

FOLLOW UP

ITEM

1. Public Hearing – Revision of Schedule of Rates, Fees and Charges for Water, Sewer and Connection Fees
(Comments heard from Claire E. Poff requesting sewer service; approved revision of rates as advertised with one revision under metering rates to read "\$2.50 per thousand gallons thereafter"; notify PSA billing staff for implementation of rates)

Ms. Burchett

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
(Approved adjustments in the credit amount of \$7,672.26; reviewed all as listed above)

Ms. Sayers

 - b. Presentation of Proposed FY 02 Budget
(Preliminary budget figures reviewed; staff to confirm revenue and expenditure projections and present details of proposed budget as soon as completed to PSA Board Members; place on agenda for possible adoption at the June meeting)

Ms. Burchett/
Ms. Hanks

 - c. Request to Allow Two Meter Readings in Summer
(No objections expressed; staff to proceed in reading meters in July and August; advise PSA billing staff; consider placing a message on bills advising customers)

Ms. Burchett/
Ms. Sayers

- d. Survey of Caseknife Road Residents
(Approved first phase of project; requested County Engineer to meet with individual requesting the line be extended to serve a residential connection and a church pertaining to the additional cost for water line extension; place on future PSA meeting as appropriate) Mr. Coake/
Ms. Hanks
- e. Radford Pump Station Sale of Excess Capacity
(Reviewed Board of Supervisors' approval of the sale)
- f. Purchase of Fairlawn Transfer Station
(Reviewed letter from City of Radford; place on June agenda) Ms. Hanks
- g. Town of Dublin – Discontinuance of Billing Collection Procedures
(Reported; no objections expressed by Board members; proceed with discontinuing billing collection services with Town of Dublin effective July 1, 2001; advise PSA billing staff) Ms. Burchett
- h. Request for Replacement of Garbage Cans
(No action taken; request denied; advise Ms. Adams) Mr. Mayberry
- i. Elmer Earl Sutphin Claim
(No action taken; request denied; advise Ms. Sutphin) Mr. Huber
- j. Standby Generator Bids
(Approved award to low bidder, Coake & Sons Electric, in the amount of \$25,575.00 and \$21,868.62 with funding for the second generator (\$21,868.62) to come from the FY 02 budget; proceed with purchase order) Mr. Coake
- k. Non User Letters
(Reviewed request for exemption from Cody Walker; no objections expressed to removing Mr. Walker as a non-user due to vacant lot between his residence and sewer line; advise Mr. Walker) Mr. Coake
- l. Ratification – Draper Aden Associates Engineering Proposal – Competitiveness Center Expansion Sewer System Analysis
(Ratified county's action; staff to confirm that county will be responsible for engineering services) Mr. Huber

- m. Contracting with New River Disposal LLC
(Approved contract with New River Disposal, subject to no penalty for cancellation of contract in the future; advise New River Disposal) Mr. Huber/
Mr. Mayberry
- n. Dunkards Bottom Water System
(Advised of several residents opposed to water; place on future agenda once new figures can be calculated eliminating those residents opposing water service) Ms. Hanks
- o. Informational Items:
1. PFRWTA Report
 2. PCSA Report
 3. 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)
3. Approval of April 9, 2001 Minutes
(Approved with corrections) Ms. Hanks
4. Accounts Payable
(Approved subject to audit and explanation regarding bills listed to Southern States Wytheville and Friends Lock & Key, commercial closers) Ms. Sayers
5. Other Matters
(None)
6. Adjournment

May 10, 2001

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
 1. Adjustments – Adjustments totaling \$7,672.26 are submitted as shown on the enclosed.
 2. Inmate Availability Reports – Staff reports the inmate count for April provided one to two inmates per day.
 3. Balance Due Report – See enclosed.
 4. Lien Report – See enclosed.
 5. Work Order Count – 25 brush; 17 large; 2 tires; 2 refrigerator.
 6. Refuse Committee Reports – See enclosed, if any.
 7. PSA Billing Staff Meeting Minutes- See enclosed minutes, if any.
- b. Presentation of Proposed FY 02 Budget – A copy of the proposed budget will be presented at the meeting. Enclosed and bound separately are materials developed at the time of the packet delivery.
- c. Request to Allow Two Meter Readings in Summer – Reading meters during the month of December is made difficult by poor weather conditions and the number of holidays. It is recommended that the current schedule of readings be adjusted to allow for use of an estimated billing in December rather than an actual reading, as would be the case under the current billing cycle. Two back to back readings in July and August would accomplish this adjustment. The alternative would be to estimate readings two months in a row.
- d. Survey of Caseknife Road Residents - On April 11, 2001 a meeting was held with residents on Case Knife Road (Route 610) to consider the request to extend water to approximately 13 residents. This meeting was attended by 10 individuals representing 5 property owners in the area. We have received a response from all the property owners, except Markie P. Trivett, indicating they are in favor of the water service. At the meeting there was no opposition expressed to the project.

