

Follow-up

Item	Key Staff
1. <u>Citizen Comments</u> (None)	
2. <u>Reports from the County Administrator & Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> (Approved)	Ms. Sayers
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 Report</u> (Reviewed)	
b. <u>Action Items:</u>	
1. <u>Minutes of Previous Meetings</u> (Approved, with correction - Copy and index in minute book)	Ms. Hanks Ms. DeHart
2. <u>Accounts Payable</u> (Reviewed and approved)	Ms. Sayers
3. <u>Winston Snead Memorial Resolution</u> (Approved) (Arrange for plaque with wording to reflect Mr. Snead's service as Chairman of the Pulaski County Sewerage Authority for 24 years – Arrange for plaque wording and hanging of plaque at Pepper's Ferry Offices)	Ms. Hanks/Mr. Huber
4. <u>Compensation Study Method of Payout</u> (Board noted approval of concept given at previous meeting – Board directed staff to review individual staff job titles to confirm staff concurrence with compensation study results)	Mr. Hiss/Mr. Huber

5. Atwood Subdivision Water Tank
(Approved proceeding with construction of the tank without the telemetry, valving or re-chlorination equipment with plans to install this equipment after confirmation that the turnover in the tank is indeed a problem) Mr. Coake

6. Utility Line Extension Funds
(Staff advised estimate to install lines would cost Skyview homeowner approximately \$100 per month – Discussed establishment of funding to offset costs of water and sewer line extensions - Requested Planning Commission review county map to determine what areas need water and sewer – Staff to provide number of water and sewer customers to PSA Board – Place on July agenda) Mr. Huber/
Ms. Hanks

7. Bear Proof Dumpsters
(Approved \$3,600 for replacement lids for dumpsters on Blackberry Lane and at the Moose Lodge on Rt. 99) Mr. Nichols

8. Pete Dye River Course of Virginia Tech New Clubhouse
(Approved establishment of a policy of requiring that meter for non-residential service requirement fire protection be placed either at the right-of-way line or within 300 feet of the development, whichever is closer, provided all necessary rights-of-way are recorded) Ms. Coake

c. Informational Items:

1. Personnel Changes
(Reviewed)

2. Financial Report & Budget Adjustments
(Reviewed)

3. Utility Projects
(Reviewed)

4. Possible Transfer and Sale of Water from the City of Radford to the Arsenal
(Update provided)
 5. Virginia Highlands Community College Southwest Virginia Local Government Institute
(Board members to advise staff of any interest in attending)
 6. Lien Against Countrywide Home Loans, Inc.
(Reported lien currently titled to Countrywide Home Loans for services previously provided by the PSA to Penn's Funeral Services)
 7. Community Development Authorities
(Staff provided article and encouraged use of CDA tool)
- 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 Construction
 4. Water Treatment Plant Raw Water Intake Access Road

3. Other Matters
(Board expressed appreciation to Gordon Jones for his service to the PSA)

(Staff provided an updated condemnation listing of the Highland Park project)

(Place tax relief criteria on July agenda)

Ms. Hanks

(Staff reported the collection of over \$31,000 in lien payments)

4. Adjournment

June 4, 2008

TO: PSA Board of Directors
FROM: Staff
SUBJECT: Report Regarding Agenda Items

Reports from County Administrator and Staff:

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling a net (\$22,259.36) from contingency are submitted as described on the ***enclosed*** report.
2. Inmate Availability Report – No report was available at the time of preparing this packet. However, that report will be distributed at the PSA meeting if received in time.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - No report was available at the time of preparing this packet. However, that report will be distributed at the PSA meeting if received in time.
5. Drop Site Total & County Landfill Tonnage Report – o report was available at the time of preparing this packet. However, that report will be distributed at the PSA meeting if received in time.

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b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the May 13 & 27, 2008 meetings for your review and approval.
2. Accounts Payable – Review and approval of the ***enclosed*** accounts payable is requested.

3. Winston Snead Memorial Resolution – ***Enclosed*** is a resolution honoring Winston Snead's service to the Public Service Authority.
4. Compensation Study Method of Payout – As a follow-up to discussion regarding the implementation of the compensation study, Robert Hiss discussed partial implementation of adjusting the entry level wages with the consultants doing the study. Their concerns relate to the fact that we have been implementing cost of living increases without increasing the base pay for several years. They were also concerned that there was no guarantee that minimum pay level adjustments would be implemented next year and therefore the PSA might stay behind the market rate indefinitely.

Finally, if only half of the minimum adjustment were implemented, then that would also impact the longevity adjustments since it would reduce the entire salary range for a position. In reviewing the Refuse Department specifically, the only employees who are not getting a substantial increase are those who are already making at, or above, the current salary range.

