

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)	Ms. Sayers
2. <u>Inmate Availability Report</u>	
3. <u>Balance Due & Lien Report</u> (Staff to review all spreadsheet formulas to insure accurate calculation)	Ms. Sayers
4. <u>Work Order Count</u>	
5. <u>Drop Site Total & County Landfill Tonnage Report</u> (Reviewed)	
(Mr. Nichols provided explanation re: volume of recent hauls due to spring cleaning)	
b. <u>Action Items:</u>	
1. <u>Minutes of Previous Meetings</u> (Approved – Copy and index into minute book)	Ms. DeHart
2. <u>Accounts Payable & Budget Adjustment</u> (Approved)	Ms. Sayers
3. <u>2009-10 Fiscal Year Budget Approval</u> (Determine how much of sewer budget is commercial/industrial – Place on July follow-up memo)	Ms. Newby/ Mr. Huber Ms. Hanks
(Designate individual to review non-users status and confirm billing)	
	Mr. Fasnacht Ms. Debbie Boyd
(Provide breakdown of tonnage for recyclables – Place on July follow-up memo)	
	Mr. Nichols Ms. Hanks

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|----|---|--|
| | (Provide history of PSA trucks to include age, mileage, etc. – Place on July follow-up memo) | Mr. Nichols
Ms. Hanks |
| | (Approved budget – Notify departments
Publish on county web site) | Ms. Newby
Mr. Bell |
| 4. | <u>APCo Agreements</u>
(Approved – Arrange signature and return to Appalachian Power) | Ms. Hanks |
| 5. | <u>Management Agreement</u>
(Ratified – Agreement signed and forwarded to Rural Development) | Mr. Huber |
| 6. | <u>Front Load Containers</u>
(Authorized purchase of 28 containers at a low bid cost of \$15,204) | Mr. Nichols |
| 7. | <u>Wireless Authority Internet Service Antennas</u>
(Delayed to July Board meeting, pending receipt of information as follows: any plans to extend the same service to the entire county, confirmation as to ownership of equipment, revenue benefits to the PSA/ County, and potential rental charges – Place update on July Board agenda – Invite chair of Wireless Authority and John Ayers, Professional Networks) | Mr. Huber

Ms. Hanks |
| | (Invited PSA Board to consider nominating a PSA Board member to the Wireless Authority – Place on future Board of Supervisors agenda for consideration) | Ms. Hanks |
| 8. | <u>Water Supply Agreement</u>
(Staff reported agreement was under review and a final draft would be presented at a future meeting – Review recommended changes with city of Radford) | Mr. Huber/Mr. Coake
Dr. Warren/Mr. Sayers |
| c. | <u>Informational Items:</u> | |
| 1. | <u>Personnel Changes</u>
(Reviewed) | |

2. Financial Report
(Staff to determine if there are several accounts at one bank with different names) Ms. Sayers

3. Utility Projects
(Reviewed – Staff reported easements have been obtained and a completion date of January 2010 is expected)

4. Update from May Meeting
(Reviewed)

Items to be provided at July Meeting

- a. Listing of VDOT Permits & Related Costs Mr. Coake
- b. Update on Write offs Ms. Sayers
(Place on July agenda) Ms. Hanks

(Approved providing dumpster at Robinson Tract and Case Knife (Mr. Nichols to determine locations) on a three-month trial basis, while examining other options including installation of cameras at each site, and possibly having sites manned – Place update on September PSA agenda) Mr. Nichols
Mr. Huber
Ms. Hanks

(Approved staff contacting City of Radford re: feasibility of allowing City of Radford to use Fairlawn drop site in exchange for county residents using city site between Memorial Day and Labor Day) Mr. Nichols/
Mr. Huber

(Approved starting process for advertising streetlight rate increase based on current expenses, plus 20% - Pull Code of Virginia related to rate increases for street lights) Mr. Huber

6. Summary of Commerce Park Infrastructure Improvements Meeting
(Received)

- d. Current Authorized Projects & Items Under Review:
- Water Treatment Plant Dispersion Wall construction (*Contracted*)

3. Other Matters
(Chairman Sayers advised he would be unable to attend the July PSA meeting)

(Mr. Dean expressed concern that his trash pickup times were not consistent – Staff to review and provide update to Mr. Dean)

