

**FOLLOW UP**

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**ITEM**

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1. Citizen Comments  
(Comments heard from Dan Sumner of Eagleview Mobile Home Park and Shawn Utt of the NRV Planning District Commission regarding water/ sewer services to Eagleview Mobile Home Park. Board requested a detailed proposal in writing from Mr. Sumner to include number of connections, debt service fees, water and/or sewer fees, promissory note information, etc. Staff directed to place on the July 14<sup>th</sup> agenda subject to information being received from Mr. Sumner)  

Ms. Hanks
  
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 \$4,029,948.12; due primarily to software changes, reviewed all others as listed)  

Ms. Sayers
  
  - b. Presentation of FY 04 Budget & Adoption  
(Board adopted budget as presented by staff in the amount of \$5,085,059 with no increase in fees; distribute copies of budget to appropriate staff)  

Ms. Burchett
  
  - c. Draper Meadows Subdivision  
(Board approved extension of water service subject to installation of lines adequate for future fire flows & appropriate language being added to the property owners deeds and plats noting of the PSA's inability to provide fire flow now or in the future to this subdivision; advise developer and consult with County Attorney regarding appropriate language on inability)

- to provide fire flow & responsibility of property owners for any future fire service) Mr. Coake/Mr. McCarthy
- (Board requested Shawn Utt to provide a report on any grant funding available to the PSA for the construction of water tanks) Mr. Utt
- d. Jeff Dunn Sanitary Sewer Extension  
(Board agreed to extend sewer to property of Jeff Dunn at a maximum net cost of \$3,400 to the PSA for the sewer extension; advise Mr. Dunn) Mr. Coake
- e. PSA Dublin Office  
(Board agreed to leave the PSA Dublin Office at the Town Center location with staff to review the current office layout with Glen Reynolds, architect, for possible improvements in the use of the existing space) Mr. Huber
- f. Frequency of Meter Readings  
(Staff to further review and provide details of any additional costs associated with the water meter readings being read on a monthly basis; place on agenda for the July 14, 2003 meeting) Mr. Huber/Ms. Hanks
- g. Informational Items:  
➤ Pulaski/Dublin/Radford 2002 Recycle Report  
(Reviewed)
- h. Current Authorized Projects & Items Under Review  
1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)  
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (pending Rural Development funding)  
3. Painting Water Tanks  
(Reviewed all as listed)
3. White Pine Enterprises, Inc. Update  
(Board authorized County Administrator and Attorney Sam Campbell to negotiate a settlement on this account with Chairman Huff participating in the discussions on this matter prior to any settlement being offered) Mr. Huber
4. Approval of May 12, 2003 Minutes  
(Approved as presented) Ms. Hanks
5. Accounts Payable  
(Approved subject to audit) Ms. Sayers

6. Other Matters

- Appointment of Secretary Treasurer:  
(Winston Snead appointed Secretary Treasurer by PSA Chairman and concensus of PSA Board; order check signature plate and notify appropriate banks) Ms. Sayers
- 40 Hour Workweek for Refuse Department:  
(Board approved a 40 hour workweek for the Refuse Department beginning July 1, 2003; advise Refuse Department staff) Mr. Mayberry/  
Mr. Stoots
- Offer to Haul Water for Drilling Companies:  
(Board expressed no objections to staff offering to haul water for drilling companies on a profit basis only; notify drilling companies) Mr. Coake
- Award of Bid for Drainage Crossings:  
(Board approved awarding contract to low bidder and approved an additional estimated \$10,000 above the budgeted figure for this project; proceed in awarding contract) Mr. Coake
- Award of Contract for Auditing Services:  
(Board approved awarding auditing services contract to Robinson, Farmer, Cox Associates for FY 03 – FY 05 per staff recommendation; notify Robinson, Farmer, Cox Associates) Ms. Burchett

7. Adjournment

June 2, 2003

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments – This report will be ***enclosed*** if received in time to include the packet.
2. Inmate Availability Reports – Staff reports the inmate count for May provided two inmates.
3. Balance Due Report - This report will be ***enclosed*** if received in time to include the packet.
4. Lien Report - This report will be ***enclosed*** if received in time to include the packet.
5. Work Order Count – 21 brush; 10 large item; 0 tire(s); 3 refrigerators.

b. Proposed FY 04 Budget & Adoption – ***Enclosed*** is a proposed budget recommended for consideration by the Board. No rate increases are proposed. The budget incorporates a \$1,000 per employee pay increase consistent with that of other county employees. The budget also includes the purchase of a new refuse truck and increases funds required for painting of water tanks.

c. Draper Meadows Subdivision – As requested at the April Board meeting, the following are residential water service connection fees being charged by other localities in the region: Carroll County \$750; Town of Dublin \$450; Montgomery County \$725; Town of Pulaski \$470; Wythe County \$500; Floyd County \$4,000. Also, ***enclosed*** is the statewide water service survey from which these figures are taken. I plan to review alternatives with staff and present a recommendation at the Board meeting.

- d. Jeff Dunn Sanitary Sewer Extension – The extension to Lot 55 of the Orchard Hills Subdivision is shown on the ***enclosed*** drawings. The proposed route is located on the street right-of-way and is estimated to cost \$17,250. The Alternate Route is located on Lot 83 of the Orchard Hills Subdivision and is estimated to cost \$13,800. The owner of Lot 83 has indicated they would give an easement for this construction. The owner of lot 82 has refused to give an easement. Either route will only serve Lot 83. The cost savings for the Orchard Hills Sewer Line Project will decrease in cost approximately \$3,400 with elimination of 85 feet of sewer line.
- e. PSA Dublin Office - I would like to review any concerns Board members may have regarding the PSA offices at the Dublin Town Center building. I have asked Glenn Reynolds, Architect, to review the office layout for possible improvements in the use of existing space. An alternative would be to move one of the PSA offices to one of the upstairs offices or to move out of the Dublin Town Center to other rental space in the Dublin area.
- f. Frequency of Meter Readings – We have discovered that the new billing software does not give credit for use of less than 2,000 gallons per month when computing charges due for the next month. Options are to pay an estimated \$6,000 to have the software modified, change the PSA policy on calculation of estimated billings, or revert to reading meters each month. While reading meters each month could provide better service, it would nearly double the workload of the water department staff.
- g. Informational Items:
- ◆ Pulaski/Dublin/Radford 2002 Recycle Report – ***Enclosed*** is a report compiled by the Resource Authority Staff describing recycling by residential and industrial/commercial customers for Pulaski County, Dublin and the City of Radford. Of concern is the need to increase recycling and reporting efforts to increase the percentage from 20% to 25% as mandated by the Commonwealth.
- h. Current Authorized Projects & Items Under Review
1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
  2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (pending Rural Development funding)
  3. Painting Water Tanks

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