

FOLLOW-UP

| ITEM   | KEY STAFF                                 |
|--|---|
| <p>1. <u>Citizen Comments</u><br/>(Mr. Stan Moran presented information)</p> <p>(Mr. Jim Whited asked for update on mobile home park funding – Staff provided details re: Rural Development policy, specifically not allowing the type of pipe to be specified in projects funded by Rural Development - Staff to work with Mr. Whited to seek funding alternatives, possibly through the Health Department – Board authorized applying for alternative funding)</p> | <p>Mr. Huber/<br/>Mr. Utt<br/>Mr. Utt</p> |
| <p>2. <u>Reports from the County Administrator &amp; Staff:</u></p> <p>a. <u>Collection Staff Activity:</u></p> <ol style="list-style-type: none"><li>1. <u>Adjustments</u></li><li>2. <u>Inmate Availability Report</u></li><li>3. <u>Balance Due &amp; Lien Report</u></li><li>4. <u>Work Order Count</u></li><li>5. <u>Drop Site Total &amp; County Landfill Tonnage</u><br/>(Reviewed and approved accordingly)</li></ol>  | <p>Ms. Sayers</p>                         |
| <p>b. <u>Action Items:</u></p> <ol style="list-style-type: none"><li>1. <u>Agreement Between Virginia's First, PSA, Pulaski County, HASH Investments, LLC &amp; DRL Group, LLC</u><br/>(Place on December agenda for update)</li></ol>   | <p>Ms. Hanks</p>                          |
| <ol style="list-style-type: none"><li>2. <u>Alliant Tech Water Contract</u><br/>(Approved renewal of existing five-year water purchase contract for an additional five-year period, based on continuation of the existing \$1.15 per 1,000 gallon rate – Arrange for contract renewal and execution as appropriate)</li></ol>  | <p>Mr. Coake</p>                          |
| <ol style="list-style-type: none"><li>3. <u>Purchase of 13 Roll-Off Containers</u><br/>(Approved purchase, based on a return on the investment within five years and an unexpected 10-year life of the containers)</li></ol>   | <p>Mr. Nichols</p>                        |
| <ol style="list-style-type: none"><li>4. <u>Compactor Unit Usage by Imperial Group</u><br/>(Authorized installation, rental and servicing)</li></ol>   |   |

of a 39-yard compactor unit by Imperial –  
Arrange for appropriate installation if/when  
Requested by Imperial)

Mr. Nichols

5. Seasonal Garbage Rates

(Approved establishment of a fixed fee  
for seasonal refuse services – Advertise  
for public hearing re: rate change)

Mr. Burchett/  
Ms. Sayers

6. Landfill Disposal Permits

(Confirmed NRRRA's understanding of  
disposal fee)

7. Landfill Acceptance Policy

(Approved relaxing the current policy of  
requiring a driver's license and paid PSA  
bill prior to accepting charges for landfill  
services by allowing citizen to fill out form  
explaining situation - County attorney to  
draft appropriate form)

Mr. McCarthy

8. Ductile Iron Pipe Issue

(Action taken under item 2b1)

c. Informational Items:

1. Article re: Automatic Loading Garbage Trucks  
(Reviewed)

2. Force Main Replacement Details  
(Reported details re: force main replacement)

3. Request for Sewer – (Colonial Drive, Birch Lane  
& Panaroma Way Subdivisions)  
(Reviewed request for sewer service – Arrange for  
community meetings after the first of the year)

Mt. Utt

4. Pepper's Ferry Pretreatment Sampling Inspection  
(Ratified plans to pay invoices)

5. Reconciliation of Improved Properties with PSA  
Refuse Billing  
(Reviewed letter being sent to properties not  
on PSA listing)

6. Annual Water Settlement Calculations  
(Reviewed)

7. Front Load Garbage Truck

(Reported pick up of new garbage truck)

8. Financial Summary  
(Reported details of summary)
9. Fuel Costs  
(Reported possible need to consider increasing hauling fees for both types of containers)
10. Personnel Issue  
(Reported on recent employee issue)

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 October 12, 2004  
(Approved) Ms. Hanks
4. Accounts Payables  
(Approved) Ms. Sayers
5. Other Matters  
(Reported break down in Town of Pulaski raw water system)  
  
(Provided details re: comparative connection fees –  
Contact other localities to obtain connection fees for  
developers) Mr. Coake
6. Adjournment

November 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 \$ 11,995.02cr are submitted. A copy of the spreadsheet is ***enclosed***.
2. Inmate Availability Report - Staff reports the inmate count for October provided three inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 9 brush; 21 large; 2 tire(s); 3 refrigerator(s).
5. Drop Site Total & Landfill Tonnage –September – The following drop site report is provided for October:

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

| Site         | Trips | Tonnage |
|--------------|-------|---------|
| Dora Highway | 79    | 97.63   |
| Dublin       | 27    | 60.84   |
| Fairlawn     | 16    | 25.64   |
| Total        | 122   | 184.11  |

b. Action Items:

