

FOLLOW UP

ITEM

1. 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
(Approved adjustments in the credit amount of \$13,116.15; reviewed all others as listed) **Ms. Sayers**
 - b. FY 03 Budget Approval
(Approved budget as presented by staff to include a 2% salary increase for employees; approved advertising for public hearing a proposed garbage rate increase of \$1.00 per month for full service residential customers, \$.75 per month increase for non-user customers, and a \$.50 per month increase for low-volume/recycler customers; prepare advertisement and place on September agenda; staff to confirm last rate increase for residential refuse service) **Ms. Burchett/
Ms. Hanks**
 - c. Landfill Fees Waiver Request
(Approved staff recommendation to not grant a waiver of landfill fees; advise Pepper's Ferry Wastewater Treatment Authority of action) **Ms. Hanks**
 - d. PSA Air Compressor
(Approved transfer of ownership of air compressor to School Board per staff recommendation, as a gift on the condition it will be maintained and available for PSA use) **Mr. Mayberry/**

- e. Sanitation Charge
(Approved advertising for public hearing a proposed charge for special refuse collection service involving special events where admission is charged of \$75 per hour; proceed in advertising for public hearing at the September meeting; place on PSA agenda for September) **Ms. Burchett/
Ms. Hanks**
- f. Mobile Home Parks Connection Fees
(Comments heard from Eagleview Mobile Home Park owner, Dan Sumner; approved preliminary Engineering sewer study for Eagleview Mobile Home Park with Draper Aden in the amount of \$6,900; appointed Board Member, Winston Snead, to a committee to work with staff and the mobile home park owners to determine the appropriate balance between up front and financed connection fees and/or service line costs, and PSA security issues in financing the cost of future public water or sewer systems within mobile home parks; advise Draper Aden to proceed with engineering study on Eagleview Mobile Home Park; arrange for meeting with mobile home park owners, staff and Mr. Snead to discuss above issues) **Mr. Huber/
Mr. Coake**
- g. Contract on Roll Off Containers
(Approved the purchase of 10 replacement container units at a cost of \$30,000 with replacement units to replace current rented units; proceed with purchase) **Mr. Mayberry**
- h. Water Treatment Plant Operator
(Approved increase in salary per staff recommendation effective June 1, 2002) **Ms. Burchett**
- i. Informational Items:
1. Roll Off Container Lease Purchase
 2. Letter to Ed Hoggatt
 3. NRRA Rate Change
 4. Polyester Mobile Home Park
 5. Review of Revised Garbage Collection Services Brochure
(Reviewed all listed)

- j. 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. Collier Acres Sewer Extension with Commerce Park Development
 5. Gateway Mobile Home Park Water & Sewer Extension Engineering
 6. Water Hydrant Flushing
(Reviewed all listed)

2. Approval of May 13, 2002 Minutes
(Approved as presented) **Ms. Hanks**

3. Accounts Payable
(Approved as presented subject to audit) **Ms. Sayers**

4. Other Matters
(Discussed feasibility of PSA generating utility bills for the Pulaski County Sewerage Authority; staff to meet with Sewerage Authority to discuss) **Mr. Huber**

5. Adjournment

June 6, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
 1. Adjustments – Adjustments totaling \$13,116.15cr are submitted as shown on the ***enclosed***.
 2. Inmate Availability Reports – Staff reports the inmate count for April provided two inmates per day.
 3. Balance Due Report – See ***enclosed***.
 4. Lien Report – See ***enclosed***.
 5. Work Order Count – 19 brush; 13 large item; 1 tire; 1 refrigerator.
- b. FY 03 Budget Approval – Review and approval of the budget as distributed to the Board at the May meeting is recommended. The proposed two percent pay increase being given by the Board of Supervisors results in a total deficit of \$27,278. Prior to the two percent pay increase the overall PSA budget reflected a positive balance of \$3,599. ***Enclosed*** please find revised detailed spreadsheets reflecting proposed revenues and expenditures for FY 03 that includes the 2% pay increase for employees.
- c. Landfill Fees Waiver Request – ***Enclosed*** is a request from Peppers Ferry Waste Water Treatment Authority for waiver of landfill fees during renovation of the plant. While I fully recognize that a part of this cost will come back to the PSA and would want to be cooperative with our neighboring jurisdictions, the same arguments regarding use of the drop centers or the old Cloyd's Mountain landfill could be made by a number of local industries and other regional groups, such as the Regional Jail who currently pay the full disposal fee. Thus, the PSA would be in the position of treating itself different than what we expect from others. It is on this basis that I recommend respectful denial of the waiver request.
- d. PSA Air Compressor – Transfer of ownership of a surplus air compressor to the School Board is recommended. ***Enclosed*** is a letter of recommendation from Doug Mayberry regarding this matter. In this way, the compressor would remain available to the PSA for emergency use without the need to pay for maintenance of the unit.

