

FOLLOW-UP AGENDA

ITEM	KEY STAFF
1. <u>Citizen Comments</u> (None)	
2. <u>Reports from the County Administrator & Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> (Approved)	
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> (Reviewed)	
b. <u>Action Items:</u>	
1. <u>Recommendation re: Sewer Rate Increase</u> (Approved scheduling a public hearing for a recommended rate increase of \$4.50 per 1,000 gallons – Advertise for November 13 PSA Board meeting – Advertise by Sept. 10)	Ms. Burchett/ Ms. Hanks
2. <u>Bond Extension Request</u> (Authorized Stan Morgan proceeding with project – Notify Mr. Moran)	Mr. Coake
3. <u>Hogan's Dam RFP</u> (Staff to research for additional information and provide update at September Board meeting – Place on September agenda)	Mr. Huber Ms. Hanks
4. <u>Raw Water Pump Station Access</u> (Approved execution of agreement with Mr. Stephen Sheckler – Arrange for execution of agreement)	Mr. Coake
5. <u>Sewer Pump Station Generators</u> (Approved awarding bid to American Electric Power – Arrange for execution of appropriate documents)	Mr. Coake

6. Texaco Pump Station Replacement
(Approved negotiation and awarding bid to H. T. Bowing for \$313,500 or less – Arrange for execution of appropriate documents) Mr. Coake

 7. Purchase of Trucks
(Approved elimination of the third rear-load truck and substitution of another roll-off truck for the fourth rear-load truck with some of the savings from the elimination of one rear-load truck to be applied to the purchase of 15 additional roll-off containers at an estimated cost of \$3,800 each or a total of \$57,000 – Also approved purchase of replacement vehicle for the pickup truck used by the supervisor of the Refuse Department) Mr. Nichols

 8. Disposal Permit Policies
(Approved with modifications as recommended by staff – Send revisions to NRRRA and others) Mr. Huber

 9. Employee Education Assistance
(Approved modification to policy as follows:
"Compensation - Classes must be taken on the employee's personal time ***except that the County will pay employees their normal rate of pay for one hour of GED classes per day with the employee contributing a like amount of personal time per day and making reasonable progress toward obtaining a GED.***" – Amend policy as appropriate) Ms. Burchett

 10. Shelor Motor Mile Sewer Service Agreement
(Approved PSA paying the installation of power to the site at a cost of \$3,443 leaving the remaining cost for electric installation of \$4,000 and an estimated \$6,767 for installation of the flow meter to be paid by Shelor) Mr. Coake
- c. Informational Items:
1. Personnel Changes
(Reviewed)

2. Local Limits Flexibility
(Reported a response from Clarke Wallcraft regarding a request to provide for some flexibility allowing for inter-company exchanges in meeting newly standardized sewer pretreatment standards)
3. Pulaski Central Water & Sewer Project Meeting Notes
(Reviewed July 7 meeting notes)
4. Water Treatment Plant Reissuance of VPDES Permit
(Reported receipt of correspondence from DEQ providing public notice regarding a comment period on a draft permit from DEQ that will allow the release of treatment wastewater into a body of water in Pulaski County)
5. Sewer Line Extension Project
(Provided update on obtaining easements for Rolling Hills, Orchard Hills and Highland Park sewer projects)
6. Probable Construction Cost for Hidden Valley & Eagle View
(Provided cost estimates for the Hidden Valley and Eagle View projects)
7. Waste Stream Report
(Provide updates report for Pulaski County and other jurisdictions)
8. Household Hazardous Waste Collection Day
(Provided brochure describing free collection of household hazardous wastes by the NRRA on Saturday, August 12)

9. Report on Existing Situations Where Liens With Large Balances Exist

(Provided comparison between persons eligible for tax relief for the elderly and those with signature outstanding PSA balances for either water/sewer or garbage services – Staff requested to provide Board with a detailed Balance Due Report, specifically for water, sewer and garbage – Place update on September agenda)

Ms. Burchett/
Ms. Sayers
Ms. Hanks

10. Refuse Department Restructuring

(Reported the hiring of Lane Penn to supervise residential service and Jerry Taylor transferred to supervision of roll-off, dumpster and drop center and special pickup services)

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. Closed Session - 2.2-3711.A.1

(No Closed Session held)

4. Approval of Minutes of July 10, 2006

(Approved)

