

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Oct. 16, 2000
9:00 a.m.**

FOLLOW-UP

ITEM

1. Citizen Comments
(Comments heard from German Ruiz, President of the Big Valley Subdivision Homeowners Association, and Randy Martin, resident of the Big Valley Subdivision, in opposition to proposed water surcharge. Citizen petition was given to PSA Board members on this matter. PSA confirmed tank construction was required by PSA policies and regulations. Staff directed to review figures with a reduced surcharge and present to the Board at a special meeting at 9:00 a.m. on Monday, November 6, prior to the public hearing of November 13, 2000)

Mr. Huber

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
(Staff confirmed adjustments were included in receivable totals; Board ratified current and prior adjustments, subject to receiving a detailed listing of adjustments for past months; submit detailed copies of adjustments with the November packet)

Ms. Sayers

 2. Inmate Availability Reports
(Reviewed as submitted)

 3. Balance Due Report
(Reviewed)

 4. Lien Report
(Reviewed)

 5. Work Order Count
(Reviewed)

 6. Refuse Committee Reports
(Reviewed)

 - b. Approval of Adjustments Policy
(Approved Adjustments Policy as recommended; place policy in policy manual and distribute to PSA employees)

Ms. Burchett/
Ms. Hanks

- c. Draper Valley Water Tank
 (Stan Moran requested approval to install the first phase of the water line to serve the new subdivision prior to approval from the Health Department. Also requested a letter from the PSA to the Health Department indicating acceptance of 400 gallons per minute flow rather than 500. Approved letter to Health Department accepting 400 gallons per minute flow rather than 500, and approved first phase installation of water line to serve subdivision, subject to written assurance from Mr. Moran that the water tank will be built) Mr. Coake/Mr. Huber
- (Board agreed to hold a special meeting on November 6, 2000 at 9 a.m. to review options on proposed surcharges for the Draper Valley Subdivision; post notice and notify public as appropriate) Ms. Hanks
- d. Contract for Sediment Removal
 (Authorized award of contract prior to next meeting by staff, subject to bids being acceptable; place on agenda for November meeting results of contract award) Mr. Coake
- e. Ratification
1. New River Valley Regional Jail Inmate Workforce User Agreement
 (Approved as submitted; send copy to Regional Jail) Ms. Hanks
 2. Draper Aden Associates – Revised Additional Agreement Gateway Trailer Park Water & Sewer PER
 (Approved contract to expand the PER to include the Hidden Valley Camping Club area for an additional \$6,500; notify Draper Aden) Mr. Coake
 3. Draper Aden Associates – Revise Agreement – Water Distribution System Analysis
 (Chairman Huff noted the county had agreed to pay this additional cost of \$14,110; place on Board of Supervisors agenda for October 2000) Ms. Hanks
 4. Eagleview Mobile Home Park PER
 (Approved grant agreement for engineering services for project with costs to be included in financing of project) Mr. Huber
- f. Valley Orthopedic Water Service
 (Approved connection fee of \$5,000 per staff recommendation; advise Orthopedic Clinic) Mr. Coake

- g. Memorial Bridge Water Line
 (Approved the amount of \$10,000 for the installation of a 10" water line across Memorial Bridge per staff recommendation; notify VDOT – Prepare appropriation from reserves once a figure is confirmed by VDOT) Mr. Coake/
 Ms. Burchett
- h. PFRWTA Report
 (Reported)
- i. PCSA Report
 (Reported)
- j. Informational Items:
1. New River Resource Authority Minutes & Monthly Report
 2. Rockwood Farms (Bell Property) Water & Sewer
 3. Report on PSA Billing Status
 4. Pepper's Ferry Regional Wastewater Treatment Plant Capacities
 5. Service to Volvo by the Town of Pulaski
 (Reviewed all listed; expressed concerns regarding the inadequacy of the existing service area agreement with the Town of Pulaski)
- k. Current Authorized Projects & Items Under Review:
1. Cloyd's Mountain Sewer Extension by VDOT
 2. New River Industrial Park Water and Sewer Extension
 3. Water & Sewer Extensions Preliminary Engineering Reports
 4. Landings Limited Partnership Water Extension
 5. Collier Acres Sewer Extension with Commerce Park Development
 6. Case Knife Road Water Extension Study
 7. Gateway Mobile Home Park Water & Sewer Extension Engineering
 (Reviewed)
- l. Citizen Request for Reduction in Bill
 (No action taken on reducing bill; staff requested to confirm lien amount and report at the November meeting; notify citizen) Mr. Huber/Ms.
 Hanks
3. Approval of September 11, 2000 Minutes
 (Approved as presented) Ms. Hanks
4. Accounts Payable
 (Approved subject to audit) Ms. Sayers
5. Other Matters
 (None)
6. Adjournment

October 12, 2000

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$20,686.03 are submitted for the Board's approval. A report detailing the adjustments is not available at this time due to the new billing system implementation.
2. Inmate Availability Reports – See ***enclosed***.
3. Balance Due Report – See ***enclosed***, if received in time to place in packet.
4. Lien Report – See ***enclosed***, if received in time to place in packet.
5. Work Order Count – See ***enclosed***.
6. Refuse Committee Reports – See ***enclosed***, if any.

b. Approval of Adjustments Policy – ***Enclosed*** is a draft policy proposed for use in documenting billing adjustments. This policy has been drafted to ensure that adjustments are properly documented with authorization required for an adjustment exceeding \$300.00. Adoption of this policy is recommended.

