

FOLLOW-UP AGENDA

ITEM

8:00 a.m.

1. Joint Meeting with Board of Supervisors for Presentation by New River Valley Planning District Commission on Year-2 Regional Water Plan
(Recommend to Board of Supervisors participation by the county in the regional level to meet the new Water Supply Planning Regulations – Notify PDC) Mr. Huber

2. Closed Session 2.2-3711.A.1
(No action)

3. **Public Hearing** – Roll Off Refuse Collection Haul Rate - Proposed Rate: \$95.00 per Transport to Landfill Plus A Periodic Surcharge Based on Future Fuel Costs (Current Rate is \$60.00 Per Transport)
(Approved setting rate at \$85.00 per haul effective February 1, 2006 – Adjust billings accordingly and notify users) Ms. Sayers/
Ms. Burchett/
Mr. Huber

4. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
 2. Inmate Availability Report
 3. Balance Due & Lien Report
(Provide explanation re: increase over past few months – Place update on January agenda) Mr. Sayers/
Ms. Burchett
Ms. Hanks
 4. Work Order Count
 5. Drop Site Total & County Landfill Tonnage
(Reviewed all)

 - b. Action Items:
 1. RAAP Renewal Agreement
(Approved – Notify appropriate officials with RAAP) Mr. Coake

 2. Sewage Pump Station Generators
(Approved awarding contract to Triangle

- Electric in the amount of \$103,114 for the three generators) Mr. Coake
3. Polyester Mobile Home Park Agreement
(Approved, subject to correction of figures under Section III – “Connection fees”) Mr. Huber/
Mr. McCarthy
 4. Streetlights Installation
(Determine cost of streetlight installation, advise residents of costs and determine if residents are interested in the streetlight installation, including costs associated with the installation – Determine percentage of required residential acceptance to install streetlights in residential area - Place update on January 9 agenda) Mr. Huber

Ms. Hanks
 5. 2006 Meeting Calendar
(Approved moving October 2006 meeting from October 11 to October 12 due to Columbus Day Holiday)
- c. Informational Items:
1. Draper Valley Storage Facility Update
(Reviewed – Determine estimated construction date – Provide update at January 9 Board meeting – Place on January 9 agenda) Mr. Coake

Ms. Hanks
 2. Water Treatment Plant Sediment Basin Dispersion Wall Design
(Provided progress report)
 3. Refuse Rate Adjustments
(Approved formula recommended by staff – Compare formula to charges for all existing campgrounds) Ms. Sayers/
Ms. Burchett/
Mr. Huber
 4. Capital Improvements Plan Update
(Reviewed new vehicle purchase requests)
 5. PSA Refuse Billing History
(Reviewed history of refuse rates)

6. Background Information on Fuel Costs
(Reviewed history of fuel costs)
7. Background Information on Waiving of Fees in Exchange for Investment
(Provided details of waiving of fees, including Gateway Mobile Home Park and Abbey Mobile Home Park)
8. Operation of Polyester Mobile Home Park
(Reviewed details re: operation of Polyester Mobile Home Park water system)
9. Consideration of Cut-off Notices
(No change to procedure - Staff to consider revised language in letter)
10. Personnel Changes
(Reviewed)

Ms. Sayers/
Ms. Burchett

d. 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 (engineering underway)

5. Approval of Minutes of November 14, 2005
(Approved)

Ms. Hanks

6. Accounts Payable
(Reviewed)

Ms. Sayers

7. Other Matters
(None)

8. Adjournment

December 7, 2005

TO: PSA Board of Directors & Board of Supervisors

FROM: Staff

SUBJECT: Joint Meeting

A joint meeting between the Board of Supervisors and PSA Board of Directors has been scheduled for a presentation by the New River Valley Planning District Commission (PDC) on the Year-2 Regional Water Plan, as described in the enclosed correspondence from PDC Executive Director David Rundgren.

There are two decisions involved in regional water issues. The first is a decision of whether to do water supply planning on a regional or local basis. Based on the ability to coordinate long-term plans with adjacent localities, the availability of an extended deadline and potential for increased availability of grants and technical support, I recommend that the required state planning be done on a regional basis.

The second decision is whether to join a regional water authority with the goal of interconnecting various local water systems. Considering the age of our existing plant, the potential need to expand the plant in the next ten years, and the security of having alternative supplies, I recommend serious consideration of this alternative, pending confirmation of anticipated interconnection costs.

Currently, the PSA's distribution system is already interconnected with the Radford Army Ammunition System and the Town of Pulaski's water system. Water can be pumped from the RAAP system into the Fairlawn area but line size restrictions and pressure differentials prevent serving the entire system with water from the Arsenal. At the same time, the PSA system can serve the Town of Pulaski but the Town of Pulaski cannot backup the PSA system. In short, we do not have a current alternative supply to back up the operation of the PSA water treatment plant.

