

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Mon. August 18, 2003
9:00 a.m.**

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 & Lien Reports
 4. Work Order Count
 5. Drop Site Totals
(Reviewed and approved as appropriate) Ms. Sayers/Ms. Burchett

 - b. Commerce Park Sanitary Sewer Design
(Reviewed various proposed options – Forward to Planning Commission for review regarding land use issues - Provide additional cost/benefit data) Mr. Tickner
Mr. Coake/Mr. Huber

 - c. Rate Revision – Elimination of Minimum Charge
(Approved advertising for public hearing at either the October or November PSA meeting, for elimination of the 2,000 gallon minimum and adding \$.50 per 1,000 gallons for water and sewer charges) Ms. Burchett

 - d. Eagleview Mobile Home Park Water
(Approved PSA establishing a 20% minimum remaining value as a buffer in committing of public funds to improve mobile home parks) Mr. Huber

 - e. New River Industries Billing Adjustment
(Approved adjustment of approximately \$7,143.96 due) Ms. Sayers

 - f. Rear Load Dumpster Bids
(Approved staff proceeding with staff recommendation to consider changing to front load units in conjunction with the purchase of a new front loading truck at an additional cost of approximately \$30,000 – Staff to determine maintenance needs with new loader, operational costs, as well as any safety issues) Mr. Mayberry/Mr. Huber

- g. Provision of Sewer Service Without Public Water
(Advertise public hearing for either October or November meeting, whichever meets the proper advertising requirements, to formally adopt a sewer only rate for unmetered service and to consider revising the rate of 2,000 gallons for the first person per household with an additional charge equal to use of 1,500 gallons per month for each additional resident) Ms. Burchett
- h. Mount Olivet Water System
(Approved waiving the use of a meter at the PSA/Town connection point – Notify town) Mr. Coake
- i. Informational Items:
1. PSA v. White Pine Enterprises, Inc. Agreement
2. Personnel Changes
(Reviewed)
- j. 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 Minutes of July 14, 2003
(Approved) Ms. Hanks
4. Accounts Payable
(Approved) Ms. Sayers
5. Other Matters
(None)
6. Adjournment

August 7, 2003

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments – Adjustments totaling \$64,621.41cr are submitted as shown on the ***enclosed***. The high amount of adjustments is the result of the transition to new software.
2. Inmate Availability Reports – Staff reports the inmate count for July provided two inmates.
3. Balance Due & Liens Reports – See ***enclosed***.
4. Work Order Count – Pickups pending: 44 brush; 49 large; 0 tire(s); 5 refrigerator(s) – The large number of pending work orders has been due to heavy volume and a large number of employees out on sick leave. Mr. Larry Vest, now a Board of Supervisors employee, has agreed to operate the boom truck until we get caught up.
5. Drop Site Totals – Staff reports the following drop site totals for the month of July: Dora Highway – 48 trips & 114.65 tonnage; Dublin – 31 trips & 67.34 tonnage; and Fairlawn – 14 trips & 31.60 tonnage.

- b. Commerce Park Sanitary Sewer Design – ***Enclosed*** is a cover letter and map describing potential plans for upgrading sewer service to the Commerce Park should the site be used by a major sewer user. Preliminary approval of these approaches is recommended. Please let me know if you would like the specific calculations referred to in the cover letter.

- c. Rate Revision – Elimination of Minimum Charge – With the assistance of Jim Bell, Programmer, and Brenda Sayers, I have estimated the impact of eliminating the 2,000 gallon minimum (reduction of \$7 in the monthly fee but charging for all water used) and adding \$0.50 per \$1,000 gallons for water and sewer charges. The change would result in an increase of \$235 per month in water system revenues and \$388 per month in sewer system revenues from those using less than 100,000 gallons per month. My recommendation would be to retain the existing per gallon rates for those using over 100,000 gallons per month. Thus, water and sewer rates would be reduced by \$0.50 per 1,000 gallons for the 30 largest users. I have discussed the revised rate structure with Travis Jackson who reports no issues with the proposal. The rate adjustment would save those using under 4,000 gallons while those using over 4,000 being charged slightly higher rates. The change would also simplify billing of estimated usages. Should the PSA want to proceed, I would recommend advertising the required public hearing. The City of Radford uses a similar format for their rate schedule.
- d. Eagleview Mobile Home Park Water – Dan Sumner shared a copy of the 1994 appraisal of the Eagleview Mobile Home Park indicating a value at that time of \$425,000. The existing debt on the park is \$303,403 while the water system debt without fire flow is anticipated to be \$132,151 leaving a net value of -\$10,554 after installation of the water system. I recommend the PSA establish a minimum remaining value as a buffer in committing of public funds to improve any of the mobile home parks. The enclosed table describes the net worth of each of the mobile home parks being considered for installation of public water or sewer service.
- e. New River Industries Billing Adjustment - Authorization is requested to adjust PSA billing in the amount of approximately \$7,143.96 compensating for the following reasons:
1. Billing errors due to periodic blockages in the sewer meter;
 2. Misunderstanding by the company regarding due dates;
 3. Occasional delays in mailing of PSA bills; and
 4. My delay in addressing continuing penalty and interest charges following a letter from the company send in January 2003.

The firm will be responsible for payment of approximately \$15,500 in remaining penalty and interest charges. Should the PSA Board concur with this recommendation, the company agrees to correct their bill paying procedures to ensure timely payment of all future PSA payments.

In other follow-up related to the Eagleview water improvements, Mr. Randy Miles, Chief of the Fairlawn Fire Department, reports that fire hydrants will prevent the spread of fires from one mobile home to the next. He also noted that the location of hydrants within the park may reduce fire insurance rates.

- f. Rear Load Dumpster Bids – Doug Mayberry and I recommend consideration to changing to front load units in conjunction with the purchase of a new front loading

truck at an additional cost of approximately \$30,000. The use of front load equipment reduces labor requirement to one person and significantly improves the safety of operations.

- g. Provision of Sewer Service Without Public Water – The PSA currently provides sewer service to one residence not already served by public water. A second residence will be served in a similar manner on New River Road following the failure of its septic tank. Since water is from a private unmetered well, there is no water meter on which to base sewer billings. While not specifically listed in the rate schedule, the practice has been to charge for the minimum usage of 2,000 gallons per month. My recommendation is to formally adopt a sewer only rate for unmetered service and to consider revising the rate a 2,000 gallon for the first person per household with an additional charge equal to use of 1,500 gallons per month for each additional resident.
- h. Mt. Olivet Water System – This project was approved by the PSA Board at the July meeting. ***Enclosed*** is a letter from the Town requesting the PSA consider using the total water readings from each of the 15 to 20 residents as appropriate billing for water used, rather than requiring a meter at the PSA/Town connection point. The result would be that the PSA assumes the responsibility for water leaks in the town line. A similar approach is used for short water or sewer extensions in other areas of the county. Waiving the need for the meter will save the Town of Pulaski approximately \$10,000. Approval of the request is recommended based on the fact that there would be less than 15 water service connections involved.
- i. Informational Items – ***Enclosed*** is updated information regarding the following matters:
 - 1. PSA v. White Pine Enterprises, Inc. Agreement – White Pine declined to accept the offer of basing garbage charges on actual usage and a November 14 court date has been set.
 - 2. Personnel Changes - ***Enclosed*** are personnel changes which have taken place over the past month.
- j. 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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