

FOLLOW-UP

ITEM

1. Citizen Comments
(Mr. Jim Whited expressed concern regarding the timeline for the Polyester Mobile Home Park water project not being followed – Mr. Huff assured Mr. Whited of complete cooperation by county staff, to the best of its ability)

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
 6. Commercial & Residential Refuse Report
(Reviewed and approved all as appropriate) PSA Billing Staff

 - b. AEP Utility Agreement
(Approved revised agreement maintaining current rates through 2007 – Transmit executed agreement to appropriate AEP officials) Ms. Hanks

 - c. Water & Sewer Line Estimate for Neil Cash Development
(Board concurred with staff recommendation to not utilize STEP/STAG sewer disposal system)

 - d. Radford Army Ammunition Plant Water Billing
(Approved payment to RAAP for miscalculation) Ms. Sayers

 - e. Regional Administration – Drop Centers
(Concurred with staff recommendation to regional administration of all drop centers – Determine how much revenue generated from \$5.00 landfill fee and compare to drop site expense) Ms. Burchett/
Mr. Huber

- f. Citizen Complaint – Nancy Albert
(Approved adjustment of \$10 per month for residents whose trash was not picked up during the month, based on a \$4 differential between non-user and full-service user and \$6 for the inconvenience of having to take trash to the nearest drop center) Ms. Sayers
- g. Eagleview Mobile Home Park Water Service
(Accepted appraisal report)
- h. Ratification:
- Waving of Fee for Mount Olivet Community Center
(Approved contribution of \$350 towards connection fee, but not waiving the fee due to a potential precedence being set - Draft note to file and notify applicant) Ms. Hanks
- i. Informational Items:
1. Organization Chart
 2. Governor's School Intern
 3. Article on Joe Morgan
 4. Study of Manned Convenience Centers in Virginia
 5. Replacement of Garbage Cans
 6. Discontinuance of Refuse Collection Services for Vacant Dwelling
 7. Front Loader
(Accepted staff recommendations - Include use of front load dumpsters at drop sites) Mr. Nichols
 8. Collapse of Wiley Apartments Screening Wall
(Approved staff negotiating with Mr. Wiley) Mr. Huber/
Mr. Nichols
 9. Utility Reduction Specialists Report
(Staff to continue implementing URS recommendations)
 10. Surfactant Issue (Accepted staff comment)
 11. Stone Ridge Water Service (Accepted staff comment)
 12. Draper Tire Dump
(Accepted staff recommendation to ensure consideration of all other sources.)

j. 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 February 9, 2004
(Approved)

Ms. Hanks

4. Accounts Payable
(Approved)

Ms. Sayers

5. Other Matters

(Mr. Huber reported of meeting with Rural Development regarding application for water and sewer for Rolling Hills, and Vista Subdivisions)

(Mr. Huber reported the NRV Fairgrounds is interested in receiving sewer service)

(Mr. Huber advised of concerns by the Board of Supervisors over the purchasing of water from the City of Radford to serve Commerce Park)

6. Adjournment

March 4, 2004

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$23,277.84 are submitted. A copy of the spreadsheet will be ***enclosed*** if received in time.

Reports for the following will be ***enclosed*** if received in time.

2. Inmate Availability
3. Balance Due & Liens
4. Work Order Count
5. Drop Site Total – February
6. Commercial & Residential Refuse Report - ***Enclosed*** is a detailed report.

- b. AEP Utility Agreement – ***Enclosed*** is a revised AEP utility agreement maintaining current rates through 2007. The agreement has been negotiated by the Virginia Association of Counties and subsequently reviewed by Tom McCarthy. Approval is recommended.
- c. Water & Sewer Line Estimate for Neal Cash Development – Mr. Cash would like to utilize a STEP/STAG sewer disposal system which involves pumping what would normally flow through septic drain lines to the sewer plant. ***Enclosed*** is a letter to Mr. Cash giving reasons staff believes this sewer system not to be acceptable in the proposed location.
- d. Radford Army Ammunition Plant Water Billing - Approval of the ***enclosed*** billing in the amount of \$3,053.22 is requested. This billing is the result of a miscalculation by the Arsenal in that they were charging their costs rather than the contract amount.

