

FOLLOW-UP ACTION

ITEM

1. Presentation of FY 05 Audit
(Presented – Board approved)

(Budget presented – Place additional information re:
budget on May agenda) Ms. Hanks
2. Citizen Comments
(None)
3. 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
 - b. Action Items:
 1. Compactor Unit for Goodwill Industries
(Approved recommendation for purchase of
compactor unit – Arrange purchase and
installation of unit for maximum of \$11,500) Mr. Nichols
 2. Drop Site Equipment
(Approved purchase of a clam shell attach-
ment, as well as purchase of two 40-yard
roll-off containers at a total cost of \$15,000) Mr. Nichols
 3. Purchase of Additional Roll Off Truck
(Approved purchase of demo truck, if one
could be found not to exceed \$120,000) Mr. Nichols
 4. Agreements:
 - a. Engineering Agreement – Draper
Aden Associates
(Ratified engineering study) Mr. Coake

11. Audit Services Agreement
(Approved awarding auditing services to Robinson, Farmer, Cox Associates for a three-year period)

Ms. Burchett

c. Informational Items:

1. Personnel Changes
(Reviewed)
2. Progress Report – Water Treatment Plant Sed Basin Dispersion Wall Design
(Update provided)
3. NRRA Collection and Transportation Study
(Reported attendance of meeting as part of Authority's analysis of possible regional operations of waste collection services in member jurisdictions)
4. Orchard Hills/Vista/Rolling Hills/Highland Park Sewer Project
(Update provided)
5. Department of Health Update
(Updated provided)
6. NRRA Rate Hearing
(Reported public hearing scheduled by NRRA for May 24 at noon)
7. Sewage Disposal Fees on Local Rates
(Recommended increase in sewer fees based on a deficit of \$591,335 in the sewer cost center last year)
8. Draft PSA Budget
(Distributed)
9. Commerce Park Water System Analysis
(Reported provided describing system improvements)
10. Pepper's Ferry Executive Directors Report
(Reported)

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)

4. Approval of Minutes of March 13, 2006
(Approved)

Ms. Hanks

5. Accounts Payable
(Approved)

Ms. Sayers

6. Other Matters

(Reported draft of drug testing policy for workman's comp and vehicle accidents for employees would be sent to Diane Casola, Attorney, for review)

Ms. Burchett

(Mr. Loyd requested a footnote be added to balance due report on unusual bills)

Ms. Sayers/Ms. Burchett

(Concern expressed over vacancies in Water Treatment Plant and Refuse Department – Mr. Huber suggested four-day pick-up alternative, allowing employees opportunity to work in other departments)

Mr. Coake/Mr. Nichols

(Reported employee grievance hearing scheduled for May 8)

7. Adjournment

April 5, 2006

TO: PSA Board of Directors

FROM: Staff

1. Presentation of FY 05 Audit – Ms. Deanna Cox will be at the meeting to review the ***enclosed*** audit report with the PSA Board. A new Management Discussion and Analysis section found on page two is designed to provide an overall summary of the financial condition of the Authority. Noted in this part of the report is the need to address a shortfall in revenues and expenditures related to sewage costs. Acceptance of the audit report is recommended.
2. Citizen Comments – Any comments from citizens can be heard at this time.
3. Reports from County Administrator and Staff:
 - a. Collection Staff Activity:
 1. Adjustments - Adjustments totaling \$4,229.66cr are submitted. A copy of the spreadsheet is ***enclosed***.
 2. Inmate Availability Report - Staff reports the inmate count for March provided two inmates per day.
 3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
 4. Work Order Count - Pickups pending: 19 brush; 12 large; 0 tire(s); 0 refrigerator(s).
 5. Drop Site Total & County Landfill Tonnage Report – Drop site totals for the month of March are as follows.

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

Site	Trips	Tonnage
Dora Highway	56	144.17
Dublin	44	119.76

Fairlawn	6	58.72
Total	106	322.65

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

Misc Debris(tons)	Appliances	Tires	Brush(tons)
3075.10	68	953	128.42

b. Action Items:

1. Compactor Unit for Goodwill Industries – Goodwill Industries has requested the PSA purchase a \$11,500 compactor unit to be amortized over 46 months through payments of \$250 per month. Approval is recommended based on a 3.8 year investment return. ***Enclosed*** is a memo from Mr. Nichols which describes this matter.
2. Drop Site Equipment – Jerry Taylor and Ronnie Nichols have found an efficient means of removing brush from large item drop sites using a backhoe to load and compact roll off containers. This method allowed the transport of approximately 14 tons per load from the Dora Highway site one weekend this month. In order to further improve on this approach, the purchase of a clamshell attachment which could be used on either the PSA or School Board backhoes and the purchase of two 40-yard roll-off containers is recommended at a total cost of \$15,000. Using this method, brush should only have to be removed from the drop sites on an occasional basis reducing staff time and transport costs.
3. Purchase of an Additional Roll-off Truck – Currently, all three roll-off trucks have over 300,000 miles on them. We are also experiencing a significant increase in business due to the opening of Lowes and James Hardie (5 to 8 containers emptied daily). The refuse management staff recommends consideration to the purchase of an additional truck in order to meet this demand, pending confirmation from James Hardie regarding long-term projections for the volume of material being disposed of.
4. Agreements:
 - a. Engineering Agreement – Draper Aden Associates – Approval is requested of the ***enclosed*** proposal for engineering services related to verifying the water supply and sewer service currently available for the New River Valley Commerce Park (see Informational item 10) .

