

FOLLOW-UP AGENDA

ITEM	KEY STAFF
1. <u>Citizen Comments</u> (None)	
2. <u>Reports from the County Administrator &amp; Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> (Approved)	Ms. Sayers
2. <u>Inmate Availability Report</u>	
3. <u>Balance Due &amp; Lien Report</u>	
4. <u>Work Order Count</u>	
5. <u>Drop Site Total &amp; County Landfill Tonnage</u> (Reviewed)	
b. <u>Action Items:</u>	
1. <u>Invitation to Bid on Self-Contained Compactors</u> (Approved submitting bid of \$40,109.98 for four compactors)	Mr. Nichols/ Mr. Huber
2. <u>Ratification of Supplemental Agreement for Water Sales Between PSA and Alliant Techsystems</u> (Ratified agreement – Arrange for execution)	Mr. Coake
3. <u>Goodwill Industries Drop Center</u> (Approved co-locating new Goodwill drop center at the PSA large item drop center on a six month trial basis – Provide letter of understanding to Goodwill Industries)	Mr. Nichols/ Mr. Huber
4. <u>Highland Park Subdivision Agreement</u> (Approved agreement, subject to changing wording in agreement to indicate all residents must be in agreement, rather than two-thirds – Amend agreement accordingly)	Mr. Hughes

5. Budget Consideration  
(Approved – Provide Board with recommendation re: sewer rate increase – Place on August agenda)
 

	Mr. Huber
	Ms. Hanks
  
6. Purchase of Additional Garbage Trucks  
(Approved purchase of two additional trucks at a cost of \$120,000 – Arrange for purchase)
 

	Mr. Nichols
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7. Hiring of Water Treatment Plant Trainees  
(Approved the hiring of persons not meeting certification requirements, assisting them in meeting certification requirements in order to meet certification standards, subject to persons meeting all Health Department requirements –  
  
(Contact NRCC to determine educational training requirements, specifically any payback requirements should employee leave employment)
 

	Mr. Huber
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- c. Informational Items:
  1. Personnel Changes  
(Reviewed)
  
  2. Easement Recording Costs  
(Reported costs for recording each of the sewer easements for Highland Park, Rolling Hills and Orchard Hills to be \$22, or roughly \$7,000 for all three subdivisions)
  
  3. Report on Existing Situations Where Liens With Large Balances Exist  
(Reviewed – Determine accuracy of spreadsheets presented – Determine cost of hiring person to work solely on collection of delinquent accounts – Provide update at August Board meeting)
 

	Mr. Huber/ Ms. Burchett
	Ms. Hanks
  
  4. 2005 Water Quality Report  
(Reviewed annual drinking water quality report)

5. Commerce Park Pump Station  
(Reviewed correspondence from the Department of Health to Draper Aden re: Commerce Park pump station)
6. James Hardie Roll Off Charge  
(Reviewed spreadsheet indicating charges per month for pulls and tonnage incurred by James Hardie since April)
7. Highland Park/Rolling Hills Progress Reports  
(Reviewed most recent progress reports)
8. Freedom of Information Act  
(Board acknowledged receipt)
9. Conflict of Interests Act  
(Board acknowledged receipt)

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 June 12, 2006  
(Approved) Ms. Hanks
4. Accounts Payable  
(Approved) Ms. Sayers
5. Other Matters  
(Mr. Huber reported the hiring of Shawn Utt as Community Development Director and Gordon Jones as Director of Finance)
6. Adjournment

July 6, 2006

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from County Administrator and Staff:

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$842.95 cr are submitted. A copy of the spreadsheet is ***enclosed***.
2. Inmate Availability Report - Staff reports the inmate count for June provided three inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 34 brush; 20 large; 0 tire(s); 1 refrigerator(s).
5. Drop Site Total & County Landfill Tonnage Report – Drop site totals for the month of June are as follows.

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

Site	Trips	Tonnage
Dora Highway	48	126.47
Dublin	39	75.75
Fairlawn	11	74.83
Total	98	277.05

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

Misc Debris(tons)	Appliances	Tires	Brush(tons)
3,061.37	90	1,742	60.59

b. Action Items:

1. Invitation to Bid on Self-Contained Compactors - Shenandoah County is accepting sealed bids for three new and/or one used 34-cubic yard, self-contained compactor containers as shown in the enclosed photograph with bids due on July 14 at 4 p.m. The purchase of the units would be a less desirable alternative to parking an out-of-service trash truck at the centers since we would still need to maintain two extra trucks. In addition, the compactor units are specifically designed for household trash where items must be inserted through an opening of approximately 3'x5' rather than into the larger end of a rear load trash truck. However, the use of separate compactors does provide for a more reliable means of compacting drop center trash since the compactors would be at the drop sites on a more routine basis than the trucks would.

