

**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 in the credit amount of \$549.60 and reviewed all others as listed) Ms. Sayers
  
  - b. Ownership Transfer – Walter’s Mobile Home Park  
(No additional information at this time; place on April agenda) Ms. Hanks
  
  - c. Adoption of Proposed Member User Agreement & Adoption Resolution  
(Approved; execute agreement and send to Peppers Ferry Executive Director) Ms. Hanks
  
  - d. American Electric Power (AEP) Electricity Purchase Agreement  
(Approved agreement; execute agreement and send to AEP) Ms. Hanks
  
  - e. PSA Annual Water Settlement Calculations  
(Approval settlement as calculated by staff; authorized staff to use an estimated gallons billed amount in calculating future budget estimates to the Towns) Ms. Burchett
  
  - f. Informational Items:
    1. Responses to Inquiry on Public Utility Bill Relief  
(No action taken)
  
    2. Garbage Collection Automation  
(No action taken)
  
    3. Comparison of Compactor-type Rolloff Container Rates  
(Staff to pursue increasing compactor-type customers in the future) Mr. Mayberry/  
Mr. Huber

4. HB 1130 – Hookup Requirements for Water Systems  
(Reviewed)

5. NRIP Sewer Project  
(Ratified contract with Draper Aden for upgrading existing pumps stations)

g. 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 February 11, 2002 Minutes  
(Approved as presented)

Ms. Hanks

4. Accounts Payable  
(Approved subject to audit)

Ms. Sayers

5. Closed Meeting - Closed Meeting –2.2-3711.A.1.3.5.7

6. Other Matters

(Staff reviewed proposed employee health insurance rates and reported additional employer costs to the PSA to be approximately \$3,000 for FY 03)

(Staff requested to place the status of the Draper Water Tank for the Draper Ridge and Fairway Subdivisions on the April agenda; staff to determine the status of tank and provide a report at the April PSA meeting)

Ms. Hanks/ Mr.  
Coake

7. Adjournment

March 7, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
  1. Adjustments – Adjustments totaling \$549.60 cr. are submitted as shown on the enclosed.
  2. Inmate Availability Reports – Staff reports the inmate count for February provided one inmate per day.
  3. Balance Due Report – See enclosed.
  4. Lien Report – See enclosed.
  5. Work Order Count – 0 brush; 0 large item; 0 tires; 0 refrigerators.
- b. Ownership Transfer – Walter’s Mobile Home Park – I may have a proposal from Mike Boyer to present for consideration by the Board.
- c. Adoption of Proposed Member User Agreement & Adoption Resolution- Adoption of the enclosed resolution authorizing a change in the method in which Pepper’s Ferry handles debt service is requested. The Board of Supervisors approved revisions to the agreement at its February 25, 2002 meeting.
- d. American Electric Power (AEP) Electricity Purchase Agreement - Enclosed is a sample resolution authorizing continuation of current electric service arrangements with AEP. While at a slightly higher rate than current billings, adoption of this resolution is required to avoid having to purchase electricity on the spot market at what is both currently and projected to be higher rates. The electric service contracts with AEP currently expire June 30, 2002 unless extended. As you may know, the General Assembly adopted the Virginia Electric Utility Restructuring Act in 1998 whereby retail customers are granted a choice as to whether they will continue to purchase the generation element of this service from an alternative supplier. The distribution and

transmission elements remain with AEP. The VML Steering Committee recommends that all jurisdictions in the AEP area elect to extend the contracts with AEP from June 30, 2002 through June 30, 2007. However, the county could also choose to either terminate the current contract with AEP and seek proposals from alternative supplies or extend the current contract with AEP from July 1, 2002 through December 31, 2003 at the applicable rates on file for a retail customer at the State Corporation Commission.

- e. PSA Annual Water Settlement Calculations- ***Enclosed*** are settlement calculations for the Towns of Pulaski and Dublin for FY 01. Based on audited expenditures for FY 01, a credit is due both towns (Dublin \$47,938.25 and Pulaski \$15.73).
  
- f. Informational Items –Information is ***enclosed*** regarding the following:
  - 1. Responses to Inquiry on Public Utility Bill Relief – As shown on the ***enclosed*** summary, very few localities provide any type of bill relief.
  - 2. Garbage Collection Automation – The Virginia Municipal League, as our workmen's compensation insurer, recommends consideration to utilizing an automated system. Staff recommends consideration of a one-operator system, if the Board concurs with this approach. Given a general interest on the part of the Board, we would review how such efforts have worked for other localities.
  - 3. Comparison of Compactor-type Roll-off Container Rates – Net savings for the account I used as a comparison amounted to \$400 per month if PSA services were used. An evaluation of lost customers over the past few years is directly related to the availability of compactor-type units.
  - 4. HB 1130 – Hookup Requirements for Water Systems - We do not believe the PSA would be adversely affected but wanted the Board to be aware of this proposed legislative change.
  - 5. NRIP Sewer Project - The ***enclosed*** contract provides for upgrading existing pump stations rather than replacing the stations at a significantly lower cost to the County. However, there will only be an increase in peak vs. actual pumping capacity.
  
- g. 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
  - 6. Water Hydrant Flushing

PMH/gh

Distribution or reproduction of this document is prohibited. This document is exempted from public access in accordance with the Virginia Freedom of Information Act.

March 7, 2002

TO: PSA Board of Directors  
FROM: Peter Huber, County Administrator  
SUBJECT: Closed Meeting – 2.1-344.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. **Enclosed** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Property Disposition or Acquisition:

- ◆ None

Personnel:

- ◆ Personnel Incentive Program - I would like to discuss the possibility of encouraging employee interest in service and budgeting matters by instituting a bonus pay program which would be dependent on a reduction in operating costs coupled with an increase in customer satisfaction. My thoughts are to return to the employees half of operating cost savings over expenditures last year budget savings up to \$400 per quarter (fuel costs would be recalculated based on usage to eliminate the effect of changes due to fluctuating market prices). Customer satisfaction would be measured based on quarterly surveys included in the billing statements. I would like to institute this with the new fiscal year and eliminate the early release time as well as any payment of overtime for work less than 40 hours per week actual time on the job. My goal is to encourage employee ownership and concern for customer service. I would appreciate suggestions as to how the specifics of such a program are worked out and will be polling other jurisdictions to see if or how similar programs may be administered. My thinking would be to make the program applicable to all PSA employees including water treatment and distribution, billing and refuse collection. I would like to institute a similar program for county employees and am looking for the appropriate measure of citizen satisfaction.

Prospective Industry:

- ◆ None

Legal Matters:

- ◆ None

PMH/gh

## CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

The following motion is suggested for a closed meeting at the March 11, 2002 Public Service Authority Board of Directors meeting:

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_ and carried, that the Public Service Authority Board of Directors enter closed session for discussion of the following:

Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.1-344(A)3 discussion for consideration of the disposition or acquisition of publicly held property regarding:

- ◆ None

Personnel – Pursuant to Virginia Code Section 2.1-344(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- ◆ Personnel Incentive Program

Prospective Industry – Pursuant to Virginia Code Section 2.1-344(A)5 discussion concerning a prospective business or industry, or the expansion of an existing business and industry, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

- ◆ None

Legal Matters – Pursuant to Virginia Code Section 2.1-344(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- ◆ None

Voting yes: \_\_\_\_\_

Voting no: \_\_\_\_\_

Abstaining: \_\_\_\_\_

Not present: \_\_\_\_\_