

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tuesday, April 8, 2008
9:00 a.m.**

Action Item

1. Citizen Comments

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

 - 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. Deposit of Dumpsters and Roll offs
(No action taken)

 - c. Informational Items:
 1. Personnel Changes
(Reviewed)

 2. Financial Report
(Reviewed)

 3. Draft Budget
(Draft budget not available – Discussed insurance
and salary increases/adjustments)

 4. Collection of Delinquent Accounts
(Staff commended for efforts noting significant
progress made in collection)

 5. Utility Projects
(Progress report provided in packet)

6. APCO Rate Negotiations
(Report from VACo/VML provided in packet)

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
(No other matters were reported)

4. Adjournment

April 2, 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 (\$3,845.37) 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 March.
 3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
 4. Work Order Count - Pickups pending: 47 brush; 19 large item; 0 tires; 0 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 MARCH 2008**

Site	Trips	Tons	Tons per haul
Dora Highway	62	103.34	1.67
Dublin	47	118.65	2.53
Fairlawn	10	77.37	7.74
Totals	119	299.36	2.52

County Landfill Tonnage
(County customers & Refuse Department Haulers)
(for the Month of March 2008)

Commercial	Residential	Tires	Brush
531.07	922.74	1,144	125.40

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the March, 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. Deposit of Dumpsters and Roll offs – The following is a recommended policy regarding deposit requirements for dumpsters and roll-off containers:

A deposit fee shall be \$100 for a dumpster and \$300 for a roll-off containers applicable to all customers not having a current water service connection payable to the Pulaski County Public Service Authority.

The payment for dumpster service is assured for those having an existing water account through termination of water service for non-payment of roll-off or dumpster fees. Only requiring deposits where they are needed to ensure payment allows the PSA to minimize administrative burdens on our customers as well as on the PSA staff. In addition, the PSA's financial records are not unduly complicated by the collection of deposit fees from current water customers.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Spence.
2. Financial Report - A copy of the monthly financial report for the PSA is ***enclosed***, as prepared by Mr. Jones.
3. Draft Budget – We hope to distribute a draft budget to the Board at the meeting. Challenges in the development of a budget this year include:

- a. 15% health insurance rate increase – The following steps are recommended:
 - i. Eliminating the 100% plan – This change encourages care in using health care services.
 - ii. Converting the existing 80% plan to an 80% FSA eligible plan – This change gives each participating employee access to their own pretax health savings account which they can take with them to other places of employment or into retirement.
 - iii. Increasing employer contributions – Sharing of half the increase in health insurance costs is recommended.

 - b. Employees pay increases – Since employees in the least paid positions will see the same increase in health insurance costs, staff proposes a \$500 flat amount combined with a 1.5% pay increase.

 - c. Compensation study implementation – The compensation study provides us with comparative pay information for Virginia localities similar to Pulaski County. The study evaluates each employee to determine the fairness of their compensation considering both the starting pay and increases for experience in the specific job currently being done. While staff is still working confirming the accuracy of the individual results, we recommend adjusting pay to reflect 100% of comparable minimum pay rates and funding 50% of comparable compensation recognizing experience in existing positions.

 - d. Contingency – I have made substantial departmental cuts to be able to accommodate these personnel needs. As a result, I recommend maintaining a substantial contingency allowing various department's access to additional funding without impacting the financial viability of the PSA.
4. Collection of Delinquent Accounts – Over the last quarter, which provides the most consistent measure of our efforts due to quarterly billing of refuse only customers, the following has been achieved:
- a. Total balance due has been reduced by \$225,917 from 1,411,595 to 1,185,678
 - b. Balance due over 90 days has been reduced by \$47,403 from \$643,346 to \$595,943
 - c. Liens have been increased by \$21,298 from \$435,286 to \$456,584

- d. The ratio of lien amounts to the balance due over 90 days has been increased from 67.7% to 76.6%.
- e. We have received notification from the Virginia Department of Taxation that the PSA can expect \$4,072.18 from delinquent accounts through staff's participation in the Virginia Debt Set-Off program.

I would like to thank the PSA Board for their patience in allowing the staff to work through the various collection issues and thank the staff for the renewal of collection efforts.

Further reduction in delinquencies will require the adoption of an incentive reducing penalty and part of the interest payments in hardship circumstances by the Board and continued vigilance by staff in registering debt set-off and real estate liens.

- 5. Utility Projects – ***Enclosed*** is a progress report from the staff of the Planning District Commission on efforts to provide water and sewer service to various mobile home parks and to Dublin area subdivisions.
 - 6. Appalachian Power Company Rate Negotiations – ***Enclosed*** is a report from the VACO/VML staff describing joint electric rate negotiations.
- 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

PMH/gh