

**AGENDA  
PULASKI COUNTY  
PUBLIC SERVICE AUTHORITY**

**Regular Meeting  
Wed., Nov. 12, 2008  
9:00 a.m.**

**Follow-up Action**

<b>ITEM</b>	<b>KEY STAFF</b>
1. <u>Citizen Comments</u> (None)	
2. <u>Reports from the County Administrator &amp; Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> (Approved)	
2. <u>Inmate Availability Report</u>	
3. <u>Balance Due &amp; Lien Report</u> (Provide number of customers with past due accounts – Place on December Board agenda consideration to writing off past due accounts)	Ms. Sayers Ms. Hanks
4. <u>Work Order Count</u>	
5. <u>Drop Site Total &amp; County Landfill Tonnage Report</u> (Reviewed)	
b. <u>Action Items:</u>	
1. <u>Minutes of Previous Meetings</u> (Approved – Copy and index into minute book)	Ms. Dehart
2. <u>Accounts Payable</u> (Approved)	Ms. Sayers
3. <u>Sulfate Allocation and Surcharge Program</u> (Reviewed – No action)	
4. <u>Highland Park Rate Resolution</u> (Adopted resolution)	
5. <u>Interconnection of Water Systems</u>	
a. <u>Wythe County</u> (Authorized expenditure of \$3,000 to determine technical viability of making connection – Provide update to Board when completed)	Mr. Coake/Mr. Huber

- b. City of Radford  
(Confirmed meeting between City and PSA for Tuesday, Nov. 18 at 1:30 p.m. – Notify City) Mr. Huber
  
- 6. Adoption of Purchasing Policies  
(Adopted – Review details of suggested changes at future meeting of PSA Board)
  
- 7. Pulaski County Sewerage Authority Request for Storage Area  
(Approved concept of sharing storage facility in the vicinity of the Fairlawn large item drop center site – Notify PCSA and provide final figures at future meeting) Mr. Coake
  
- 8. Route 114 Bridge Construction  
(Provided update including plans by VDOT to provide utility installations at both the Route 114 bridge and bridge over railroad tracks in Montgomery County – PSA Board confirmed initial commitment to contribute \$25,000 towards utility installations) Mr. Coake
  
- c. Informational Items:
  - 1. Personnel Changes  
(Reviewed)
  
  - 2. Financial Report  
(Reviewed)
  
  - 3. Utility Projects  
(Reviewed)
  
  - 4. Motor Vehicle Safety Policy  
(Reported driving records being reviewed, & VACo on-line training being tested - Presented VACo modeled Motor Vehicle Safety policy – Provide update to Board once policy driving records reviewed and policy drafted) Mr. Nichols/Mr. Huber

5. Drop Center Operations Implementation  
 (Reported Goodwill employees are manning center and county staff is waiting on decision by Goodwill – Provide update from Goodwill once received - Place update on future agenda) Mr. Nichols  
 Ms. Hanks
  
6. Need for Fire Hydrants in Fairlawn  
 (Reported potential need for fire hydrants in vicinity of proposed commercial apartments in Fairlawn - Evaluate as part of site plan) Mr. Utt
  
7. Update on Recycling Efforts  
 (Reported Volvo delay in proposed development of recycling center due to current lack of funding – Obtain pricing and include purchase of a roll-off box for white paper on December agenda) Mr. Nichols  
 Ms. Hanks

d. Current Authorized Projects & Items Under Review:

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway) (*Taking bids*)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (*Bids to be advertised by January, 2009*)
3. Water Treatment Plant Dispersion Wall Construction (*Completion expected 60 days*)
4. Water Treatment Plant Raw Water Intake Access Road (*Grading completed – Waterline installed - Ready to pave*)

3. Other Matters

4. Adjournment

November 8, 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 \$3,012.88 are submitted as described on the ***enclosed*** report.
2. Inmate Availability Report – Staff reports the PSA generally had use of two inmates per day for the month of October, with five inmates on Mondays.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports. The following explanation of cut-off procedures is provided in response to questions at the October Board meeting:

The PSA staff regularly terminates water service to any customer whose bill is over 30 past days due. The staff also works with customers who may have a leak or otherwise be unable to pay and who call in to make payment arrangements. As a result, there is currently \$456.82 in active water accounts over 90 days due. Payment arrangements are set up for no more than 10 months.

In working out payment arrangements, the staff authorized disconnection if a customer does not maintain the payment arrangement and the \$50 reconnection fee is applied. As a result, the amount of active delinquent accounts would increase with newly instituted payment arrangement and would decrease as delinquent accounts are paid off.

4. Work Order Count – Pickups pending: 26 brush; 18 large item; 0 tires; 1 refrigerator.
5. Drop Site Total & County Landfill Tonnage Report

**MONTH OF NOVEMBER 2008**

Site	Trips	Tons	Tons per haul
Dora Highway	34	86.72	2.55
Dublin	35	103.45	2.96
Fairlawn	8	58.99	7.37
<b>Totals</b>	<b>77</b>	<b>249.16</b>	<b>12.88</b>

County Landfill Tonnage  
(County customers & Refuse Department Haulers)  
(for the Month of October 2008)

Commercial	Residential	Tires	Brush
1978.58	1004.84	713	128.27

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the October 14, 2008 meeting for your review and approval.
2. Accounts Payable – Review and approval of the ***enclosed*** accounts payable is requested.
3. Sulfate Allocation and Surcharge Program - The purpose of the Sulfate Allocation and Surcharge Program is to allow limited discharges exceeding plant standards in exchange for payment of surcharge fees. Based on current discharge levels by PSA customers, there does not appear to be any benefit to participate in this program.
4. Highland Park Rate Resolution – ***Enclosed*** is a recommended rate resolution related to the provision of public sewer service to Highland Park. This rate matches that proposed for the Rolling Hills, Orchard Hills and Vista subdivisions. This rate also allows the PSA to break even while providing a needed service to this community.

