

**AGENDA  
PULASKI COUNTY  
PUBLIC SERVICE AUTHORITY**

**Regular Meeting  
Mon. January 13, 2003  
9:00 a.m.**

**FOLLOW UP**

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ITEM

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1. Citizen Comments  
(Comments heard from James Whited of Polyester Mobile Home Park. Mr. Whited requested his project not be included with other water and sewer project funding applications to Rural Development)  
  
(Board instructed staff to, if at all possible, work with Mr. Whited in expediting his project since the drawings and preliminary engineering had already been done on the Polyester Mobile Home Park)  
  
Mr. Utt
  
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  
(Approved adjustments in the credit amount of \$4,810.16 and reviewed all others as listed)  
Ms. Sayers
  
  - b. Authorization to Procure Engineering Services for Central Water & Sewer System Projects  
(Approved procuring engineering services with Draper Aden & Altizer, Hodges & Varney for central water & sewer system projects; notify engineering firms)  
  
Mr. Coake/Ms. Utt
  
  - c. Ratification of Employee Benefits for Melissa Anderson  
(Approved vacation and sick leave benefits as of September 1, 2002 per staff recommendation; advise Ms. Anderson; change employee personnel record to accrue vacation and sick leave benefits)  
  
Mr. Chumbley/  
Ms. Spence
  
  - d. Write Off of Delinquent Accounts  
(Approved writing off of delinquent accounts with no current addresses or social security numbers in the amount of \$4,665.37; mark accounts as uncollectible in PSA billing system)  
  
Ms. Sayers

e. Informational Items:

1. Personnel Changes
2. Delinquent Accounts of Ima Wallace
3. Preliminary Engineering Report for the Riverbend Subdivision and Adjacent Area Wastewater Collection System
4. Dublin Service Center  
(Reviewed all listed; Board requested a new listing of delinquent accounts 90 days or older with penalty and interest amounts separated from delinquent balance, if at all possible) Mr. Bell

f. 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)

3. Approval of December 9, 2002 Minutes  
(Approved as presented)

Ms. Hanks

4. Accounts Payable  
(Approved subject to audit)

Ms. Sayers

5. Other Matters

(Staff reported of perspective industry interest in locating in Pulaski County and possibility of need for PSA to invest in utility service for industry; Board requested any contract or agreement with industry be reviewed by the PSA Board prior to execution; place on future agenda as needed)

Mr. Huber/Ms. Hanks

6. Adjournment

January 9, 2003

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
  1. Adjustments – Adjustments totaling \$4,810.16 cr. submitted as shown on the *enclosed*.
  2. Inmate Availability Reports – Staff reports the inmate count for December provided two inmates per day.
  3. Balance Due Report – See *enclosed*.
  4. Lien Report – See *enclosed*.
  5. Work Order Count – 5 brush; 7 large item; 0 tire; 1 refrigerator.
  
- b. Authorization to Procure Engineering Services for Central Water & Sewer System Projects - Authorization to procure engineering services with the following firms for the Central Water and Sewer System projects is requested:  
  
Eagleview Mobile Home Park (Draper Aden)  
Hidden Valley Camping Club (Draper Aden)  
Lee Highway Mobile Home Park (Altizer, Hodges, & Varney)  
Mabry Court Mobile Home Park (Altizer, Hodges, & Varney)  
Polyester Park Mobile Home Park (Altizer, Hodges, & Varney)  
Tiny Town Mobile Home Park (Altizer, Hodges, & Varney)
  
- c. Ratification of Employee Benefits for Melissa Anderson- It is recommended the PSA Board approve retroactively providing Ms. Anderson with vacation and sick leave benefits of permanent employment, in spite of her remaining a temporary employee, with sick and vacation leave to begin accruing as of September 1, 2002. Due to my oversight, only holiday pay was approved by the PSA Board at the December Board meeting.

- d. Write off of Delinquent Accounts – Approval to write off 11 accounts totaling \$4,665.37 is recommended based on the fact that there is no current address for these individuals and we do not have social security numbers or other documentation needed to include them in the debt set-off program. ***Enclosed*** is a listing of affected accounts. While these accounts would be written off as uncollectible, they would remain in the PSA system should payment ever be received. In addition, should reinstatement of service ever be requested, full restitution of past debts will be required.
- e. Informational Items:
1. Personnel Changes – See ***enclosed*** update of recent personnel changes.
  2. Delinquent Accounts of Ima Wallace – ***Enclosed*** is an update from Attorney Sam Campbell. Mr. Campbell's correspondence seems to have resulted in agreement by Ms. Wallace to sell the property which will force payment of all PSA charges.
  3. Preliminary Engineering Report for the Riverbend Subdivision and Adjacent Area Wastewater Collection System – ***Enclosed*** is a copy of the report.
  4. Dublin Service Center – The PSA staff has begun taking payments at the Dublin Municipal Building. In addition, staff is considering the installation (with permission from the Town of Dublin) of a drop box for receipt of payments.
- f. 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

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