- b. PSA & James S. & Elaine J. Whited Agreement – Approval of the enclosed agreement is requested, pending review by County Attorney Tom McCarthy.
 - c. Valley Propane Service Agreement - Approval of the enclosed agreement for propane services is requested.
5. Request for Replacement of Garbage Cans - **Enclosed** is a citizen complaint taken from Mr. Howard Leonard requesting replacement of garbage cans allegedly destroyed by Refuse Department workers. I recommend paying one-half the cost of replacement cans, pending confirmation from the driver regarding the condition of the can prior to this incident.
 6. River Course of Virginia Tech – Water & Sewer Connection - The Virginia Tech Foundation is requesting water and sewer connections to the Turf Maintenance Building and to the restrooms which have been constructed adjacent to the River Course Golf Course sewage pump station. The PSA connection rate schedule only has classifications for residential and commercial. The normal procedure would be that if it is not residential we would classify it as commercial and charge \$1,500 for each connection. The total connection fees for the restrooms and turf maintenance building would be \$7,500 (water and sewer for the maintenance building, water and sewer for one restroom location and sewer for a second restroom location). The golf course also paid a commercial water and sewer connection fee for the maintenance and clubhouse buildings. Since some of the commercial fees have already been paid, the Virginia Tech Foundation is requesting that the connection fees for the public restrooms and the remaining water connection for the maintenance facility be considered at the residential rate.
 7. Collection of Delinquent Utility Service Accounts - **Enclosed** is an update from Attorney Sam Campbell regarding this matter. The billing staff is implementing Mr. Campbell's recommendations.
 8. Tree Removal Policy when Installing Water and Sewer Lines – Ron Coake and I recommend adoption of the following policy for removal of trees damaged by the installation of water and sewer lines with the exception of the Hidden Valley Campground and other heavily wooded project areas:

We will try to leave the tree where possible and have it written in the easement that if the tree dies within the contract period or in the opinion of the Extension Agent the tree will not survive, we will be responsible for removal of the tree, shrub etc.. Where we leave trees longer than the period of the contract and within one year from the completion of the contract (this does not include the warranty period) and the tree dies or in the opinion of the

extension agent will not survive we will reimburse the property owner \$200 for mature trees that are within the easement and at least 20 feet tall. Owner must have tree removed and obtain approval from County prior to removal to receive reimbursement (this needs to be worded in easement).

9. Berkley Tool Fire Line – Jeff Berkley is in the process of selling his building in the Pulaski County Corporate Center and needs to install a separate 6-inch fire line at an approximate cost of \$10,000. Since this facility is in an Enterprise Zone, it is recommended that the PSA waive the water connection fees and only charge the actual cost of making the requested connection.
10. Banking Services – ***Enclosed*** is a summary of the proposals received for banking services as being jointly procured by the Board of Supervisors. Staff recommends use of NBB for a 3-5 year period based on the quality of service delivered by that bank over the past five years and the lower cost of NBB's proposal as compared with others.
11. Audit Services Agreement – The County staff solicited proposals for auditing services for the next three fiscal years. The only proposal received was from our current auditor Robinson Farmer Cox Associates. Approval of the ***enclosed*** agreement for the purchase of these services is recommended.

c. Informational Items:

1. Personnel Changes – ***Enclosed*** is an update from Ms. Burchett on recent personnel changes. Also ***enclosed*** is correspondence to Mr. Ronnie Joe Rodgers offering the position of Chief Water Treatment Plant Operator.
2. Progress Report – Water Treatment Plant Sed Basin Dispersion Wall Design – ***Enclosed*** is an update from Draper Aden Associates on this project.
3. NRRA Collection and Transportation Study – Ron Nichols and I attended a NRRA meeting as part of the Authority's analysis of possible regional operation of waste collection services in member jurisdictions. ***Enclosed*** is a listing of the information being requested.
4. Orchard Hills/Vista/Rolling Hills/Highland Park Sewer Project – ***Enclosed*** is correspondence from the Planning District Commission to SERCAP providing an update on this project.
5. Department of Health Update – ***Enclosed*** is an update from the Department of Health on the Water Treatment Plant operations.

6. NRRA Rate Hearing – The NRRA has provided the ***enclosed*** notice of public hearing to be held on May 24 at Noon to consider revision to the disposal rates to be effective July 1, 2006 at the New River Solid Waste Management Area.
7. Sewage Disposal Fees on Local Rates – John Hawley and I met with Clark Wallcraft recently to discuss the impact of increases in sewage disposal fees on local rates. Clarke indicated his willingness to review the regional sewage disposal budget for possible savings and/or deferral of expenditures to allow local rates to be increased gradually. Based on a deficit of \$591,335 in the sewer cost center last year, I anticipate recommending an increase in sewer fees.
8. Draft PSA Budget – We plan to distribute a draft of the PSA budget at the meeting for your consideration for adoption at the May meeting.
9. Commerce Park Water System Analysis – ***Enclosed*** is a report describing system improvements required to provide the Commerce Park with one million gallons per day of water.
10. Pepper's Ferry Executive Director's Report- ***Enclosed*** is an update from Clarke Wallcraft.

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

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