As requested at the October Board meeting, the following table provides a comparison of water and sewer rates for different jurisdictions in the County:

	Water Minimum	Usage inc. in min rate	1,000 gal over min	Cost for 4,000	Sewer Minimum	Usage inc. in min rate	1,000 gal over min	Cost for 4,000	Total W & S
Pulaski County PSA	6.00	-	3.00	\$ 18.00	6.00	-	4.50	\$ 24.00	\$ 42.00
Dublin Area Subdivisions	6.00	-	3.00	\$ 18.00	25.13	-	4.50	\$ 43.13	\$ 61.13
Dublin - in-town	13.00	2,000	3.75	\$ 20.50	8.28	2,000	2.75	\$ 13.78	\$ 34.28
Dublin - out of town	19.50	2,000	4.50	\$ 28.50	9.35	2,000	3.05	\$ 15.45	\$ 43.95

These differences illustrate the increased cost of construction since various systems were either installed or renovated.

5. Interconnection of Water Systems

a. Wythe County – ***Enclosed*** is correspondence from Wythe County Administrator Cellell Dalton requesting initiation of discussions regarding a possible interconnection between water systems. Authorization of an expenditure of between \$3,000 and \$5,000 is recommended in order to determine the technical viability of making this connection. Currently, the two water systems are within two miles of each other.

b. City of Radford - A productive first meeting was held with City of Radford representatives regarding the implementation of the Commerce Park water improvements. The City is currently calculating long-term water costs prior to scheduling a second meeting. As requested at the October meeting ***enclosed*** is an overall map of the proposed water interconnection and improved service to the Commerce Park. A map of sewer system improvements will be provided at the meeting.

6. Adoption of Purchasing Policies – In reviewing the County’s purchasing policy, the question has been raised as to the adoption of a purchasing policy by the PSA. To clarify this matter, it is recommended that the PSA adopt the County’s policy which is summarized as follows:

Estimated Cost	General Procedure
\$1,000 or Less	Delegated to the departmental level. No competition is required. For School Board: purchases at this level may be obtained with purchasing card.
\$1,000.01 to \$10,000	At least 2 attempted telephone, catalog, electronic, or written quotes are encouraged but not required to be obtained by the department.
\$10,000.01 to \$30,000	<u>Requires</u> documentation of at least 3 attempted electronic or written quotes to be obtained by the department.
\$30,000.01 to \$50,000	Requires at least 4 attempted written quotations.
\$30,000.01 and Over – Professional Services	Requires a formal Request for Proposals

Only	
\$50,000.01 and Over	Requires a formal Invitation for Bid or Request for Proposals

Exceptions to the above include emergency purchases, sole source purchases, joint purchasing with other agencies and purchases through state contracts.

7. Pulaski County Sewerage Authority Request for Storage Area – The Pulaski Sewer Authority is looking for indoor storage space in which to store equipment and materials needed to serve the Fairlawn area. Approval of the concept of sharing storage facility in the vicinity of the Fairlawn Large Item Drop Center site next to Pepper’s Ferry Regional Wastewater Treatment Plant is recommended based on the mutual benefit a facility would have to PSA operations. Staff will develop cost figures, pending approval of the concept by the PSA Board.
8. Route 114 Bridge Construction – Ron Coake has been working with VDOT and neighboring localities regarding provisions for utility installations as part of the construction of the new Route 114 bridge and plans to provide the PSA Board with an update.

c. Informational Items:

1. Personnel Changes – Recent personnel changes are noted on the **enclosed** memo prepared by Ms. Spence.
2. Financial Report - A copy of the monthly financial report for the PSA is **enclosed**.
3. Utility Projects – **Enclosed** is an update from the New River Valley Planning District staff.
4. Motor Vehicle Safety Policy – At the October PSA meeting, an update was provided from a staff meeting held regarding safety issues and a draft of the VACo modeled Motor Vehicle Safety policy was presented. VACo recommends that the policy to be tailored to take into consideration the current status of driving records PSA employees. We are in the process of reviewing these driving records for consideration in the establishment of recommended standards.
5. Drop Center Operations Implementation – At the October PSA meeting, staff advised of the possible hiring of Goodwill employees by the PSA which will give the PSA the ability to cross train existing drop center and Goodwill employees and extend drop center hours at no additional cost. To date, we have not received the payroll information we need from Goodwill.

6. Need for Fire Hydrants in Fairlawn – At the October 27 Board of Supervisors meeting, the Board approved a special use permit for Mark D. Kinser to allow commercial apartments in the Fairlawn area. The Board requested staff advise the PSA Board of the potential need for additional fire hydrants in this vicinity. The installation of fire hydrants would be required by the developer as part of meeting the fire protection code.
  7. Update on Recycling Efforts – I received notification from Volvo that the company would have to delay the proposed development of a recycling center due to a current lack of funding. We propose to implement a more limited program for recycling office paper in the county administrative and education facilities.
- 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 water intake access road.

PMH/gh