

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tuesday, Nov. 13, 2001
9:00 a.m.**

FOLLOW-UP

ITEM

1. Citizen Comments
(None)

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
 2. Inmate Availability Reports
 3. Balance Due Report
 4. Lien Report
 5. Work Order Count
(Approved adjustments totaling \$3,670.10;
reviewed all others listed) Ms. Sayers

 - b. Dumpster Bids
(Approved awarding bid to Mid State Equipment
for a total cost of \$14,250 for five containers;
proceed with purchase) Mr. Mayberry

 - c. Caseknife Road Water PER
(Accepted proposal for PER on Caseknife Road
water line extension at a cost not to exceed
\$3,900; advise Draper Aden; place on future
agenda as needed) Mr. Coake/ Ms. Hanks

 - d. New River Valley Competitiveness Center Phase 2 – Standard
Form of Agreement
(Approved engineering contract for design of an
additional sewer pump station with the cost of the
pump station being paid for by Economic Dev.
Grant monies and Rural Development loan funds
unspent from the extension of sewer service to
Cloyd's Mountain Landfill; execute contract) Mr. Huber

 - e. Heron's Landing Streetlight Cost Comparison
(Accepted recommendation to bill homeowner's
association for streetlights; however, written
contract to be drawn up prior to PSA officially
approving; draft contract for review at next
meeting; place on December 10, 2001 agenda) Mr. Huber/ Ms. Hanks

- f. Employee Merit System for Future Pay Increases
(Approved employee merit system as recommended by staff; proceed with implementation) Mr. Huber/Ms. Burchett
- g. Section 125 Plan Administrative Services Agreement
(Approved renewal of services agreement with Hunt, Dupree & Rhine for additional nominal amount per staff recommendation; execute agreement and send to Hunt, Dupree & Rhine) Ms. Burchett
- h. Informational Items:
1. Personnel Changes
(Reported)
 2. Texaco Sewage Pump Station Installation of Trash Basket
(Staff reported of an emergency purchase for a trash basket for the Texaco Sewer Pump Station in the amount of \$11,750)
 3. Draper Aden Water & Sewer Rate Studies
(Reviewed)
 4. PSA Polling Policy – Board of Supervisor Concurrence
(Reported)
 5. Safety Standards
(Reported)
 6. Financial Report
(Staff reported financial reports would be mailed to members by the end of the week and quarterly financial reports were planned to be distributed in the future on a quarterly basis) Ms. Burchett
 7. PSA Office Space
(Reviewed draft letter to Town of Dublin for office space in Dublin Town Center; approved sending of letter) Ms. Hanks
 8. PFRWTA Minutes & Executive Director’s Report
(Reviewed)

- i. 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. Collier Acres Sewer Extension with Commerce Park Development
 - 5. Gateway Mobile Home Park Water & Sewer Extension Engineering
 - 6. Water Hydrant Flushing
(Reviewed all listed)

3. Approval of October 9, 2001 Minutes
(Approved) Ms. Hanks

4. Accounts Payable
(Approved subject to audit) Ms. Sayers

5. Other Matters
(Reviewed e-mail from Shawn Utt to James Whited regarding Rural Development funding)

(Reviewed e-mail from Doug Mayberry pertaining to refuse service in an alley in the Fairlawn area)

(Staff reminded the Board members of the employee annual breakfast and recognition ceremony set for December 7, 2001 at the Bob White Blvd. Church of God Family Life Center at 7:15 a.m.)

