

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

FOLLOWUP

**Regular Meeting
April 9, 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 \$7,711.18 credit; staff requested to confirm K-Mart adjustments listed to be correct) Ms. Sayers

 - b. Eagleview Mobile Home Park Utilities
(Reviewed estimate of water service fees required to finance project; staff noted critical cost item to be fire flow improvements; staff to confirm that preliminary engineering report has been completed; place on April agenda for update, if appropriate) Ms. Hanks

 - c. Sewer Rates for Dublin Area Subdivisions
(Reviewed estimated rate calculations; staff to confirm grant funding availability before surveying residents of interest in sewer service; place on future agenda as additional information is obtained) Mr. Huber/
Ms. Hanks

 - d. Survey of Caseknife Road Residents
(Reviewed calculations of proposed water rates; advised Board of community meeting set for April 11, 2001 at 7 p.m. with area residents; reviewed grant agreement from Southeast Rural Community Assistance Project committing up to \$20,020 toward connection costs to the proposed water line; place on April agenda for update regarding community meeting and residents interest) Ms. Hanks

 - e. Town of Pulaski & Dublin Water Purchase Settlement
(Approved settlement calculations as presented by staff; send to Towns of Pulaski & Dublin) Ms. Burchett

- f. Tentative Approval of FY 02 of Pulaski & Dublin Town Water Rates
(Tentatively approved water rates for FY 02 as calculated by staff; send rate information to Towns of Pulaski & Dublin) Ms. Burchett

- g. Radford Pump Station Sale of Excess Capacity
(Approved sale of excess capacity in the Radford Pump Station to Montgomery County in the amount of \$49,805.63, subject to concurrence of the Board of Supervisors; place on Board of Supervisors agenda for concurrence at April meeting; place update on May PSA meeting agenda) Ms. Hanks

- h. Boom Truck Use
(Authorized staff to advertise public hearing to allow for a fee of \$60 per truckload for services of the boom truck to commercial PSA refuse customers; advertise hearing per Code of Virginia regulations as soon as possible) Ms. Burchett

- i. Personnel Changes
(Reported)

- j. Pay for Performance & New Pay Ranges
(Reviewed; staff to review pay for performance options and report back at a future date; approved new pay ranges for eight PSA employees per staff recommendation effective May 1, 2001) Mr. Huber/
Ms. Burchett

- k. Water Tank Painting Bids
(Approved awarding contract for painting and inspection of the following water tanks to Welding, Inc.: interior of the Bella Vista Tank in the amount of \$44,000 and exterior painting of tank \$54,000; and inspection of Thornspring and Parrott Tanks in the amount of \$1,200 each, with the above costs being spread over FY 01 and FY 02 fiscal year per staff recommendation; notify Welding, Inc.) Mr. Coake

- l. Discontinuance of Stamped Return Envelope for Water Customers
(Approved discontinuance of stamped return envelope for water customers due to cost and per staff recommendation; notify PSA billing staff) Ms. Burchett

- m. Informational Items:
 - 1. PFRWTA Report
 - 2. PCSA Report
 - 3. PSA Accounts
 - 4. NRSWMA User Rebate
 - 5. NRRA Minutes
 - 6. Water & Sewer Projects
 - 7. Timberlane Subdivision
 - 8. Current Authorized Projects & Items Under Review
 - a. Cloyd's Mountain Sewer Extension by VDOT
 - b. New River Industrial Park Water and Sewer Extension
 - c. Water & Sewer Extensions Preliminary Engineering Reports
 - d. Landings Limited Partnership Water Extension
 - e. Collier Acres Sewer Extension with Commerce Park Development
 - f. Gateway Mobile Home Park Water & Sewer Extension Engineering

(Reviewed all listed)

- n. Garbage Collection for Rental Apartments
 (Authorized staff to place a lien on owner of rental apartments for non-payment of refuse service in lieu of discontinuing refuse service, and seek active collection on said accounts by an attorney in the future; advise PSA billing staff of new procedure)