There was a request at the meeting to extend the line approximately 800 feet to a second residential connection and an additional 400 feet to serve a church. The cost for this additional length is \$19,000 to the first connection and an additional \$9,000 to the church for a total of \$28,000 for the two connections.

There are two additional property owners near the start of this line who have indicated they would connect to the line. They will be located higher than the tank and would have to pump water to their home. It is my understanding their homes are under construction and this connection would be in place of drilling a well. An estimate is included which shows the revised rates with the additional proposed connections.

The revised monthly cost estimates are shown on the enclosed as: 1) for the original extension with 13 connections - \$41.57, 2) for the original extension with 15 connections - \$38.20, 3) for a 800 ft. extension with 16 connections - \$43.90, and 4) for a 1200 ft extension with 17 connections - \$45.29.

- e. Radford Pump Station Sale of Excess Capacity – The Board has approved the sale. Enclosed is correspondence to Montgomery County notifying them of approval by the PSA and Board of Supervisors and requesting their preference on payment terms.
- f. Purchase of Fairlawn Transfer Station - Enclosed is correspondence from the City of Radford approving the county's request to acquire the City of Radford's remaining interest in leasehold improvements at the former transfer station located at the entrance to the Pepper's Ferry Wastewater Treatment Authority.
- g. Town of Dublin – Discontinuance of Billing Collection Procedures – Enclosed is correspondence from the Town of Dublin advising of its decision to withdraw from performing billing collection procedures. Staff is evaluating options for either providing a drop box for PSA bills at the Dublin Town Center or consolidating existing PSA billing offices to vacant County offices in the Dublin Town Center. Currently, two billing personnel are located at the garage with Brenda Sayers located at the Administration building.
- h. Request for Replacement of Garbage Cans – Ms. Valerie Adams has requested the PSA replace four trash cans that she says have been thrown away by the PSA refuse collection staff. Refuse Collection Supervisor Kenny Stoots advises he has checked with the truck driver for Ms. Adams route and the driver advises no cans were thrown away. Crews are told not to take containers unless the owners write "trash" on the side of the can. It is not recommended the trash cans be replaced.
- i. Elmer Earl Sutphin Claim - Enclosed is correspondence from Ms. Pearl D. Sutphin explaining circumstances surrounding the account of Mr. Elmer Earl Sutphin and her request to the PSA to remove penalty and interests charges.
- j. Standby Generator Bids - Bids were received on May 4, 2001 for standby generator bids. The generators will be for Claytor Lake Pump Station No 1 and No 2. The low bidder is Coake and Sons Electric, Inc. It is recommended that a purchase order be issued for the

Standby Generator capable of running two pumps at Claytor Lake Pump Station No 1. In the amount of \$25,575. and issue a purchase order capable of running two pumps at Claytor Lake Pump Station No 2 in the amount of \$21,868.62 after July 1, 2001 if the proposed budget is adopted.

- k. Non User Letters – As a result of sending notification to non-users of the sewer system, Mr. Cody Walker, Rolling Hills Subdivision, has responded that he should not be required to connect because there is a vacant lot between his residence and the sewer line. Mr. Walker owns the vacant lot, which his line must cross, and if he did not own this vacant lot he would not be required to connect. His neighbors will not be required to connect because they have no easement or access to the line and his opinion is that he is being treated unfairly because he owns the vacant lot. He is requesting that he not be considered as a non user of the system. ***Enclosed*** is a sample of the letter sent to affected residents.

- l. Ratification – Draper Aden Associates Engineering Proposal – Competitiveness Center Expansion Sewer System Analysis – Ratification of the ***enclosed*** proposal to provide engineering services for the study of off-site sanitary sewer services at the Competitiveness Center New River Industrial Park is recommended.

- m. Contracting with New River Disposal LLC – Authorization to sign the ***enclosed*** contract with New River Disposal LLC for drop center recycling and servicing is recommended.

- n. Dunkards Bottom Water System – Several residents of the Dunkard Bottom have voiced opposition to the installation of the proposed water line. Mr. Shawn Utt is mapping the location of those opposed to determine if the size of the system could be adjusted to accommodate the desire of residents. Any further information received will be presented to the Authority on Monday.

- o. Informational Items - Information regarding the following items is ***enclosed*** for the Board's review and information only:
 - 1. PFRWTA Report – ***Enclosed*** is a copy of the Executive Director's report for the month of March.
 - 2. PCSA Report – Mr. Snead may have information to share.
 - 3. 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