- e. Regional Administration – Drop Centers - Mr. Coake and I met with representatives of Giles County, Montgomery County and the City of Radford regarding how we would work as a region to improve consistency in handling refuse collection and recycling at drop centers. We recommend consideration to regional administration of all drop centers in the New River Valley which would provide consistent construction, management and acceptance standards, as well as allow residents to dispose of refuse anywhere in the region. As is currently being done in Pulaski County, the cost of the centers would be paid for by a regional tipping fee surcharge.
- f. Citizen Complaint – Nancy Albert - ***Enclosed*** is an e-mail from Ms. Burchett explaining a request for an adjustment resulting from lack of garbage pickup services. I recommend an adjustment of \$10 per month for those whose trash was not picked up during the month, based on a \$4 differential between non-user and full-service user and \$6 for the inconvenience of having to take their trash to the nearest drop center.
- g. Eagleview Mobile Home Park Water Service – ***Enclosed*** is the appraisal report for the Eagleview Mobile Home Park. Based on this appraisal, the debt to equity ratio would be over the 20% coverage required by the PSA. Approval, based on this criteria, is recommended.
- h. Ratification - Waving of Fee for Mount Olivet Community Center – Mr. Carl Spence was granted a waiver on the connection fee of \$350 and building permit fee of \$31 for the waterline to the Mt. Olivet Community Center, which is considered non-profit. I would like to ask the PSA to ratify this action, or let me know how you would like to handle non-profit community related issues in the future.
- i. Informational Items:
 - 1. Organization Chart – As requested by the Board, ***enclosed*** is a revised detailed organizational chart.
 - 2. Governor's School Intern - We plan to provide unpaid internship opportunities for two governor's school students this spring. Both will be working with Ron Coake on various engineering projects including reviewing the water usage and revenue to check for system wide leakage comparison, the building reuse study, application for T-21 funding and the layout of additional Randolph Park picnic facilities.
 - 3. Article on Joe Morgan - I have received a call from Allison Taylor-White, Editor of the Virginia Review, advising she is preparing an article on the retirement of Joe Morgan. She has asked for comments. After talking with Allison, we would like to extend that opportunity to staff and Board members in general. Please send any comments you would like to make to Gena and she will be glad to transmit them to Ms. Taylor-White.

4. Study of Manned Convenience Centers in Virginia - ***Enclosed*** is information from Wise County providing details of the study conducted by the Wise County Administration regarding this matter.
5. Replacement of Garbage Cans – I have approved the replacement of garbage cans for Mr. Delbert White of Cardinal Drive, and from Ms. Shelia Hamblin of Brooklyn Road, as described in the ***enclosed*** letters.
6. Discontinuance of Refuse Collection Services for Vacant Dwelling - ***Enclosed*** is correspondence from Mr. Walter Crockett, as well as my response, requesting consideration of his residence as a vacant structure by the PSA. In the past, we have required verification of vacancy through electric bills, lack of furnishings, or other independent means of verifying vacancy, and would welcome guidance for how the PSA would like to address situations of this nature.
7. Front Loader – Staff visited the Town of Pearisburg on Monday and we hope to provide the Board with an updated report on this trial program at the meeting.
8. Collapse of Willey Apartments Screening Wall – As documented in the ***enclosed*** employee statements, a section of concrete block wall was pushed over as two employees pushed against the wall to straighten a dumpster. The wall fell on a pickup truck causing additional damage. VACo declined to cover the damage due to the fact that the wall should have been sturdier. Also ***enclosed*** is a letter from Mr. Willey's attorney requesting \$1,019 in compensation, which has been forwarded to VACo for further consideration. The PSA may want to consider requiring additional structural integrity and minimum size standards for the construction of this type of enclosure.
9. Utility Reduction Specialists Report – ***Enclosed*** is the final report regarding the cost audit conducted by Utility Reduction Specialists. We plan to continue implementing their recommendations. As called for in their contract, the firm will be paid for half of the savings achieved for a two-year period. I plan to prorate this cost between the PSA and County depending on where the savings were achieved. I would also like to express appreciation for the assistance of Norma Spence in working with URS on this project.
10. Surfactant Issue – We continue to work with Peppers Ferry and industry representatives to determine the cause and extent of surfactant discharges and plan to provide the Board with an update at the meeting. The surfactants cause foaming within the sewer treatment plant which is detrimental to the proper treatment of sewer.

11. Stone Ridge Water Service - Ron Coake and I met with Stone Ridge developers regarding a previously unknown need for a pressure reducing valve in the proposed interconnection between the PSA and Town of Dublin systems. The meeting identified a variety of options and questions to be answered in determining the best way to address the situation and another meeting is scheduled for next week. We do not anticipate the need for the valve to slow development of the subdivision.
12. Draper Tire Dump – We have received a request for free disposal of approximately 400 tires dumped on the property of Martha Kelly. Considering that this would otherwise be a direct cost to the PSA, I am recommending all other options through DEQ and the Virginia Department of Emergency Management be explored first.

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PMH/gh