

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Monday, June 13, 2005
9:00 a.m.**

FOLLOW-UP AGENDA

ITEM

1. Citizen Comments

(Comments were heard from Mrs. G. C. Slaughter regarding PSA account – Board authorized transferring balance of account to lien on property and opening of new account for Mrs. Slaughter – Staff to reconcile account & to provide billing details)

Mr. Huber/Ms. Sayers
Ms. Burchett

(Comments were heard from Mr. James Whited regarding status of agreement with engineering firm – Staff to work with county attorney to proceed with execution of engineering agreement)

Mr. Huber/Mr. Coake/
Mr. McCarthy

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity:

1. Adjustments
2. Inmate Availability Report
3. Balance Due & Lien Report
4. Work Order Count
5. Drop Site Total & County Landfill Tonnage
(Approved)

Ms. Sayers

b. Action Items:

1. FY 06 Budget
(Approved with revisions as reported)
2. PSA Pipe Standards
(Board accepted recommendation of Draper Aden Associates, with staff to develop strict standards for use of PVC piping)
3. Town of Dublin Water Service Agreement
(Approved letter of agreement agreeing to provide the Town of Dublin with normal water supply needs – Prepare appropriate letter of agreement)

Mr. Huber/Ms. Burchett

Mr. Coake

Mr. Huber/Mr. McCarthy

4. Caseknife Road Waterline Extension
(Approved awarding contract to low bidder, Meade Contracting Company – Arrange for necessary agreement) Mr. Coake
5. Refuse Collection Rate for Part-Year Residents
(No action to change current procedure – Staff to inquire of Roanoke County and Smith Mountain Lake regarding current refuse collection rates for part-year residents) Ms. Hanks
6. Health Insurance Options – Ratification of Health Reimbursement Arrangement
(Ratified contract) Ms. Burchett
7. Retention of Health Advocate Services
(Approved retaining services of Health Advocate Services for employees as an added health benefit) Ms. Burchett
8. Meter Reader Turnover
(Reviewed)
9. River Course Pump Station
(Approved request to addition of a restroom and breezeway/storm shelter to the pump station at the River Course with stipulations) Mr. Coake
10. Roll-off Rates
(Staff to determine surcharge) Mr. Nichols
11. Shelor Motor Mile Sewer Service Agreement
(Authorized Chairman to work with Shelor and approve negotiations on connection fees based on actual costs) Mr. Huff/Mr. Huber
12. Water Tank Usage for Wireless Internet Service
(Approved request to install wireless internet micro-cells on the Claytor Lake & other water tanks) Mr. Coake
13. Sewage Pump Station Generator Bids
(Accepted bid of \$207,550 to address all sewer pump station needs – Staff to work with company regarding propane tanks) Mr. Coake

14. Policy on Forced Property Cleanups
(Approved, subject to all PSA work taking precedence over property cleanup)

Mr. Tickner/Mr. Nichols/
Mr. Huber

15. Pay Increase Policy
(Approved)

c. Informational Items:

1. New River Industrial Park Sewer Pump Station
(Reviewed correspondence requesting concurrence to allow the non-conforming utilization of 73.3% of the 600 gallons per minute capacity in the NRIP sewer pump station)

(Determine rates and River Course and Draper Golf Course)

Mr. Huber

2. Sewer for Motor Mile Speedway & Drag Strip
(Reviewed correspondence to Health Dept. regarding the proposed new sewer line to serve the speedway)

3. VRS Costs
(Reported VRS costs will increase by approximately 2% beginning July 1, 2006 at a cost of approximately \$120,000 for all county departments including the PSA)

4. Texaco Lift Station
(Staff to determine costs for replacing station) Mr. Coake

5. Water Treatment Plant PER
(Reviewed correspondence from Health Department approving the WTP Preliminary Engineering Report for stilling wall Modifications to the Treatment Plant)

6. Dublin Water Tank Cell Antenna Lease
(Reviewed current version of the proposed lease agreement for the placement of cell phone antenna equipment on the Dublin water tank)

7. Draper Aden 2005 Tri-State Water Waste Rate Report
(Reviewed)

8. Water & Sewer Projects Progress Reports
(Reviewed progress reports)

9. Citizen Thanks
(Reviewed correspondence)
10. Accuracy of Meters Measuring Flow
(Reported PSA Billing and Pepper's Ferry
staffs working to address concerns with
accuracy and number of meters measuring
flow into the regional system)
11. Sanitation Worker I Position
(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 April 11, 2005
(Approved)

Ms. Hanks

4. Accounts Payables
(Approved)

Ms. Sayers

5. Other Matters

(Mr. Huber reported complaint re: racial discrimination)

