

**FOLLOW UP**

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**ITEM**

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1. Citizen Comments:  
(Comments heard from Sam Crockett, non-county resident with summer home on Claytor Lake, requested exemption or relief from year round PSA refuse billing; staff to research PSA policies relating to temporary occupants refuse billing and report to the Board and Mr. Crockett findings; discuss with PSA billing staff; place on next PSA agenda)  
**Ms. Burchett/  
Ms. Hanks**
  
1. 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 credit amount of \$4,421.90 and reviewed all others as listed)  
**Ms. Sayers**
  
  - b. Commercial & Industrial Recycling Reporting Program Draft Letter  
(Approved draft letter to be sent to commercial and industrial plant managers as written by staff; proceed with mailing of letters -  
Include a copy in the weekly update)  
**Ms. Safewright  
Ms. Hanks**
  
  - c. Refuse Service Collection Efforts  
(Staff directed to notify delinquent accounts (Ima Wallace and Harry Beardon) again of delinquency, allow 30 days for payment arrangements to be made, and if not made within 30 days with the threat of termination of refuse service; staff to also notify Sam Campbell of action as well as the Pulaski Town Manager, John Hawley; staff requested to provide Board of Directors with a delinquency listing of accounts, both commercial and residential, of accounts 90 days or more delinquent; place on next PSA agenda under informational matters)  
**Mr. Huber**
  
  - d. Utilization of Utility Reduction Specialists  
(Reviewed)

- e. Draper Aden Billing for NRIP Pump Station  
(Approved payment to Draper Aden in the amount of \$8,130 for additional work on the New River Industrial Park Sewer Pump Station upgrade; notify Draper Aden – Request Draper Aden rebill based on Agreed to amounts)  
**Mr. Coake/  
Ms. Sayers**
  
- f. Support for Indoor Plumbing Rehabilitation Program  
(Approved support for indoor plumbing rehabilitation program in the payment of upfront costs by the PSA in an estimated amount of \$2,000 with costs to be reimbursed after repairs are completed; advise Planning District Commission)  
**Mr. Huber**
  
- g. Permanent Employment Benefits for Melissa Anderson  
(Approved holiday pay benefits for employee beginning with Labor Day Holiday and holidays occurring thereafter; adjust pay for prior holidays not paid and advise payroll staff of payment of holidays in the future; advise employee of action)  
**Mr. Huber/ Ms.  
Burchett/Ms.  
Spence**
  
- h. County Surplus Property Water Supply  
(Authorized recommended water system improvements to include a back pressure sustaining valve at Morgan's Cut and revisions to the Dublin water meter to allow reverse flow from the upgraded Dublin system, subject to the Board of Supervisors and property developer sharing in the costs of above noted improvements estimated to cost approximately \$70,000)  
**Mr. Huber**
  
- i. Section 125 Administrative Services Agreement  
(Ratified agreement)
  
- j. Sharing of Software Purchase Costs  
(Approved sharing of software and maintenance costs estimated at approximately \$50,000, or as may be determined by actual usage)

k. Informational Items:

1. Personnel Changes
2. Audit Results
3. Pulaski Community Hospital Additional Services
4. Technical & Laboratory Inspections Report – WTP
5. Draper Aden 14<sup>th</sup> Annual Virginia Water & Sewer Rate Report
6. Waste Management Container Improvements  
(Reported and reviewed all listed)

l. 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  
(Reviewed)

2. Approval of October 15, 2002 Minutes  
(Approved as presented)

**Ms. Hanks**

3. Accounts Payable  
(Approved subject to audit)

**Ms. Sayers**

4. Other Matters

5. Adjournment

November 13, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
  1. Adjustments – Adjustments totaling \$4,421.90 cr submitted as shown on the ***enclosed***.
  2. Inmate Availability Reports – Staff reports the inmate count for October provided two inmates per day.
  3. Balance Due Report – See ***enclosed***.
  4. Lien Report – See ***enclosed***.
  5. Work Order Count – 15 brush; 27 large item; 2 tire; 2 refrigerators.
  