Ms. Hanks

5. Accounts Payable

(Approved)

Ms. Sayers

6. Other Matters

(Reported civil suit alleging racial discrimination)

(Mr. Coake provided an update re: a report of a child falling into a manhole in Gateway Trailer Park)

(Mr. Huber reported Kenneth Stoots is working towards retirement)

(Staff to research any previous occurrences which allowed a retiring employee to purchase a county or PSA owned vehicle with high mileage and for which the employee operated vehicle on a daily basis)

Ms. Burchett

7. Adjournment

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

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2,057.61	69	682	136.70

b. Action Items:

1. Recommendation re: Sewer Rate Increase – As requested at the July Board meeting, the PSA Sewer budget is \$105,850 in the red. Based on 121,455,762 gallons billed last year, rates would have to increase by \$0.87 per thousand gallons from \$3.00 per 1,000 gallons to \$3.87 per 1,000 gallons. No change in the minimum of non-user fees are recommended since the increase is due to operational increases rather than an increase in debt service.
2. Bond Extension Request – Mr. Coake advises the bond for Stan Moran and the water tanks is due August 15. The PSA authorized a 90-day extension, but the bond has not been revised. He advises the tank cannot be built within the 90-day extension. Mr. Coake recommends the bond be extended for a minimum of 90 days, but it could possibly be longer. Draper Aden indicates the Preliminary Engineering Report is with the Health Department and no plans have been prepared at this time. Draper Aden advises they have been asked to hold off with the plans until a decision is made with the Hogan's Dam project. ***Enclosed*** is a letter from the Virginia Department of Health approving the Preliminary Engineering Report for this project.
3. Hogan's Dam RFP - ***Enclosed*** is a suggestion from Joe Morgan regarding the development of utilities and other infrastructure to serve Hogan's Dam without impacting county or town tax rates or credit ratings. I would like to suggest consideration of this approach along Claytor Lake and other development areas as may be identified in the soon to be revised Comprehensive Plan. By requiring that the entire cost of public improvements be paid for from higher property taxes only applicable to the specific area being served, this approach should provide a way to finance water, sewer and other public improvements without the potential for increasing taxes or costs for other portions of the County or Town.
4. Raw Water Pump Station Access - We have been trying to resolve the issue about reliable access to the raw water pump station. Improvements to the existing right of way along the branch were bid and bid prices were in excess of \$140,000. The project was also not a desirable solution due to the location of the raw water line and working in the creek. The bid was never awarded and attempts have been made to obtain the original right of way through Draper Ridge Estates Subdivision as a more desirable solution.

The present property owner is Mr. Stephen Scheckler who has agreed to granting a secondary access to the pump station based on the enclosed easement agreement. Part of this agreement is the installation of a water line by the PSA to serve the residence of Mr. Scheckler. The installation of this line will cost approximately \$12,000 (\$7,500 in labor and \$4,500 in materials).

Additional work will be required along this secondary right of way and particularly near the end where erosion has caused sever damage to the existing road to make the road useable. Approval to install this water line in exchange for the right-of-way is recommended since this cost is significantly less than the \$140,000 low bid previously received for making the needed road improvements to allow vehicular access to the raw water pump station.

5. Sewer Pump Station Generators - Bids will be received on August 11 for emergency generators to be located at Claytor Lake Pump Station No 5, Claytor Lake Pump Station No 4, Pulaski County High School Pump Station, and Claytor Lake Pump Station No 3. Since bids will not be received until after the PSA Board receives the agenda package, the amount of these bids will be tabulated for distribution and the consideration by the Board at the August 14 meeting.
6. Texaco Pump Station Replacement - Bids were received on August 7, 2006 for replacement of the Texaco Sewage Pump Station (official name is Newbern Pump Station No 2). This pump station is located on the north side of Interstate 81 at the Dublin Exit. Bids were received from H. T. Bowling in the amount of \$313,500 and from William G. Simmons in the amount of \$329,000. Since this is significantly higher than the The bid from H. T. Bowling is with the assistance of Structures and Utilities. We have asked the low bidder for any items which could lower the bid since the bid amount is substantially higher than the \$120,000 estimated cost for this project. While the low bidder is still reviewing options, it appears the only substantial savings (approximately \$50,000) would be the reinstallation of submersible pumps. However, the use of submersible pumps was a contributing factor to the need to replace the pump station since it is much more difficult to maintain and care for the submersible pumps.
7. Purchase of Trucks - As a follow-up to the PSA's authorization to spend \$640,000 for the purchase of five garbage trucks, we have found the low bids for these vehicles exceeded available funding by approximately \$67,000. In an effort avoid overspending, I have authorized proceeding with the purchase of a front load truck and two rear-load trash trucks.