(Dr. Warren suggested staff review having all trash
placed on one side of street to avoid having trucks
driving on wrong side of road)

Mr. Nichols

(Mr. Huber reported the appointment of Hollis Loyd
as alternate PSA Board member)

6. Adjournment

June 8, 2005

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$3,320 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 & May provided three inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 25 brush; 19 large; 0 tire(s); 2 refrigerator(s).
5. Drop Site Total – May – The following drop site report and county landfill tonnage is provided for the month of May:

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

Site	Trips	Tonnage
Dora Highway	51	103.30
Dublin	34	84.04
Fairlawn	12	55.13
Total	97	242.37

County Landfill Tonnage

(county customers & Refuse Department Haulers for the Month of May)

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2,549.70	82	628	63.90

b. Action Items:

1. FY 06 Budget - ***Enclosed*** is a slightly revised budget document for discussion by the PSA Board. Changes from the previous version included a correction in anticipated debt service expenses, a few minor changes within the departmental budgets and a corresponding increase in the contingency amount. I recommend applying \$25,000 of the contingency amount to increase funds set aside for the purchase of a new garbage truck from \$115,000 to \$140,000. The revised budget is recommended for adoption.
2. PSA Pipe Standards – ***Enclosed*** is correspondence from Draper Aden Associates comparing PVC and Ductile Iron pipe. The Board of Supervisors recommended consideration by the PSA Board to the use of PVC pipe in order to be sure to make use of available Rural Development funding. While staff would prefer to see the consistent use of Ductile Iron, we also respect the wishes of the Board of Supervisors regarding this matter.
3. Town of Dublin Water Service Agreement- The Town of Dublin is being asked to renew the water service agreement between the Town and the PSA for a forty year period. Rural Development is making this requirement to ensure that water pipes they are financing are served by an adequate water treatment plant. Currently, the PSA plant is operating at about 60% of capacity. Health Department regulations require plans for expanding the plant once we reach 80% capacity. My hope is that the PSA can utilize excess capacity in the Town of Pulaski, Radford City or Radford Army Ammunition Plant through a regional water authority as an alternative to the expense of upgrading the existing plant. In talking with Bill Parker regarding the matter, we both believe a letter of agreement in which the PSA agrees not to leave the Town without water might also meet the Rural Development requirements. Approval of this approach is recommended.
4. Caseknife Road Waterline Extension – ***Enclosed*** is correspondence from the Health Department Engineering Field Office advising of review and approval of the plans and specifications for the waterline extension. Bids were received on May 12, 2005 for extension of the Caseknife Road Water Line. This line connects to the Town of Pulaski line on Caseknife Road and extends westerly for approximately 1700 feet. Four bids were received from the following contractors; 1) Meade Contracting Company, Dublin, Va., 2) Bailey & Wells, Inc., Cedar Bluff, Va., 3) C. R. Meador General Contractor, Pulaski, Va., & 4) Simpson Construction Company, Inc., Dublin, Virginia. Bids ranged from the low of \$76,495 to \$283,797.50. It is recommended the contract be awarded to the low bidder, Meade Contracting Company in the amount of \$76,495.

This project is served by water supplied by the Town of Pulaski. The proposed line extension was designed without a meter at the connection with the Town of Pulaski based on confirmation that this type of connection is acceptable to the Town. A meter of sufficient size to handle fire flow could cost as much as \$20,000.

5. Refuse Collection Rate for Part-Year Residents – I would like to recommend advertisement of a \$60 lump-sum annual refuse collection fee for persons living in Pulaski County for four months or less per year. Application for this rate would require that property owners sign a statement certifying to utilization standards and acknowledging fraud for misrepresenting actual use. I would appreciate Board comments regarding this approach. If approved, the public hearing could not be held less than 60 days after publication of the legally required public hearing notice.
6. Health Insurance Options – Ratification of Health Reimbursement Arrangement - We are implementing the recommendations developed by staff and representatives of the Board of Supervisors and School Board pertaining to health insurance options for employees. As a part of this plan, enclosed is a copy of the Adoption Agreement for the Health Reimbursement Arrangement (HRA) for approval by the Board of Directors. The HRA consists of PSA funds available to employees who choose the 80% health insurance option. The use of these funds by employees is restricted deductibles and co-pays for medical expenses. This agreement was recently approved by the Board of Supervisors for county employees.
7. Retention of Health Advocate Services - The same committee as mentioned above is recommending that the county retain the services of Health Advocate for employees as an added employee benefit beginning July 1, 2005. The Health Advocate will help employees with health care issues including insurance claims, health care coordination, benefits, grievances and paperwork issues. Enclosed are several brochures that explain these services for your information and review. We would recommend offering this service to any employee that would be eligible for the health insurance benefits regardless of whether they participate or not in the county health care plan. The cost of this service is \$1.25 per employee per month. If offered to all eligible employees, the total annual cost to the PSA would be approximately \$675. The Board of Supervisors approved this benefit for county employees at their meeting of April 25, 2005.
8. Meter Reader Turnover – The current meter reader, Gracia Nipper, has resigned effective June 14 and we have advertised for a replacement. While ultimately responsible for the hiring decision, I plan to solicit input from the PSA Board and Board of Supervisors regarding our primary candidate once we have one selected.
9. River Course Pump Station – I have administratively approved a request from Steve Crawford to the addition of a restroom and breezeway/storm shelter to the pump station at the River Course based on the following:

