

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Mon., January 14, 2002
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
(Reviewed all listed; approved adjustments
in the credit amount of \$3,378.81 per staff
recommendation) Ms. Sayers
 - b. 2002 Meeting Calendar
(Approved meeting calendar as recommended by
staff with the August meeting to be held August 19,
the October meeting to be held October 15, and the
November meeting to be held on November 18; notify
staff) Ms. Hanks/Ms.
Burchett
 - c. Refuse Service in Alleyways
(Authorized staff to determine areas where alleyway
refuse pickup is not appropriate as previously approved;
advise Board of any future changes in alleyway refuse
pickups; place on future PSA agenda if needed) Mr. Huber/Mr.
Mayberry/Ms.
Hanks
 - d. Purchase of Compactor-type Roll-off Units
(Approved lease purchase arrangement for the use of
a compactor type roll-off container at an approximate
cost of \$14,000 to be placed at Shoney's Restaurant
off I-81; proceed with purchase; advertise for public hearing
the rental rate fee for said unit at \$250.00 per month; place
public rate hearing on agenda for either the April or May meeting
of the PSA) Mr. Mayberry/
Ms. Hanks/
Ms. Burchett

- e. Backflow Prevention Service
(Reviewed information; indicated no interest in assisting private systems at this time)
- f. Pulaski County Waste Stream Projections
(Reviewed information; staff reported no changes in waste stream projected for FY 03; advise Charles Maus of no changes in waste stream anticipated) Mr. Huber
- g. Modification to PSA Approval for Disposal Permits at Landfill
(Approved modifications as presented; provide a copy to appropriate staff members) Ms. Burchett
- h. Bill Relief
(Staff requested to poll other localities/authorities on policies regarding utility bill relief; place on future PSA agenda once polling has been completed) Ms. Safewright/
Ms. Hanks
- i. Manuel Sessoms Billing
(Board agreed to not bill Manuel Sessoms for non-user water fees until October 2002; advise PSA billing staff) Ms. Burchett
- j. Minor Delinquencies
(Approved policy regarding minor delinquencies and the resumption of water service; provide policy to PSA billing staff and support staff; and place in PSA policy manual) Ms. Burchett/
Ms. Hanks
- k. Informational Items
 1. PFRWTA Minutes & Executive Director's Report
(Reviewed)
 2. Revised Financial Summary
(Staff to confirm expenditure and projection amounts on Debt Service department) Ms. Burchett
 3. Analysis of Delinquent Payments
(Reviewed)
 4. Workmen's Compensation Claim
(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
(Review all listed)
3. Approval of December 10, 2001 Minutes
(Approved as presented)
4. Accounts Payable
(Approved subject to audit)
5. Other Matters
(None)
6. Adjournment

January 3, 2002

TO: PSA Board of Directors
FROM: Staff
SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
 1. Adjustments – Adjustments totaling \$3,373.81cr are submitted as shown on the enclosed.
 2. Inmate Availability Reports – Staff reports the inmate count for December provided two inmates per day.
 3. Balance Due Report – See enclosed.
 4. Lien Report – See enclosed.
 5. Work Order Count – 6 brush; 2 large item; 0 tires; 0 refrigerators.
- b. 2002 Meeting Calendar – It is recommended the PSA Board approve the following adjustments to the second Monday of each month Board meeting dates for the reasons noted:
 - ◆ the second Monday in August conflicts with the Virginia Local Government Officials Conference, therefore, moving the meeting to August 19 is suggested;
 - ◆ the second Monday of October conflicts with the Columbus Day holiday, therefore, moving the meeting to Tuesday, October 15 is suggested; and
 - ◆ the second Monday of November conflicts with the Virginia Association of Counties Annual meeting, therefore, moving the PSA meeting to November 18 is suggested.
- c. Refuse Service in Alleyways - Mr. Mayberry and I are working with PSA trash truck drivers to identify the worst of the alleyways. Depending on the severity of the situation, we may recommend modifying service locations to avoid putting refuse trucks in a dangerous position. We will also discuss the matter with the affected residents and the Town of Pulaski, where applicable, to allow the option of making the needed repairs.
- d. Purchase of Compactor-type Roll-off Units – In order to provide quality service to various PSA customers, staff recommends the PSA begin purchasing and renting compactor-type roll-off containers.

The specific situation, which brought this issue to light, is the need for better service to Shoney's. Currently, the restaurant is served by two dumpster type containers. These units are not designed for use by restaurants. Discarded food is stored in the open and can spill from the unit when being emptied. In addition, both units are barely able to accommodate the volume of refuse being disposed of during the weekend. Thus, PSA crews must empty the units every Fridays and Monday regardless of holiday schedules.

A number of businesses currently use this type of unit (a visible example is at the rear of Pulaski Community Hospital). To date, these units have been provided by commercial haulers such as Waste Management. As a result of the PSA not being able to address the need for this type of unit, businesses have been using commercial providers. The units cost approximately \$14,000 each. At a rental rate of \$250 per month, they would be paid for in approximately four and a half years and have a service life of approximately 10 years. Thus, the investment of \$14,000 by the PSA could be expected to yield a return of \$16,000 over the expected service life of the unit.

