

**AGENDA  
PULASKI COUNTY  
PUBLIC SERVICE AUTHORITY**

**Regular Meeting  
January 8, 2001  
9:00 a.m.**

**FOLLOW-UP**

---

ITEM

---

1. Citizen Comments  
(None)
  
2. Reports from the County Administrator & Staff:
  - a. Audit Report  
(Presented and accepted; board requested comparative budget statements be included with next year's audit; send Chairman Huff copy of last year's audit and budget) Ms. Burchett
  
  - b. Collection Staff Activity:
    1. Adjustments
    2. Inmate Availability Reports
    3. Balance Due Report
    4. Lien Report
    5. Work Order Count
    6. Refuse Committee Reports
    7. PSA Billing Staff Meeting Minutes  
(Reviewed all listed; approved adjustments in the amount of \$64,723.52) Ms. Sayers
  
  - c. Dunkard's Bottom Water Project  
(Approved engineering agreement with Anderson & Associates in the amount of \$93,800, less \$42,000 for inspection services to be done by PSA staff; execute agreement and notify Anderson & Associates) Mr. Coake
  
  - d. Randolph Park Water and Sewer Service  
(Approved a donation of the water and sewer connection fees to the Randolph Park project; advise Randolph Park Coordinator and PSA billing staff) Mr. Huber/Ms. Burchett
  
  - e. Request for Reimbursement for Destroyed Cans  
(No action taken on request; notify individual) Mr. Mayberry

- f. Irrigation Metering  
(Staff to develop a recommendation; however, separate metering should be required; place on future agenda once recommendation has been completed) Mr. Coake/Ms. Hanks
- g. Personnel Changes  
(Reviewed)
- h. Employee Buyback of VRS Time  
(Reviewed; authorized staff to determine interest of those employees affected; then determine an estimated cost or impact on future employer VRS rate and advise Board of Directors; place on future PSA agenda once estimated impact and interest has been determined) Ms. Burchett/Ms. Hanks
- i. Staffing Changes Update  
(Ratified enforcement of sick leave and early release policies as implemented by staff; reported resignation of Larry Vest; and advised of evaluating options for the combination of Mr. Vest's position with the Assistant Sanitation Supervisor's position; place an update on the February meeting agenda) Mr. Huber/Ms. Hanks
- j. PFRWTA Report  
(No report given; discussed the Authority's possible change to a use base service rather than allocation base service in the future and need for Pulaski County to negotiate with City of Radford for addition pump station capacities; place updates as occur on future PSA agendas.) Ms. Hanks
- k. PCSA Report  
(No report given)
- l. Informational Items:
1. Revision of Billing Program
  2. PFRWTA Executive Director's Staff Report  
(Reviewed)
- m. 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 all listed)

3. Approval of December 11, 2000 Minutes  
(Approved as presented) Ms. Hanks
4. Accounts Payable  
(Approved subject to audit) Ms. Sayers
5. Other Matters  
(None)
6. Adjournment

January 4, 2001

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Audit Report – ***Enclosed*** is an audit report for the fiscal year ending June 30, 2000. Deanna Cox, Certified Public Accountant with Robinson Farmer Cox, plans to attend the PSA meeting to present the results and answer questions Board members may have.
- b. Collection Staff Activity:
  1. Adjustments – Adjustments totaling \$64,723.52 are submitted as shown on the ***enclosed***.
  2. Inmate Availability Reports – Staff reports the inmate count for December provided for 3 inmates per day.
  3. Balance Due Report – See ***enclosed***, if received in time to place in packet.
  4. Lien Report – See ***enclosed***.
  5. Work Order Count – 1 brush; 8 large; 0 tires; 0 refrigerator.
  6. Refuse Committee Reports – See ***enclosed***, if any.
  7. PSA Billing Staff Meeting Minutes- See ***enclosed*** minutes.
- c. Dunkard's Bottom Water Project – We have received and reviewed an engineering agreement from Anderson & Associates for the engineering work for Dunkard's Bottom. The estimates cost for this project is \$665,836.00. The contract amount for the engineering work is \$93,800. This amount includes \$42,000 for inspection services which we anticipate will be eliminated from the contract and the PSA will provide this service. If the inspection services is eliminated the fee for Anderson & Associates is \$51,800.
- d. Randolph Park Water and Sewer Service – The Randolph Park Steering Committee requests the Public Service Authority donate the fee amount for connection of water meters and sewer connection at Randolph Park. Approval of this request is recommended.

- e. Request for Reimbursement for Destroyed Cans - ***Enclosed*** is e-mail communication from Mr. Mayberry regarding a request from Mr. Dan Lawson of Stuart Street in Dublin for reimbursement of trash containers that Mr. Lawson says were taken by PSA refuse collection staff while collecting trash from his residence.
- f. Irrigation Metering - ***Enclosed*** is a request from Total Lawn Care regarding sprinkler irrigation systems in Pulaski County. Upon a request by my office, the Institute of Government polled other localities in Virginia to determine if such systems exist in other localities. Their responses are also ***enclosed***.
- g. Personnel Changes - ***Enclosed*** is an update of recent personnel changes, as provided by Management Services Director Nancy Burchett.
- h. Employee Buy Back of VRS Time – ***Enclosed*** is a listing of PSA employees that are affected and to whom we would like to offer the buyback option. The employer's VRS rate would be affected by this buyback because it would add additional months of service to the employees VRS benefits upon retirement. However, the cost to the PSA will depend on the number of employees who are willing to pay the 5% of monthly salary through payroll deduction. Plans are to meet individually with each employee to determine if they are interested, and once this is determined, an approximate cost to the PSA can better be determined. In addition, since PSA, county and Social Services employees are all reported to VRS under the county's name, the Board of Supervisors will have to adopt a resolution approving the buyback by employees. Action requested is to authorize staff to proceed in talking with employees to determine their interest and report back to the Board of Directors once an estimated cost can be determined for final approval by the Board of Directors.
- i. Staffing Changes Update- At the December PSA Board meeting, staff reported implementation of policies providing for enforcement of sick leave and early release policies and other modifications, pending ratification by the PSA Board. Ratification of these policies is requested. ***Enclosed*** is the resignation of Mr. Vest. Kenneth Stoots, who has been filling in for Larry for the past three weeks, plans to continue coordinating refuse collection. The job has been posted in-house and I am evaluating options for possible combination of Mr. Vest and Mr. Stoots jobs in an effort to reduce costs.
- j. PFRWTA Report –PFRWTA is evaluating the need to upgrade the plant and possible elimination of allocated capacities in a similar manner as has been done for the regional landfill and regional jail. ***Enclosed*** is a report from Mr. Maus describing the proposed changes. Mr. Snead may have additional information to share.
- k. PCSA Report – Mr. Snead may have information to share.

- i. Informational Items – Information regarding the following items is ***enclosed*** for the Board's review and information only:
  - 1. Revision of Billing Program – The accuracy of the PSA billing program has improved significantly over the past several months and testing of a direct debit program is planned in January.
  - 2. PFRWTA Executive Director's Staff Report
  
- m. 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

/gh