5. Atwood Subdivision Water Tank – The Health Department has approved the Preliminary Engineering Report for the water tank located in Atwoods Subdivision (Draper Golf Course). Their approval is made with the following comment: "The construction of additional storage capacity within the PCPSA water distribution system could result in problems with Disinfection By-Products. The storage tank should be operated at appropriate levels to promote water turnover with less hydraulic detention time."

The proposed tank will float with the Draper West Water Tank and will not have valving to make water drain from the tank. This will cause less turnover of water in the tank and allow longer detention times. In order to make water drain from the tank it will require telemetry and a valve on the east side of the golf course.

Staff recommends the construction of the tank proceed without the telemetry, valving or re-chlorination equipment with plans to install this equipment after confirmation that the turnover in the tank is indeed a problem. The advantages to the PSA of being able to operate the tank without this equipment include lower maintenance costs, less possibility for malfunction, lower construction and lower operating cost. As previously approved by the PSA Board, the PSA and Mr. Moran would each pay for half the cost of telemetry equipment which may be required.

Construction plans have been submitted to the Health Department for approval with construction anticipated to begin by November 2008 and completion by April 2009. We are requiring the bond be renewed through June 2009.

6. Utility Line Extension Funds – ***Enclosed*** is correspondence from Michael and Jessica Hall requesting sewer service in the Skyview Subdivision. In considering this matter, it is suggested that the PSA consider either setting aside some existing reserve funds and/or implement a minor rate increase for the purpose of funding line extensions such as the one requested in this letter from the Halls.
7. Bear-Proof Dumpsters – The problem of bears getting into dumpsters along Blackberry Lane has returned and we have ordered replacement lids for our dumpsters at a cost of \$3,600 from a Johnston City firm. The lids should be ready to be picked up in the two weeks and will be placed into service shortly thereafter. While there are no guarantees of any assistance in this cost, Betsy Stinson of the Department of Game and Inland Fisheries is researching possible financial assistance in offsetting this cost.
8. Pete Dye River Course of Virginia Tech New Clubhouse - The construction of the Pete Dye River Course Club House requires a 6" extension of the water line for approximately 1,000 feet from the existing line along the entrance road. Our normal policy is to require that property owner own and maintain extensions off the public right-of-way with the meter and appurtenances to be located near our existing line on highway right of way.

We required that the meter be set near the right-of-way when the new restaurant was constructed near the Fairlawn golf course. The developer of the restaurant wanted the meter adjacent to the building but was required to place the meter 250 away on the street right of way.

For a variety of technical reasons best explained in person at the meeting, staff recommends the PSA Board establish a policy of requiring that the meter be placed either at the right-of-way line or within 300 feet of the development whichever is closer.

c. Informational Items

1. Personnel Changes – Any recent personnel changes will be reported at the PSA meeting.

2. Financial Report and Budget Adjustments - A copy of the monthly financial report and budget adjustments for the PSA is ***enclosed***, as prepared by Mr. Jones.
3. Utility Projects – Any progress reports received after preparing the packet will be distributed at the PSA meeting.
4. Possible Transfer and Sale of Water from the City of Radford to the Arsenal - Ron Coake and I had a productive meeting with the Commander of the Radford Army Ammunition Plant this week regarding the possible transfer and sale of water from the City of Radford water treatment plant to the Arsenal, as an alternative to a planned upgrade by the Arsenal to one or both of their water treatment plants.

A follow-up meeting is planned for 2:00 p.m. on Monday, June 9th at the Arsenal to further evaluate the feasibility of this option. This approach would maximize total long-term permitted capacity for removal of water from the New River.

5. Virginia Highlands Community College (VHCC) Southwest Virginia Local Government Institute - ***Enclosed*** is registration for the VHCC's Southwest Virginia Local Government Institute to be held on June 11. Board members are requested to advise our office as soon as possible of any interest by Board members in attending this one-day program.
 6. Lien Against Countrywide Home Loans, Inc. – ***Enclosed*** is correspondence to Countrywide Home Loans from Attorney Sam Campbell regarding a lien currently titled to Countrywide Home Loans for services previously provided by the PSA to Penn's Funeral Home.
 7. Community Development Authorities - ***Enclosed*** is an article from Virginia Town/City describing Community Development Authorities as a financing tool for development projects. I thought it would be helpful to forward this article to Steve Crawford, Stan Moran and Russ Turpin (a new developer to the area) as a way to encourage the use of this tool pending any concerns from Board members.
- 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 Construction