

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
March 13, 2000
9:00 a.m.**

FOLLOW-UP

ITEM

1. Citizen Comments
(None)

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
 2. Inmate Availability Reports
 3. Balance Due Report
 4. Lien Report
 5. Collections Report
 6. Refuse Committee Reports
(Approved adjustments in the amount of \$24,542.62;
reviewed all others listed) Ms. Sayers
(Member Snead requested staff to check on refuse
account status for service on Sagefield Avenue in
Fairlawn; place on agenda for April) Mr. Vest

 - b. Scheduling Public Hearing – All Rates
(Public hearing schedule to be on April agenda; place on
agenda for April meeting) Ms. Hanks

 - c. Fire Flow Policy
(Adopted Fire Flow Policy as recommended by staff with
one change to fire hydrants paragraph wording to read
“Fire hydrants shall be located, as reviewed by the local
fire chief, to be easily accessible by emergency personnel”;
notify Health Department and fire department chiefs;
place in PSA policies manual) Mr. Coake/
Ms. Hanks

(Staff directed to submit engineering costs for water tank
and hydrants to developer of Draper Valley Golf Course
Subdivision, Phase II, and request that cost be included
in the sale of each lot; place on future agenda as needed) Mr. Coake

- d. Encroachment on Fontaine Modification
(Staff reported PSA water & sewer lines may not be located in appropriate easement; approved paying approximately \$13,000 for the purchase of fill dirt and reimburse any expense borne by Fontaine or other property owners in widening the easement to remove the encroachment; advise Fontaine and issue purchase order for fill dirt – Confirm easement location and clarify any discrepancy with Fontaine management) Mr. Coake

- e. Orchard Hills – Phase I Sewer Extension
(Approved staff recommendation to pursue Alternate B, in order to serve more households at a lower cost even though a condemnation may be required; proceed with Alternate B) Mr. Coake/Mr. Long

- f. VDOT 30 ft. Right-of-Way Restrictions
(Reviewed notice from VDOT advising of requirement for adjacent landowners permission for any future underground utility installation or relocation in a thirty foot VDOT right of way)

- g. Construction Proposals for Small Jobs
(PSA Board member invited to participate in interview process; authorized County Administrator to award contract after interviews are held; place on PSA ratification agenda for April, if contract has been awarded) Mr. Coake/
Ms. Hanks

- h. Billing Services Contract – Town of Pulaski
(Reviewed proposal; requested staff to further study; place on agenda for PSA April meeting) Mr. Morgan/
Ms. Burchett/Ms. Hanks

- i. CDBG Applications
(Endorsed support of Lee Highway Mobile Home Park sewer and Eagle View Trail Park sewer projects) Mr. Huber

- j. Personnel Changes
(Reported; approved salary increase for Kevin Brunk effective February 1, 2000) Ms. Burchett/
Ms. Sayers

- k. PFRWTA Report
(Reported; discussed pump station preliminary treatment solids handling options; staff to continue to review) Mr. Vest
- l. PCSA Report
(Reported)
- m. Informational Items:
 - 1. PFRWTA Board Information
 - 2. NRSWMA User Rebate
 - 3. Comparison of Ductile Iron vs. PVC Water Pipes - Eagleview Trailer Park
 - 4. Assessing Waste Water Options Seminar Notice
(Reviewed all listed)
- n. Current Authorized Projects & Items Under Review:
 - 1. Cloyd's Mountain Sewer Extension by VDOT
 - 2. New River Industrial Park Water and Sewer Extension
 - 3. Water & Sewer Extensions Preliminary Engineering Reports
 - 4. Landings Limited Partnership Water Extension
 - 5. Collier Acres Sewer Extension with Commerce Park Development
 - 6. Case Knife Road Water Extension Study
 - 7. Gateway Mobile Home Park Water & Sewer Extension Engineering
(Reviewed all listed)
- o. Estimated Water Rate for FY 01 and Estimated Budget Approval
(Gave tentative approval of the estimated water rates for FY 01 and estimated water budgets for FY 01; send estimated rates to Towns of Pulaski and Dublin; place on future PSA agenda for final approval with the adoption of PSA budget for FY 01) Ms. Burchett/
Ms. Hanks
- 3. Approval of Minutes of February 14, 2000
(Approved as submitted)
- 4. Accounts Payable
(Approved subject to audit) Ms. Sayers
- 5. Other Matters
(Approved the payment equivalent to two free sewer connections and plantings to property owners in exchange for permission to locate the Claytor Lake sewer pump station on property, subject to County Engineer and County Attorney concurrence) Mr. Coake/
Mr. McCarthy

(Place status report of delinquent account (Dick Price Ford) on April
PSA agenda)