Mr. Nichols

4. Tour of Facilities
(Postponed to July meeting)

Ms. Hanks

5. Adjournment

June 2, 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 \$1,059.62- 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 May.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count – Pickups pending: 4 brush; 3 large item; 0 tires; 0 refrigerator.
5. Drop Site Total & County Landfill Tonnage Report

DROP SITE TOTAL			
FOR THE MONTH OF MAY 2009			
Site	Trips	Tons	Tons per haul
Dora Highway	40	89.21	2.23
Dublin	42	155.52	3.71
Fairlawn	6	50.32	8.39
Totals	88	295.05	3.36

COUNTY LANDFILL TONNAGE
(COUNTY CUSTOMERS & REFUSE DEPARTMENT HAULERS)
(FOR THE MONTH OF MAY 2009)

Commercial	Residential	Tires	Brush
1,125.48	1,103.66	633	78.80

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the May, 2009 meeting for your review and approval. Please let Gena know prior to the meeting of any changes so that revised copies of the minutes can be provided at the meeting.
2. Accounts Payable & Budget Adjustment – Review and approval of the ***enclosed*** accounts payable and budget adjustment is requested
3. 2009-10 Fiscal Year Budget Approval – Approval of the ***enclosed*** FY 10 budget is recommended. Since this would be the last PSA meeting prior to the start of the new fiscal year (July1, 2009), it would be very helpful if you could let Diane or me know of any questions you may have so that we can provide you with the information you'd like in considering the adoption of the budget at the June meeting.
4. APCo Agreements – The Virginia Association of Counties and the Virginia Municipal League jointly renegotiated Appalachian Power Company contracts. ***Enclosed*** is a summary and the full text of the agreement as negotiated on behalf of the PSA and as reviewed and approved by Tom McCarthy. Approval is recommended.
5. Management Agreement- ***Enclosed*** is the management agreement with the Board of Supervisors in which projects funded by the County are turned over to the PSA for management purposes. This agreement was signed as part of the final documents needed to go to bid on the various sewer construction projects. Ratification of the agreement is recommended.
6. Front Load Containers – As part of an ongoing expansion of the front load dumpster service (our most efficient way of collecting refuse) we have solicited bids for the purchase of 30 new 6-yard containers. These containers will replace some of the 6 yard rear load containers that are in need of replacement. We currently have \$40,000 in that line item for dumpster replacement; however, it is recommended that the PSA Board authorize the purchase of 28 containers at a cost of \$15,204. ***Enclosed*** is the bid tabulation sheet indicating this to be the low bid.
7. Wireless Authority Internet Service Antennas – The Pulaski County Wireless Authority's contractor is requesting consideration to the placement of

antenna's for the provision of high-speed internet service on the PSA water tanks. ***Enclosed*** is a diagram illustrating a typical installation along with a description of the antennas to be installed and mounting methods to be used. Authorization to utilize PSA water towers for this purpose is recommended pending approval of the specific installation by Richard Fasnacht and Ron Coake.

8. Water Supply Agreement - ***Enclosed*** is the draft of the water supply agreement with the City of Radford as negotiated by PSA representatives. The agreement is being reviewed by Tom McCarthy. I placed it on this part of the PSA agenda for possible consideration by the PSA Board pending the outcome of Mr. McCarthy's review.

c. Informational Items:

1. Personnel Changes – ***Enclosed*** is a listing of personnel changes prepared by Norma Spence.
2. Financial Report - A copy of the monthly financial report for the PSA is ***enclosed***.
3. Utility Projects – ***Enclosed*** is the latest update provided by the Planning District Commission.
4. Update from May Meeting – ***Enclosed*** is a memo responding to various questions by Board members at the May Board meeting.
5. Summary of Commerce Park Infrastructure Improvements Meeting – ***Enclosed*** is a summary of the meeting held on May 27th.

d. Current Authorized Projects & Items Under Review:

- Water Treatment Plant dispersion wall construction - ***Enclosed*** is a slide presentation on the progress being made on the stilling wall.

Tour of PSA Facilities - As a continuation of the tour of PSA facilities, we have arranged a tour of the Commerce Park, Cloyd's Mountain landfill and the NRRRA landfill.

PMH/gh