The refuse department staff and I also recommend the elimination of the third rear-load truck and substitution of another roll-off truck for the fourth rear-load truck. The purchase of a second front-load truck and 80 containers costing approximately \$56,000 should replace the majority of a rear-load route and allow a reduction in the number of rear-load routes from 9 to 8 routes.

We have found that there are significant operational difficulties in using the roll-off containers formerly used by the Giles County PSA. Thus, it is recommended that some of the savings from the elimination of one rear-load truck be applied to the purchase of 15 additional roll-off containers at an estimated cost of \$3,800 each or a total of \$57,000.

Finally, the pick-up truck used by the supervisor of the refuse department now has over 250,000 miles on it and I would like to ask the consideration of the PSA Board to the purchase of a replacement vehicle. These changes and an unanticipated savings in the purchase of the backhoe would leave an unexpended balance of approximately \$5,000 in capital funding earmarked by the PSA for vehicle purchases in the 2006-07 fiscal year, as shown on the enclosed spreadsheet.

8. Disposal Permit Policies - After considering various options regarding the use of disposal permits, I recommend the following policy be adopted by the PSA Board:

Disposal Permit Policies

Town of Pulaski, Town of Dublin and
Pulaski County Public Service Authority

- a. Disposal permits are to be used for siding, roofing and flooring material as a way of protecting the landfill from disposal of friable asbestos and are required by the New River Resource Authority in accepting construction debris. All construction debris would be accepted on a paying basis unless otherwise noted on the disposal permit by the issuing jurisdiction.
- b. Contractors using disposal permits will be required to pay for landfill services based on tonnage disposed of. This eliminates the four-tons-free practice currently used by the PSA.
- c. Residents may also use the landfill to dispose of large items, residential garbage; furniture; household and other items at no cost by presenting a PSA bill, a bill from either the Town of Pulaski or Town of Dublin or driving a vehicle with a Pulaski County, Town of Dublin or Town of Pulaski decal.
- d. Disposal permits should be obtained from the County Community Development office or one of the town building permit offices along with a building permit. However, in situations where a building

permit is not required such as replacement of a roof, windows, or siding or where a structure is already demolished, disposal permits may also be obtained from the County at the PSA office in the Dublin Town Center or at the Citizens' Service Center in the Fairlawn post office.

The above policies would be put into effect on September 1, 2006 following notification of these revised procedures on Channel 2, the County web site and with the August PSA bills.

9. Employee Education Assistance - Eric Bucey and the Beans and Rice organization are offering free GED classes. The classes can be taught either at a County building (for convenience) or at our center (for confidentiality). Classes are typically 2 hours in duration and are held during the work day. While the classes are free to both the employee and the employer, employer's are asked to pay employees their normal pay rate for one hour of the class while employees are asked to use personal time to attend the other hour (non-paid). Pending any concerns from Board members, I plan to administratively approve the use of County time for this purpose, encourage participation by employees and propose the following draft revision to the portion of the County Personnel Policy allowing the use of an hour per day paid by the County for the express purpose of taking GED classes only for the consideration by the Board of Supervisors at the August board meeting.

EMPLOYEE EDUCATION ASSISTANCE

The purpose of this policy is to encourage employee utilization of educational offerings related to their employment with the County. Utilization of the following benefits is conditional on approval of the employee's supervisor and the County Administrator:

Cost of Tuition – The County will pay tuition costs for education related to present and/or future skills needed by the County. Payment for the first class is dependent on completion of the class. Payment for any additional educational offerings is dependent on maintenance of a C average or, if un-graded, satisfactory completion of previous training. Reimbursement for class tuition shall be made after documentation of grades/completion is submitted to the accounts payable clerk. In exchange for payment of tuition costs, employees are required to share knowledge gained with other employees.

