

FOLLOW-UP AGENDA

ACTION 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 Report</u> (Reviewed)	
(Confirm reason for lack of fluctuation in number of drop site pickups – Provide update at March PSA meeting – Place on March agenda)	Mr. Nichols Ms. Hanks
b. <u>Action Items:</u>	
1. <u>Minutes of Previous Meetings</u> (Approved – Copy and index)	Ms. Dehart
2. <u>Accounts Payable & Budget Adjustments</u> (Approved)	Ms. Newby
3. <u>Scheduling of Orientation & Tour</u> (Schedule tour following March 10 PSA meeting, subject to no inclement weather – Add to March agenda review of policies and procedures)	Ms. Hanks/ Mr. Huber
4. <u>Packet Changes</u> (Staff to use three ring binder)	Ms. Dehart/ Ms. Hanks

c. Informational Items:

1. Personnel Changes
(Reviewed)

(Mr. Huber reported the PSA was found not guilty on charges stemming from recent court case involving a former PSA employee)

2. Financial Report
(Reviewed)

(Provide explanation on 50% increase in expenses in past two months - Add to March agenda)

Ms. Newby
Ms. Hanks

3. Utility Projects
(Mr. Coake reported Pulaski Central projects are proceeding as planned)

(Approved negotiating a contract with Draper Aden Associates for providing engineering services related to the Commerce Park project, as well as approved the expenditure of up to \$55,000 related to environmental matters)

Mr. Coake
Mr. Utt

4. 2009 Experience Mod Calculations
(Reported information related to worker's comp premium calculations)

5. Pulaski-Wythe Water Connection Model
(Mr. Coake explained report)

6. Time Equities
(Reviewed reimbursement calculations – Authorized staff to negotiate reimbursements, while protecting relationship with Time Equities)

Mr. Huber

7. Accounting of Utility Customers
(Provided estimate of public utility coverage in Pulaski County)

(Discussed challenges related to providing sewer service to all areas of the county)

8. Wheatland Hills Dumpster Service
(Reported request by Wheatland Hills to use private hauler for service)
 9. Draft Administrative Agreement for Commerce Park Utility Project
(Staff reviewed agreement and provided details re: three groups represented under the agreement)
- d. Current Authorized Projects & Items Under Review:
1. Public Water & Sewer Service to Mobile Home Parks (awaiting final approval from Rural Development to go to construction)
 2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (*Bids to be advertised by January, 2009*)
 3. Water Treatment Plant Dispersion Wall construction (*Completion expected 60 days*)
 4. Water Treatment Plant Raw Water Intake Access Road (*Grading completed – Waterline installed - Ready to pave*)

3. Other Matters

(Mr. Coake reported progress on the installation of water/sewer lines under the New River Bridge)

(Mr. Huber advised the new second front load truck had been delivered to the PSA)

(Dr. Warren suggested the PSA provide an incentive for small businesses to locate in the county by reviewing the current connection fees for new small businesses – Place on March agenda)

Mr. Huber
Ms. Hanks

4. Adjournment

February 3, 2009

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

Reports from County Administrator and Staff:

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling a net \$54,268.98 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 January.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count – Pickups pending: 7 brush; 3 large item; 0 tires; 0 refrigerator.
5. Drop Site Total & County Landfill Tonnage Report

**DROP SITE TOTAL
FOR THE MONTH OF JANUARY 2009**

Site	Trips	Tons	Tons per haul
Dora Highway	30	58.67	1.96
Dublin	31	87.37	2.82
Fairlawn	7	37.36	5.34
Totals	68	183.40	2.70

County Landfill Tonnage
(County customers & Refuse Department Haulers)
(for the Month of January 2009)

Commercial	Residential	Tires	Brush
958.99	979.34	860	43.53

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the January 2009 meeting for your review and approval.
2. Accounts Payable & Budget Adjustments– Review and approval of the ***enclosed*** accounts payable and budget adjustment is requested.
3. Scheduling of Orientation & Tour – We would like to schedule a tour of PSA facilities and a review of existing policies as may be desired by new and existing Board members. The tour would take approximately a half-day and could be scheduled while the Board is together at the meeting.
4. Packet Changes- Staff proposed uses a three ring binder for future PSA packets, rather than the spiral binders. Using a three ring binder would allow Board members to pull information from the packets as needed. The binders could be left with staff following each PSA meeting and the information contained in the packet removed and taken by PSA Board members if desired.

c. Informational Items:

1. Personnel Changes – ***Enclosed*** is a listing of recent personnel changes as prepared by Norma Spence.
2. Financial Report - A copy of the monthly financial report for the PSA is ***enclosed***.
3. Utility Projects – Currently, the mobile home park projects are bid and steps are being taken to move toward closing of the loans and execution of construction projects. The Subdivision Sewer and Highland Park Sewer projects are moving toward approval to bid. The remaining work is being done by the County staff and we have discontinued utilization of administrative services by the New River Planning District Commission.
4. 2009 Experience Mod Calculations - ***Enclosed*** is e-mail from McNeary, Inc. providing the June 1, 2009 Experience Modification worksheets reflecting mod factors to be applied to the county and PSA July 1, 2009 worker's comp premium calculations.

5. Pulaski-Wythe Water Connection Model - ***Enclosed*** is correspondence from Martin Jansons of the Civil Engineering firm of Peed & Bortz providing a report on the Pulaski-Wythe Water Connection Model.
 6. Time Equities – ***Enclosed*** are reimbursement calculations for the New River Industries/Time Equities/Hort account. Time Equities (owner) is protesting the withholding of utility payments due from New River Industries who was their tenant under a buyout arrangement for the building.
 7. Accounting of Utility Customers – ***Enclosed*** is an accounting of public water and sewer coverage in Pulaski County.
 8. Wheatland Hills Dumpster Service – Wheatland Hills is concerned that the monthly cost for PSA dumpster service is more than would be charged by Waste Management or other private haulers. We are continuing to work with the company regarding the matter and hope to have additional information at the Board meeting.
 9. Draft Administrative Agreement for Commerce Park Utility Project – ***Enclosed*** is a draft agreement with the New River Valley Planning District Commission for the administration of the Commerce Park utility project. Comments from the PSA Board would be appreciated. The agreement is also being forwarded to Tom McCarthy for his review and comment.
- 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 pump station access road

PMH/gh