A closed session has also been scheduled for purposes as described on the enclosed memo.

PMH/gh

December 7, 2005

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Public Hearing

A public hearing has been scheduled for roll-off refuse collection services as described on the *enclosed* public hearing notice.

In calculating depreciation costs, fuel, staff time and fringe benefits, Ronnie Nichols calculates the cost of roll-off service to be approximately \$67 per pull. We have also confirmed that it would be questionable to include an automatic fuel adjustment factor in the rate.

My recommendation is to set the rate at \$85 to account for fuel increase. This rate would match that of the New River Resource Authority operations in Giles County and would provide somewhat of a match to the residential increase needed to balance the overall PSA refuse operation budget.

PMH/gh

December 7, 2005

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$1,375.01cr are submitted. A copy of the spreadsheet is ***enclosed***.
2. Inmate Availability Report - Staff reports the inmate count for November provided four inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 10 brush; 2 large; 0 tire(s); 1 refrigerator(s).
5. Drop Site Total & County Landfill Tonnage – Drop site totals for the month of November are as follows:

Site	Trips	Tonnage
Dora Highway	38	87.82
Dublin	26	60.18
Fairlawn	7	52.10
Total	71	200.10

County Landfill Tonnage
(county customers & Refuse Department Haulers)
(for the Month of November)

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2219.63	62	788	41.23

b. Action Items:

1. RAAP Renewal Agreement – Formal approval to renewing the ***enclosed*** contract for the purchase of water from the Radford Army Ammunition Plant is recommended.
2. Sewage Pump Station Generators – Following confirmation that the original bidder for this project would not be able to provide the needed generators, the project was rebid.

Bids were received on November 21 for generators for Claytor Lake Pump Station No. 7 in the amount of \$36,831, Exxon Pump Station in the amount of \$36,831 and New River Pump Station in the amount of \$29,452 from Triangle Electric Corporation, Ridgeway, Virginia. The total amount of the bid is \$103,114.00. A second bid was received from Structures and Utilities, Christiansburg, in the amount of \$58,000, \$58,000, and \$60,000 respectively, for a total bid of \$176,000. It is recommended that a contract be awarded to Triangle Electric in the amount of \$103,114 for the three generators listed above.

3. Polyester Mobile Home Park Agreement – Approval of the ***enclosed*** agreement is recommended.
4. Streetlights Installation - I received an inquiry from Ms. Charlotte Reed regarding the potential for installing streetlights at the entrance to her subdivision off of Bagging Plant Road. I would like to recommend calculation of a streetlight charge for residents of the subdivision be added to their existing garbage bill. This would provide a needed service to the public while providing the PSA with additional revenue.
5. 2006 Meeting Calendar – The following updates/changes are suggested for the 2006 meeting calendar:

October meeting - Conflicts with Columbus Day - Suggest moving from October 11 to October 12.

September meeting - Conflicts with ICMA conference - I plan to attend the ICMA meeting. However, Nancy Burchett and/or Ron Coake would be able to respond to questions or concerns that the Board may have should

the Board wish to keep the meeting as scheduled for Monday, September 11.

November meeting - Conflicts with VACO Annual conference - I plan to attend the VACO meeting. However, Nancy Burchett and/or Ron Coake would be able to respond to questions or concerns that the Board may have should the Board wish to keep the meeting as scheduled for Monday, November 13.

c. Informational Items:

1. Draper Valley Storage Facility Update - ***Enclosed*** is an updated Progress Report on the Draper Valley Storage Facility project.
2. Water Treatment Plant Sed Basin Dispersion Wall Design - ***Enclosed*** is a progress report, including the schedule of events on the above project.
3. Refuse Rate Adjustments – The following is a suggested formula for calculating refuse rates for campgrounds:

average weekly number of occupied campsites x number of months per year the campground is open x non-user rate (if campground is committed to delivery of refuse to a large item drop center) or x standard user rate (if campground would like service at nearest state maintained road or suitable alternative).

4. Capital Improvements Plan Update – In reviewing the need for new vehicles, staff has revised the listing of needs as follows:
 - a. The Water Treatment Plant operators need a small four-wheel drive truck to replace a 1995 model with 119,394 miles. A short-cab short-bed model is all that is needed at an expected cost of approximately \$18,000.
 - b. The Water Department needs to replace an existing 1999 two-wheel drive pickup with 108,797 miles with a four-wheel drive extended cab short-bed model (due to the need to carry tools and meter reading equipment out of the rain) at an anticipated cost of \$20,000. The primary reason for replacing this truck is due to the lack of four-wheel drive as this vehicle is often parked off road and reading of meters cannot be delayed due to inclement weather. Thus, it is anticipated that the existing truck will remain in service.
 - c. The Refuse Department need a pick-up truck to collect trash from difficult to reach areas and would be replacing an existing 1994 short-cab, long-bed model with 230,720 miles at an estimated cost of \$20,000.

