

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

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

FOLLOW-UP AGENDA

ITEM	KEY STAFF
1. <u>Citizen Comments</u> (Jim Whited requested a progress report on 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> (Approved)	Ms. Sayers
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> (Reported)	
b. <u>Adoption of Budget</u> (Approved – Distribute as necessary)	Ms. Burchett
c. <u>NRRA Disposal Fees & Further Clarification on Customer Paying Tipping Fee at NRRA</u> (Place on September agenda for update with estimated volume of commercial users charging to the PSA)	Ms. Hanks
d. <u>Limit to Number of Containers Emptied</u> (Board concurred with staff recommendation of limiting the number of bags to 10 per household, per week, or as suggested by operational staff)	Mr. Nichols
e. <u>Morehead Lane Sewer Service</u> (Staff to look at distance of line, application to other areas and maximum payout - Place on September agenda)	Mr. Coake/ Ms. Hanks

- f. Draper Phase II Project Update
(Staff reported no additional homes can be built prior to the construction of the water tank and that a moratorium on additional building permits in this area has been put into place, pending completion of the water tank) Mr. Coake/
Mr. Tickner
- g. Sewage Pump Station Generators
(Approved up to \$150,000 expenditure on installing new generators to locations prioritized by county engineer) Mr. Coake
- h. Sewer Service to Oakwood Subdivision
(Authorized county engineer to conduct a preliminary engineering report providing the estimated monthly cost and officially survey the community) Mr. Coake

Mr. Utt
- i. Sewer Service to FairAcres Subdivision
(Reported citizen request for sewer service in the portion of the Fair Acres Subdivision located between Wendy's and the Regional Jail – Review and revise previous engineering cost-Survey neighborhood) Mr. Coake/
Mr. Utt
- j. Mobile Home Park Repayment Fees
(Presented fee schedule – Provide update at September meeting – Place update on September agenda) Mr. Utt/Mr. Huber

Ms. Hanks
- k. Central Water & Sewer Project
(Reviewed)
- l. Agreement Between Virginia's First, PSA, Pulaski County, HASH Investments, LLC & DRL Group, LLC
(Staff to seek cost estimate – Place on September agenda for presentation of cost estimate and review & approval of agreement) Mr. Huber

Ms. Hanks
- m. Roll Off Container Bids
(Approved purchasing 10 containers from Holtz as low bidder) Mr. Nichols
- n. Highland Park Sewer Service
(Reviewed and approved conditions which must be agreed to for qualifying for financial assistance from Rural Development) Mr. Utt

- o. Informational Items:
 - Personnel Changes
(Reviewed)
- p. 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 July 12, 2004
(Approved)

Ms. Hanks

4. Accounts Payable
(Reviewed)

Ms. Sayers

5. Other Matters

- a. Purchase of Front Loader Truck and Dumpsters
(Approved a one year trial period, "Purchase Buy-Back Option", on containers – Staff to determine number and size of containers needed)

Mr. Huber/
Mr. Nichols

- b. Mechanical Trash Can Loader
(Requested staff set up trial of mechanical loading device and large cans – Place update on September agenda)

Mr. Nichols
Ms. Hanks

- c. Safety of Public Worker Publicity
(Staff presented public service video regarding service work safety – Place on Channel 2 and web site – Invite two towns to participate by providing town logos, along with county & PSA logos – Modify current video to include two towns, county and PSA logo)

Mr. Huber/Ms. Hanks

Mr. Akers/Mr. Spangler

6. Adjournment

August 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 \$4,063.58cr are submitted. A copy of the spreadsheet is ***enclosed***.
 2. Inmate Availability Report - Staff reports the inmate count for July provided three inmates per day.
 3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
 4. Work Order Count - Pickups pending: 26 brush; 37 large; 4 tire(s); 2 refrigerator(s).
 5. Drop Site Total – July - There is no report available at this time.
- b. Adoption of Budget – Please let me know of any concerns or suggestions you may have regarding the ***enclosed*** budget, a copy of which was also included in the July Board packet. Item “g” below provides a cost estimate of providing back-up for sewer pump stations having a likelihood of overflowing into Claytor Lake.
- c. NRRA Disposal Fees & Further Clarification on Customer Paying Tipping Fee at NRRA – I have asked the landfill and drop center staffs for their estimate of use of free disposal services by suspected commercial concerns. However, I had not received a response at the time this agenda was prepared and hope to have this information at the PSA Board meeting. ***Enclosed*** is clarification requested by the Resource Authority regarding the use of disposal permits when customers bring trash to the landfill belonging to others.
- d. Limit to Number of Containers Emptied – The PSA staff recommends limiting the number of bags to 10 per household per week.
- e. Morehead Lane Sewer Service – Sharing of installation expense through a \$2,000 per unit PSA connection fee surcharge for a 5-year period is recommended.