1. 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.
2. Alliant Tech Water Contract – Renewal of the existing five-year water purchase contract for an additional five-year period is recommended based on continuation of the existing \$1.15 per 1,000 gallon rate.
3. Purchase of 13 Roll-Off Containers – We received the ***enclosed*** letter from Waste Management requesting a return of 13 containers currently being rented from the company at a cost of approximately \$11,000 per year. Replacing these units would cost the PSA approximately \$50,000. I recommend the purchase of these units based on a return on the investment within five years and an expected 10-year life of the containers.
4. Compactor Unit Usage by Imperial Group – ***Enclosed*** is correspondence to Imperial Group confirming costs associated with the installation, rental and servicing of a 39-yard compactor unit similar to the unit currently in use by Imperial. The firm is in agreement with the \$375 per month rental rate required to amortize the cost of the unit over 40 months, as well as normal PSA hauling and tonnage fees, pending termination of their existing contract with Waste Management.
5. Seasonal Garbage Rates – I would like to request consideration to the establishment of a fixed fee for seasonal refuse services. Currently, residents must call to request service at the beginning of the summer and subsequently terminate service at the end of the summer. A flat \$60 annual fee billed in June would simplify matters for both the staff and the public. The proposed rate is based on \$13 per month charge for 5 months and with a \$5 discount to account for the one time billing as well as part-week residency typical of most seasonal residences. Persons making use of this rate would be required to sign a certification that the residence is not used more than 5 months per year and agreeing to make electric bills and other documentation available should it become necessary.
6. Landfill Disposal Permits – ***Enclosed*** is correspondence from Mr. Joe Levine clarifying issues discussed regarding issuance of waste disposal permits.
7. Landfill Acceptance Policy - Staff and I recommend relaxing the current policy of requiring a driver's license and paid PSA bill prior to accepting charges for landfill services. We recommend liberalizing the policy, while prosecuting those abusing the system.

8. Ductile Iron Pipe Issue – We have determined that Rural Development recently established a policy of not allowing the type of pipe to be specified in projects funded by the agency. Staff anticipates that PVC pipe would be specified by contractors as the currently cheaper alternative to ductile iron pipe. Rural Development has also offered the option of restructuring the existing loan/grant offer should the PSA Board not wish to mix pipe types. The primary staff concern is with the durability of the pipe, and the ability to thaw and locate service lines.

c. Informational Items:

1. Article re: Automatic Loading Garbage Trucks - ***Enclosed*** is an article which appeared in the *Johnson City Press* newspaper regarding use of the automatic-loading garbage truck in Johnson City.
2. Force Main Replacement Details – ***Enclosed*** is e-mail from Pepper's Ferry Director Clarke Wallcraft providing details regarding a force main replacement.
3. Request for Sewer – (Colonial Drive, Birch Lane & Panaroma Way Subdivisions) – ***Enclosed*** is correspondence from Roy & Patricia Hubbard requesting sewer service to their subdivision which includes Colonial Drive, Birch Lane and Panaroma Way) Ms. Hubbard is also asking that any community meetings be postponed until after the first of the year.
4. Pepper's Ferry Pretreatment Sampling Inspection – Ms. Sayers advises of receipt of two invoices from Pepper's Ferry for pretreatment sampling inspection for Imperial Fabricating and Volvo totaling \$1,133.91. Plans are to pay these invoices and then charge them back to Imperial and Volvo.
5. Reconciliation of Improved Properties with PSA Refuse Billing – John Spangler has been matching PSA bills with improved properties. Where a match cannot be found, the ***enclosed*** letter is being sent asking for confirmation by residents as to payment of a PSA garbage bill. We plan to send these letters out over the course of the next several months.
6. Annual Water Settlement Calculations - ***Enclosed*** are memos to the towns of Dublin and Pulaski providing the annual water settlement calculations.
7. Front Load Garbage Truck – The new garbage truck was picked-up from the Heil factory in Ft. Payne, Alabama last week and is going to the Roanoke dealer for final preparation. Delivery and distribution of the new front load dumpsters is expected in the next two weeks, which will relieve the current shortage of rear load dumpsters.

8. Financial Summary – I am working on providing the PSA and Board of Supervisors with quarterly financial statements. However, we are making several major capital investments and I wanted to inform the Board of the overall situation. Over the past 12 months, the low point in the PSA cash balance was \$1,954,212.10, excluding restricted cash in the amount of \$147,625. This unrestricted balance is being reduced by \$292,049 to \$1,662,162 as a result of the purchase of the front load garbage truck (\$153,544), 84 front load dumpsters (\$52,920), our original plans to purchase 10 roll-off containers (\$35,586) and the need to purchase up to 13 additional roll off containers (\$50,000) following the recent letter from Waste Management.
  9. Fuel Costs – Currently, the PSA charges \$60 to transport roll-off containers to the landfill and \$28 for emptying dumpsters. Considering the increasing cost of fuel, the PSA Board may need to consider increasing hauling fees for both types of containers.
  10. Personnel Issue – ***Enclosed*** is correspondence to a PSA employee documenting a conversation between the employee and Ms. Burchett. His primary concern is to be able go home after six hours work while continuing to get a full day's pay.
- 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 (completed for 2004)

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