

FOLLOW-UP AGENDA

ITEM

1. Citizen Comments

(Mr. Nathan Stephens requested water service to Black Hollow Road, Horseshoe Loop, Black Hollow Heights and Miller Ridge – County engineer to provide cost estimates to PSA Board and work with Mr. Stephens to determine exact location of requested water service – Place update on April PSA agenda)

Mr. Coake

Ms. Hanks

(Mr. Jessie Thompson, Ms. Shannon Honaker, and Mr. Troy Nicely spoke re: the Jones Drive sewer line installation project – County engineer and PDC staff to work with Jones Drives residents to determine costs and best option for installation and payment for line)

Mr. Coake/
Mr. Hughes

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
(Reported)

b. Action Items:

1. Sanitary Sewer Line Bore
(Reported lines installed and tested, a savings of \$65,000 from original bid and the potential for negotiating financial impact due to complications encountered in connecting to the large force main)

Mr. Coake

2. Streetlight Costs
 (Reported cost of cut-off type fixtures in new subdivision across from County Garage property on Bagging Plant Road – Authorized staff to poll residents, pending 75% response and 67% approval by residents) Mr. Huber/Mr. Coake

3. Jones Drive Sewer Project
 (Note in minutes that staff recommendation to “continue the existing policy of providing service to the lowest residential floor” was in error while existing policy does not require service to the lowest residential floor) Ms. Hanks

 (Staff to clarify with Building Officials what is considered “lowest residential floor” in the Building Code) Mr. Huber/Ms. Hampton

4. Waterline Replacement – Belspring Road
 (Approved contracting water line replacement) Mr. Coake

5. Hogan’s Dam Watershed
 (Approved allowing a three month delay in the water tank project, subject to all paper work being in order and meeting approval of County Engineer – Notify Town of Pulaski and Mr. Moran) Mr. Coake

6. Health Insurance Plans
 (Reported a 4% reduction in premiums for FY 07 – Approved free health screening/ wellness program using matching funds provided by Southern Health, excess dental self insurance premiums and approximately \$700 in PSA funds needed to underwrite the \$42 cost per employee) Ms. Burchett

c. Informational Items (Reported in writing through inclusion in packet):

1. Termination of Agreement for Operation & Maintenance Services

(Reported town's intention not to renew the Operation and Maintenance Agreement, per the town's interest in doing maintenance on the pump stations themselves)

2. Clean-up Efforts

(Reported administrative approval of providing dumpsters to the Baskerville Community and the Department of Game and Inland Fisheries to assist in a community cleanup and cleanup of the Hidden Valley Public Boat landing)

3. Personnel Changes

(Reported personnel changes in writing and status of two grievance matters and an unemployment compensation appeal by a former employee)

4. Water Treatment Plant Dispersion Wall Design

(Reported Draper Aden Associates has begun the design of a dispersion wall at the Water Treatment Plant)

5. Water Treatment Plant Operations

(Reported need to set aside up to \$250,000 for construction of pump station, pending discussion of cost sharing options with the Town of Pulaski, with said pump station also allowing the PSA to deliver additional water to the Commerce Park)

Mr. Huber

6. Commerce Park Water & Sewer Service

(Reported county engineer and Draper Aden have been working together to evaluate options for upgrading existing water and sewer service to Commerce Park at a cost to the PSA of approximately \$6,000)

7. Preliminary Audit Figures
(Reported preparation of Management Discussion and Analysis letter is underway with preliminary figures indicating revenues of \$5,243,965, cash expenditures of \$4,720,779, resulting in a \$523,186 cash improvement which was offset by depreciation of \$902,283, resulting in a \$379,097 operating loss)

8. Budget Preparation
(Reported plans to present preliminary budget at April meeting, with a request for a 3.5% cost of living adjustment based on inflation over the last year – Further, Robinson, Farmer, Cox Associates to attend April meeting to provide Report – Place on April agenda)

	Ms. Burchett/Mr. Huber
	Ms. Hanks

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 February 13, 2006
(Approved) Ms. Hanks

4. Accounts Payable
(Approved) Ms. Sayers

(Provide explanation re: variation in drug testing costs) Ms. Burchett

5. Other Matters

(Approved transfer of \$4,500 from Water Service salaries to Capital Outlay to cover purchase of bed for new trucks) Ms. Burchett

(Mr. Huber provided a draft letter to be sent to residents concerned with having to pay non-user fees, as well as provided a draft news release re: the garbage rate increase)