- f. Draper Phase II Project Update – Ron Coake and I have reviewed the status of the subdivision and determined that no additional homes can be built prior to the construction of the water tank. A moratorium on additional building permits in this area has been put into place pending completion of the water tank.
- g. Sewage Pump Station Generators – ***Enclosed*** is a list of Sewage Pump Stations with the estimated cost of installing generators to these locations. As noted in the list, Claytor Lake Sewage Pump Station NO 3 has a military surplus generator that is the least reliable and the most difficult to operate. It is recommended this generator be replaced. There are a total of 15 sewage pump stations being operated by the PSA.

There are seven pump stations that do not have generators and eight that do. The total cost of installing the generators is \$314,000.

As a priority, the pump stations near surface water such as streams or lakes need to have first priority. These pump stations listed in order of priority are; 1) Claytor Lake No 7 (after installation of sewer to Hidden Valley Campground), 2) Texaco, 3) Exxon and 4) Community of New River. The following pump stations are not located near surface waters and are listed in order of priority; 1) Claytor Lake 4, 2) Claytor Lake 5, High School and Claytor Lake 3 (replacement of existing generator).

- h. Sewer Service to Oakwood Subdivision - Following the announcement of sewer service to the Highland Park Subdivision, Joe Sheffey received inquiries as to the potential for public sewer service in the adjacent Oakwood Subdivision. I suggest the PSA Board authorize Ron Coake to conduct a preliminary engineering report providing the estimated monthly cost used to officially survey the community.
- i. Sewer Service to Fair Acres Subdivision – ***Enclosed*** is a citizen complaint from Patricia Hubbard requesting public sewer service in the portion of the Fair Acres subdivision located between Wendy's and the Regional Jail.
- j. Mobile Home Park Repayment Fees - Shawn Utt and I met with mobile home park owners concerned with the comparatively higher cost of utility services their customers would pay when compared with mobile home parks served under overall county rates and/or private well and septic systems. In seeking a resolution to their concerns regarding the higher rates required by Rural Development (RD) to qualify for grant funding (\$27 average monthly bill for water and \$30 for sewer), we recommend that the PSA apply all additional income to debt service and that the overall debt service paid be utilized when calculating payments due the PSA for vacant lots. RD required rates will result in an average debt service payment of \$27.75 per month, per unit, while the actual minimal cost to the PSA would be between \$8.67 and \$20.00 per month per unit as shown on the ***enclosed*** debt service schedule.
- k. Central Water & Sewer Project – Shawn Utt and I are working on developing a set of proposed rate plans generating sufficient revenue for each of the water and sewer projects. We plan to have further information at the PSA meeting.

- l. Agreement Between Virginia's First, PSA, Pulaski County, HASH Investments, LLC & DRL Group, LLC – ***Enclosed*** is the proposed agreement for the installation of sewer service through the Motor Mile Speedway. The property owners are installing pipe paid for by VA First Industrial Facilities Authority. Approval is recommended, based on the significant problems which would arise from installing this line after completion of the race track project.
- m. Roll Off Container Bids – ***Enclosed*** is a bid tabulation sheet indicating Holtz to be the least expensive bidder for the purchase of ten 30 cubic yard roll-off containers.
- n. Highland Park Sewer Service – ***Enclosed*** is correspondence from Rural Development establishing conditions which must be agreed to qualify for financial assistance from Rural Development.
- o. Informational Items:
 - Personnel Changes - ***Enclosed*** is an updated list of recent personnel changes.
- p. 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

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