

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Monday, January 9, 2006
9:00 a.m.**

FOLLOW-UP

ITEM

1. Public Hearing – Proposed Changes in Rates, Fees, and Charges
(Approved an increase to \$15.00 per month, or an additional \$2.00, for full service residential customers; and \$8.00 per month, or a \$1.00 increase for low-volume customers, while leaving the non-user fees unchanged at \$10 per month, effective April 1, 2006 – Notify PSA customers and Town of Pulaski)

Ms. Burchett/Ms. Sayers

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
(Reviewed and approved)

Ms. Sayers

(Confirm drop site total for Fairlawn drop site is accurate for December)

Ms. Baylor

- b. Action Items:
 1. Steel-toed Shoe Policy
(Presented draft – Revise draft to include wording regarding disciplinary action to be taken if safety shoes are not worn – Board concurred with draft policy, with understanding policy will be presented to Board of Supervisors for final approval)

(Mr. Loyd suggested looking at a “cap” that straps on to safety shoe as an alternative and for use by inmates)

Mr. Nichols

 2. Statement of Economic Interest Forms
(Reported forms are required to be turned in no later than January 12, 2006)

3. Route 11 Sewer Bore
(Reported a low bid of \$204,800 for the installation of a 48" bore under Route 11 near the intersection of Rt. 11 and Old Route 11 from Cherokee Construction – Authorized contract, subject to consultation with Chairman Huff, or his designee – Approved expenditure of \$5,000 to perform exploratory drilling)

Mr. Coake

c. Informational Items:

1. Draper Valley Storage Facility Update
(Reviewed)
2. Personnel Changes
(Reviewed)
3. Personnel Grievance
(Reported)
4. Collection of Delinquent Charges
(Confirm statute of limitation is 20 years on liens)

(Review past records to determine lien amounts 20 yrs. old or more and provide update to Board at next meeting - Place update on February agenda)
5. Highland Park Sewer Easements
(Reported work is moving forward with meeting scheduled in Highland Park on January 12 and 30)
6. Streetlights Installation
(Confirmed no cost for the installation of standard cut-off lights and that reoccurring fees are \$5.22 per month per standard streetlight)
7. Draft Audit Report
(Reported)

Mr. Huber/Mr. Campbell

Mr. Jim Bell/Ms. Sayers
Ms. Hanks

8. Charges for Campgrounds
(Staff suggested consideration of campgrounds as commercial customers rather than residential, which would be consistent with the classification of Covey's Campground - Implement billing of Montg. Co. Hunt Club and Isaac Walton League as commercial customers)
- Ms. Sayers

- 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. Approval of Minutes of December 12, 2005
(Approved)
- Ms. Hanks

4. Accounts Payable
(Approved)
- Ms. Sayers

5. Other Matters

(Mr. Huber reported agreement had been signed between James Whited and PSA)

6. Adjournment

January 5, 2006

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Public Hearing

A public hearing has been scheduled to consider proposed changes in rates, fees and charges as described on the enclosed public hearing notice.

Based on the enclosed calculations, the budget shortfall and fuel cost increases would be addressed by a rate of \$15 per month, or a \$2 increase for full service residential customers; and \$8 per month, or a \$1 increase for low-volume customers while leaving the non-user fees unchanged at \$10 per month.

PMH/gh

January 5, 2006

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$2,098.86cr are submitted. A copy of the spreadsheet is ***enclosed***.
2. Inmate Availability Report - Staff reports the inmate count for December provided four inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports. Also ***enclosed*** is a memo from Bookkeeper Brenda Sayers providing an explanation regarding the increase in the reports over the past few months.
4. Work Order Count - Pickups pending: 7 brush; 13 large; 1 tire(s); 0 refrigerator(s).
5. Drop Site Total – Drop site totals for the month of December are as follows. There was no report for the County Landfill Tonnage.

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

Site	Trips	Tonnage
Dora Highway	31	75.30
Dublin	23	67.17
Fairlawn	1	12.63
Total	55	155.1

b. Action Items:

1. Steel-toed Shoe Policy – In 1996, the Public Service Authority began providing employees \$85 for the purchase of steel-toed shoes in response to a recommendation from our workmen's compensation insurer. At that time, there was no specific policy regarding shoe standards, mandatory use, purchase frequency, or reimbursement criteria. Policies which may be in use by other localities are being researched with plans to present a draft for the consideration of the Board on Monday.
2. Statement of Economic Interest Forms – I need to ask your assistance in bringing your Statement of Economic Interest form to the meeting. We will be glad to assist in answering questions. Failure to file by the January 15 deadline last year resulted in an audit deficiency which we hope to avoid this year.
3. Route 11 Sewer Bore – A low bid of \$204,800 for the installation of a 48" bore under Route 11 near the intersection of Route 11 and Old Route 11 was received this month from Cherokee Construction. One issue in the cost of this bore is the risk to the contractor for encountering rock. In hopes of negotiating a reduction in the low bid, Ron Coake has worked with VDOT, H.T. Bowling and Schnabel to drill for soil samples across Route 11 in order to check for rock. In addition to making it easier to bore, the lack of rock also allows the diameter of the casing pipe to be reduced. The cost of the exploratory drilling is approximately \$5,000.

The anticipated investments for both phases of this project are \$313,854.46 by Virginia's First Industrial Facilities Authority and \$489,000 by Shelor/Hash Investments.

c. Informational Items:

1. Draper Valley Storage Facility Update - ***Enclosed*** is an updated Progress Report on the Draper Valley Storage Facility project. The letter of credit posted by Mr. Moran expires in August 2006.
2. Personnel Changes – An update of recent personnel changes is ***enclosed***, as prepared by Ms. Burchett.
3. Personnel Grievance – ***Enclosed*** are letters releasing two employees who were involved in a physical altercation with each other.
4. Collection of Delinquent Charges – In discussing the ability of the PSA to collect long-term debt with Sam Campbell, he advised that the PSA has three years from the time charges are billed to file property liens. Thereafter, the liens are valid for 20 years. Thus, customers who invoke

the statute of limitations can only be held to charges dating back a maximum of 23 years. The potential for loss of revenue is being researched as are collection options.

5. Highland Park Sewer Easements - ***Enclosed*** is the packet of information being sent to property owners in Highland Park requesting their assistance in granting easements. The acquisition of easements remains a major challenge in providing sewer service to the Highland Park, Orchard Hills, Vista and Rolling Hills subdivisions.
6. Streetlights Installation – As requested at the December Board meeting, We have confirmed that there is no cost for the installation of standard cut-off lights and that reoccurring fees are \$5.22 per month per standard streetlight. We will be reviewing this cost with interested residents.
7. Draft Audit Report – We received a preliminary draft of the PSA audit indicating cash revenues of \$5,260,515; an increase of \$50,836 resulting in a year-end cash balance of \$2,660,170. Depreciation of \$901,746 and other adjustments reduced the positive cash flow resulted in an operating loss of \$379,097.
8. Charges for Campgrounds – The billing staff suggested consideration of campgrounds as commercial customers rather than trying to figure a residential equivalent. Service options include barrel service at \$20 per month for the first two barrels or standard dumpster service. Treatment as commercial customers would be consistent with the classification of Covey's campground.

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)