

(Follow-up Agenda)

ITEM

1. Citizen Comments
(None)

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
(Approved)

 2. Inmate Availability Report
 3. Balance Due & Lien Report
 4. Work Order Count
 5. Drop Site Total & County Landfill Tonnage Report
(Reviewed)

 - b. Action Items:
 1. Minutes of Previous Meetings
(Approved with noted corrections – Enter and index into minute book) Ms. Dehart

 2. Accounts Payable
(Approved) Ms. Sayers

 3. Water Treatment Plant Stilling Wall
(Approved awarding contract to H. T. Bowling in the amount of \$97,400) Mr. Coake

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

 2. Financial Report
(Reviewed – Mr. Huber advised of the hiring of Diane Newby as new Finance Director effective October 1)

 3. Utility Projects
(Reviewed)

 4. Update on Community Development Authorities
(Reviewed various reports)

5. Commerce Park Water Project
(Reviewed correspondence confirming commitment by Board of Supervisors to PSA, as well as noted grant reduction from \$3.1 million to \$3 million – Concurred with EDA request that Commerce Park be a co-applicant on grant)

6. Irene Hicks Account
(Reviewed – agreed to correction of the account and concurred with the need to qualify for tax relief, as well as payment of existing garbage charges – Notify Ms. Hicks)

Ms. Sayers

7. Employee Commendation
(Reviewed letter of appreciation from citizen recognizing Diane Stanley, PSA Meter Reader)

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 Construction
4. Water Treatment Plant Raw Water Intake Access Road

3. Other Matters

(Staff to provide number of household users in county)

Mr. Huber

(Staff provided update on two recent accidents involving PSA vehicles operated by PSA employees – Staff to implement stringent safety measures)

Mr. Nichols

(Dr. Warren requested consideration be given to extending water service to the south side of the lake based on the long-term drop in the water table)

4. Adjournment

September 3, 2008

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

Reports from County Administrator and Staff:

a. Collection Staff Activity:

Due to the shortage of one employee in the PSA Billing Department, the following monthly reports will be presented at the September 9 meeting: Inmate Availability, Work Order Count and Drop Site Total and Landfill Tonnage.

Adjustments totaling a net (\$3,466.73) are submitted as described on the enclosed report.

The Balance Due & Lien Reports are also enclosed.

b. Action Items:

1. Minutes of Previous Meeting – Enclosed are the minutes of the August 12, 2008 meeting for your review and approval.
2. Accounts Payable – Review and approval of the enclosed accounts payable is requested.
3. Water Treatment Plant Stilling Wall- Bids were received for the Water Treatment Plant Stilling Wall on August 15, 2008. Bids were received from H. T. Bowling in the amount of \$97,400.00 and from Breakell, Inc. Roanoke in the amount of \$103,490.00. The stilling wall is a structure installed at the entrance of the sedimentation basin to prevent water creating a "short circuit" through the basin that reduces the detention time provided for sedimentation. The stilling wall will be constructed of baffles that assist dispersion of water entering the basin. This structure has been requested and

approved by the Health Department and will assist in providing better treatment of the finished water.

It is recommended the contract be awarded to H. T. Bowling in the amount of \$97,400.00. It is my understanding the work will be subcontracted to Structures and Utilities, Christiansburg. This is the firm that rebuilt Newbern Pump Station No. 2. Fifty thousand of the \$97,400 cost is included in the current PSA budget. It is recommended that the remaining \$47,000 be taken from reserves.

c. Informational Items:

1. Personnel Changes – Recent personnel changes are noted on the ***enclosed*** memo prepared by Ms. Spence.
2. Financial Report - A copy of the monthly financial report for the PSA is ***enclosed***.
3. Utility Projects – ***Enclosed*** is an update from the New River Valley Planning District staff.
4. Update on Community Development Authorities (CDAs) – ***Enclosed*** are three documents describing Community Development Authorities. The first is a short presentation done in 1999 providing a good outline of how CDAs work. The second is a 2007 document provided by Prince William County describing the pros and cons of CDAs, including some things to control for in developer designed CDAs. The final document is a listing of CDAs in Virginia as compiled by the Virginia Association of Counties. Community Development Authorities may be a good way of addressing ongoing water and sewer development needs. They would work particularly well where the development of utility services to a new development can be combined with the extension of service to an existing development such as could be the case along Claytor Lake and around the Commerce Park.
5. Commerce Park Water Project - ***Enclosed*** is a copy of correspondence to the Economic Development Administration confirming a commitment by the Board of Supervisors in the amount of \$3.4 million to the PSA for use in the Commerce Park water project. We received word this week that the grant has been reduced by \$100,000, from \$3.1 to \$3 million, but is moving forward.
6. Irene Hicks Account – I have discussed the ***enclosed*** billing for the Irene Hicks account with her daughter Sharon Dressel. She has agreed to explore eligibility for tax relief for the elderly, but it is likely that she will not qualify due to the amount of acreage owned.

7. Employee Commendation – ***Enclosed*** is a letter of appreciation from Mr. David Martin Dalton describing a recent situation in which Diane Stanley, PSA Meter Reader, provided assistance to Mr. Dalton.
- 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 Construction
 4. Water Treatment Plant water intake access road.

PMH/gh