Shenandoah County had tried these units at unattended drop centers but found that the units needed to be cycled more regularly than feasible without an attendant present. The units were purchased for \$18,500 each. We recommend submitting a bid for two units at \$12,000 for the new units or \$10,000 for the used unit should the Board prefer not to use of all two units would allow for one to be placed at the Dora Highway and Dublin Drop Centers. The Board may also want to consider purchasing additional units for possible placement at the High School, Hoover Color and at other customer locations.

2. Ratification of Supplemental Agreement for Water Sales Between PSA and Alliant Techsystems - Ratification of the enclosed agreement is requested. This agreement allows for the continued purchase of water from the Radford Army Ammunition Plant to serve the Fairlawn area.
3. Goodwill Industries Drop Center - Goodwill Industries has indicated an interest in co-locating a new Goodwill drop center at the PSA Large Item Drop Center at the County Garage in Dublin. They would staff the entire facility from 9:00 a.m. – 5:00 p.m. Monday through Saturday and noon to 5:00 p.m. on Sunday. This arrangement would significantly expand the drop center hours in Dublin, while providing opportunity for using the present staff person at Dublin to work at the Pulaski and Fairlawn drop centers to expand the hours at those locations. I recommend pursuing this alternative as a way of inexpensively expanding service to the public.

4. Highland Park Subdivision Agreement - Approval of the ***enclosed*** agreement with Highland Park property owners is recommended as a way to help address the issue of providing sewer service to basement elevations on Jones Drive.
5. Budget Consideration – As requested at the May Board meeting ***enclosed*** is a revised budget showing actual expenditures through June 30, 2006 which eliminated the need for a “projected” column. Other changes include moving \$50,000 from contingency to capital for painting water tanks (it was my oversight not to have included this expenditure) and the purchase of compactor units as recommended in item b. 1.
6. Purchase of Additional Garbage Trucks – In response to the interest by the PSA Board regarding ways of utilizing reserve funds to reduce long-term costs, one option would be the purchase of additional 2006 diesel trucks at a cost of approximately \$120,000 each. ***Enclosed*** is a listing of PSA Refuse Department vehicles indicating total mileage, years of service and general condition.
7. Hiring of Water Treatment Plant Trainees – ***Enclosed*** is a note from the Assistant Water Treatment Plant Operator and an article from American Water Works magazine describing the difficulty of hiring licensed operators. We would like to request approval by the PSA for hiring persons not meeting certification requirements and assisting them in meeting certification requirements in order to meet certification standards.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Burchett.
2. Easement Recording Costs – Patrick Burton of the Planning District Commission reports the costs for recording each of the sewer easements for Highland Park, Rolling Hills and Orchard Hills will be \$22, or roughly \$7000 for all three subdivisions. We had been anticipating a few dollars per easement, so this cost is significantly higher.
3. Report on Existing Situations Where Liens with Large Balances Exist – ***Enclosed*** are separate listing of delinquent water and garbage customers indicating the amounts owed and the age of the amounts owed. Suggestions for the consideration of the Board in addressing this situation include:

- a. Motivate delinquent customers to address the problem through a defined grace period (60 days is suggested) during which:
    1. Those who can pay get a reduced charge - no penalty or interest
    2. Those who can't pay get elimination of future penalty only
  - b. Increase enforcement for those who do not respond through debt set off (which intercepts state tax refunds owed to the individual) where we have required social security numbers
  - c. Continue placement of liens for all customers owing the PSA.
4. 2005 Water Quality Report – ***Enclosed*** is the annual drinking water quality report for the PSA as will be distributed to customers per Health Department regulations.
  5. Commerce Park Pump Station – ***Enclosed*** is correspondence from the Department of Health to Draper Aden Associates regarding the Commerce Park pump station,
  6. James Hardie Roll Off Charge – James Hardie is requesting the waiver of the roll off charge based on the amount of their usage. ***Enclosed*** is a spreadsheet indicating the charges per month for pulls and tonnage incurred by James Hardie since April.
  7. Highland Park/Rolling Hills Progress Reports – ***Enclosed*** are the most recent progress reports for the Highland Park and Rolling Hills sewer projects.
  8. Freedom of Information Act – ***Enclosed*** is a current copy of the Freedom of Information Act for each Board member as provided by Tom McCarthy, County Attorney. Please give Tom or me a call if you have any questions.
  9. Conflict of Interests Act – ***Enclosed*** is a current copy of the State and Local Government Conflict of Interests Act for each Board member as provided by Tom McCarthy, County Attorney. Please give Tom or me a call if you have any questions.
- 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
    5. Replacement of Texaco sewer pump station

