

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

FOLLOWUP

**Regular Meeting
February 12, 2001
9:00 a.m.**

ITEM

1. Citizen Comments
(None)

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. Work Order Count
 6. Refuse Committee Reports
 7. PSA Billing Staff Meeting Minutes
(Reviewed all listed; approved adjustments totaling \$7,503.36 credit; approved payment of luncheon for PSA Billing staff) Ms. Sayers

 - b. Polyester Park Water & Sewer
(Reviewed letter from Mr. Whited; no objections heard to Mr. Whited installing water and sewer within mobile home Park, subject to plans, specifications and contractor being approved by PSA staff and plans and specifications being approved by the Health Department; notify Mr. Whited) Mr. Coake

 - c. PSA Collections at Dublin Town Center
(Reviewed request from Town for increase in collections fee; authorized staff to offer Town \$1.00 per payment collected; place on future PSA agenda) Mr. Huber/
Ms. Hanks

 - d. Orchard Hills – Advertisement of Rate Increase
(Reviewed proposed rates; authorized staff to notify residents of proposed rates and advertise rates for public hearing on May 14 2001; place ad on Sunday, March 4 and 11, 2001; place on May 14, 2001 agenda) Ms. Hanks
Ms. Burchett

 - e. Claytor Lake Water & Sewer Lines, Orchard Hills Sewer Line Extension, Bagging Plant Road Sewer Line Extension Non-User Letters
(Reviewed letters to be sent to non-user customers of the above listed areas; letters advising that customer must hookup to system or pay non-user fee; staff authorized to send letters to appropriate customers; notify PSA billing staff and support staff) Mr. Coake/Ms.
Burchett

- f. Irrigation Metering
 (Staff recommended separate meter equipped with RPZ backflow prevention with meter being placed at the property line adjacent to the existing PSA line at a cost of \$350, normal \$13.50 monthly minimum apply to second meter, and a cut-on and cut-off fee be established at \$25.00 each; authorized staff to advertise the above rates for public hearing at the May 14, 2001 meeting with advertisement to be done on March 4 and March 11, 2001; place on agenda for May 14, 2001) Ms. Hanks/
 Ms. Burchett
- g. Personnel Changes
 (Reviewed)
- h. Staffing Changes Update
 (Reported Nancy Burchett promoted to Assistant County Administrator)
- i. PFRWTA Report
 (Staff advised of continued work on possibly combining sewer capacity by all participating jurisdictions; place on future PSA agenda as details and information is obtained) Ms. Hanks
- j. PCSA Report
 (No report given)
- k. Informational Items:
1. PFRWTA Executive Director's Staff Report December 2000
 2. Water & Sewer Rate Plans
 3. Review of Multiple Rate Plans
 4. NRRA Monthly Report
 (Reviewed all listed)
- l. 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 January 8, 2001 Minutes
 (Approved as presented) Ms. Hanks

4. Accounts Payable
(Approved, subject to audit) Ms. Sayers

5. Other Matters
 - a. Town of Pulaski and PSA Agreement for billing of Refuse Service
(Staff reported this agreement may need to change relating to payment for billing services subject to county Treasurer's Office assuming billing and collection for town taxes; place on future agenda as needed) Ms. Hanks

 - b. Randolph Park Sewer Fee
(Approved donation of sewer fee to Randolph Park in the amount of \$1,000 (\$500 for each of 2 sewer connections) in exchange for right way needed from Mr. Walter Dobyms, owner of Allison Greenhouse; issue check to Friends of Randolph Park) Ms. Sayers

