

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tuesday, Jan. 8, 2008
9:00 a.m.**

Follow-up Agenda

Action Item	KEY STAFF
1. <u>Citizen Concerns</u> (None)	
2. <u>Reports from the County Administrator & Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u>	
2. <u>Inmate Availability Report</u>	
3. <u>Balance Due & Lien Report</u>	
4. <u>Work Order Count</u>	
5. <u>Drop Site Total & County Landfill Tonnage</u> (Reviewed and approved accordingly)	
(Staff to review delinquent commercial accounts and provide report to PSA Board at February meeting – Place on February agenda)	Mr. Huber/ Mr. Nichols/ Ms. Hanks
b. <u>Action Items:</u>	
1. <u>Minutes of Previous Meeting</u> (Approved – Copy and index)	Ms. DeHart
2. <u>Accounts Payable & Budget Adjustments</u> (Approved)	Ms. Sayers/ Mr. Jones
3. <u>Advances from Board of Supervisors</u> (Reviewed information outlining \$293,061 in advances from the Board of Supervisors to the PSA dating back to 1982 – Staff to provide additional information – Place on February agenda)	Mr. Huber/Mr. Jones Ms. Hanks
4. <u>Retirement Resolution for Richard Chumbley</u> (Approved)	
5. <u>Relocation of Fire Hydrant – Stone Ridge</u> (Approved, subject to conditions)	Mr. Coake
6. <u>Pepper’s Ferry Payments</u> (Reported – No action)	

- c. Informational Items:
1. Personnel Changes
(Reviewed)
 2. Financial Report
(Reported)
 3. Disclosure of Conflict of Interest
(Reported receipt of all required forms)
 4. Water Settlement Billings Towns of Dublin & Pulaski
(Provide updated reports)
 5. Commerce Park EDA Project
(Reported Commerce Park Participation Committee has approved application for Economic Development Administration funding of the proposed water line connecting the City of Radford Water Treatment Plant with the PSA water line in the vicinity of Morgan's Cut, further staff is expecting cost figures from the City of Radford)
 6. Documentation of Valve Locations
(Reported staff had documented the location of 800 valves prior to December 21 with plans to install all the necessary software and utility maps on Ronnie Coake's laptop computer which will allow an individual to locate any of the mapped valves using a GPS locator and the GIS mapping)
 7. Projects Update
(Reviewed)
- 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)
 3. Water Treatment Plant Dispersion Wall Design
 4. Installation of back-up generators at sewer pump station
 5. Replacement of Texaco sewer pump station
 6. Skyview/Fairgrounds/Commerce Park sewer preliminary engineering

3. Other Matters

Purchase of Roll Off Trucks

(Reviewed bids and approved purchase from low bidder, Cavalier)

Mr. Nichols

(Mr. Nichols described potential cost savings on tipping fees paid by PSA due to brush cutting by possibly chipping brush and selling or giving away – Staff to research and provide additional information)

Mr. Nichols

Agreement with Cingular

(Approved agreement granting access to Cingular to explore possibly placing a cell tower on Corporate Center water tank, subject to review of agreement by County Attorney

Mr. Coake/
Mr. McCarthy

Bradley Ridge Development/Hatcher Road

(Authorized application of 50% discount to base water and sewer connection fee with \$200 surcharge applied thereafter)

Ms. Wright

PER for Fairgrounds and Skyview Subdivision Area

(Presented – Place recommendation on February agenda)

Ms. Hanks

4. Adjournment

January 3, 2008

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

1. Citizen Comments – None
2. Reports from County Administrator and Staff:
 - a. Collection Staff Activity:
 1. Adjustments - Adjustments totaling a net \$675.57- from contingency are submitted as described on the ***enclosed*** separate report.
 2. Inmate Availability Report - Staff will provide a report on the inmate usage at the January meeting.
 3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
 4. Work Order Count – Staff will provide a report on the pickups pending at the January meeting.
 - b. Action Items:
 1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the December 11, 2007 meeting for your review and approval.