Improvements become the property of the PSA following construction (clearance from mechanics liens is understood), it is understood that the facility will be used by golf course patrons but that the PSA has a right to terminate usage should there be any operational or maintenance problems with the pump

station. A water meter and PSA billing would be set up for the restroom. Since there would already be a minimum water and sewer usage, electricity could be tied into the existing PSA pump station service at no additional cost. It is also understood that the addition would compliment the design of the pump station and that a building permit would be purchased.

Enclosed is a sketch describing the improvements.

10. Roll-off Rates - With increasing gas prices, we would like to ask the PSA to consider increasing the rate for pulling roll-off containers from \$60 per pull to \$85 per pull.
11. Shelor Motor Mile Sewer Service Agreement – **Enclosed** is the draft agreement between Virginia's First RIFA, Pulaski County, PSA, Hash Investment, LLC and DRL Group, LLC for sewer service from the Shelor Motor Mile Speedway to the Dublin Interceptor. This agreement takes into consideration both Phase I and Phase II of the project. Included in this agreement is a waiver of connection fees for up to 80 residential units planned for placement on property. Currently, the PSA would offer a connection fee reduction from \$850 to \$425 for the purchase of more than 20 connection fees at one time. Based on the low connection fee charged by the PSA and the existing discount policy, I question the requested 80 unit discount. Staff recommends installation of this project in partnership with the Commerce Park Participation Committee and Shelor Motor Mile.
12. Water Tank Usage for Wireless Internet Service – Mr. Troy Settle of Pulaski Networks is requesting to “sponsor” the installation of a micro-cell on the Claytor Lake water tank. Assuming he can mount on the cage at the top of the ladder, the water tank can be used without additional modification. Mr. Settle would also like to use the Shiloh and Draper tanks, should they prove to be suitable platforms without modification. It is anticipated that ownership of the equipment at all three water tanks would be transferred to the proposed Pulaski County Broadband Authority should competing internet service providers generate customers connecting to the internet through these tower locations. Until such time as this transfer takes place, I recommend charging \$75 per month per tank for this service.
13. Sewage Pump Station Generator Bids - Bids were received on May 30, 2005 for generators for the sewage pump stations as indicated on the **enclosed** bid sheet. Bids were received from E. C. Pace Company, Inc and Virginia Electrical Services. A total of nine generators were bid in order of preference. During the August PSA meeting \$150,000 was approved for expenditures on generators for the sewage pump stations. This amount will provide for bid items 1 thru 5 in the amount of \$122,678 which are identified as the following pump stations:
 1. Claytor Lake Pump Station No 7 (adjacent to Hidden Valley Campground and Claytor Lake. Any discharge from this pump station would flow directly to the lake.);

2. Texaco Pump Station (adjacent to the Texaco Station at the 81 Dublin Exit. Any discharge from this pump station would discharge to Goose Creek);
3. Exxon Pump Station (adjacent to the Exxon Station at the 81 Dublin Exit 98. Any discharge from this pump station would discharge to Goose Creek);
4. New River Community Pump Station (in the community of New River. Any discharge from this pump station would discharge to Falling Branch); and
5. Claytor Lake Sewage Pump Station No 5 (State Park Road adjacent to residential dwelling. This pump station is approximately 3,000 feet from Claytor Lake.)

These pump stations are included in the bid amount of \$122,678.

Working within the \$150,000 allocation by the PSA Board requires a choice between maximum environmental protection and an over-expenditure of \$1,812 with no room for change orders or a less expensive option of placing a generator at the High School pump station.

The next bid item (Bid Item No 6) is Claytor Lake Pump Station No 4 in the amount of \$29,134. (Ebb Hall Road adjacent to residential dwelling. If this generator was awarded the total award would be \$151,812 but it does not include any amount for potential change orders.) This pump station is approximately 2,500 feet from Claytor Lake and in a sensitive residential area.

