

AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY

Regular Meeting
Monday, August 8, 2005
9:00 a.m.

FOLLOW-UP AGENDA

ITEM	KEY STAFF
1. <u>Citizen Comments</u> (Board welcomed Ali Whitaker representing the PDC staff)	
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> (Approved)	Ms. Sayers
b. <u>Action Items:</u>	
1. <u>Roll-off Rates</u> (Place update on September PSA agenda)	Ms. Hanks
2. <u>Penalty and Interest Amnesty Period</u> (Staff reported lien for full amount had been placed on account and a new account opened for resident – No action to eliminate or reduce amount of lien – Provide number and amount of liens paid off over the past year - Check no statute of limitations and penalty calculations)	Ms. Sayers Sam Campbell
3. <u>Pepper's Ferry Regional Waste Water Treatment Authority Service and Planning Area Map</u> (Authorized negotiations with Pepper's Ferry to expand area to include I-81/Route 99 interchange)	Mr. Huber
4. <u>Procurement of Easements</u> (Approved engaging NRVPCDC staff in accomplishing easement work in a timely manner – Request not to exceed figure from PDC)	Mr. Huber/ Ms. Whitaker
5. <u>Dora Highway Drop Site</u> (No action – Staff to provide specific details re: costs – Place on September PSA agenda)	Mr. Huber Ms. Hanks

c. Informational Items:

1. Invoice for Water – Camp Ottari
(Reported PSA had invoiced Boy Scouts for water used)
2. Commerce Park – Summary of Water and Wastewater Utility Service & Future Strategy of Marketing Efforts
(Future strategy discussed by PSA Board – Reservations noted regarding change from original concept)
3. Fairway Estates Subdivision Water Tank Monthly Report
(Provided update)
4. Sewer Pump Stations Power Outage
(Reported power outage and affects on operation of pump stations)
5. Budget Report
(Provided detailed revenue and expenditure report)
6. Rate Comparison with City of Radford
(Provided rate summary for City of Radford)
7. Part Year Residential Rate
(Reported staff findings that little would be benefited to PSA by establishing an additional rate category)

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)

3. Approval of Minutes of July 11, 2005
(Place approval of July 11 minutes on September agenda) Ms. Hanks
4. Accounts Payable
(Approved) Ms. Sayers
5. Other Matters
(Reported personnel matter involving PSA employee and request for increase in compensation to Fairlawn Bookkeeping Service)

6. Adjournment

August 3, 2005

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$3,070.18 are submitted. A copy of the spreadsheet will be ***enclosed***, if received in time.
2. Inmate Availability Report - Staff reports the inmate count for July provided 3 inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 20 brush; 35 large; 2 tire(s); 2 refrigerator(s).
5. Drop Site Total & County Landfill Tonnage – There is no drop site or landfill tonnage report for the month of July.

b. Action Items:

1. Roll-off Rates - Staff continues to work on documenting appropriate roll-off charges. I hope to have a report prepared for the meeting.
2. Penalty and Interest Amnesty Period – In calculating Ms. Slaughters bill, \$2,702 or 13% is related to garbage services provided by the PSA, \$1,906 or 9.1% is for water non-user charges, \$1,794 or 8.6% is penalty, and \$14,671.13 or 22.1% is interest.

Or in further summary:

\$4,608 is due for actual services charged while
\$16,465 is due for penalty and interest.

As of the date of this memo, we are still verifying the details of the billing system through an independent spreadsheet program in order to account for a remaining difference of approximately \$4,000. Penalty is a one time 10% fee for payments not made by the mid month deadline where as interest is a monthly 0.833% (10% annual) compounding charge on the entire unpaid balance. Consideration of some type of amnesty program related to a part of the penalty and/or interest charges is recommended. One approach could be to waive 50% of interest charges.

