

FOLLOW UP

ITEM

1. Demonstration of Refuse Collection Automation Options
(Demonstration given by staff; concurrence of Board to not pursue purchase at this time)

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
(Approved adjustments in the credit amount of \$2,269.03; reviewed other items as listed) Ms. Sayers

 - b. Sewer to Apartments on Armstrong Street
(Approved providing service to apartments subject to owner agreeing to pay for the cost of any additional line needed to serve the properties, and subject to grant/loan funding approval; notify Matt Crawford) Mr. Huber

 - c. Application for Financing of Water & Sewer Service to Mobile Home Parks
(Approved an application for interim construction financing for the installation of water and sewer service to mobile home parks through the Virginia Rural Water Association Construction Loan Program per staff recommendation; place on Board of Supervisors agenda for approval) Mr. Utt

 - d. Request for Waiver of Garbage Rental Deposit – Head Start
(No action taken due to lack of written request)

 - e. Application for SERCAP Funding for Mobile Home Park Utilities Project
(Staff directed to refer Mr. Boyer to previous agreement pertaining to financing of laterals and connection fees to be done by owner of mobile home park; advise Mr. Boyer) Mr. Huber

 - f. Informational Items:
 1. Clean-up Efforts
(Report reviewed)

2. Water System Security
(Advised of requirements by the Public Health Security & Bioterrorism Preparedness & Response Act of 2002; County Engineer, Ron Coake, coordinating effort for the water treatment plant and the water distribution system)

3. Painting and Flushing Fire Hydrants
(Report reviewed)

4. Personnel Changes
(Report reviewed; staff advised Board of disciplinary actions taken pertaining to several refuse employees recently)

g. 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. Collier Acres Sewer Extension with Commerce Park Development

5. Gateway Mobile Home Park Water & Sewer Extension Engineering

6. Water Hydrant Flushing
(Review all as listed)

3. Approval of September 9, 2002 Minutes
(Approved as presented)

Ms. Hanks

4. Accounts Payable
(Approved subject to audit)

Ms. Sayers

5. Other Matters

- Purchase of New Software for Utility Billing and Financial Management:
(Status report given by staff)

- Awarding of Bid for Refuse Department Cab & Chassis:
(Approved awarding of bid for refuse truck cab and chassis to low bidder, Goodpasture Motor, in the amount of \$76,776; proceed with purchase order)

Mr. Mayberry

- Individual Development Program:
(Staff reported on offering of Individual Development Program for employees of the PSA)

6. Adjournment

October 10, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
1. Adjustments – Adjustments totaling \$2,269.03 cr. submitted as shown on the ***enclosed***.
 2. Inmate Availability Reports – Staff reports the inmate count for September provided two inmates per day.
 3. Balance Due Report – See ***enclosed***.
 4. Lien Report – See ***enclosed***.
 5. Work Order Count – 11 brush; 15 large item; 0 tire; 3 refrigerators.
- b. Sewer to Apartments on Armstrong Street – I have been approached by Matt Crawford a representative of the owner of these apartments requesting sewer service at the time that the Vista and Orchard Hill sewer systems are installed. Since the apartments are technically in the Town of Dublin, I reviewed the matter with Bill Parker who had no objection to the PSA providing service to the units. The owner is aware that they would have to pay for the cost any additional line needed to serve the properties. Approval of this request is recommended.
- c. Application for Financing of Laterals & Connection Fees For Mobile Home Parks (Tiny Town, Mabry Court & Lee Highway – ***Enclosed*** is an application for interim construction financing for the installation of water and sewer service to mobile home parks. Through this program, the PSA can save approximately \$5,000 by financing construction with 2.6 % money rather than with 4.5% funds during the construction period. Approval of an intent to utilize the Virginia Rural Water Association Construction Loan program for this purpose is recommended. Since the Association cannot incur debt directly, the Industrial Development Authority of Tazewell County is serving as the fiscal agent for all projects in Virginia.

- d. Request for Waiver of Garbage Rental Deposit – Head Start – Ms. Burchett received a verbal request for waiver of a garbage rental deposit. A written request will be **enclosed** with this packet, if received in time, or distributed at the meeting.
- e. Application for SERCAP funding for Mobile Home Park Utilities Project – Shawn Utt has been working with SERCAP to finance the laterals and connection fees for three of Mike Boyer's Mobile Home Parks. I plan to set up a meeting with Mr. Boyer, Mr. Utt and Mr. Huff prior to the meeting to discuss the details of the loan. We hope to be prepared to provide the Board with a recommendation regarding the matter.
- f. Informational Items:
 - 1. Clean-up Efforts – **Enclosed** is an update from Mr. Mayberry regarding the recent clean-up held by the Town of Pulaski.
 - 2. Water System Security - The Public Health Security and Bioterrorism Preparedness and Response Act of 2002 requires that the PSA conduct a vulnerability assessment, establish an emergency response plan and the security of the water system to the EPA. Ronnie Coake will be working with the water treatment plant and water distribution staff in leading this effort.
 - 3. Painting and Flushing Fire Hydrants - Over the past three weeks the Water Distribution staff have been flushing and repainting the 506 fire hydrants in the PSA water distribution system. The paint codes are as follows: blue - over 2,000 gallons per minute; green - 1,000 to 1,999 gallons per minute; orange - 500 to 999 gallons per minute, and red - less than 500 gallons per minute. The paint codes assist fire departments in knowing the capacity of the hydrants while annual flushing ensures residue does not build up in the lines.
 - 4. Personnel Changes – **Enclosed** is an update of recent personnel changes as prepared by Ms. Burchett.
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