- e. Sanitation Charge – ***Enclosed*** is a recommendation from Doug Mayberry supportive of a \$75 per hour per truck fee which would cover use of the equipment, manpower to empty containers and tipping fees. The proposed charge would only be applicable to events where admission is being charged such as the NRV Fair, Flea Market, Chamber Auction, etc. Thus, it would not be applicable to PSA support of community cleanup efforts. The PSA would continue to offer use of a dumpster and boom truck services as potentially less costly alternatives. It is recommended that a public hearing be held with the required 60-day notice should the Board wish to give further consideration to this recommendation.

- f. Mobile Home Parks Connection Fees – Staff has researched the PSA minutes to determine any exceptions to the connection fee policy, which may have been approved by the PSA Board. ***Enclosed*** is a copy of the minutes of the May 10, 1993 minutes regarding financing of connection fees over ten years at 7% interest rate for the Gateway Trailer Park. A lump sum connection fee of \$10,000 was paid for water and sewer connection at Abbey Court where Mike Boyer financed interior service lines. Connection fees for water service in Walters Mobile Home Park were financed over 38 years at 4.5% and secured by a deed of trust and promissory note.

In addition to Mr. Whited's request, Mr. Boyer is also asking for leeway on the connection fee issue. Shawn Utt reports funding of utility services to Eagleview, Polyester Park, Lee Highway, Mabry Court and Tiny Town mobile home parks may take place in the near future. I recommend this issue be addressed for all mobile home parks at the same time. The other charge to the mobile home park owners will be the cost of installing service lines between the sewer or water line and the mobile home at an average cost of \$600 per unit for both water and sewer. Shawn Utt has arranged for financing of the service line costs at a 6% fixed rate up to ten years or \$7 per month per mobile home for both water and sewer.

Should the PSA Board wish to eliminate all up front costs to the property owner, you could finance the connection fee at 0% over 10 years. Water and sewer service is expected to cost a combined \$32.25 per month for the first 2,000 gallons. Service line financing would add \$7 while financing of 100% of the connection fees at 0% over ten years would add an additional \$7. Total minimum water and sewer fees would be \$46.25. The addition of garbage billing would bring the minimum to \$58.25 per household per month, which may be out of the reach of some residents. Mike Boyer currently charges \$10 per person for utility fees. The result is that some residents pay as much as \$45 per month in addition to the lot rental. Thus, the PSA charges could be partially made up by elimination of these utility fees.

I recommend working with the mobile home park owners to determine the appropriate balance between up front and financed connection fees and/or service line costs and suggest a meeting of the chairman or his designee, a staff representative with mobile home park owners Mike Boyers, Jim Whited, and Dan Sumner to discuss the these fees as well as PSA security issues in financing the cost of the public water or sewer systems.

In a related item, **enclosed** is a letter proposal from Draper Aden for preliminary engineering for sewer service thought the mobile home park at a cost of \$6,900. I recommend funding of the study.

- g. Contract on Roll Off Containers – The PSA currently leases a number of roll-off containers. While the least amount is less than what the PSA charges for service, the PSA could purchase the containers at an estimated cost of \$3,000 each. Ownership would pay off in just over three years, not counting interest costs. The PSA currently services 31 units, 15 of which are owned by the PSA. At the end of the three-year period, rental of the remaining 16 units would generate \$80 per month per container. Replacement of these 16 units would generate \$1,280 per month, or approximately \$15,000 per year on an initial investment of \$48,000. It is recommended that the PSA replace ten of the 16 rented units with owned units at a cost of \$30,000. Utilization of rental arrangement for the remaining six units provides a cushion should the units no longer be needed.
- h. Water Treatment Plant Operator- **Enclosed** is a letter to Gary Jennings suggesting recommending a 5% pay increase based on his experience, qualifications and terms of hire.
- i. Informational Items:
 - 1. Roll Off Container Lease Purchase – We have a billing issue with Cavalier supply regarding lease/purchase of dumpster units in 1996 and believe we have been overcharged for the units. Staff is pursuing a resolution to the matter and may have additional information to report.
 - 2. Letter to Ed Hoggatt – **Enclosed** is a letter from Mr. Mayberry to Mr. Hoggatt regarding trash pickup and Mr. Hoggatt's objection to the use of trash boxes in Parrott.
 - 3. NRRA Rate Change- **Enclosed** is a copy of a public notice providing results of a rate hearing held on May 22.
 - 4. Polyester Mobile Home Park – **Enclosed** is a copy of correspondence to the Department of Health regarding acceptance and operation of the water and sewer distribution systems serving the Polyester Mobile Home Park.
 - 5. Review of Revised Garbage Collection Services Brochure – **Enclosed** is a copy of the reviewed Garbage Collection Services brochure.
- j. Current Authorized Projects & Items Under Review:
 - 1. Cloyd's Mountain Sewer Extension by VDOT
 - 2. New River Industrial Park Sewer Pump Station
 - 3. Rolling Hills, Orchard Hills and Vista Sewer
 - 4. Collier Acres Sewer Extension with Commerce Park Development
 - 5. Engineering for Mobile Home Park Water & Sewer Extensions
 - 6. Water Hydrant Flushing