) Mr. Vest/
Ms. Hanks

- e. Garbage Put Out Standards Request
(Reviewed request from Mr. Hoggatt; staff to review mechanized empty can before pursuing other alternatives; advise Mr. Hoggatt of action) Mr. Morgan

- f. Assistance to Volvo with Sewer Upgrade
(Approved transfer of PSA funds subject to Chairman Huff's review of appropriate document to insure transfer is made appropriately and on a cost effective basis; hold check and advise Mr. Huff when document is ready) Ms. Sayers/
Mr. McCarthy

- g. Case Knife Road Water Line
(Reviewed estimates for extending water line; authorized staff to poll residents to determine interest with project to be considered for inclusion in a future Rural Development or Virginia Department of Health grant application; place on future agenda once interest of residents has been determined) Ms. Hanks/
Mr. Long

- h. Fontaine Modification Waterline Easement
(Staff reported a revised easement had been requested by Fontaine to reflect the as built location of the water and sewer lines along the property frontage; place on future PSA agenda if needed) Ms. Hanks/
Mr. Coake

- i. Draper Ridge Subdivision Water Tank
(Mr. Moran requested that up to 10 lots be allowed to be developed before the water tank is installed; staff requested to consult with Stan Crigger on water pressure effect on present homes if additional lots added and/or hydrant flow restricted, and request a letter from the Health Department regarding water pressure on existing homes if additional lots added; advised PSA willing to assist with return on investment, but declined to fund tank construction up front; staff to continue to review and work with developer; place on PSA agenda for July meeting) Mr. Coake/
Ms. Hanks

- j. Polyester Mobile Home Park
(Reviewed estimated rates; James Whited advised estimated costs by engineering firm were excessive; and park was in need of water and sewer; staff provided Mr. Whited a copy of recommendation for review and decision on options; place on future PSA agenda as needed) Ms. Hanks/
Mr. Coake
- k. Pressure Reduction Request of Donnie S. Coleman
(Confirmed policy of discontinuing practice of supplying water pressure reducing valves; notify Mr. Coleman) Mr. Coake
- l. Sandy Tromblay Connection Assistance
(Confirmed policy of not running water line on private property; staff directed to consult with engineers on protection of line to ensure freezing does not occur and advise contractor for Ms. Tomblay) Mr. Huber
- m. Dunkards Bottom Waterline Extension Engineering Agreement
(Approved agreement for design and bidding services in the lump sum amount of \$39,799 by Anderson & Associates, subject to concurrence with the agreement language and form by the county engineer and Rural Development Administration; notify Anderson & Associates) Mr. Coake
- n. PFRWTA Report
(Reported)
- o. PCSA Report
(Reported)
- p. Informational Items:
 - 1. Pepper's Ferry Regional Waste Water Treatment Authority
 - 2. New River Resource Authority
 - 3. Dick Price Suit – (Friday, August 4, 1:00 p.m. trial date)
 - 4. NRSWMA User Rebate
 - 5. Eagle View Mobile Home Park
(Reviewed)

- q. Current Authorized Projects & Items Under Review:
1. Cloyd's Mountain Sewer Extension by VDOT
 2. New River Industrial Park Water and Sewer Extension
 3. Water & Sewer Extensions Preliminary Engineering Reports
 4. Landings Limited Partnership Water Extension
 5. Collier Acres Sewer Extension with Commerce Park Development
 6. Case Knife Road Water Extension Study
 7. Gateway Mobile Home Park Water & Sewer Extension Engineering
(Reviewed)

- r. Personnel Changes
(Reported)

3. Approval of May 8, 2000 Minutes
(Approved as submitted)

4. Accounts Payable
(Approved subject to audit)

5. Other Matters
(None)

6. Adjournment

June 8, 2000

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity
 1. Adjustments - Adjustments totaling \$16,082.16 are submitted for the Board's approval. A report detailing the adjustments are ***enclosed*** with this packet.
 2. Inmate Availability Reports – See ***enclosed***.
 3. Balance Due Report – See ***enclosed***.
 4. Lien Report – See ***enclosed***.
 5. Collections Report – See ***enclosed***.
 6. Refuse Committee Reports – See ***enclosed***, if any.
- b. Budget & Scheduling Public Hearing – All Rates – ***Enclosed*** is a draft budget summary and revised departmental budgets to reflect cost centers. Ms. Burchett can review the draft. Approval should be scheduled for July of August. At the same time any proposed rate changes can be explained. The draft budget is computed on current rates. Notes indicate areas to consider balancing the budget. Action is requested to approve the five-percent pay adjustment and incurring normal operation expenses until the budget is finalized.
- c. Billing Services Contract – Town of Pulaski – A recommendation will be made along with the final budget recommendation.
- d. Mechanized Garbage Can Empty Pilot Program – See ***enclosed*** offer from Mid-State Equipment Co., Inc. to place cans for a pilot program of 150 residences. I recommend staff prepare a plan for the pilot program and submit it to the PSA Board by the September meeting.
- e. Garbage Put Out Standards Request - See ***enclosed*** request from Mr. Ed Hoggatt to implement a uniform standard for residential garbage put outs for pickup. The mechanized empty can would be one approach to standardize curbside garbage placement for pick up. I recommend considering the mechanized empty can before pursuing other standards for curbside garbage placement.