The financial risk to the PSA is that a business using one of these units closes or no longer needs the service prior to the unit being paid for through rental payments. To minimize this risk, I have asked Tom McCarthy to draft a user agreement in which the customer agrees to pay rental costs regardless of continued use. I also propose to protect the PSA by requiring specific approval of businesses where units less than five years old would be placed. Authorization is requested to purchase one unit at this time to be placed at Shoney's and to advertise the necessary rate hearing establishing the \$250 per month rental rate.

- e. Backflow Prevention Service - We routinely receive copies of enforcement letters sent by the Health Department to various private water systems. Last week we received letters to the New River Water Company for a violation of the back flow prevention program for the Tyson Hills and Riverbend subdivisions. The PSA may want to offer to operate this program for a fee, since it is being done in other parts of the county.
- f. Pulaski County Waste Stream Projections - The NRRA has requested the PSA provide an assessment of any changes that may effect the waste stream for the upcoming fiscal year, as described on the enclosed Pulaski County Waste Stream Analysis.
- g. Modification to PSA Approval for Disposal Permits at Landfill – Modifications as outlined in the enclosed memo from Ms. Taylor are recommended for approval.

- h. Bill Relief – Following up on the concerns mentioned by the PSA during consideration of the budget last year, I would like to discuss possible implementation of some type of bill relief for those not otherwise able to pay PSA bills. Enclosed is correspondence from Congressman Boucher related to this issue. Payment of PSA bills by low-income individuals is one of the issues resulting in negative votes for expanding public water and sewer service. It is anticipated that any type of bill relief would have to be accompanied by a rate increase. Currently, the county provides property tax relief to those earning less than \$17,500 (except for up to \$3,500 in disability income) and having a net worth of less than \$45,000. The amount of exemption granted is then based on the following scale:

<u>Annual Income</u>	<u>Exemption</u>
0-10,500	80%
10,501-12,500	60%
12,501-15,000	40%
15,001-17,500	20%

Approximately 500 homeowners in Pulaski currently benefit from this exemption. Should the PSA Board wish to pursue a program of this type, I recommend we evaluate existing criteria used by Social Services or other organizations to determine eligibility of relief to renters.

- i. Mannuel Sessoms Billing – With the finding that Mr. Sessoms is not entitled to compensation by the county following the construction of the water tank, I have asked for confirmation by Mr. McCarthy that he may be required to pay non-user and connection fees which other homes in the Riverbend Subdivision have been exempted from by the PSA Board as part of the agreement for the placement of the water tank. If so, the PSA Board should clarify whether the terms of the agreement apply to Mr. Sessoms, regardless of his refusal to sign the agreement. His refusal and the subsequent condemnation was a cost to the county.
- j. Minor Delinquencies – As part of the rewrite of the PSA billing program, we discovered that cut off notices had not previously been sent to those owing less than a one-month's bill. Nor had those accounts been cut off. We have corrected the matter and are now sending approximately 1,000 letters to those who owe any amount after the payment deadline on the 15th of the month following mailing of bills on or about the 25th of the previous month. Service is then terminated to between 30 and 50 households by the tenth of the following month if no payment is received, or if a written payment agreement is not signed. Where a relatively small amount of money is owed and payment is promised, restoration of service is recommended based on the following guidelines:
1. Less than \$25 remains to be paid,
 2. Payment of both delinquent and current charges is promised within 10 days,
 3. Customer signs a statement acknowledging that service will again be terminated if promised payment is not made,
 4. Account has not been terminated in the past year.

k. Informational Items – Information regarding the following is provided as noted:

1. PFRWTA Minutes & Executive Director's Report – See **enclosed** report.
2. Revised Financial Summary – **Enclosed** is a restated summary of revenues and expenditures based on a sharing of fixed costs and revenues as follows (50% water, 30% garbage, 20% sewer). Previously, these costs had been divided evenly between these major cost centers. The revised division more closely follows the formula used in previous year budgets. Sewerage revenues are significantly less than actual due to the need to manually transfer funds from the combined collection of water and sewer fees. Also, we plan to update this accounting on a quarterly basis.
3. Analysis of Delinquent Payments – **Enclosed** is a comparison of delinquent payments over the past year indicating no significant change.
4. Workmen's Compensation Claim – VACorp denied a claim by Mr. Cory Resnick this week on the basis of a prior injury. I am asking Ms. Dobbins to review the case to be sure the matter has been handled fairly.

l. Current Authorized Projects & Items Under Review

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Sewer Pump Station
3. Rolling Hills, Orchard Hills and Vista Sewer
4. Collier Acres Sewer Extension with Commerce Park Development
5. Engineering for Mobile Home Park Water & Sewer Extensions

PMH/gh