

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tuesday, March 11, 2008
9:00 a.m.**

Action Item

1. Citizen Comments
(None)

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 Report
(Reported)

 - b. Action Items:
 1. Minutes of Previous Meeting
(Approved – Copy and index into minute book) Ms. DeHart

 2. Accounts Payable & Budget Adjustments
(Approved) Ms. Spence & Mr. Jones

 3. Adoption of Resolution – Archa Vaughan, Jr.
(Adopted – Transmit to family) Ms. Hanks

 4. Proposed Lease for Corporate Center Water Tank
(Authorized county engineer to work with company to work out details – Authorized chairman to sign agreement, after review by county attorney) Mr. Coake

Mr. McCarthy

 5. Use of Master Meter to Serve Redivided St. Albans Property
(Approved redividing existing lot lines within the property, based on the difficulty of replacing the existing water system) Mr. Coake

6. Deposit of Dumpsters and Roll offs
(Staff to review and provide recommendation at April meeting – Place on April agenda) Mr. Nichols
Ms. Hanks

c. Informational Items:

1. Personnel Changes
(Reviewed)
2. Financial Report & FY 07 Audit
(Reviewed)
3. Update on Goodwill Industries Manning of Drop Sites
(Goodwill to staff sites until at least June 30)
4. Publication of Delinquent PSA Customer Listing
(No action – Staff to take all other means in collecting delinquent accounts before considering publishing list)
5. Debt Collection Efforts
(Reported status of state debt set-off program)
6. Water Treatment Plant Update
(Update from Water Treatment Plant provided)

(Board members invited to participate in tour – Dr. Warren interested in tour – Advise Dr. Warren when tour is scheduled) Mr. Huber/Ms. Hanks

(Commended WTP staff for keeping equipment clean)

(Mr. Mathes inquired as to status of replacement of flocculator)
7. Capital Improvements Plan Listing
(Staff to provide updated budget figures at April meeting – Place on April agenda) Ms. Hanks

8. Disposition of Surplus Pipe
(Reported revenue from sell of scrap pipe as a result of PSA employee removing pipe)

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
6. Skyview/Fairgrounds/Commerce Park sewer preliminary engineering

3. Other Matters

(Mr. Jones inquired as to need to have auditor attend future PSA meeting to review FY 07 audit – Board members advised no meeting with auditor was needed)

4. Adjournment

March 5, 2008

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

1. Citizen Comments
2. Reports from County Administrator and Staff:
 - a. Collection Staff Activity:
 1. Adjustments - Adjustments totaling a net (\$2,733.18) from contingency are submitted as described on the ***enclosed*** report.
 2. Inmate Availability Report - Staff reports the PSA generally had use of two inmates per day for the month of February.
 3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
 4. Work Order Count - Pickups pending: 24 brush; 17 large item; 0 tires; 1 refrigerator.
 5. Drop Site Total & County Landfill Tonnage Report – The drop site totals and county landfill tonnage reports for the month of February are as follows:

**DROP SITE TOTAL
FOR THE MONTH OF FEBRUARY 2008**

Site	Trips	Tons	Tons per haul
Dora Highway	41	77.69	1.90
Dublin	58	229.13	3.95
Fairlawn	15	61.16	4.08
Totals	114	367.98	3.23

County Landfill Tonnage
(County customers & Refuse Department Haulers)
(for the Month of February2008)

Commercial	Residential	Tires	Brush
417.07	2,086.08	581	76.58

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the February, 2008 meeting for your review and approval.
2. Accounts Payable & Budget Adjustments – Review and approval of the ***enclosed*** accounts payable and budget adjustments is requested.
3. Adoption of Resolution – Archa Vaughan, Jr. – Adoption of the ***enclosed*** resolution is requested.
4. Proposed Lease for Corporate Center Water Tank – ***Enclosed*** is a proposed lease for a cellular antenna on the Pulaski County Corporate Center Water Tank. The lease has been reviewed by the County Attorney and is being reviewed by the Lessee, Cingular Wireless PCS, LLC. The terms are similar as they were for the Dublin water Tank with the beginning lease amount of \$2,000 per month. Authorization to enter into this lease agreement is recommended.
5. Use of Master Meter to Serve Redivided St. Albans Property – The former Saint Albans property will be auctioned in May. In preparation for this auction, the auctioneer is proposing that the existing lot lines within the property be redivided. The domestic water supply to this property is presently served with a meter near Route 11 at the front of the property. The connection to this meter then serves the various buildings within this site. The revision of lot lines will place various buildings within separate tracts. These separate building will all be served by the original water meter and water distribution system that was part of the Saint Albans system. It is being requested by the agent of the property owner that the water system stay as presently installed and there would be an agreement with the various future property owners that they would be responsible for the private system within the site. Thus multiple users would be served by one meter with the owner where the meter is located being responsible for payment of the bill as our customer. The billing would be for the multiple user rate depending on how many separate lots were being served. Approval is recommended based on the difficulty of replacing the existing water system.

6. Deposit for Dumpsters and Roll offs – I have given administrative approval of requiring a deposit for dumpsters and roll offs where the customer is not an existing water customer. The deposits are \$100 for a dumpster and \$300 for a roll-off. This action was taken to reduce accounts payable resulting from non-payment for these services. Ratification of this action is recommended.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Spence.
2. Financial Report & FY 07 Audit – A copy of the monthly financial report for the PSA is ***enclosed***, as prepared by Mr. Jones. Also ***enclosed*** as a separate document is a copy of the FY 07 audit.
3. Update on Goodwill Industries Manning of Drop Sites – Ron Nichols has met with Goodwill and provide the Board with an update.
4. Publication of Delinquent PSA Customer Listing – ***Enclosed*** is information from Attorney Sam Campbell providing suggestions regarding publication of the delinquent PSA customer listings.
5. Debt Collection Efforts – The PSA billing staff has submitted 560 active and inactive delinquent PSA accounts to the state debt set-off program which diverts any repayment of state tax refunds to the PSA and others who may be owed payments. These 560 customers owe the PSA a total of \$294,171.39. This is the first year that this step has been taken by the PSA and we are already seeing some results. We are enlisting the assistance of Sam Campbell in collecting delinquent commercial refuse accounts.

As a follow-up to the February meeting, the PSA serves 4,618 residential garbage only customers of which 543 or 11.76% are over 90 days delinquent. Unfortunately terminating service to these customers is likely to increase the volume of refuse dumped on the roadsides. The PSA also serves 478 commercial garbage only customers of which 20 or 4.18% are over 90-days delinquent.

Finally, the PSA staff has taken liens on all properties where there is a delinquent amount older than 60 days. Of the 58 new liens taken, 20 resulted in payment of the amount due.

6. Water Treatment Plant Update – ***Enclosed*** is an update from the Water Treatment Plant.

7. Capital Improvements Plan Listing – ***Enclosed*** is a copy of the proposed capital improvements listing as it pertains to the PSA.
 8. Disposition of Surplus Pipe – Richard Fasnacht notices some discarded water pipe near the water tank at the Corporate Center. He arranged for Titus Arnold, a trash truck driver and Yogi Dollinger, equipment operator to remove the pipe and sell it for scrap generating approximately \$6,000 in revenue for the PSA. I would like to commend all three for their initiative.
- 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
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PMH/gh