c. Draper Valley Water Tank – A meeting was held on Thursday, September 21, 2000 with residents of the Draper Valley Subdivision regarding proposed surcharge of \$2,000 per new connection and \$15 per month defraying the cost of installing a water tank. Residents and property owners are opposed to paying any additional fees and are asking for rescheduling of PSA meetings in order to make it easier to voice their opposition (see ***enclosed*** petition, correspondence from Dallas E. Carico and e-mail communications from German Ruiz and my reply.). In response to these concerns, I recommend the \$2,000 connection fee only apply to properties remaining in the ownership of the original developers. I have requested confirmation by Mr. Ruiz, President of the Big Valley Subdivision Homeowners Association that residents also have no interest in the \$15 monthly surcharge or the installation of fire hydrants in which case I would recommend the PSA apply funds which would have been used for the hydrants to assist in paying the cost of the water tank. In light of these changes, I would recommend extending the term from 10 to 20 years during which additional income from these fees would be passed to Mr. Moran to offset the cost of the water tank.

As requested at the September PSA meeting, an analysis of the cost of installing hydrants indicates that over \$16,000 in revenue would be collected from 46 new connections and that six fire hydrants would cost \$5,600. Staff has confirmed that fire flows in the vicinity of the Draper Valley Subdivision will need to be limited from a minimum of 500 gallons per minute to 400 gallons per minute to accommodate the sale of 10 lots prior to the installation of the water tank. The developers are requesting permission to install the water line in this part of the subdivision before approvals are obtained (Health Department and PSA). We gave them permission to install the water line in the first phase with the understanding it was at their risk and we provided the inspection. The first phase is still not connected to our line. It is recommended we allow them to proceed to install it under the same conditions.

d. Contract For Sediment Removal - A request for bids has been advertised for bids to be submitted on October 18 for removal of sediment from the holding basins at the water treatment plant. This sediment will be spread on the disposal area at the New River Valley Airport. It is anticipated the contractor will want to proceed with the work as soon as the bids are received in order to take advantage of the time before winter begins. It is requested the Board authorize the contract be awarded prior to the next meeting if the bids are acceptable.

e. Ratification:

1. New River Valley Regional Jail Inmate Workforce User Agreement – ***Enclosed*** is the agreement as prepared by the Regional Jail and signed by Mr. Huber as a means of restoring the utilization of inmates by the refuse department.
2. Draper Aden Associates – Revised Additional Agreement Gateway Trailer Park Water & Sewer PER – Ratification of the ***enclosed*** contract to expand the Per to include the Hidden Valley Camping Club area is requested. This additional work increases the fee by an additional \$6,500. Thus, increasing the upper limit of the contract amount from \$7,5000 to \$14,000.
3. Draper Aden Associates – Revise Agreement – Water Distribution System Analysis – Approval of the ***enclosed*** authorization for additional services under the general engineering contract from \$32,890 to \$47,000.
4. Eagleview Mobile Home Park PER – Ratification of the ***enclosed*** grant agreement is requested as is procurement of engineering services to be used in this project.

Valley Orthopedic Water Service – The PSA has installed water service to Valley Orthopedic, Dr. Stephenson and the cost of materials was 2,637.82. They will be applying for a water connection and they understand the normal water connection fee will not apply for this connection. We worked 2 days on installing 2 road crossings. It is recommended the water connection fee for this connection be set at \$5,000. This connection is for property tax map 55-1-70.

g. Memorial Bridge Water Line - We have requested that VDOT replace the existing water line on the bridge. It is recommended the size of this line be increased. The existing line is a 6" and it is recommended this line be increased to at least an 8" line. It is anticipated the cost of this line be an additional \$5,000 for the 8" and if a 10" the cost would be \$10,000. This cost has not been verified with VDOT and only represents the additional cost of materials.

h. FRWTA Report – Mr. Snead may have information to share.

i. PCSA Report – Mr. Snead may have information to share.

j. Informational Items:

New River Resource Authority Minutes & Monthly Report – see **enclosed** items.
Rockwood Farms (Bell Property) Water & Sewer – Meetings have been held on Monday, September 11, 2000 and Monday, October 2, 2000 with owners of large tracts along Route 11 between Route 643 and Route 100. Property owners indicate an interest in sharing the cost of sewer service and better water service to this area and are working among themselves to determine a fair means of dividing debt service costs. Installation of sewer service or improvement of water service is depended on financing by the PSA.

Report on PSA Billing Status – **Enclosed** are meeting notes provided by Ms. Burchett documenting progress being made in improving the billing system.

Peppers Ferry Regional Wastewater Treatment Plant Capacities – The Authority is studying alternatives to the current reservation of specific capacities by the various owners. An informational meeting is scheduled for October 19th regarding the matter.

Service to Volvo by the Town of Pulaski – **Enclosed** is a letter from Mr. Elander regarding the connection of the Volvo – Drive-away facility to the Town of Pulaski Water system.

k. Current Authorized Projects & Items Under Review:

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Water and Sewer Extension
3. Water & Sewer Extensions Preliminary Engineering Reports
4. Landings Limited Partnership Water Extension
5. Collier Acres Sewer Extension with Commerce Park Development
6. Case Knife Road Water Extension Study
7. Gateway Mobile Home Park Water & Sewer Extension Engineering

l. Citizen Request for Reduction in Bill – **Enclosed** is a request from Anita Hughes, on behalf of Fred Barker, explaining a request for reduction in Mr. Barker's water bill.