2. Accounts Payable & Budget Adjustments – Review and approval of the ***enclosed*** accounts payable and budget adjustments is requested.
3. Advances from Board of Supervisors – ***Enclosed*** is the spreadsheet distributed with the December packet outlining \$293,061 in advances from the Board of Supervisors to the PSA dating back to 1982. My suggestion that the PSA Board pay off the estimated \$293,061 debt to the Board of Supervisors is based on a compromise in which the Board of Supervisors would not accrue the five percent interest on the amounts owed by the PSA. The recommendation to address this debt at this time is based on the relatively good financial position that both the PSA and Board of Supervisors currently find themselves in.

In addition, the elimination of current debt service payments will save the PSA \$22,547 annually. Planning for implementation of this transaction at the end of the fiscal year will allow time for a change in plans should unforeseen expenditures occur and also allow for the maturing of existing certificates of deposit to avoid penalty fees.

The current PSA fund balance of \$1,695,472.69 provides a \$301,053 unencumbered balance after allowing for a 10% reserve of \$702,963 on the current total PSA budget of \$7,029,629, and subtracting the current special projects use of reserve funds in the amount of \$398,394.

4. Retirement Resolution for Richard Chumbley - Formal approval of the ***enclosed*** resolution for Richard Chumbley is requested.
5. Relocation of Fire Hydrant – Stone Ridge - ***Enclosed*** is correspondence to John Kelly and William Horne approving the relocation, subject to conditions. Approval by the PSA Board is requested, subject to the conditions being met.
6. Pepper's Ferry Payments – During dry periods there is less inflow and infiltration into the sewer system and as a result the PSA pays Pepper's Ferry less for sewer treatment services. Through December, the PSA has paid Peppers Ferry approximately 37% of its \$448,000 sewer treatment budget or \$166,000. In a more normal year, the PSA would have spent 50% of its sewer treatment budget or 224,000. Meanwhile, the Peppers Ferry Authority has continuing fixed costs for property and equipment maintenance, personnel, etc while not realizing a normal level of revenues. The shortfall of approximately

\$58,000 from the PSA would compounded by similar circumstances in the other member jurisdictions.

At the same time the PSA would continue to collect normal revenues since inflow is independent of our revenue billings. Indeed the PSA sewer revenue is budgeted for \$527,000 and we have collected \$306,000 or 58% through December, thus our revenues are ahead of projections. Under the current billing method, the exact opposite would occur in a wet year with the PSA having to pay additional costs for treating water running into the collection system while not receiving any additional customer revenue.

At the December meeting of the Peppers Ferry Board, Clarke Wallcraft was asked to discuss the matter with member jurisdictions and I would like to ask for feedback from the Authority before formulating a recommendation. At this point, the best approach seems to be to revise the Peppers Ferry billing formula for Peppers Ferry in order to separate fixed from variable costs with each member jurisdictions billed accordingly (currently only debt service is billed to member jurisdictions as a fixed fee.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Spence.
2. Financial Report – A copy of the monthly financial report for the PSA is ***enclosed***, as prepared by Mr. Jones.
3. Disclosure of Conflict of Interest – Disclosure of Conflict of Interest forms are due Tuesday, January 15th, 2008.
4. Water Settlement Billings Towns of Dublin & Pulaski- ***Enclosed*** is correspondence from Finance Director Gordon Jones transmitting the water settlement billings to the Town of Pulaski and Dublin.
5. Commerce Park EDA Project – The Commerce Park Participation Committee has approved application for Economic Development Administration funding of the proposed water line connecting the City of Radford Water Treatment Plant with the PSA water line in the vicinity of Morgan's Cut. However, the Participation Committee did not approve the specific allocation of projected costs between the PSA and the Competitiveness Center to allow

for continued review of these costs. We are still expecting cost figures from the City of Radford.

6. Documentation of Valve Locations – Richard Chumbley and John Spangler documented the location of 800 valves prior to Richard's last day of work on December 21st. Our plan is to install all the necessary software and utility maps on Ronnie Coake's laptop computer. This will allow an individual to locate any of the mapped valves using a GPS locator and the GIS mapping.
 7. Projects Update - ***Enclosed*** is an update from Paula Moore of Anderson and Associates regarding the Orchard Hills sewer project. Also ***enclosed*** is an update from the Planning District Commission on all projects.
- 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)
 3. Water Treatment Plant Dispersion Wall Design
 4. Installation of back-up generators at sewer pump station
 5. Replacement of Texaco sewer pump station
 6. Skyview/Fairgrounds/Commerce Park sewer preliminary engineering

PMH/gh