

**AGENDA  
PULASKI COUNTY  
PUBLIC SERVICE AUTHORITY**

**Regular Meeting  
Tuesday, October 12, 2004  
9:00 a.m.**

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**ITEM**

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1. Citizen Comments  
(None)
  
2. Reports from the County Administrator & Staff:
  - a. Collection Staff Activity:
    1. Adjustments  
(Approved) Ms. Sayers
    2. Inmate Availability Report
    3. Balance Due & Lien Report
    4. Work Order Count
    5. Drop Site Total & County Landfill Tonnage  
(Reviewed)
  
  - b. Action Items:
    1. Sharing of Utility Costs  
(Staff shared responses from other localities to the question of using increased connection fees to reimburse developers for a portion of their expense in extending utilities for a limited time period – Board reviewed – No action)
  
    2. Ductile Iron vs PVC Pipe Use in Providing Service to Mobile Home Parks  
(Board approved staff contacting state director to discuss options and to advise the PSA is considering using the Virginia Revolving Loan program rather than Rural Development funding) Mr. Huber
  
    3. Agreement Between Virginia's First, PSA, Pulaski County, HASH Investments, LLC & DRL Group, LLC  
(No additional information to report – Place update on November agenda) Ms. Hanks
  
    4. Transfer of New River Sewer System from the Board of Supervisors to the PSA  
(Approved jointly applying for transfer of ownership from Board of Supervisors to the Public Service Authority) Mr. Huber

5. Grant Administration Agreements with New River Valley Planning District Commission  
(Approved proposed agreements allowing for the NRV Planning District Commission to administer the Dublin area and Highland Park sewer projects) Ms. Hanks  
Mr. Utt
  6. Vista Subdivision Sewer Service Area Extension to Include Armstrong Street  
(Approved including Armstrong Street in the proposed sewer system serving the Vista Subdivision) Mr. Utt/  
Mr. Coake
  7. Inactive PSA Accounts  
(Approved as uncollectible) Ms. Sayers
- c. Informational Items:
1. Fair Acres Subdivision Engineering Estimate  
(Ms. Hubbard to contact neighbors to obtain overall confirmation of interest in sewer service to Fair Acres – Place on PSA agenda once confirmation is received) Ms. Hanks
  2. Southeast Rural Community Assistance Project (SERCAP) Survey  
(Complete survey and include mobile home parks, as well as the CaseKnife Road water system) Mr. Coake/Mr. Utt
  3. Hydrant Flushing  
(Staff to begin flushing hydrants over the next few months, as well as the solicitation of persons interested in additional work to allow this to be done during the late evening hours) Mr. Coake
  4. Personnel Changes  
(Reviewed)
- d. 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 September 13, 2004  
(Approved) Ms. Hanks
4. Accounts Payables  
(Approved) Ms. Hanks
5. Other Matters  
(Discussed front loader recommendations)  
  
(Reported the City of Radford's interest in sharing  
Fairlawn Drop Site)
6. Adjournment

October 7, 2004

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$2,093.98 cr are submitted. A copy of the spreadsheet is ***enclosed***.
2. Inmate Availability Report - Staff reports the inmate count for September provided three inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 0 brush; 7 large; 0 tire(s); 0 refrigerator(s).
5. Drop Site Total & Landfill Tonnage –September – There is no drop site or landfill report for September.

b. Action Items:

1. Sharing of Utility Costs - As requested at the September PSA meeting, I have collected the ***enclosed*** responses to the question of using increased connection fees to reimburse developers for a portion of their expense in extending utilities for a limited time period. While most localities do not have any kind of cost sharing arrangement in place, the responses below indicate that others are also seeking ways of dealing with this issue. The response from the Town of Vinton seemed to be the closest to what might work in Pulaski County. The specific questions asked are as follows: 1. Does the locality require developers to install water & sewer for new projects & subdivisions? 2. Is there any reimbursement for these utilities? 3. If so, what are the reimbursement procedures?

2. Ductile Iron vs PVC Pipe Use in Providing Service to Mobile Home Parks – I have discussed this issue with the state engineer and his supervisor. Neither have demonstrated any flexibility in allowing the PSA to specify the use of ductile iron pipe in extending water service to the mobile home parks. Thus, the PSA is faced with the issue of not specifying the pipe type for one mile of a water system extending for over 100 miles. We can cite the federal requirement for not specifying the type of pipe, it may be difficult to continue to require that developers use ductile iron pipe after installing PVC. Three options available to the PSA are to not specify the type of pipe to be used in this project, pursue exclusive use of ductile iron the matter through legal means, or turn down Rural Development funding in favor of using the Virginia Revolving Loan funding. While more expensive when factored on a monthly basis, use of the Virginia Revolving Loan program would allow self determination regarding the pipe issue as well as eliminating the need for minimum charges higher than actual debt service.
3. Agreement Between Virginia's First, PSA, Pulaski County, HASH Investments, LLC & DRL Group, LLC – I am continuing discussions with Shelor Motor Mile regarding the easement issue and plan to provide the Board with an update at the meeting.
4. Transfer of New River Sewer System from the Board of Supervisors to the PSA - As part of the recent refinancing of county debt for utility services, the New River Community required approval from Rural Development prior to implementation of the transfer. Implementation of this transfer requires that the PSA accepts Rural Development financing terms. Approval is requested to jointly apply for transfer of ownership from the Board of Supervisors to the Public Service Authority
5. Grant Administration Agreements with New River Valley Planning District Commission – ***Enclosed*** are proposed agreements with the NRV Planning District Commission for their administration of the Dublin area and the Highland Park sewer projects at a cost of 1% of the grant amount or a total of \$40,000. I have asked staff to review this proposal and we plan to have a recommendation for the consideration of the PSA at the meeting.
6. Vista Subdivision Sewer Service Area Extension to Include Armstrong Street – ***Enclosed*** are the details of an estimated \$169,086 cost for including Armstrong Street in the proposed sewer system serving the Vista Subdivision. This extension would resolve a longstanding sewer problem involving duplexes adjacent to Plaza apartments. Extension of the service area is recommended.
7. Inactive PSA Accounts – I would like to request approval by the PSA to categorize the ***enclosed*** listing of PSA accounts as uncollectible. We continue to receive undeliverable notices from mailings to these addresses and the listing has been reviewed by the Treasurer for coordination with any other collection efforts. The auditor recommends routinely classifying accounts of this type as uncollectible in order that to allow for more accurate reporting of our financial

status. These accounts will remain in the system should these individuals ever seek PSA services in the future. However, interest and penalty would no longer be charged to the account nor would we continue sending out mailings. In the event that we have a social security number attached to the account, we would continue collection efforts through state interception of tax refunds.

c. Informational Items:

1. Fair Acres Subdivision Engineering Estimate – I am asking Ms. Patricia Hubbard to contact some of her neighbors to get an overall confirmation of interest in sewer service to the Fair Acres subdivision prior to authorizing an engineering study by Mr. Coake.
2. Southeast Rural Community Assistance Project (SERCAP) Survey – We received the ***enclosed*** survey from SERCAP asking us to identify communities of 10 or more households in need of water and/or sewer service. We plan to include the mobile home parks as well as the Caseknife Road water system and would appreciate any additional suggestions you may have.
3. Hydrant Flushing – We plan to begin flushing fire hydrants over the next few months and are soliciting persons interested in additional work to allow this to be done during the late evening hours to as to minimize disruption to customers.
4. Personnel Changes – ***Enclosed*** is a memorandum from Ms. Burchett providing details regarding recent personnel changes.

d. 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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