

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
December 11, 2000
9:00 a.m.**

FOLLOW UP

ITEM

1. Appointment of County Administrator as Executive Director
(Appointed County Administrator, Peter Huber, as PSA Executive Director)

- 1a. Citizen Comments
(Comments heard from Edward Hoggatt pertaining to the need for PSA to have standards for citizens to use in putting out their garbage, specifically to do away with crates and boxes as containers for garbage by citizens. Staff requested to investigate and report back to Board as convenient) Mr. Mayberry

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. Work Order Count
 6. Refuse Committee Reports
 7. PSA Billing Staff Meeting Minutes
(Reviewed all listed; approved adjustments in the amount of \$4,844.75) Ms. Sayers

 - b. Assistance with Grant & Loan Applications
(Reported; no objections expressed to utilize Planning District Commission employee with county sharing in the costs of employee) Mr. Huber

 - c. Staffing Changes
(Approved staff recommendation instituting enforcement of sick leave and early release policies and other modifications as may be necessary pending ratification by the Board in January; place update on January agenda) Mr. Huber/Ms. Hanks
Mr. Mayberry

d. Town of Dublin Collection of Garbage Bills
(Authorized staff to proceed in contacting Town for possible billing and collection of garbage for Town of Dublin out of town water customers; place on future agenda as needed) Mr. Huber/Ms. Hanks

e. Ratification:
◆ Flex Benefit Plan Administration – Administrative Services Agreement with Hunt, DuPree, Rhine & Associates
(Ratified) Ms. Burchett

f. PFRWTA Report
(No report given)

g. PCSA Report
(No report given)

h. Informational Items:

1. Access to PSA Minutes on Web Page
(Advised PSA minutes now on county web page)

2. Draper Aden Collections and Recycling Survey Report
(Reported)

3. Draper Ridge Subdivision & Fairway Estates Subdivision
(Reported)

4. Audit Report
(Advised preliminary audit report had been received; garbage service operating at a loss; final audit report to be reported at the January PSA meeting; place on January agenda)

Ms. Hanks

i. 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)

3. Approval of November 13, 2000 Minutes
(Approved)

Ms. Hanks

4. Accounts Payable
(Approved, subject to audit)

Ms. Sayers

5. Other Matters

(Need for improved water and sewer services at Fairgrounds facility expressed by Board Member Archa Vaughan. Staff requested to add to list of authorized projects; determine if grant funds available for improvements; County Engineer to review alternatives for improvements; and place on CIP plan)

Mr. Coake

6. Adjournment

December 7, 2000

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
1. Adjustments – Adjustments totalling \$4,844.75 are submitted as shown on the enclosed.
 2. Inmate Availability Reports – Approximately three inmates were provided each day.
 3. Balance Due Report – See enclosed, if received in time to place in packet.
 4. Lien Report – See enclosed.
 5. Work Order Count – 31 brush; 5 large; 0 tires; 1 refrigerator
 6. Refuse Committee Reports – See enclosed, if any.
 7. PSA Billing Staff Meeting Minutes- See enclosed minutes and Town of Pulaski remittance for the month of October, 2000.
- b. Assistance with Grant and Loan Applications – Mr. David Rundgren, New River Valley Planning District Commission Executive Director, has offered to assist the Board of Supervisors in applying for various water and sewer projects. Specifically, the PDC will pay half the cost of documented time spent by Lydeana on Pulaski County water and sewer projects. Lydeana is experienced in assembling application for Rural Development and other funding agencies. The Board of Supervisors would be responsible for paying half of her salary and related expenses for the portion of her time spent on the following projects: Dunkard's Bottom Water Project; Orchard Hills Sewer Project; Draper Golf Course (Tank); Draper Sewer & Water Study; Loving Field Sewer Project; Highland Park Sewer Project; Rolling Hills Sewer Project; Sunny Acres Sewer Project; and Mobile Home Park Projects including Gateway sewer, Lee Highway Court water, Tiny Town sewer & water, Mabry Court water and Polyester water & sewer. Enclosed is a memorandum from Barry Long explaining each project. PSA concurrence with this arrangement is recommended since overall costs are expected to be within the \$10 to \$15 per hour previously authorized for this purpose by the Board of Supervisors
- d. Staffing Changes - Mr. Larry Vest notified Mr. Mayberry and me he is evaluating his continued supervision of the refuse department. There seems to be several factors involved including absenteeism, citizen complaints, and other issues. In order to give Mr. Vest unencumbered time to consider matters, Mr. Kenny Stoots has been asked to fill in for Mr. Vest for the next three weeks. I met with Refuse Department employees

Wednesday to discuss the situation, and Mr. Mayberry instituted enforcement of sick leave and early release policies (7 of 24 employees were absent on Wednesday, November 29th). Authorization is requested in making the above personnel changes, as well as other modifications as may be necessary, pending ratification by the Board at the January meeting.

- e. Ratification Flex Benefit Plan Administration – Administrative Services Agreement with Hunt, DuPree, Rhine & Associates – Ratification is requested for the continued use of Hunt, Dupree, Rhine & Associates, Inc. for the administrative services provided for the county's employee flexible benefits plan (cafeteria plan). The amount quoted is the same amount currently paid for these services. Therefore, we see no need to change for the administration of this plan. ***Enclosed*** is a copy of the agreement.
- f. PFRWTA Report – Mr. Snead may have information to share.
- g. PCSA Report – Mr. Snead may have information to share.
- h. Informational Items – Information regarding the following items is ***enclosed*** for the Board's review and information only:
 - 1. Access to PSA Minutes on Web Page – Access to the PSA minutes, as well as the PSA fee schedules, can be obtained at www.pulaskicounty.org.
 - 2. Draper Aden Collections and Recycling Survey Report – See ***enclosed***.
 - 3. Draper Ridge Subdivision & Fairway Estates Subdivision – The ***enclosed*** agreement and associated letter of credit has been reviewed by Mr. Vaughan, Mr. Coake and Mr. McCarthy in preparation for signature.
 - 4. Audit Report – Staff has received the preliminary draft of the audit which indicates a net cash gain of \$17,372 prior to calculation of depreciation. With a depreciation of \$631,424, there was a net income loss of \$223,728. More specifically, \$565,970 in profits from water and sewer carried a \$300,193 loss in the garbage department. This loss is partially attributable to improved service through the operation of drop centers and increasing payroll costs due to the loss of inmate labor. The collection of garbage revenues by the Town of Pulaski should increase collections by approximately \$144,000 and staff recommends the PSA approach the Town of Dublin regarding a similar arrangement where PSA garbage customers receive water service from the town (generally in the subdivisions outside the corporate limits). Increasing garbage rates by \$2 per month would address current losses.
- i. Current Authorized Projects & Items Under Review:
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 - 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
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