

FOLLOW-UP ACTION

ITEM	KEY STAFF
1. <u>Reports from the County Administrator &amp; Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u>	
2. <u>Inmate Availability Reports</u>	
3. <u>Balance Due Report</u>	
4. <u>Lien Report</u>	
5. <u>Work Order Count</u> (Reviewed)	
b. <u>Mobile Home Park Connection Fees</u> (Authorized utilization of all connection fees towards reduction of principal payments to Rural Development in an effort to minimize cost of water and sewer installations at mobile home parks)	
c. <u>Billing for PSA Garbage Service at Apartment Complexes</u> (Board suggested a direct relation between the way in which water service is billed with billing for garbage services, such as that billing master meters would naturally go to the owner of the complex and billing for garbage to complexes served by individual meters would be based on individual refuse bills – Staff to discuss approach and notify PSA Board of any problems)	Ms. Burchett
d. <u>VACO Insurance Concerns</u> (Board approved recommendations of VACO)	Mr. Mayberry
e. <u>Magnox Lagoon Waste</u> (Approved collection of \$2 per ton fee and direct billing by the NRRRA)	Ms. Sayers
f. <u>Ratification of Sewer Service Application to Highland Park</u> (Ratified application for sewer service Rural Development financing for Highland park on the Condition that a 66% approval rating be obtained Prior to accepting Rural Development financing)	Mr. Huber

- g. Policy on Handling Human and Animal Waste  
(Staff to work with affected kennels and the NRRA in addressing problem caused by excessive amounts of animal or human waste in the refuse, utilizing criteria for kennel license as a basis for requiring alternative disposal methods) Mr. Mayberry
  
- h. Informational Items:
  - 1. Implementation of Surcharges
  - 2. Water Rate Calculations – Towns of Pulaski & Dublin
  - 3. Emory Beardon Garbage Service Billing
  - 4. AEP Power Service Contract  
(Reported)
  
- 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. Collier Acres Sewer Extension with Commerce Park Development
  - 5. Gateway Mobile Home Park Water & Sewer Extension Engineering
  - 6. Water Hydrant Flushing  
(Reviewed)
  
- 2. Approval of June 10, 2002 Minutes  
(Approved) Ms. Hanks
  
- 3. Accounts Payable  
(Approved) Ms. Sayers
  
- 4. Other Matters  
(Approved extension of PSA disposal permits for home remodeling to include brush) Ms. Taylor
  
- 5. Adjournment

July 3, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
1. Adjustments – Adjustments totaling \$4,884.12cr are submitted as shown on the enclosed.
  2. Inmate Availability Reports – Staff reports the inmate count for June provided two inmates per day.
  3. Balance Due Report – See enclosed.
  4. Lien Report – See enclosed.
  5. Work Order Count – 8 brush; 9 large item; 0 tire; 1 refrigerator.
- b. Mobile Home Park Connection Fees – I have been working with Dan Sumner, Jim Whited and Mike Boyer to arrive at a fair means of assessing connection costs. Shawn Utt has obtained preliminary commitment from the Southeast Regional Community Assistance Program to finance both the connection fee and the cost of laterals at a rate of 5% over 10 years. SERCAP loans could be made to either the PSA or directly to the owners of the mobile home park. Utilization of this loan eliminates any up-front costs from being paid by the property owners. However, financing these costs would add \$25 to the PSA billing if repaid through customer fees. It was the consensus of those in attendance that the mobile home park owners pay all debt service costs. Thus, funding will be pursued with funds accruing directly to the mobile home park owners, who would then be responsible for debt service costs.

The mobile home park owners repeatedly requested consideration to lowering the connection fees from the current level of \$500 for sewer and \$350 for water service. I have not been able to come up with a rational basis for charging less for connections within a mobile home park than for mobile or stick built homes on individual lots. In lieu of reducing or eliminating connection fees, park owners would like to request application of non-user fees already paid to connection fees which would be owed.

Enclosed is a summary of grant/loan funding anticipated to be announced with funding potentially released on September, 2002.

- c. Billing for PSA Garbage Service at Apartment Complexes – Currently, PSA policies allow for owners of apartments to either pay PSA garbage service directly or required tenants to pay the billing. Payment by tenants results in significant administrative workload as residents move in and out as well as the collection of security deposits. Staff recommends adoption of a PSA policy requiring payment by the property owner for any new rental unit accounts pending review of legality by the County Attorney.
- d. VACo Insurance Concerns – ***Enclosed*** is a letter from Jeff Cole recommending a number of steps to address loss concerns. Since implementation of these recommendations will require some changes in existing PSA policies, I recommend approval of all recommended actions.
- e. Magnox Lagoon Waste – Approval of the ***enclosed*** request is recommended based on positive utilization of lagoon waste as cover material at the landfill. Collection of \$2 per ton fee is recommended as is direct billing by the Resource Authority.
- f. Ratification of Sewer Service Application to Highland Park - Current survey results for Highland Park are 56% in favor and 37% opposed, with a 94% response rate. While the percentage of residents in favor is below the 66% previously set by the PSA and Board of Supervisors, the survey was conducted based on a cost of over \$30 vs. an anticipated cost of approximately \$20 for the first 2,000 gallons, which can be assumed considering the ratio of grant and loan funds anticipated to be received in other Dublin area sewer projects.

Shawn Utt has been informed that it is likely the county will be receiving approximately \$1,045,000 grant and \$363,600 loan for the Dublin Area Sewer project (Rolling Hills and Orchard Hills). The extent of grant funds received results in being able to install sewer at a monthly cost of under \$16 for the first 2,000 gallons, which is significantly lower than originally anticipated.

- g. Policy on Handling Human and Animal Waste – One of the major difficulties for the refuse crews and the mechanics who work on the refuse trucks relates to problems from handling large volumes of human and animal wastes. Staff recommends establishment of a policy of not accepting significant volumes of animal and human wastes following a 3-month notice to affected customers, which includes Peppers Ferry Regional Wastewater Treatment Authority and various kennels. Significant volumes of waste would include more than what would be generated by children in diapers or by a few household pets.
  
- h. Informational Items:
  - 1. Implementation of Surcharges – During the course of discussing connection fees with mobile home park owners, we discovered that we had not been billing for connection fees previously assessed nor had the non-user fees been assessed on State Park water and sewer systems. Implementation of both will take place with the July billing.
  
  - 2. Water Rate Calculations – Towns of Pulaski & Dublin – ***Enclosed*** are water rate calculations as prepared by Ms. Burchett and forwarded to each town.
  
  - 3. Emory Beardon Garbage Service Billing – Mr. Beardon, owner of the former Pulaski Appliance building, reports he has had questions regarding the volume of refuse billed to his account and has not paid a refuse bill since January 2000. I have agreed to revise the bill to reflect a \$12 per month fee rather than the commercial barrel service he had previously received. Both billing methods result in a payment of \$1,400 to \$1,600 due the PSA.
  
  - 4. American Electric Power (AEP) Power Service Contract – ***Enclosed*** is confirmation from AEP of PSA extension of existing power purchase contracts.
  
- i. 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. Preliminary Engineering for Mobile Home Park Water & Sewer Extensions
  - 6. Water Hydrant Flushing