

FOLLOW-UP AGENDA

ACTION ITEM	KEY STAFF
<p>(Dr. Warren welcomed new Board member Jerry White to the meeting and described changes in the format of the agenda)</p>	
1. <u>Citizen Comments</u> (None)	
2. <u>Finance</u>	
a. <u>Review of Financial Report</u> (Ms. Newby presented a revised report and explained the revenues for the selling of scrap metal – Board confirmed desire to maintain a 5% spread in report)	
b. <u>Balance Due & Lien Report</u> (Mr. Loyd questioned why the “over 90 days” continues to increase when disconnections should occur at 30 days – Staff to provide explanation - as part of February Board packet – Place on February agenda)	Ms. D. Boyd Ms. Hanks
c. <u>Budget Adjustments</u> (None)	
d. <u>Billing Adjustments</u> (Approved)	Ms. D. Boyd
e. <u>Accounts Payable</u> (Approved)	Ms. Spence
f. <u>Rebate of Connection Fee</u> (Mr. Loyd requested information as follows: <ul style="list-style-type: none">• are bills by individual or subdivision;• why do different subdivisions pay different rates;• will individuals be required to pay difference between lower rate paid since sewer installed and higher rate to be paid;• could there be other similar situations;• provide explanation regarding reference to third house owned by Austin Hall;)	

- additional history and information related to the requested rebate for four individuals on Lovell Drive;

Provide update in February Board packet)

Mr. Coake/Mr. Huber
Ms. Hanks

- g. Purchase of New Truck Chassis and Packer Body
(Board members requested additional information on the status of the packer body and the potential for swapping bodies of truck rather than \$50,000 for replacement of a new chassis and rear load packer body – Deferred action to February Board meeting – Provide additional information at February meeting – Place on February agenda)

Mr. Nichols

Ms. Hanks

- h. Request for Street Light Along Route 99 Near the Entrance to Moose Lodge
(Approved request from Bob Merritt representing the Moose Lodge for a streetlight at the intersection of Route 99 and McAdam Crossing, noting the request has been passed on to Appalachian Power Company for calculation of installation and monthly costs, with staff anticipating passing those costs through to the Moose Lodge through their quarterly garbage billing – Proceed with request)

Mr. Huber

3. Operations

- a. Minutes of Previous Meetings
(Approved – Copy and index December minutes into PSA minute book)

Ms. Dehart

- b. Inmate Availability Report
(Reported)

- c. Refuse Department Report
(Board commended PSA workers and meter readers for work in severe weather – Send letter of commendation)

Mr. Huber

- d. Drop Site Total & County Landfill Tonnage Report
(Mr. Loyd noted the drop site totals were down by 50% - Staff noted this was likely due to the weather)

- e. Personnel Changes
(Reviewed – Mr. Loyd requested copy of PSA organizational chart – Update chart and provide to Board in PSA February packet) Mr. Hiss/
Ms. Hanks

- f. Recycling at County Drop Centers
(Mr. Loyd questioned how to dispose of shingles and expressed concern over the testing being required – Staff to provide information on disposal of shingles. Place update on February PSA agenda) Ms. Hampton
Ms. Hanks

- g. Commerce Park Utility Project
(Reviewed project report)

- h. Report of Fraud
(Reported recent activities incident where individuals posing as PSA Water Department employees were going door to door and checking water pressure and replacing water pressure values for a fee of \$650.00 and noting action was taken alerting citizens on the county's web site as well as through the Southwest Times)

- i. Sewer Overflows
(Staff reviewed procedures for overflow, noting (DEQ is notified within 48 hours and they notify downstream waterworks)

- j. Radio Upgrades
(Reported radio upgrades approved by the PSA Board at the December meeting have been implemented over the Christmas break)

- k. Staffing Update
(Reported staffing changes including the delay in hiring any additional accounting staff to determine how integration of PSA accounting functions can be accomplished by the existing County staff)

- l. Weather Conditions
(Reported snow and cold temperatures have affected some PSA operations in the water and refuse departments)

4. Current Authorized Projects (Staff "to do" list)
 - a. Construction of water and sewer service to mobile home parks
 - b. Construction of Rolling Hills, Orchard Hills, Vista, and Highland Park sewer
 - c. Skyview/NRV Fairgrounds sewer engineering and environmental reports
 - d. Commerce Park Utility engineering, easement acquisition and construction
 - e. Evaluation of "radio read" water meter option
 - f. Lakewood Estates emergency management plan
 - g. Drop Center location serving South side of Claytor Lake

(Mr. Coake provided update on recent 4" waterline break due to recent weather conditions)

(Mr. Coake reported filing of bankruptcy by contractor Dewey Lusk of Structures and Utilities, and requested Board adopt resolution recognizing and commending Mr. Lusk for his outstanding work for the PSA over his many years as a contractor – Prepare resolution to be incorporated in January Board minutes)

Mr. Coake

5. Other Matters

(Mr. Hiss reported the recent community meeting on the Dublin area sewer was productive with several residents in attendance)
6. Closed Session -2.2-3711(A)1

(No action)
7. Adjournment