6. Adjournment

November 8, 2001

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
 1. Adjustments – Adjustments totaling \$3,670.10 are submitted as shown on the ***enclosed***.
 2. Inmate Availability Reports – Staff reports the inmate count for October provided 3 inmates per day.
 3. Balance Due Report – See ***enclosed***.
 4. Lien Report – See ***enclosed***.
 5. Work Order Count – 23 brush; 36 large item; 3 tires; 6 refrigerators.
- b. Dumpster Bids – Bids were received to furnish the PSA with 30-yard open top dumpsters for use at the Fairlawn Drop Site. ***Enclosed*** is a memorandum from Mr. Mayberry providing detailed information on the bids received. It is recommended that the bid be awarded to Mid State Equipment Company in the amount of \$2,850 per heavy-duty container for a total cost of \$14,250.00 for five containers.
- c. Caseknife Road Water PER – Acceptance of the ***enclosed*** proposal for a preliminary engineering report for the Caseknife Road water line extension is recommended at a not to exceed fee of \$3,900. This cost will be included in the anticipated overall financing of this project by Rural Development.
- d. New River Valley Competitiveness Center Phase 2 – Approval of the ***enclosed*** engineering contract for design of an additional sewer pump station serving the New River Valley Competitiveness Center and adjacent industrial park is recommended. Three hundred fifteen thousand dollars (\$315,000) of the cost of this pump station will be paid for by a current Economic Development Administration Grant for the expansion of the Competitiveness Center. The remaining costs should be paid for through reallocation of unused Rural Development Loan funding from the extension of sewer service to the Cloyd's Mountain Landfill.

- e. Heron's Landing Streetlight Cost Comparison – ***Enclosed*** is a request from the homeowners association at Heron's Landing for PSA payment of street lighting costs. These costs would in turn be paid by the homeowners association. Pass through of street lighting costs puts the PSA and the County on record as providing a municipal service, while saving the homeowners association money. I recommend the PSA charge a 3% fee to cover administrative expenses. The savings to the homeowners association including this administrative fee would range from \$1,199.30 (\$1,476 less \$276.70 administrative fee) to \$2,298.75 (\$3,198 less 899.25 administrative fee) per year.
- f. Employee Merit System for Future Pay Increases – ***Enclosed*** is a memorandum describing the employee merit system for future pay increases. Approval of this system for PSA employees is recommended.
- g. Section 125 Plan Administrative Services Agreement – Approval of the ***enclosed*** agreement for administration of pretax payroll deductions is recommended based on excellent service over the past years and very modest cost increases.
- h. Informational Items:
 - 1. Personnel Changes – See ***enclosed*** update prepared by Assistant County Administrator Nancy Burchett.
 - 2. Texaco Sewage Pump Station Installation of Trash Basket – A proposal was received from Dewey Lusk, Structures and Utilities, to install a trash basket on the line into the Texaco Sewage Pump Station which will catch debris from the gravity line coming into the pump station. This basket should have been installed when the system was constructed, but was overlooked. The total cost is \$11,750 and was considered an emergency purchase to prevent future line blockage or check valve failure from debris.
 - 3. Draper Aden Water & Sewer Rate Studies- ***Enclosed*** is a brochure provided by Draper Aden Associates " *Water and Sewer Rate Studies*" describing their utility rate evaluation services which the PSA Board may wish to give future consideration to. Also ***enclosed*** is a brief comparison between water and sewer rates charged by counties and state-wide rates.
 - 4. PSA Polling Policy – Board of Supervisor Concurrence- The Board of Supervisors concurred with the policy adopted by the PSA Board of Directors that at least 75% of residents respond to polls regarding water and sewer line extensions and that at least two-thirds of the residents be in favor of a system extension prior to its extension.
 - 5. Safety Standards – As part of an increased emphasis on safety standards, Mr. Mayberry found that ANSI standards call for a maximum speed when riding on the steps of a vehicle to be 10 mph for a distance of more than two tenths of a mile. Currently neither standard is being applied. Application of either criteria

would significantly impact the efficiency of garbage pick-up services. He is checking applicability with OSHA.

6. Financial Report – We hope to distribute a report of 2000-01 fiscal year and current income and expenditures at the Board meeting.

7. PSA Office Space – Use of the County garage as a place for the public to transact PSA business does not reflect well on the PSA and poses risk of injury to the public. I would like to propose relocation of this office to a more public location in or around the Town of Dublin. Currently, options include the Dublin Municipal Building, the former Century 21 office owned by Dan Bell and a portion of the renovated train station.

8. PFRWTA Minutes & Executive Director's Report- See ***enclosed***.

i. Current Authorized Projects & Items Under Review

1. Cloyd's Mountain Sewer Extension by VDOT

2. New River Industrial Park Sewer Pump Station

3. Surveys for Sewer Extensions for Dublin Area Subdivisions

4. Collier Acres Sewer Extension with Commerce Park Development

5. Engineering for Mobile Home Park Water & Sewer Extensions

6. Water Hydrant Flushing

PMH/gh