(Mr. Huber reported the PSA needs to work towards regional water efforts to address problems at the Water Treatment Plant – Mr. Coake reported the PSA does have limited ability to connect to the City of Radford's water system)

(Ms. Burchett advised of a retirement reception to be held for Rick Crowder on Friday, March 31 from 2:00 p.m. to 4:00 p.m. in the Board Room)

6. Adjournment

March 9, 2006

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$4,212.11cr are submitted. A copy of the spreadsheet is ***enclosed***.
2. Inmate Availability Report - Staff reports the inmate count for February provided four inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 9 brush; 17 large; 0 tire(s); 3 refrigerator(s).
5. Drop Site Total & County Landfill Tonnage Report – The following is the Drop Site Report for 2005. Drop site totals for the month of February are as follows.

DROP SITE TOTAL
FOR THE MONTH OF FEBRUARY

Site	Trips	Tonnage
Dora Highway	32	68.27
Dublin	33	73.48
Fairlawn	13	45.51
Total	78	187.26

County Landfill Tonnage
(county customers & Refuse Department Haulers)
(for the Month of February)

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2003.00	40	488	88.24

b. Action Items:

1. Sanitary Sewer Line Bore – The Sanitary Sewer Line Bore under Route 11 for the Commerce Park Line has been installed and the lines have been tested. Our costs to date have been \$140,000 for the original contract, approximately \$3,000 in incidental materials. While the bore under Route 11 proceeded well without encountering any rock; the connection to the large force main has been much more difficult due to having to cut through a tunneling structure around the force main and the rock adjacent to and underneath the force main. We anticipate having to negotiate the financial impact of this added complication. To our benefit, it was determined that it would not be necessary for the portion of the sewer line located in the tunnel to be bedded in sand.

2. Streetlight Costs – American Electric Power has determined the cost of cut-off type light fixtures in the new subdivision across from the County Garage property on Bagging Plant Road to be as follows using three alternatives. All lights are 200 W High Pressure Sodium Fixtures with Cut-Off optics. The monthly fee is \$14.34 per fixture and the cost to install is offset by a credit of \$805 per fixture.

Option 1) Install one fixture at the intersection of Bagging Plant Road and Greenwood. Install Cost \$316. Monthly cost \$14.34. See table for cost per lot.

Option 2) Install Option one and an additional light on the corner of Greenwood and Pine Grove. Install Cost \$ 299. Monthly cost \$28.68 Please note, the lights in option 2 would be very close together (50-60 feet) according to our maps, not field verified. See table for cost per lot.

Option 3) Option 1 plus four additional lights on Pine Grove Drive (different location than option 2). Install Cost \$622. Monthly cost \$ 71.70. See table for cost per lot.

Option	Installation Costs		Monthly Costs		Annual
	total	\$/hh	total	\$/hh	\$ / lot
1. One light at Bagging Plant and Greenwood Streets	\$ 316.00	\$ 12.64	\$ 14.34	\$ 0.57	\$ 6.88
2. Above light plus one at Greenwood and Pine Grove	615.00	24.60	28.68	1.15	13.77
3. Above light plus four others	938.00	37.52	71.70	2.87	34.42
Number of households or lots used to divide costs					25

Based on the above alternatives, I recommend polling the community to determine their level of interest in paying for each of these three options and that the PSA consider using the same standards used for water service in making a decision (75% responding with at least 66.7% of the total in favor after being made aware of the added cost to be paid through their utility bill.

3. Jones Drive Sewer Project – Ron Coake, Randall Hancock and Patrick Hughes met with residents of Jones Drive to determine the interest in installing an additional sanitary sewer line below the homes on Jones Drive in the Highland Park Subdivision. This location has a line designed in the street in front of the homes that will meet the requirement of providing sewer service to the first floor of the homes. The property owners have requested an additional line be placed in the rear of the property to provide gravity sewer to the basement area of the homes. The cost estimate to provide this additional line on both ends of Jones Drive was estimated by Draper Aden to be \$58,420 for 10 homes.

There were seven property owners represented at the meeting. While all would like to see the additional cost for basement service to be shared by the entire subdivision, there were four of the property owners present that indicated they would accept the proposal to install the line in the rear of property and they would be responsible for the additional cost. One of the property owners indicated that he was given permission from two of the other property owners to indicate their choice and that they would vote to install the line. There were three of the property owners present that indicated they would not accept the offer.

Those that indicated they would accept the offer indicated they would under protest. It was indicated by most of those present that they would like to attend the PSA Board Meeting on Monday March 13.

