

FOLLOW-UP AGENDA

ITEM	KEY STAFF
1. <u>Citizen Comments</u> (Jim Whited reported progress being made on water & sewer service to Polyester Mobile Home Park)	
2. <u>Reports from the County Administrator & Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> 2. <u>Inmate Availability Report</u> 3. <u>Balance Due & Lien Report</u> 4. <u>Work Order Count</u> 5. <u>Drop Site Total & County Landfill Tonnage</u> (Reviewed & approved)	Ms. Sayers
b. <u>Agreements with Mobile Home Park Owners</u> (Approved, subject to review by the county attorney for clarification on wording under the section "Lien of Property", specifically as it relates to property owner responsibilities)	Mr. McCarthy
c. <u>Subdivision Sewer</u>	
1. <u>Rate Resolution</u> (Approved – Schedule public hearing for August or September PSA meeting)	Ms. Hanks/ Ms. Burchett
2. <u>Management and Operation Agreement for Dublin Area Sewer</u> (Approved, subject to confirmation that county may guarantee payment of bonds without a bond referendum; refer to county attorney)	Mr. Huber/ Mr. McCarthy

3. Engineering Agreements with Draper Aden & Anderson & Associates
(Approved – Notify engineers and arrange for execution of documents, subject to approval by County Engineer and County Attorney)

Mr. Coake/
Mr. McCarthy

- d. Bell Property Sewer Service
(Reported estimates of cost of providing basic sewer service to Bell property)

- e. Informational Items:

1. Polyester Park Water and Sewer Plans
(Reviewed)
2. Memo to Employees Re: Private Business Conduct
(Reviewed)
3. Accident Claim Response
(Reported insurance companies of both PSA and owner of damaged vehicle are denying claim)
4. Refinancing Credit Summary
(Reviewed credit summary by VRA – Staff to identify “Humphrey Hospitals” and provide update at June meeting)
5. Personnel Changes
(Reviewed)
6. Water Tank Painting Bids
(Reported receipt of two bids)
7. Meter Tampering
(Approved scheduling a public hearing at the PSA’s September meeting to implement a \$100 fee for reinstallation of the meter, along with prosecution for meter tampering)
8. Sewer Line Through the New River Valley Speedway
(Reported)

Ms. Hanks

Ms. Burchett/
Ms. Hanks

9. Highland Park Sewer Service
(Reported income survey had been sent to residents)

10. Heron's Landing Streetlights
(Reported plans to compare cost of stand alone service without PSA involvement) Mr. Huber

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 (engineering underway)

3. Painting Water Tanks

3. Approval of Minutes of April 12, 2004
(Approved) Ms. Hanks

4. Accounts Payable
(Approved) Ms. Sayers

5. Other Matters
(Staff introduced Joe Levine of the NRRA – Mr. Levine reported concerns regarding lack of tracking system, as well as discussed possibility of setting up drop sites to be operated by NRRA)

6. Adjournment

May 6, 2004

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$30,801.80 cr are submitted. A copy of the spreadsheet will be ***enclosed***, if received in time.
2. Inmate Availability Report - Staff reports the inmate count for April provided 3inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 27 brush; 19 large; 1 tire(s); 2 refrigerator(s).
5. Drop Site Total & Landfill Tonnage – April: No report.

b. Agreements with Mobile Home Park Owners – ***Enclosed*** is a draft agreement with Jim Whited for the installation of sewer and water service in the Polyester Mobile Home Park. Approval of this and similar agreements for the Lee Highway, Tiny Town, Mabry Court and Eagleview parks is recommended pending review by Tom McCarthy.

c. Subdivision Sewer – The following items relate to the implementation of the Subdivision Sewer Project providing service to Rolling Hills, Orchard Hills and Vista subdivisions.

1. Rate Resolution – ***Enclosed*** is a rate resolution in which the PSA agrees to establish a sewer service rate of \$20 per month minimum and non-user rate plus \$3.50 per thousand gallons for water used. Adoption of this rate for both the Subdivision Sewer and Mobile Home Park sewer service is recommended following the advertisement and holding of the required public hearing.

2. Management and Operation Agreement for Dublin Area Sewer – ***Enclosed*** is a management and operations agreement between the PSA and the Board of Supervisors for the management and operation of sewer service in the Dublin area. Adoption of this agreement is recommended.
 3. Engineering Agreements with Draper Aden & Anderson & Associates – ***Enclosed*** are standard engineering agreements with Draper Aden for the design of the Rolling Hills subdivision and Anderson and Associates for the design of the Orchard Hills and Vista subdivisions. Approval is recommended pending review by Ron Coake and Tom McCarthy.
- d. Bell Property Sewer Service – Ron Coake estimates that the additional cost of providing basic sewer service to the Bell property as part of the construction of sewer service to the Lee Highway Mobile Home Park to be a total of \$72,000 based on the following:
- Additional pipe cost for the 8" force main will be approximately \$17,000 more than the 4";
 - Additional cost for the 320 gpm pump station should be no more than \$5,000;
 - Additional cost of 45,000 to 50,000 for borings under Route 11; and
 - The pump supplied also indicated we may actually have a decrease in operational cost with the larger pumps due to less head loss in the larger force mains.

If Mr. Bell sells this property, something may occur quick enough for the new owners to participate directly. However, should an interested property owner willing to pay this cost not come forth, it is recommended that the PSA pay for these additional items with the intent of recovering this additional cost in future connection fees or through the Rural Development loan/grant.

e. Informational Items:

1. Polyester Park Water and Sewer Plans – ***Enclosed*** is a memo from Ron Coake to Bryant Altizer providing comments regarding the water and sewer easement plat.
2. Memo to Employees Re: Private Business Conduct – ***Enclosed*** is a memo sent to PSA and County employees regarding the conduct of private business.
3. Accident Claim Response – ***Enclosed*** is a letter denying coverage by James Slusher's insurance company for an accident in which he ran into the back of a garbage truck stopped on Route 11. We are investigating whether the rear flashers were functioning at the time of impact.
4. Refinancing Credit Summary- ***Enclosed*** is a credit summary put together by the Virginia Resource Authority as part of the refinancing. The summary provides an excellent compilation of information regarding Authority operations and the County in general.
5. Personnel Changes – ***Enclosed*** is a listing of personnel changes over the past month.

6. Water Tank Painting Bids – Ron Coake is seeking bids for painting the Dublin water tank and may have information to share with the Board.
 7. Meter Tampering – We continue to have problems with customers tampering with meters following the cut off of service for non-payment. In the past we have removed the meter following evidence that the existing meter has been turned back on by the customer. To reduce the need to take this added step, it is recommended that the PSA implement a \$100 fee for reinstallation of the meter along with prosecution for meter tampering. Customers would be notified of both actions through a card placed on the meter at the time it is turned off along with a registered, return receipt letter. Establishment of this fee would need to be advertised following a 60-day notice or at the August PSA meeting.
 8. Sewer Service Through the New River Valley Speedway – Ron Coake, Commerce Park representatives and I met with Speedway representatives to discuss options for providing the PSA and/or Commerce Park Participation Committee with viable alternatives for future installation of sewer service through this development. We plan to provide the Board with a report at the meeting.
 9. Highland Park Sewer Service – The PDC and County staff have been working together to conduct the ***enclosed*** income survey as the next step in obtaining a favorable loan/grant ratio for the installation of sewer service in Highland Park.
 10. Heron's Landing Streetlights – I have met with Larry Maust and am comparing the cost of stand alone service without PSA involvement. I plan to provide the PSA with an update at the meeting.
- 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 (engineering underway)
 3. Painting Water Tanks