Ms. Hanks

6. Adjournment

March 9, 2000

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity
 1. Adjustments - Adjustments totaling 24,542.62 are submitted for the Board's approval. A report detailing the adjustments will be **enclosed** with this packet or distributed at the meeting.
 2. Inmate Availability Reports – See **enclosed**.
 3. Balance Due Report – See **enclosed**.
 4. Lien Report – See **enclosed**.
 5. Collections Report – See **enclosed**.
 6. Refuse Committee Reports – See **enclosed**.
- b. Scheduling Public Hearing – All Rates – Staff is still working to determine when the hearing can be scheduled and will plan to suggest a schedule at the April PSA Board meeting.
- c. Fire Flow Policy – Mr. Coake, Mr. Crigger and the Fire Protection Committee have developed a recommendation regarding the provision of fire flow on PSA lines. **Enclosed** is the latest information and policy which has been approved by the Fire Protection Committee. The draft policy has an impact on the requirements for both hydrants and water storage tank in new subdivisions, such as in the vicinity of the Draper's Valley Golf Course, as well as on line extensions to existing neighborhoods, such as Dunkards Bottom. My recommendation is that if and when extensions are allowed without fire hydrants and are in need of a storage tank, then a right be reserved to increase the rate for water users that would benefit from such tank or hydrants, whenever the PSA determines it feasible to have such tanks or hydrants installed. There is a precedent for such an installation in the case of the Grand View Valley Subdivision off Thornspring Road, Rt. 643.
- d. Encroachment on Fontaine Modification – See **enclosed** description of encroachment in e-mail from Mr. Coake. To prevent delay in Fontaine's expansion, I have authorized purchase of the needed fill to allow the line to remain in place at a cost of about \$13,000. Additional review is needed before a recommendation can be made on the

nature of a revised easement; however, I recommend any expense borne by Fontaine and other property owners in widening the easement to remove the encroachment and match the water and sewer lines as installed be borne by the PSA. I see no reason to confuse the matter with any arrangements between the other county departments or IDA regarding the shell building and the Randolph Park fundraising. My decision to assist with avoiding a delay in construction is also based on our need to maintain positive relations with our existing industry.

- e. Orchard Hills – Phase I Sewer Extension – See ***enclosed*** report from Mr. Long. Unless the cost of the longer line, Alternate A, is significantly less costly than the shorter line Alternate B, it is recommended Alternate B be pursued even if condemnation is required, since more households will be served at an anticipated lower cost.
- f. VDOT 30 ft. Right-of-Way Restrictions – See ***enclosed*** notice that utility extension where VDOT only has an easement may reduce chances of useable right-of-ways.
- g. Construction Proposals for Small Jobs – Mr. Coake has received proposals and is evaluating them. A member of the PSA Board would be welcome to participate in the selection process.
- h. Billing Services Contract – Town of Pulaski – See ***enclosed*** draft agreement suggested by Town Manager Elander, after approval in concept by the Town Council. Also ***enclosed*** is the listing of the issues our staff prepared regarding town billing of garbage. Altogether, the discussions have been positive. With estimated 4,400 town utility accounts, the PSA would yield an annual revenue of at least \$633,600. A billing cost of \$30,000 to \$32,000 does not seem excessive. Our preliminary estimates are that new revenue of \$60,000 would be gained and billing expense of \$10,000 would be avoided. Staff is meeting on March 9 to discuss details. Mrs. Burchett can report further at the March Board meeting.
- i. CDBG Applications – Staff is developing applications for consideration by the Board of Supervisors to seek Community Development Block Grant (CDBG) funding. The two leading proposals are providing sewer service and related amenities to the Lee Highway Mobile Home Park on Route 11 and the Eagle View Trailer Park on Belspring Road. Endorsement of the applications is requested.
- j. Personnel Changes – See ***enclosed*** update from Management Services Director Nancy Burchett, which ratifies an increase for an employee with previous PSA experience prior to his current employment. The increase is to recognize the value of his past experience.
- k. PFRWTA Report – Mr. Coake can report on the staff understanding regarding the Pepper's Ferry Expansion Report (Wastewater Conveyance System Analysis Report prepared by Olver, Inc.). There appears to be a benefit from allowing Pepper's Ferry

to maintain all of the sewer mains and pump stations, including those owned and currently operated by the PSA. In addition, Mr. Snead may have information to share.

- i. PCSA Report – Mr. Snead and Mr. Morris may have information to share.

- m. Informational Items – ***Enclosed*** is information regarding the following, if received:
 - 1. PFRWTA Board Information
 - 2. NRSWMA User Rebate
 - 3. Comparison of Ductile Iron vs. PVC Water Pipes
 - 4. Assessing Waste Water Options Seminar Notice

- n. Current Authorized Projects & Items Under Review:
 - 1. Cloyd's Mountain Sewer Extension by VDOT
 - 2. New River Industrial Park Water and Sewer Extension
 - 3. Water & Sewer Extensions Preliminary Engineering Reports
 - 4. Landings Limited Partnership Water Extension
 - 5. Collier Acres Sewer Extension with Commerce Park Development
 - 6. Case Knife Road Water Extension Study
 - 7. Gateway Mobile Home Park Water & Sewer Extension Engineering

- o. Estimated Water Rate for FY 01 and Estimated Budget Approval - Ms. Burchett will provide the Board with details of the estimated water rate calculations for FY 01 for the Towns as well as detailed estimates of the budgets for those departments which are a part of the water rate formula on Monday morning. No significant increase in the water rates are expected. It is requested that the Board give tentative approval of the rates and the budgets at this meeting to assure that the figures are transmitted to the towns by March 31, per the water rate agreement contract

JNM/gh