

FOLLOW-UP ACTION

ACTION ITEM	KEY STAFF
1. <u>Citizen Comments – Stan Moran</u> (Approved PSA funding the cost of installing control vault for Draper Valley Water Tank at an additional cost of \$34,000, with the understanding that future guidelines will be put in place to avoid similar occurrences – Arrange for payment to Stan Moran upon completion)	Mr. Coake
(Approved PSA funding \$30,400 for the installation of eight fire hydrants at the Draper Valley Subdivision)	Mr. Coake
2. <u>Finance</u>	
a. <u>Follow-up from April Board Meeting</u>	
1. <u>Draper Valley Water Tank</u> (Action taken in item 1)	
2. <u>Consideration to Operation and Maintenance of PC Sewerage Authority</u> (Accepted letter from Sewerage Authority outlining terms of agreement – Prepare formal agreement for review and approval by PSA and PCSA – Place approval of agreement on future agenda)	Mr. Coake/ Mr. McCarthy
(Staff to monitor costs associated with PSA providing services and provide update at end of one-year agreement)	Ms. Newby
3. <u>Large Account Balances</u> (Staff described differences between active and inactive accounts – Staff to sort “user” and “non user” accounts and provide update at June meeting - Place on June agenda)	Ms. D. Boyd
	Ms. Hanks

(Staff described efforts in developing a collections policy for joint collections by the PSA and county – Include proposal in follow-up)

Ms. Hanks

4. Tax Relief for the Elderly Ordinance  
(Board reviewed criteria used in providing tax relief to the elderly or disabled)

5. Update on Sale of JM PVC Pipe to Pulaski County  
(Staff described legal action which is the result of problems in the production of PVC pipe manufactured by JM Manufacturing, including the possible use of product in up to 50,000 feet of PSA sewer lines)

b. Review of Financial Report  
(Staff explained new statement format noting full year “budget figures” vs. “actual figures” – Board members posed questions to staff re: report)

c. Balance Due & Lien Report  
(Board members questioned lack of significant change in figures reported from month to month – Staff described procedures for placing a lien on property and noted new liens need to be placed)

d. Budget Adjustments  
(Approved budget adjustments totaling \$397,412.00)

Ms. Newby

e. Billing Adjustments  
(Approved adjustments totaling \$165.96)

Ms. Newby

f. Accounts Payable  
(Approved)

Ms. Spence

g. Audit Report  
(Accepted)

- h. NR Industrial Park Engineering Cost Adjustments  
(Approved \$20,500, subject to review at project closing date) Mr. Coake
    - (Approved \$20,150 in change orders) Mr. Huber
  - i. 2010-2011 Budget  
(Reviewed – Staff to review payment of streetlights in Industrial Park and provide update at June meeting – Place on June agenda) Ms. Newby  
Ms. Hanks  
(Place approval of FY 11 budget on June agenda) Ms. Hanks  
(Allocate \$12,000 in additional revenue from Sewerage Authority to contingency) Ms. Newby
- 3. Operations
  - a. Minutes of Previous Meeting  
(Approved – Copy and index) Ms. DeHart
  - b. Inmate Availability Report  
(Reported average of two inmates per day for April)
  - c. Special Pick-up Report  
(Reported pickups pending: 4 brush, 3 large items)
  - d. Drop Site Total & County Landfill Tonnage Report  
(Reviewed – Staff to determine if drop site tonnage is included in landfill totals – Place update on June agenda as follow-up item) Mr. Nichols  
Ms. Hanks
  - e. Personnel Changes  
(Reviewed)
  - f. Progress Reports – Water and Sewer Utilities  
(Reviewed updates)
  - g. Freedom of Information Act Information  
(Reviewed information requested by Morgan Morris)

- h. Scam Alert Targeting Contractors  
(Alerted PSA to potential telephone scam)
  - i. Status of Subdivision Sewer Projects  
(Reviewed memo being sent to residents of Orchard, Vista, Rolling Hills, and Highland Park Subdivisions)
  - j. Safety Awards  
(Approved issuance of \$100 and \$50 safety awards to qualifying employees) Ms. Spence/Mr. Nichols
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
  - h. Evaluation of joint negotiation of rail crossing fees  
(Reviewed)
5. Other Matters
- (Mr. Huber described request by Larry Dowdy for adjustment in charges resulting from leak at residence – Tabled to June meeting to allow for review of policy and staff recommendation at June meeting – Place on June agenda) Mr. Huber/Mr. Hiss  
Ms. Hanks
- (Future PSA Board meetings to be held in Board Room – Place consideration to meeting time on agenda) Ms. Hanks
6. Adjournment