Enclosed is a copy of the estimate for the line. My recommendation would be to continue the existing policy of providing service to the lowest residential floor as defined by a bedroom and bathroom and only waive the additional charge for those who currently have living quarters in the basement.

4. Waterline Replacement – Belspring Road – After receiving a complaint from Ms. Brenda Linkous of Belspring regarding continuous waterline breaks in Belspring, the PSA staff has determined this section of approximately 100 feet of waterline should be considered for replacement, which is located in the old railroad bed of Rt. 600. The PSA replaced about 500 feet several years ago in Belspring. Apparently, the acid in the soil from the railway has attacked the pipe. When the PSA replaced a similar section located in an old rail right of way, the pipe was wrapped to protect it. Mr. Coake reports the PSA will have to install a new line beside the old line and then connect the two. Due to the size of this project and the current size of the PSA water staff, this project will need to be contracted at an estimated cost of \$7,500.

5. Hogan's Dam Watershed – The Town of Pulaski is considering the sale and development of the 1,900-acre Hogan's Dam Watershed which is located off of Caseknife Road and directly north across Draper Mountain from the Draper Golf Course. The sale of this property would return it to the property tax base (the large amount of tax-exempt acreage in the county has a significant impact on the county budget). One option for providing water service to this property would be to relocate the water tank being installed by Stan Moran to the top, or the other side of the mountain. In order to be able to adequately consider this alternative, it is recommended that the PSA Board allow a six month delay in the water tank project and grant permission to relocate the water tank, pending the approval of the County Engineer.

6. Health Insurance Plans – The employee health insurance renewal rates for FY 07 with the current carriers, Southern Health and Delta Dental, calls for a 4% reduction in premiums. We recommend passing on the 4% cost reduction to the employees through reduced premium costs and offering a free health screening/wellness program using matching funds provided by Southern Health, excess dental self insurance premiums and approximately \$700.00 in PSA funds needed to underwrite the \$42 cost per employee. Our plans are to offer the free health screening/wellness program to all employees eligible for the health insurance benefit. We also recommend continuing the three existing health insurance plan options for employees next year.

c. Informational Items:

1. Termination of Agreement for Operation & Maintenance Services - We received a copy of the ***enclosed*** correspondence to Pulaski Town Manager John Hawley from Pepper's Ferry Executive Director Clarke Wallcraft providing notification that the Authority does not intend to renew the Operation and Maintenance Agreement, per the town's interest in doing maintenance on the pump stations themselves.

2. Clean-up Efforts - We received requests last week from the Baskerville Community for use of dumpsters to assist in a community clean-up effort March 5 – 10 and a second request from the Department of Game and Inland Fisheries for a dumpster for cleaning up the Hidden Valley Public Boat landing on a Saturday in April. Both requests have been administratively approved as no-cost to the customer as part of the PSA's support for community clean-up efforts.
3. Personnel Changes – ***Enclosed*** is an update from Ms. Burchett on recent personnel changes. Of note has been the hiring of Lane Penn as a part-time inspector for various water and sewer installation projects.
4. Water Treatment Plant Dispersion Wall Design – Draper Aden Associates has begun the design of a dispersion wall at the water treatment plant.
5. Water Treatment Plant Operations – We experienced a temporary malfunction of both raw water intake pumps and the failure of a main valve in the line connecting the water treatment plant with the water distribution system. The treatment plant staff was able to restore operations in order to avert announcement of water restrictions. This situation points to the need for constructing a pump station allowing the Town of Pulaski Water Treatment Plan to pump into the PSA system. I recommend setting aside up to \$250,000 for this project pending discussion of cost sharing options with the Town of Pulaski. The pump station will also allow the PSA to deliver additional water to the Commerce Park.
6. Commerce Park Water and Sewer Service – Ron Coake and Draper Aden have been working together to fully evaluate options for upgrading existing water and sewer service to the Commerce Park. I plan to distribute a written report of those options at the Board meeting.
7. Preliminary Audit Figures – I am preparing the Management Discussion and Analysis letter now required by GASB 34 accounting standards in order for the auditors to finalize the audit report. Preliminary figures indicate revenues of \$5,243,965, cash expenditures of \$4,720,779, resulting in a \$523,186 cash improvement which was offset by depreciation of \$902,283, resulting in a \$379,097 operating loss.
8. Budget Preparation – In the preparation of budget requests, we are shooting for a 3.5% cost of living adjustment based on inflation over the past year. I hope to be able to schedule a report from the auditor and a preliminary budget at the April meeting.

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. Water Treatment Plant Dispersion Wall Design
4. Installation of back-up generators at sewer pump station

/gh