3. Pepper's Ferry Regional Waste Water Treatment Authority Service and Planning Area Map – ***Enclosed*** is the final version of the Peppers Ferry Waste Water Treatment Plant sewer service area. In order to ensure the future consideration for service to the Route 99/I-81 interchange, it is recommended that the PSA begin discussing an expansion of this service area.
4. Procurement of Easements – The PSA will need to acquire approximately 400 easements in the implementation of sewer service to Dublin area subdivisions (Orchard Hills, Rolling Hills, Vista, and Highland Park) as well as water and sewer service to various mobile home parks (Lee Highway Court, Polyester Mobile Home Park, Eagleview Mobile Home Park, Tiny Town Mobile Home Park). The New River Valley Planning District Commission is offering the following proposal for additional staff assistance in accomplishing easement work in a timely manner: \$24.38 per hour (which is salary, fringe and 15% overhead), plus incidentals (mainly copies and mileage). Copies are charged out at \$0.05 per page and mileage is \$0.32/mile. Approval of this arrangement is recommended as is the use of as many group meetings as possible to avoid the time and complexity of door-to-door visits. It is also recommended that the PSA preauthorize proceeding with condemnation as a last resort in acquiring the easements needed for these projects.
5. Dora Highway Drop Site – ***Enclosed*** is a correspondence to Pulaski Town Mayor Charles Wade in follow-up to discussions held regarding problems at the Dora Highway site. Items implemented to date include loosening restrictions on items being brought to the site. Endorsement of these changes is recommended as is consideration to improving compaction rates at the center. Two options for improving compaction are as follows:
 - a. Compactors – Installation of a \$10,000 compactor unit similar to the one used at New River Community College, Shoney's and other high volume customers. A compactor would allow for the transport of at least 5 tons at the same labor and fuel costs that it currently takes to transport 1.5 tons using roll-off containers.

b. Transfer Station – The PSA may want to consider the construction of a \$250,000 solid waste transfer station similar to the Fairlawn facility. The transfer station would allow refuse trucks to dump their loads at the drop site eliminating the 1 hour daily trip to the landfill. The station would also allow for the transport of up to 13 to 15 tons of refuse at the same labor and fuel cost that it currently takes to transport about 1.5 tons via roll-off containers.

c. Informational Items:

1. Invoice for Water – Camp Ottari - ***Enclosed*** is a spreadsheet which reflects the 168,000 gallons utilized by the Blue Ridge Mountains Council-Boy Scouts of America and the dates pickups were conducted following discovery of problems with the private water system serving the scout camps. Staff has invoiced the Boy Scouts for the water used and the scouts have completed work on a new well.
2. Commerce Park – Summary of Water and Wastewater Utility Service & Future Strategy of Marketing Efforts - ***Enclosed*** is a summary prepared for the Virginia's First Regional Industrial Facility Authority by Anderson & Associates, Inc., Draper Aden & Associates, Inc., and Olver, Inc. Also ***enclosed*** is a memo to the Board of Supervisors providing the future strategy of the New River Valley Commerce Park marketing efforts.
3. Fairway Estates Subdivision Water Tank Monthly Report - ***Enclosed*** is an updated report from Stan Moran.
4. Sewer Pump Stations Power Outage - A power outage Wednesday night affected the operation of the sewer pump systems serving State Park Road, and the I-81/Route 100 interchange, but there were no sewer spills thanks to the assistance of AEP in restoring service and PSA sewer department personnel in responding promptly. The PSA has approved the purchase of emergency generators at all pump stations not already equipped and Ron Coake has procured the purchase. However, installation is pending the provision of a performance bond for the project.
5. Budget Report – ***Enclosed*** is a detailed revenue and expenditure report following the June 30 closure of the 2004-05 fiscal year.
6. Rate Comparison with City of Radford – ***Enclosed*** is a rate summary for the City of Radford indicating generally higher rates than charged by the PSA. We are collecting similar information from adjacent localities and will provide that information in comparative form.

7. Part Year Residential Rate – In further discussing the proposed \$80 part year rate with the PSA billing staff, it was pointed out to me that most part-time residents are signing up for the discounted low-volume rate of \$7 per month. As a result they are paying substantially less than the \$80 figure discussed at the last PSA Board meeting for 3 months of service. Thus, the billing staff does not feel that much would be gained by the establishment of an additional rate category.

d. Current Authorized Projects & Items Under Review:

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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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