- f. Assistance to Volvo with Sewer Upgrade – The Industrial Development Authority has agreed to transfer the \$500,000 assistance to Volvo through its accounts. The county attorney will prepare an appropriate document to insure the transfer is made appropriately and on a cost effective basis. Plans are to make the transfer out of current PSA funds to avoid any ongoing budget impact.
- g. Case Knife Road Water Line - **Enclosed** is an estimate for extending the water distribution line along Case Knife Road west of the proposed Town of Pulaski water tank. There are 13 connections within the 1,900 ft. extension. Three of these connections appear to be outside the 300 ft. requirement for connection. They are the property of Anna Ayers and shown as tax map number 080-1-103, & 11d and 080-7-3. This estimate does not include a water meter between the county and the town. It is the county engineer's understanding the town would permit the connection without the meter and bill the PSA based on the individual meter reading. If a master meter was installed, the estimated cost is \$10,000, which would make the total estimated construction cost \$83,500. The projected rates of \$42.78 monthly average water bill and \$30.68 non-user fee appear to be reasonable. It is recommended residents be polled to determine interest and the project be considered for inclusion in a future application to Rural Development or the Virginia Department of Health.
- h. Fontaine Modification Waterline Easement – The county attorney and county engineer have been requested to complete a revised easement to reflect the as built location of the water and sewer lined along the property frontage.
- i. Draper Ridge Subdivision Water Tank – The county engineer has engaged Draper-Aden Associates to review the calculations for the tank expense. It is recommended the subdivision developer, Mr. Moran, be allowed to develop up to six lots prior to the tank installation. It is also recommended the developer be allowed to finance the tank construction and receive a return on his investment from future water connection and monthly usage fees at an interest rate not to exceed twelve percent annually. Without developer financing, use of PSA reserve funds, county reserve funds or a commercial loan would be required, since we know of no government sponsored loan or grant program for speculative financing.
- j. Polyester Mobile Home Park – **Enclosed** is an estimate of the cost to provide water and sewer to the park. The projected rates of \$52.51 monthly average water and sewer bill and \$27.31 non-user fee appear to be reasonable. Also **enclosed** is the preliminary engineering report by Altizer, Hodges, & Varney, Inc., which the PSA commissioned. Based on the **enclosed** letter dated February 17 to the park owner, Mr. Whited, it is recommended he be asked to either:
- ◆ concur the estimates are reasonable and endorse a funding application for the project,
 - ◆ pursue cost reduction, and / or
 - ◆ provide additional financing for the project from his own resources.

- k. Pressure Reduction Request of Donnie S. Coleman – See ***enclosed*** request for relief on a water leak and pressure reduction. Staff plans to adjust 75% of the leak, but recommends against installation of a pressure reducing valve at PSA expense. It is recommended such installation be the responsibility of the property owner and supervised by the building official. ***Enclosed*** is an excerpt from the PSA minutes whereby the PSA Board adopted policy in 1992 discontinuing the practice of supplying water pressure reducing valves to customers.

- l. Sandy Tromblay Connection Assistance – Staff has been advised by Mr. Jeff Hasson of Hasson Excavating that an appeal may be made for public assistance to make a connection across a creek and another property owner to connect a residence occupied by a dialysis patient, whose well may be contaminated by e-coli bacteria. Staff suggests human service agencies be contacted to assist with the connection, but recommends against off site and difficult installations by the PSA for one or two connections, unless the connections can be made cost effective for the PSA system as a whole. The customer wants the PSA to install the service over a bridge and set the meter on the customer side of the bridge. It is the county engineer's understanding there was a line across the bridge at one time and it froze and burst. No one was connected to the line and it was later removed. We are reviewing information to determine where the exact location of the right-of-way is but suspect it is on the customer side of the bridge. VDOT indicates the bridge is private property and not maintained by VDOT. The problem with installing it on the bridge is protecting it from freezing. It has been suggested we install the meter on the road side of the bridge and the customer protect the line with a heat tape. The county engineer suspects the opposition is the cost of installing the line on the bridge. In addition, it appears that if the Trombley residence is within the mandatory hook-up distance, there should have been a non-user fee paid for some time. The accrued non-user fee may be more than the installation expense.

- m. Dunkards Bottom Waterline Extension Engineering Agreement – Approval of the agreement for design and bidding services for a lump sum of \$39,799 by Anderson and Associates is recommended. The recommendation is subject to concurrence with the agreement language and form by the county engineer and acceptance by the Rural Development Administration for loan funding.

- n. PFRWTA Report - Mr. Snead may have additional information to share.

- o. PCSA Report - Mr. Morris and Mr. Snead may have additional information to share.

- p. Informational Items - ***Enclosed*** is information regarding the following:
 - 1. Pepper's Ferry Regional Waste Water Treatment Authority
 - 2. New River Resource Authority
 - 3. Dick Price Suit – (Friday, August 4, 1:00 p.m. trial date)
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 5. Collier Acres Sewer Extension with Commerce Park Development
 6. Case Knife Road Water Extension Study
 7. Gateway Mobile Home Park Water & Sewer Extension Engineering
- r. Personnel Changes – ***Enclosed*** is an update from Ms. Burchett regarding recent personnel changes.

JNM/gh