

FOLLOW-UP

ITEM

1. Citizen Comments

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; due primarily to software changes, reviewed all others as listed) Ms. Sayers

 - b. PSA Office Space
(Reviewed options with PSA Board – Staff advised a drop box is being placed outside of Dublin Town Center to assist in alleviating traffic in offices – County Administrator to determine best option available) Mr. Leonard

 - c. Frequency of Meter Readings
(Staff reported revised billing system charges more than the existing system for users who use slightly more or less than the minimum amount of water – Board directed staff to continue to work towards eliminating the use of a minimum volume) Mr. Huber/
Ms. Burchett

 - d. Town of Pulaski Mount Olivet Water System
(Approved assuming provision of water service to 15 to 20 residents on Mount Olivet Road, allowing the town to take a water tank out of operation – Notify the town) Mr. Coake

- e. Shelor Motor Mile Sewer Extension
(Staff reported sewer extension has been completed, deed prepared, line inspected and constructed in accordance with PSA specifications – Board approved accepting deed) Mr. Coake
- f. Agreement – NRV Planning District Commission & County for Administration of the Pulaski County Central Water and Sewer Grant/Loan
(Concurred with agreement, subject to review and approval by county attorney and Board of Supervisors) Mr. McCarthy
- g. Agreement & Deed of Subordination - Boyer to Gilbert
(Approved, subject to review by county attorney and confirmation that first mortgage loan is not greater than the current loan) Mr. McCarthy
- h. Agreement By & Between PSA and Dan Sumner (Eagleview Mobile Home Park
(Approved agreement, subject to review by county attorney) Mr. McCarthy/
Mr. Coake
- i. Horseshoe Campground Water Service
(Board approved county engineer preparing an estimated cost for consideration by State Park system – Place update on August PSA agenda) Mr. Coake
Ms. Hanks
- j. Informational Items:
 - 1. Food Lion Refuse Collection Service
 - 2. Claytor Lake State Park – Current & Future Plans
 - 3. Ima C. Wallis – PSA Account – Debt Received
(Reviewed)
- k. Current Authorized Projects & Items Under Review
 - 1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
 - 2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (pending Rural Development funding)
 - 3. Painting Water Tanks
(Reviewed)
- 3. Approval of June 9, 2003 Minutes
(Approved) Ms. Hanks

4. Accounts Payable
(Approved) Ms. Sayers

5. Other Matters
(Approved hiring Sam Campbell, at a cost not to exceed \$5,000, to research PSA minutes to confirm the PSA has been in compliance with legal requirements, and provide an update at the September PSA Board meeting - Notify Mr. Campbell - Place update on September Board agenda) Mr. Huber
Ms. Hanks

6. Adjournment

July 10, 2003

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
1. Adjustments – This report will be ***enclosed***, if received in time, to include the packet.
 2. Inmate Availability Reports – Staff reports the inmate count for June provided two inmates.
 3. Balance Due Report - This report will be ***enclosed***, if received in time, to include the packet.
 4. Lien Report - This report will be ***enclosed***, if received in time, to include the packet.
 5. Work Order Count – Information regarding brush, large items, tire(s), refrigerators, etc. will be reported, if received in time.
- b. PSA Office Space - ***Enclosed*** is a copy of a proposed conceptual office layout as prepared by Reynolds Architects. Staff prefer the existing office layout, but still have concerns regarding space availability.
- c. Frequency of Meter Readings – The revised billing system charges more than the existing system for users who use slightly more or less than the minimum amount of water. The new system charge two minimums plus additional usage regardless of the amount used while the old system credited any amount less than the minimum towards any potential overage. Options are as follows:
1. Change existing PSA policy not to grant credit for potential amounts less than the minimum.
 2. Pay \$6,000 for a programming change to the new billing system. Programming may have to be redone with any major software upgrades.

3. Read meters on a monthly basis doubling the work of the meter reader.
4. Revise water rates to reduce or eliminate the use of a minimum volume. For instance, a potential rate schedule could include a \$6.50 minimum debt service charge plus \$3 per thousand for all water used with potential break in rates for very large volume users. Staff is generating the usage figures to allow analysis of this option.

At this point, option four seems to be the most viable, pending analysis of the actual rates and resulting revenue impact. I wanted to review these alternatives with the Board and request your comments and suggestions.

- d. Town of Pulaski Mount Olivet Water System – ***Enclosed*** is correspondence from Pulaski Town Engineer William Pedigo requesting that the PSA assume provision of water service to 15 to 20 residents on Mt. Olivet Road. This change would allow the town to take a water tank out of operation.
- e. Shelor Motor Mile Sewer Extension- The sewer extension to serve Shelor Motor Mile has been completed. Staff will have a deed for the line from Hash Investments to the Pulaski County Public Service Authority. This line has been inspected by the PSA staff and it has been constructed in accordance with the PSA specifications. It is recommended that this line be accepted into the system. This line is approximately 155 feet long with one manhole.
- f. Agreement – NRV Planning District Commission & County for Administration of the Pulaski County Central Water and Sewer Grant/Loan – ***Enclosed*** is a draft agreement between the PSA and the county regarding the administration of the Central Water and Sewer grant. The PSA is not a direct party to the agreement since the loan is being made to the county. However, I would like to get your concurrence with this arrangement prior to recommending approval by the Board of Supervisors.
- g. Agreement & Deed of Subordination - Boyer to Gilbert – A draft agreement and deed of subordination will be ***enclosed***, if received in time, allowing transfer of PSA related obligations from Mr. Boyer to Mr. Gilbert regarding the PSA water service within Walter's Mobile Home Park.
- h. Agreement By & Between PSA and Dan Sumner (Eagleview Mobile Home Park) – ***Enclosed*** is a draft agreement for the provision of water service within Eagleview Mobile Home Park. As of Wednesday, July 9, I had not received the financial proposal requested from Mr. Sumner.
- i. Horseshoe Campground Water Service – Mr. Joe Elton with the Department of Conservation and Recreation, has asked consideration to extending public water service to the Horseshoe Campground. Mr. Coake is preparing an estimated cost for consideration by the State Park system. Concurrence by the PSA in working with the state on this potential water line is requested.

j. Informational Items:

1. Food Lion Refuse Collection Service – **Enclosed** is a letter sent to Food Lion regarding their interest in discontinuing PSA pick-up service. A similar letter is being sent to Little B Mobile Home Park and others wishing to contract with outside haulers. Staff resolved a similar interest by NRCC this month.
2. Emory Beardon – PSA Account – Mr. Campbell and I met with Allan Groseclose regarding potential settlement of this account. There was general agreement to seeking independent verification of residency using AEP records for the five meters serving this property. Those records are being requested from AEP.
3. Ima C. Wallis – PSA Account – We have received payment for the full amount due.
4. Personnel Changes - **Enclosed** is an update prepared by Ms. Burchett.

k. Current Authorized Projects & Items Under Review

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (pending Rural Development funding)
3. Painting Water Tanks

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