Compensation - Classes must be taken on the employee's personal time **except that the County will pay employees their normal rate of pay for one hour of GED classes per day with the employee contributing a like amount of personal time per day and making reasonable progress toward obtaining a GED.**

Travel – Travel to and from classes will be at personal expense unless unusual circumstance or distances are involved.

Books and Materials - The cost of books and class related materials or equipment will be paid for by the County if materials purchased are subsequently made available for use by other employees.

10. Shelor Motor Mile Sewer Service Agreement – Shelor Motor Mile engineers did not anticipate a \$14,210 cost for installing a metering station for sewer entering the Peppers Ferry Sewer Transmission line. I recommend the PSA paying the installation of power to the site at a cost of \$3,443 leaving the remaining cost for electric installation of \$4,000 and an estimated \$6,767 for installation of the flow meter to be paid by Shelor. **Enclosed** is a copy of the agreement with Shelor Motor Mile pertaining to the installation of this sewer line.

c. Informational Items:

1. Personnel Changes - **Enclosed** is a listing of recent personnel changes as prepared by Ms. Burchett.
2. Local Limits Flexibility – **Enclosed** is a response from Clarke Wallcraft regarding a request to provide for some flexibility allowing for inter company exchanges in meeting newly standardized sewer pretreatment standards.
3. Pulaski Central Water & Sewer Project Meeting Notes - **Enclosed** are notes from the July 7 Pulaski Central Water and Sewer Project meeting, as well as an update on the overall projects.
4. Water Treatment Plant Reissuance of VPDES Permit – **Enclosed** is correspondence from the Department of Environmental Quality providing public notice regarding a comment period on a draft permit from DEQ that will allow the release of treated wastewater into a body of water in Pulaski County.
5. Sewer Line Extension Project - Mr. Matthew Marcialis, who has been working for the Planning District Commission as a Virginia Tech intern, has been obtaining approximately two easements per day on the days he has been able to devote to the Rolling Hills, Orchard Hills and Highland Park sewer projects. **Enclosed** is a copy of the memo sent to property

owners. Also **enclosed** is a listing of situations describing the difficulties we are having in getting easements for the installation of sewer lines in the subdivisions around Dublin.

6. Probable Construction Cost for Hidden Valley & Eagle View - **Enclosed** are cost estimates for the Hidden Valley and Eagle View projects.
7. Waste Stream Report – **Enclosed** is a copy of the Waste Stream Report for the PSA, as well as other jurisdictions.
8. Household Hazardous Waste Collection Day - **Enclosed** is a brochure describing the free collection of household hazardous wastes by the New River Resource Authority on Saturday, August 12 from 8:00 a.m. to 11:30 a.m. at the former Burlington Mills parking lot located just off of Newbern Road near the Dublin Town Center.
9. Report on Existing Situations Where Liens With Large Balances Exist – **Enclosed** is a comparison between persons eligible for tax relief for the elderly and those who have significant outstanding PSA balances for either water/sewer or garbage services. I appreciate the consideration of this alternative in determining which residents would be eligible for eliminating past penalty and interest charges when paying off delinquent balances. As a follow-up to the suggestion by the PSA Board that we hire an employee assigned to collect delinquent accounts, Ms. Linda Baylor, who currently works in the PSA billing department, has indicated her interest in addressing the matter.
10. Refuse Department Restructuring - In an effort to improve the PSA overall refuse operations, supervision of the department has been divided with Layne Penn hired to supervise residential service and Jerry Taylor transferred to supervision of roll-off, dumpster, drop center and special pick-up services.

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

/gh

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August 10, 2005

TO: PSA Board of Directors

FROM: Peter Huber, County Administrator

SUBJECT: Closed Meeting – 2.2-3711.A.1

A closed meeting is requested pursuant to Section 2.2-3711.A.1 of the 1950 Code of Virginia, as amended, to discuss personnel. ***Enclosed*** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- Employee Issue – As called for in Section 2.2-3711(A)1 of the Code of Virginia, a closed session is requested should Board members have any questions related to the ***enclosed*** civil suit alleging racial discrimination.

/gh

CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

The following motion is suggested for a closed meeting at the August 14, 2005 PSA Board of Directors meeting:

It was moved by _____, seconded by _____ and carried, that the PSA Board of Directors enter closed session for discussion of the following:

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- ◆ Employee Issue

Voting yes: _____

Voting no: _____

Abstaining: _____

Not present: _____