

FOLLOW-UP AGENDA

ITEM

1. Oath of Office
(All members took Oath of Office)

2. Presentation from Intern
(Matthew Zaun, Virginia Tech student, presented
"Water & Sewer Report for October 2003 –
February 2004")

3. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
(Approved) Ms. Sayers

 2. Inmate Availability Reports
 3. Balance Due & Lien Reports
 4. Work Order Count
 5. Drop Site Total & County Landfill Tonnage
(Reviewed)

 - b. Landfill/Drop Center Policy for Apartments
(Approved the following policy:

"The PSA will allow free disposal to those maintaining
current PSA regular or non-user accounts. Thus,
if each resident in an apartment or mobile home
park is paying individual PSA garbage bills, the
owner would have to pay for landfill service as a
regular customer. However, if the landlord has
required each tenant to pay their bills individually,
then the landlord would be required to pay tipping
fees."

Implement policy) Joe Levine

 - c. Insurance Claim Settlement
(Authorized payment of \$359.50 for half of
cost of repairing dumpster screening wall
at Camelot Apartments) Ms. Sayers

- d. Compactor
(Approve placement of trash compactor at Ethan Allen and Camp One) Mr. Nichols
- e. Dublin Water Tank Repainting
(Reported rebidding of the repainting of exterior of Dublin Water tank at cost to the PSA of \$96,000 to \$98,000)
- f. Rolloff Rentals
(Approved purchase of 10 new containers for each year at a cost of \$3,000 each, or \$30,000 per year beginning in current year pending budget approval) Mr. Nichols
- g. Attorney Fees – White Pine Enterprises
(Approved payment of invoice) Ms. Sayers
- h. Refinancing
(Approved resolution and related documents authorizing the refinancing of existing PSA/county debt for water and/or sewer lines – Arrange for execution of all related documents and all acts necessary to complete refinancing) Ms. Hanks/
Ms. Burchett
- i. Polyester Park Water and Sewer Plans
(Approved PSA incurring expenses for the installation of utility lines in Polyester Park prior to completion of preliminary issues for other parks – Send letter) Ms. Hanks
- j. Informational Items:
1. Verizon Facilities Damages
(Reviewed)
 2. Hérons Landing Streetlight Billing
(Property owners to be requested to make payment immediately on unbilled street lighting expenses) Mr. Huber
 3. Status Report on Rerouting of Garbage Trucks
(Presented)
 4. Sewer Service to I-81/Rt. 99, Exit 94, Interchange
(Reported cost options – Board requested staff require 100% guarantee) Mr. Huber/
Mr. Coake

5. NRRA Rate Hearing Notice
(Reviewed)
 6. 2004 Insurance Program Review
(Reviewed)
 7. Sewer Discharge Permit
(Reported)
- k. 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
4. Approval of Minutes of March 8, 2004
(Approved) Ms. Hanks
 5. Accounts Payable
(Approved) Ms. Sayers
 6. Other Matters
(Reported interest in Pulaski County by a food processing company – Board authorized staff to present a proposal of a take or pay contract at cost plus 11 percent) Mr. Huber/
Mr. Tickner
 7. Adjournment

April 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 \$ 4,051.80 cr are submitted. A copy of the spreadsheet will be ***enclosed***, if received in time.
2. Inmate Availability - Staff reports the inmate count for March provided 3 inmates.
3. Balance Due & Liens - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 46 brush; 29 large; 1 tire(s); 2 refrigerator(s).
5. Drop Site Total & Landfill Tonnage – March:

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

Site	Trips	Tonnage
Dora Highway	57	122.16
Dublin	29	58.64
Fairlawn	18	30.67
Total	104	211.47

County Landfill Tonnage
(county customers & Refuse Department Haulers)
(for the Month of March)

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2,417.30	404	2,663.18	133.61

