

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Mon., February 9, 2004
9:00 a.m.**

FOLLOW-UP

ITEM	KEY STAFF
1. <u>Citizen Comments</u>	
2. <u>Reports from the County Administrator & Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> (Reviewed)	
2. <u>Inmate Availability Reports</u>	
3. <u>Balance Due & Lien Reports</u>	
4. <u>Work Order Count</u>	
5. <u>Drop Site Total</u> (Reviewed items 2-5)	
b. <u>Front Loader Quote</u> (Accepted concept – Staff to proceed with seeking bids and provide an update at March 8 meeting – Place update on March PSA agenda)	Mr. Nichols Ms. Hanks
c. <u>Scheduling of Meeting with Planning Commissioners</u> (Agreed to meet with Planning Commissioners - Schedule joint meeting and call PSA members at least one week prior)	Ms. Taylor
d. <u>Eagleview Mobile Home Park Water Project</u> (Reviewed – Staff to proceed with project)	Mr. Utt
e. <u>Rear Load Dumpster Bids</u> (Approved award of bid to Wastequip for purchase of 16 six cubic yard rear load dumpsters)	Mr. Stoots/Mr. Nichols
f. <u>Water & Sewer Line Estimate for Neal Cash Development</u> (Staff to continue to work with Mr. Cash and provide an update at March 8 meeting – Place update on March 8 agenda)	Mr. Huber/Mr. Coake Ms. Hanks
g. <u>Informational Items:</u>	
1. <u>Personnel Changes</u> (Reviewed changes & approved recommendations)	Ms. Burchett/Ms. Spence

2. Joint Operations
(Reviewed options for use of Radford Water Treatment Plant)
3. Organization Chart
(Reviewed – Provide updated overall organizational chart at March 8 meeting) Ms. Hanks
4. PSA Lien Forms
(Reviewed forms being used by staff)
5. PSA Rate Revisions
(Staff to continue to review)
6. Dublin Area Customers
(Reported the addition of 300 PSA garbage customers in the Dublin water and/or sewer service area)

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)

- i. Hidden Valley Sewer and Water
(Reported plans by the Hidden Valley Association to pay off loan sooner than expected)

- j. Bond Refinancing Analysis
(Staff reported a Virginia Resources Authority refunding preliminary analysis on PSA bonds to produce \$619,000 in estimated savings over the remaining life of the existing issues - Approved refinancing)

Mr. Huber

3. Approval of Minutes of January 12, 2004
(Approved)

Ms. Hanks

4. Accounts Payable
(Approved)

Ms. Sayers

5. Other Matters
(None)

6. Adjournment

February 5, 2004

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$3,996.56+ are submitted as shown on the **enclosed**.
2. Inmate Availability Reports - Staff reports the inmate count for January provided 3 inmates.
3. Balance Due & Liens Reports - **Enclosed** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 13 brush; 21 large; 1 tire(s); 2 refrigerator(s).
5. Drop Site Total – January:

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

Site	Trips	Tonnage
Dora Highway	No report	No report
Dublin	No report	No report
Fairlawn	No report	No report
Total		

- b. Front Loader Quote – Ron Nichols has received a budget figure for the lease of this truck at \$6,000 per month for a new truck and plans to present additional details at the meeting. A portion of this rental would be applied to the purchase of the truck. Approval to solicit bids based on the information presented is recommended.
- c. Scheduling of Meeting with Planning Commissioners - The Planning Commission has requested the PSA Board meet with the commissioners regarding planning water and sewer line extensions. The March Planning Commission meeting is on Tuesday, March

9 at 7:00 p.m. If the PSA Board agrees to meet on this date and time, discussion of this matter could be placed first on the agenda.

- d. Eagleview Mobile Home Park Water Project – ***Enclosed*** is a letter sent to Dan Sumner regarding a decision on the installation of public water service in the Eagleview Mobile Home Park. Also ***enclosed*** is a revised appraisal letter from Richard Jones which is being provide to Shawn Utt for recalculation of the debt to equity ratio.
- e. Rear Load Dumpster Bids – ***Enclosed*** is a memo from Kenneth Stoots indicating a low bid for the purchase of 16 six cubic yard rear load dumpsters. I recommend award of the bid to Wastequip as a low bidder. Six of these containers were purchased on behalf of (and the cost of) the Town of Dublin.
- f. Water & Sewer Line Estimate for Neal Cash Development – ***Enclosed*** is a map and spreadsheet prepared by Ron Coake for providing public sewer service to a 240 acre lake front subdivision. The developer understands that he would be responsible for this cost and is considering the matter. Since sewer service would pass by several other developable parcels, confirmation is requested that the PSA would institute a surcharge for additional new customers not a part of the development but who may want to connect to these lines.
- g. Informational Items:
 - 1. Personnel Changes - ***Enclosed*** is an update of recent personnel changes as prepared by Ms. Burchett. In addition, I would like to request consideration by the PSA Board of Directors for increasing the maximum salary for the Assistant Sanitation Supervisor by \$2,651 from \$33,749 to \$36,400 per year.
 - 2. Joint Operations – Mr. Coake and I plan to meet with Commerce Park engineers to determine to recommend consideration for utilizing a portion of several existing water sources in planning for the potential location of a major water and/or sewer user near the Airport. Current plans are to extend major volumes of water from the Radford Water Treatment Plant. Sewer service would be provided through the installation of a gravity and force main sewer lines to the Peppers Ferry Regional Wastewater Treatment Plant.
 - 3. Organization Chart – As requested by the Board, ***enclosed*** is a revised detailed organizational chart . I plan to provide the Board with a second chart depicting a broader perspective at the meeting.
 - 4. PSA Lien Forms – ***Enclosed*** are lien forms provided to the PSA staff by Sam Campbell.
 - 5. PSA Rate Revisions – Staff is comparing total gallons billed with total charges for water and sewer service before and after the recent rate revision to check the projections used in recommending elimination of the minimum water purchases.

6. Dublin Area Customers – The PSA billing staff has been working with the Dublin Town staff and has identified 300 PSA garbage customers in the Dublin water and/or sewer service area. We will be billing these additional customers.

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i. Hidden Valley Sewer and Water - Ron Coake talked with Bill Copley, President of the Hidden Valley Association and they have revised the promissory note for this project to indicate that Hidden Valley would be able to pay off the debt sooner than the loan indicates. The Campground plans to pay off the loan in 15 years. Hidden Valley is ready to sign it if it is ok. Mr. Coake is asking Tom McCarthy and Travis Jackson to review it. In discussing the matter with Mr. Jackson, we were told that the funding will be available soon (like now) and he will be ready to proceed with the subdivisions, trailer parks and the Hiwassee Rescue Squad Addition. Mr. Jackson also understands the paper work is complete for the Fire Department to proceed with the application.