

FOLLOW-UP ACTION

ITEM

1. Citizen Comments

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
 2. Inmate Availability Reports
 3. Balance Due & Lien Reports
 4. Work Order Count
 5. Drop Site Total
(Reviewed)

 - b. Joint Operations
(Mr. Huber reported the hiring of Ron Nichols to assume duties formerly held by Doug Mayberry – Invite Mr. Nichols to February 9 PSA meeting) Mr. Huber

 - c. Front Loader Quote
(Mr. Huber reported Ron Nichols is working on this matter – Place update on February PSA agenda) Ms. Hanks

 - d. Pepper's Ferry Agreement for Operation & Maintenance Services
(Staff presented draft agreement eliminating the requirement of a reserve account in the maintenance of the Pulaski 4A and 4B Pump Station and that only the Town of Pulaski put money into this reserve account, thus, the modification in this agreement will not have any financial impact on the PSA – Approved agreement – Advise appropriate individuals) Mr. Coake

e. Informational Items:

1. YMCA Thrift Store
2. Roll Off Container Rental
3. Personnel Changes
(Reviewed items 1-3)

(Dr. Warren requested an updated organization chart of the PSA Refuse Department, including the reorganization of the department to include Ron Nichols)

Ms. Hanks/
Mr. Huber

4. PSA Lien
(Mr. Huber advised that Sam Campbell had met with PSA billing staff and reviewed proper procedures for filing liens)

(Staff was requested to provide paperwork to Judy Haynes of Fairlawn Bookkeeping, with a copy to be sent to Mr. Snead and Mr. Mathes)

Ms. Burchett

5. Central Water System Notes
(Reviewed timetable)

f. 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

3. Approval of Minutes of December 8, 2003
(Approved)

Ms. Hanks

4. Accounts Payable
(Approved)

Ms. Sayers

5. Other Matters
(Staff advised of an accident by a PSA truck driver which occurred on Friday, January 9)

(Staff advised of an error in the Stone Ridge development project, with details filed in a memo to the PSA Board which is filed with the records of this meeting)

(The PSA and Staff discussed the future need of providing some level of verification for private sewer package plants with the PSA serving as a billing conduit)

6. Adjournment

January 8, 2004

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$ 1974.53 are submitted as shown on the ***enclosed***.
2. Inmate Availability Reports - Staff reports the inmate count for December provided 3 inmates.
3. Balance Due & Liens Reports - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 5 brush; 6 large; 1 tire(s); 2 refrigerator(s).
5. Drop Site Total – December:

**DROP SITE TOTAL
FOR THE MONTH OF DECEMBER**

| Site | Trips | Tonnage |
|--------------|-------|---------|
| Dora Highway | 29 | 51.37 |
| Dublin | 21 | 36.19 |
| Fairlawn | 10 | 14.88 |
| Total | 60 | 102.44 |

- b. Joint Operations – I am pleased to report that Ronnie Nichols has done an excellent job in assuming the duties previously performed by Doug Mayberry. Mr. Nichols spent a good part of the Christmas break working with the Refuse Department and is coordinating shared use of software between the two garages. He plans to attend the PSA meeting to allow Board members to meet him. Please feel free to let him know of any concerns or suggestions you may have.
- c. Front Loader Quote – Ron Nichols is working on this item and may have information to share at the Board meeting.
- d. Peppers Ferry Agreement for Operation and Maintenance Services – ***Enclosed*** is a draft agreement eliminating the requirement of a reserve account in the maintenance of the Pulaski 4A and 4B Pump Station. Only the Town of Pulaski put money into this reserve account. Thus, the modification in this agreement will not have any financial impact on the PSA.
- e. Informational Items:
 - 1. YMCA Thrift Store – We continue to work with the YMCA Thrift Store to confirm the size and configuration of a container needed at their Fairlawn facility.
 - 2. Roll Off Container Rental – I am still waiting for a lease/purchase quote from Waste Management.
 - 3. Personnel Changes – ***Enclosed*** is an update of recent personnel changes as prepared by Ms. Burchett. Also ***enclosed*** is Jerry Taylor's resignation letter and a petition from Refuse Department employees expressing their support for the continued employment of Jerry Taylor as Assistant Supervisor. Ron Nichols is discussing options with Jerry for his continued employment.
 - 4. PSA Lien – Sam Campbell met with the PSA Billing staff and reviewed the new format for posting liens. Staff will be re-filing all existing liens to ensure coverage of debts owed to the PSA.
 - 5. Central Water System Notes – Mr. Utt has provided the ***enclosed*** timeline for the Central Water System.
- f. 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