- b. Landfill/Drop Center Policy for Apartments – Nancy Burchett and I propose the following policy regarding free use of the landfill for owners of apartments: The PSA will allow free disposal those maintaining current PSA regular or non-user accounts. Thus, if each resident in of an apartment or mobile home park is paying individual PSA garbage bills, the owner would have to pay for landfill service as a regular customer. However, if the landlord has required each tenant to pay their bills individually, then the landlord would be required to pay tipping fees. Our hope with this approach would encourage landlords to pay the bill themselves and eliminate multiple individual billings by the PSA.
- c. Insurance Claim Settlement – As requested by the Board at the March meeting, I negotiated payment by the PSA of \$359.50 for half the cost of repairing the dumpster screening wall at Camelot Apartments. Authorization to pay this amount is recommended. ***Enclosed*** is documentation from Farm Bureau Insurance Services documenting the total cost of the repair to be \$719.01.
- d. Compactor – Both Ethan Allen and Camp One have requested placement of a trash compactor, which I recommend doing at a cost to the PSA of \$10,000 each with a revenue to the PSA of \$250 per month for each unit. The result is a 40-month payoff to the PSA with the benefit of reduced use of existing roll-off containers.
- e. Dublin Water Tank Repainting – Ron Coake has rebid the repainting of the exterior of the Dublin Water tank at a cost to the PSA of \$96,000 to \$98,000. For an additional \$2,000, we can letter a message on the tank. Approval of these costs is recommended.
- f. Rolloff Rentals – Ron Nichols and the PSA Refuse staff have determined that the PSA is paying \$16,404 annually for the rental of 19 roll-off containers, or an average of \$863 per year, per container. We propose the purchase by the PSA of 10 new containers for each year at a cost of \$3,000 each, or \$30,000 per year beginning in the current year. The purchase of containers would pay for themselves in three years and would have an expected life of at least 10 years. Thus, the overall return on the \$30,000 investment would be \$56,337 over a ten year period.
- g. Attorney Fees – White Pine Enterprises – Review and approval of the ***enclosed*** invoice from Attorney Sam Campbell is requested.
- h. Refinancing – ***Enclosed*** is a draft resolution and related documents authorizing the refinancing of existing PSA/County debt for water and/or sewer lines. This refinancing will also place all utility lines in the ownership of the PSA. Also ***enclosed*** is an e-mail describing potential restrictions on future borrowing by the PSA. Approval of this resolution, as may be updated, is recommended. Also, since some PSA Board members may not have been sworn in, we plan to arrange Woody Lookabill's attendance at the meeting to administer oaths of office to be sure we have done everything properly with regards to this refinancing and other PSA matters.

i. Polyester Park Water and Sewer Plans – Shawn Utt has obtained approval by Rural Development for us to proceed with the installation of utility lines in Polyester Park prior to completion of preliminary issues for other parks. ***Enclosed*** is the required letter requesting authorization by the PSA to begin incurring expenses. Approval of this letter and all other acts necessary to expedite the start of construction on this project is recommended.

j. Informational Items:

1. Verizon Facilities Damages – ***Enclosed*** is a damage claim from Verizon for damage by the PSA of a 100 pair fiber cable. The claim is legitimate and has been turned over to the PSA insurance company. Damage was done while repairing a water line break.
2. Heron's Landing Streetlight Payments – We have discovered that we were delinquent in sending out a statement of costs to the Heron's Landing Homeowners Association and they have been delinquent in prepaying the PSA for the cost of the lights. Unless PSA members object, I plan to give the homeowners association two years to catch up the billing based on our two year delinquency in providing them with a statement of costs.
3. Status Report on Rerouting of Garbage Trucks – ***Enclosed*** is a report prepared by Dave Tilson providing a comparison of the various garbage routes.
4. Sewer Service to I-81/Route 99 Exit 94 Interchange - Ron Coake and I met with Mr. Anil Brahmhatt regarding his continued interest in obtaining public sewer service to the Days Inn. Mr. Coake plans to provide him with cost options. PSA involvement may be necessary in the event we seek Rural Development or Economic Development Administration grants for this line since it would result in increased employment.
5. NRRA Rate Hearing Notice - ***Enclosed*** is a rate hearing notice being published by the New River Resource Authority. There is no change in municipal rates.
6. 2004 Insurance Program Review – ***Enclosed*** as arranged by Nancy Burchett is an independent review of the PSA's insurance coverage recommending continuation of existing service and coverage.
7. Sewer Discharge Permit - ***Enclosed*** is correspondence to Volvo concerning the foaming problem occurring at the Pepper's Ferry Regional Wastewater Treatment Plant.

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)
Painting Water Tanks