- d. Within the next five years, the Water Department will need to replace an existing 1999 model truck, which currently has 172,000 miles with a 2500 series heavy-duty short-cab long-bed truck with a new unit to include a large tool-box type of bed at an estimated cost of \$30,000 for both the truck and the bed.
5. PSA Refuse Billing History – As requested at the November PSA meeting, the following is a history of refuse rates charged by the PSA:
 - \$3.00 per month March 1979 through September 1987
 - \$5.00 per month October 1987 through December 1990
 - \$10.00 per month January 1991 through July 1992
 - \$11.00 per month August 1992 through June 1993
 - \$12.00 per month July 1993 to September 2002
 - \$13.00 per month October 2002 to present
6. Background Information on Fuel Costs – The Public Service Authority refuse operations use approximately 52,000 gallons of diesel fuel per year or 200 gallons per day or roughly 20 gallons per day per truck in the collection of residential, commercial and industrial refuse. In December 2003 we were able to purchase untaxed diesel fuel for approximately \$1 per gallon. Two years later our cost has more than doubled to \$2.10 per gallon. While some of this increase was factored into the \$133,912 PSA budget for fuel costs, an estimated maximum cost of \$2.30 per gallon would cost the PSA an additional \$120,332 in the 2005-06 fiscal year.
7. Background Information on Waiving of Fees in Exchange for Investment – As requested by the PSA Board at the November meeting, the Gateway Mobile Home Park paid full connection fee of \$500 per unit while the Abbey Mobile Home Park paid an adjusted rate of \$250 per unit.
8. Operation of Polyester Mobile Home Park - Mr. James Whited has approached Rick Gordon, Chief Water Treatment Plant Operator, about operating the Polyester Mobile Home Park Water System until the proposed PSA water distribution is installed. Mr. Gordon would be performing this responsibility as an employee of Mr. Whited during his time off. Mr. Gordon has also talked with the Health Department about the possibility and advised them that this work would not be part of his responsibility with the PSA. Mr. Gordon would provide more technical assistance to Mr. Whited than actual operation of the system in order to meet Health Department requirements for having a licensed operator in charge of the existing system. Mr. Gordon is requesting permission to work with Mr. Whited during his off time from the Water Treatment Plant. I have no objections to this arrangement.

9. Consideration of Cut-off Notices – The PSA staff is sending out between 1,000 to 1,200 cut-off notices each month with 2,500 letters being sent out on a quarterly basis when garbage bills are due. Unfortunately, a number of these letters are sent to the same customers each month. They suggest consideration to eliminating this notification as a way of reducing costs and labor involved in these mailings. While these letters are a part of our service to our customers, the number of letters to repeat delinquent customers is an added average cost of approximately \$525 per month based on a net cost of \$0.35 per letter.
10. Personnel Changes – An update of recent personnel changes is ***enclosed***, as prepared by Ms. Burchett.

d. 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 (engineering underway)

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December 7, 2005

TO: PSA Board of Directors & Pulaski County Board of Supervisors

FROM: Peter Huber, County Administrator

SUBJECT: Closed Meeting – 2.2-3711.A.1

A closed meeting is requested pursuant to Section 2.2-3711.A.1 of the 1950 Code of Virginia, as amended, to discuss personnel. ***Enclosed*** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- Refuse Department Restructuring Plan - ***Enclosed*** is a summary of my understanding of problems within this department and a suggested approach to addressing those problems. Before discussing the implementation of this plan with the employees, I would like to take the opportunity to review the plan with both the PSA Board and Board of Supervisors since the plan would involve a significant amount of rerouting of garbage trucks. Also, in the event this plan does not work, I would like to suggest consideration to contracting refuse services through a private contractor.
- Refuse Department Supervision – One of two current day-to-day supervisors is on extended sick leave and the other is considering retirement in April. While he would be eligible for continued employment by the PSA on a part-time basis, he would not be able to work for a thirty-day period. In reviewing the alternatives, I plan to consider reassignment of an existing supervisor, hiring of a temporary supervisor and/or contracting with another locality or regional organization involved in refuse operations. Please let me know if you have any suggestions or concerns regarding these or other alternatives.

CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.2-3711.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 December 12, 2005 PSA Board of Directors meeting:

It was moved by _____, seconded by _____ and carried, that the PSA Board of Directors enter closed session for discussion of the following:

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- ◆ Refuse Department Restructuring Plan
- ◆ Refuse Department Supervision

Voting yes: _____

Voting no: _____

Abstaining: _____

Not present: _____