Bid Item No 7 is for the High School Pump Station in the amount of \$21,705 and Bid Item No 8 is for the Claytor Lake Pump station No 3 in the amount of \$20,914 which is to replace a military surplus generator that has not been reliable and does not have automatic switching equipment. If bid items 1 through 5 and 7 are awarded, the total amount of award would be \$144,383.

Bid Item No 9 is for Emergency Services radio equipment at Morgan's Cut Water Tank and should be awarded in the amount of \$13,119. This item will be reimbursed by a grant from a Homeland Security Grant.

The total amount for addressing generator needs at all sewer pump stations is \$207,550. Depending on an evaluation of overall reserve balances (to be provided at the PSA meeting) it may be beneficial to address the generator issue in lump sum rather than spreading the cost over several years. Consideration of this option would allow the PSA to take advantage of what we feel to be favorable pricing obtained through the bid process while fully meeting Health Department requirements.

14. Policy on Force Property Cleanups – I would like to recommend consideration of the following PSA policy in support of clean-up efforts by the Board of Supervisors and the Pulaski County Sheriff's Office:

In situations where the Pulaski County Code Officials have confirmed that a structure is a public hazard, and where the owner of the property has provided certification that their income is below low- to moderate-federal income standards, the Public Service Authority will demolish and remove the unsafe structure with the cost of demolition to either be paid by the resident upon completion of the cleanup or placed as a non-interest bearing lien on the property. The resident will also have to exempt the PSA from any liability arising from the demolition to the satisfaction of the County Attorney.

15. Pay Increase Policy – The ***enclosed*** policy is currently being used by the county staff to grant limited merit increases and/or maintain competitive equity with other localities in retaining or recruiting employees. I have asked Ron Nichols and Ron Coake to use this policy as a basis for more specific guidelines applicable to PSA employees. In doing so, I would like to ask the PSA Board for their suggestions and concurrence with this approach for fairly compensating employees.

c. Informational Items:

1. New River Industrial Park Sewer Pump Station – ***Enclosed*** is correspondence to Neal Noyes of the U. S. Economic Administration requesting concurrence to allow the non-conforming utilization of 73.3% of the 600 gallons per minute capacity in the New River Industrial Park sewer pump station.
2. Sewer for Motor Mile Speedway & Drag Strip – ***Enclosed*** is correspondence from David Tickner to the Health Department regarding the proposed new sewer line to serve the speedway.
3. VRS Costs – We learned that the county VRS costs will increase by approximately 2% beginning July 1, 2006 at a cost of approximately \$120,000 for all county departments including the PSA and Social Services.
4. Texaco Lift Station – Over the past two months staff has been working on a malfunctioning sewer pump station located behind the Texaco station at the I-81/Route 100 interchange. The pump station operates on one of two installed pumps with a third pump ready as a back-up. The shaft in one pump broke, the second pump would only pump part time at 35% and the recently acquired spare would not fit initially. I commend the sewer department for responding quickly and working on a 24-hour basis to prevent a sewer overflow. In considering ongoing problems with this pump station, Ron Coake and I recommend consideration to its replacement. We received some relief on Tuesday, June 7 with the successful installation of the spare pump. This installation also confirmed that the 35% operational limitation was isolated to a problem in one of the pumps.

5. Water Treatment Plant Preliminary Engineering Report (PER) – ***Enclosed*** is correspondence to Mr. Coake from the Health Department Engineering Field Office approving the Water Treatment Plant Preliminary Engineering Report for stilling wall modifications to the Treatment Plant.
6. Dublin Water Tank Cell Antenna Lease – ***Enclosed*** is the current version of the proposed lease agreement for the placement of cell phone antenna equipment on the Dublin water tank.
7. Draper Aden 2005 Tri-State Water Waste Rate Report - ***Enclosed*** is the latest report from Draper Aden Associates.
8. Water & Sewer Projects Progress Reports - ***Enclosed*** are progress reports from Draper Aden Associates for the Rolling Hills, Highland Park, Hidden Valley and Eagleview Water and Sewer projects. Also ***enclosed*** is a spreadsheet prepared by Mr. Utt providing a timeline for the various water and sewer projects.
9. Citizen Thanks – ***Enclosed*** is correspondence from Pulaski County resident Ronnie Mills expressing appreciation to PSA employees.
10. Accuracy of Meters Measuring Flow – The PSA Billing staff and the Pepper's Ferry Regional Waste Water Treatment Plant staffs are working together to address concerns with the accuracy and number of meters measuring flow into the regional system. We may need to begin billing some portions of the County on a monthly basis.
11. Sanitation Worker I Position - ***Enclosed*** is a copy of an ad to be advertised in the Southwest Times for the Sanitation Worker I position.

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)

/gh