6. Adjournment

February 8, 2001

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
1. Adjustments – Adjustments totaling \$7,503.36 are submitted as shown on the **enclosed**.
 2. Inmate Availability Reports – See **enclosed**.
 3. Balance Due Report – See **enclosed**, if received in time to place in packet.
 4. Lien Report – See **enclosed**.
 5. Work Order Count – 0 brush; 0 large; 0 tires; 0 refrigerator.
 6. Refuse Committee Reports – See **enclosed**, if any.
 7. PSA Billing Staff Meeting Minutes- See **enclosed** minutes, if any.
- b. Polyester Park Water & Sewer – As described in the **enclosed** letter, Mr. Whited proposes to finance and build the sewer system within his mobile home park to PSA specifications. He anticipates increasing lot rentals to cover his costs in return for PSA retaining current rates and operation of the system. His proposal is similar to the arrangement for installation of utility lines in newly constructed residential subdivisions. Also **enclosed** is a February 17, 2000 letter to Mr. Whited from Mr. Morgan describing the current offer by the PSA to build the system. Mr. Shawn Utt, an employee of the New River Valley Planning District Commission has been working on this and other applications for Rural Development funding.
- c. PSA Collections at Dublin Town Center – **Enclosed** is a letter from Bill Parker regarding difficulties Town personnel are having in the collection of PSA fees and requesting an increase in the \$200 per month fee. The PSA billing staff and I feel these difficulties can be addressed though the recently improved computer connection between the Town and the County. We are also evaluating the amount being paid to the Fairlawn Bookkeeping Service for similar collection activity. Authorization is requested to negotiate with Mr. Parker either for billing of PSA garbage collection service in the Dublin area subdivisions or a slight increase in fees if justified by comparative evaluation with other collection points.

- d. Orchard Hills – Advertisement of Rate Increase – ***Enclosed*** are Mr. Long's calculations of rate increases required for ten households in the Orchard Hills subdivision. Authorization to advertise the proposed rates as required by the State Code is recommended.
- e. Claytor Lake Water and Sewer Lines, Orchard Hills Sewer Line Extension, Bagging Plant Road Sewer Line Extension Non-User Letters – ***Enclosed*** is a letter from Mr. Coake requiring the payment of non-user fees for residents of these areas beginning June 1, 2001. Fees would not be assessed where additional costs would be required in crossing paved roads with sewerlines. Letters are not being sent to commercial or industrial customers at this time. These letters are being sent to property owners within 300 feet which are required to be connected to the water or sewer lines. Sending these notices were delayed until to problems with the Claytor Lake Sewer odor problems were resolved. It is anticipated some residents will be upset over the nonuser classification.
- f. Irrigation Metering – Mr. Coake recommends the customer be required to provide a separate meter equipped with proper RPZ backflow prevention. Flows through this meter would not be charged for sewer service. We recommend the meter be placed at the property line adjacent to the existing PSA water line at a cost of \$350, that a cut-on and cut-off fee be established at \$50, and that the normal \$13.50 monthly minimum apply to this second meter. This proposal would allow for non-payment
- g. Personnel Changes - ***Enclosed*** is an update of recent personnel changes, as provided by Management Services Director Nancy Burchett.
- h. Staffing Changes Update – Nancy Burchett has been promoted to Assistant County Administrator.
- i. PFRWTA Report – Any information can be shared with the Board.
- j. PCSA Report – Mr. Snead may have information to share.
- k. Informational Items – Information regarding the following items is ***enclosed*** for the Board's review and information only:
 - 1. PFRWTA Executive Director's Staff Report- See ***enclosed***.
 - 2. Water & Sewer Rate Plans – ***Enclosed*** as prepared by Mr. Utt, is a calculation of net annual revenues/deficits which would be involved in extending water and/or sewer service to the various areas being considered. Depending on the amount of grant funds, which may be available from Rural Development, the PSA may need to make a decision regarding whether rates for each subdivision would be calculated separately or as a group. We will keep you apprised of Mr. Utt's efforts.
 - 3. Review of Multiple Rate System – ***Enclosed*** is the report prepared by staff in response to an inquiry by the Board of Supervisors regarding possible consolidation of water and sewer rates.

4. NRRA Monthly Report – See *enclosed*.

I. 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

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