Ms. Burchett/
 Ms. Sayers/
 Mr. Huber

- 3. Closed Meeting - 2.1-344.A.1.3.5.7
 (No closed meeting held)

- 4. Approval of March 12, 2001 Minutes
 (Approved)

Ms. Hanks

- 5. Accounts Payable
 (Approved, subject to audit)

Ms. Sayers

- 6. Other Matters
 (None)

- 7. Adjournment

April 2, 2001

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
 1. Adjustments – Adjustments totaling \$7,711.18 cr. are submitted as shown on the enclosed.
 2. Inmate Availability Reports – Staff reports the inmate count for March provided for 2 inmates per day.
 3. Balance Due Report – See enclosed.
 4. Lien Report – See enclosed.
 5. Work Order Count – 14 brush; 6 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. Eagleview Mobile Home Park Utilities – Enclosed is an estimate of water service fees required to finance the Eagleview Mobile Home Park. A critical cost item involves improvements to the system required in order to provide fire hydrants within the Park. My recommendation is to provide fire protection which will increase the cost of residential service to \$28 per month. The installation of fire protection will require installation of a parallel line along Belspring Road. I have also authorized Shawn Utt's pursuit of a Rural Development Loan for sewer service and have discussed with the owner, Dan Sumner, the need to improve the park. Also enclosed is a letter accepting Health Department funding of water service improvements.

- c. Sewer Rates for Dublin Area Subdivisions – Enclosed are calculations of proposed sewer rates for Dublin area subdivisions and mobile home parks. Staff plans to survey area residents to confirm interest in public sewer service.

- d. Survey of Caseknife Road Residents - ***Enclosed*** are calculations of proposed water rates for a portion of homes located beyond the water tank on Caseknife Road which staff plans to use to survey area residents confirming their interest in public water service. A community meeting has been scheduled for 7:00 p.m. on April 11 at the Peak Creek Mission Church. Also ***enclosed*** is a grant agreement from the Southeast Rural Community Assistance Project, Inc. providing up to \$20,020 toward the cost to the resident of connecting to the proposed water line.
- e. Town of Pulaski and Town of Dublin Water Purchase Settlement - ***Enclosed*** are calculations indicating the Town of Pulaski owes the PSA \$985.16, while the PSA owes the Town of Dublin \$47,593.74.
- f. Tentative Approval of FY 02 Pulaski & Dublin Town Water Rate - ***Enclosed*** please find copies of the water rate calculations for FY 02 for the towns of Pulaski and Dublin. These calculations are based on preliminary budget figures for FY 02 and may need to be revised once the entire PSA budget has been completed. According to the agreement with the towns, a tentative water rate is to be submitted to the towns by March 31 of each year. It is requested the PSA Board of Directors approve these rates, subject to completion of the entire PSA budget.
- g. Radford Pump Station Sale of Excess Capacity - ***Enclosed*** are calculations concluding Montgomery County should appropriately pay the Pulaski County PSA \$49,805.63. Adoption of this offer is recommended. Also ***enclosed*** is a letter from Pepper's Ferry Regional Wastewater Treatment Authority to Montgomery County regarding capacity issues.
- h. Boom Truck Use - ***Enclosed*** is a recommendation from Mr. Mayberry recommending use of the boom truck to service special needs commercial customers at a cost of \$60 per truckload. Advertisement of a rate hearing is recommended.
- i. Personnel Changes - ***Enclosed*** is an update of recent personnel changes, as provided by Management Services Director Nancy Burchett.
- j. Pay for Performance - I would like to ask consideration by the PSA in evaluating an employee bonus program linked to operational efficiencies and customer satisfaction.
- k. Water Tank Painting Bids - Bids were received on March 28, 2001 for painting the Bella Vista Water Tank. The low bidder is Welding, Inc from Charlestown, West Virginia the amounts of: 1) Interior Painting-\$44,000, 2) Exterior Painting-\$54,000, 3) Thornspring Tank Inspection-\$1,200 and 4) Parrott Tank Inspection-\$1,200. Welding Inc is the company that built the water tank that serves the New River Industrial Park. We have \$50,000 budgeted for this project and have included \$50,000 in the next budget for water tank painting. It is recommended we award the contract for painting the interior of the Bella Vista Tank and if the next budget is approved with the requested amount award the contract to paint the exterior of the tank. ***Enclosed*** is a copy of the bid tabulation.

- i. Discontinuance of Stamped Return Envelope for Water Customers – PSA residential water customers have been receiving a pre-stamped return envelope with their PSA monthly bill for remittance of payment to the PSA. This envelope has been supplied for approximately three years and has been sent only to the residential water customers. The cost of providing the stamped return envelope is estimated to be around \$13,500 per year. PSA staff has advised the envelopes will need to be re-ordered if this practice is continued prior to next month. PSA water customers have expressed appreciation for this service in the past; however, it is our recommendation that we discontinue the use of these envelopes due to the cost. Action by the PSA Board of Directors is requested on this matter.

- m. Informational Items - Information regarding the following items is **enclosed** for the Board's review and information only:
 1. PFRWTA Report – **Enclosed** is a draft summary of the local financial impact of releasing the current capacity-based ownership.
 2. PCSA Report – Mr. Snead may have information to share.
 3. PSA Accounts – **Enclosed** is a status report from Mr. Vest describing the results of this review of garbage accounts.
 4. NRSWMA User Rebate- See **enclosed**.
 5. NRRA Minutes- See **enclosed**.
 6. Water & Sewer Projects – See **enclosed**.
 7. Timberlane Subdivision- Residents of the Timberlane Subdivision have voiced concern over the high incidence of cancer in their community questioning the water supply as a possible cause. In response to these concerns, we have requested the assistance of the Health Department which plans to investigate the situation. Considering the fact that the residents of Timberlane drink the same water as many other county residents, it is unlikely that the water supply is causing the problem. I felt that not having the matter investigated would result in ongoing suspicion of PSA water. Thus, Mr. Coake has requested and gotten the Health Department to assist in investigating the matter.
 8. Current Authorized Projects & Items Under Review:
 - a. Cloyd's Mountain Sewer Extension by VDOT
 - b. New River Industrial Park Water and Sewer Extension
 - c. Water & Sewer Extensions Preliminary Engineering Reports
 - d. Landings Limited Partnership Water Extension
 - e. Collier Acres Sewer Extension with Commerce Park Development
 - f. Gateway Mobile Home Park Water & Sewer Extension Engineering

- n. Garbage Collection for Rental Apartments - It has come to my attention that some apartment units are delinquent in payment of garbage fees to the PSA. Cutting off service does not seem to have any effect since it is the residents who must deal with the situation. I would like to recommend placement of a lien, which is already being done, be augmented by active collection efforts by an attorney. The basis of my recommendation is that rent is being collected from the units and that the Town of Pulaski will not include garbage service in the water billing. It is also recommended that new individual service to specific apartment complex residents not be accepted by the PSA.

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TO: Public Service Authority Board of Directors
FROM: Peter M. Huber, Interim County Administrator
DATE: April 5, 2001
SUBJECT: Closed Meeting – 2.1-344.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. **Enclosed** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Personnel Matters:

Approximately once every 10 years, the county has evaluated employee compensation to ensure compensation is in line with similar jobs in other jurisdictions and private employers. In addition to comparison with other employers, both the PSA and county employees were compared with each other to ensure overall fairness. The process of this comparison was begun by Joe Morgan prior to accepting employment with Halifax County. It has been further refined by the staff over the past three months and was reviewed by the Board of Supervisors in March. **Enclosed** is a table describing salary adjustments recommended for implementation in April. Also **enclosed** are comparisons on which these recommendations are based.

PMH/gh