- b. Commercial & Industrial Recycling Reporting Program Draft Letter – ***Enclosed*** is a draft letter jointly prepared with Fred Hilliard asking the assistance of local industries in voluntarily reporting recycling efforts. State mandates require a 25% recycling rate by July 1, 2004. Progress toward this goal was reversed a few years ago due to a lack of reporting and perhaps less attention on the part of local industries to what was placed in the landfill when tipping fees were reduced. The state code gives the Board of Supervisors the authorization to institute an ordinance mandating that recycling efforts be reported. However, I would like to institute reporting efforts on a voluntary basis first. Approval of this approach by the PSA is recommended. I would also like to request suggestions for any changes in the letter. Fred Hilliard plans to attend the PSA meeting to answer any questions you may have.
  
- c. Refuse Service Collection Efforts – ***Enclosed*** is a letter sent to Ima Wallace and Harry Beardon regarding delinquencies in payment of refuse bills at their downtown Pulaski apartments. Also, ***enclosed*** is a history of our response from Mr. Beardon most recently including his response to this letter and threat to take the PSA to court. In addition to these efforts, I would like to request authorization to utilize the State Debt Set-off program as a means of collecting garbage service bills from rental units. This program allows the PSA to collect funds owed from individual state income tax refunds.

- d. Utilization of Utility Reduction Specialists – ***Enclosed*** is a solicitation from Utility Reduction Specialists offering to review utility bills paid by the Authority for possible savings. It is my understanding that the cost of their services is paid from the savings which may be achieved. I plan to determine the specific amount of charges which would be involved and hope to have a recommendation for consideration of the Board at the November meeting.
- e. Draper Aden Billing from NRIP Pump Station – Draper Aden Associates submitted a request for additional fees for the New River Industrial Park Sewer Pump Station Upgrade due to additional work in responding to the Health Department and design changes. The request has been reviewed and negotiated amounts are given below:
1. Preliminary Engineering report - request \$4,983 - Adjusted amount \$2,400
  2. Rework of Plans and Specs - request \$2,330 - No adjustment
  3. EDA Meetings - request \$1,400 - No adjustment
  4. Control Panel Issues - request \$2,784 - Adjusted amount \$0
  5. Operational Assistance - request \$2,000 - No adjustment

The original requests total \$14,897. Payment is recommended of the recommended adjustments totaling \$8,130. This will be the only PSA payment for the \$248,579 upgrade to this pump station.

- f. Support for Indoor Plumbing Rehabilitation Program- The New River Valley Planning District Commission has agreed to administer the Indoor Plumbing Rehabilitation Program which makes a total of \$50,000 available to low income county residents for the repair of plumbing within their homes. Unfortunately, the program has not been used in the past partially due to lack of publicity. The program guidelines will allow for payment of up to \$3,000 in administrative fees per unit repaired but collection of these costs can only be made after repairs are completed. The Planning District Commission has agreed to pay up to half of up front costs. I would like to recommend payment of the remaining half by the PSA to a maximum of \$2,000. These funds would be reimbursed to the PSA from administrative funds as the program is utilized by area residents.
- g. Permanent Employment Benefits for Melissa Anderson – Ms. Anderson was hired as a temporary employee reading PSA meters following the arrest of Rod Mitchum and his subsequent placement on unpaid leave. As a temporary employee, Ms. Anderson is not eligible for holiday pay. I do not want to put the PSA in a compromising situation regarding the outcome of Mr. Mitchum's employment and have held off making Ms. Anderson a permanent employee. However, Mr. Mitchum's trial continues to be postponed. Resolving his employment status and that of Ms. Anderson prior to the resolution of his trial may compromise the PSA in taking proper disciplinary action regarding Mr. Mitchum. Considering that Ms. Anderson will have been working for the PSA six months in December, I would recommend extending holiday leave benefits to her as a temporary employee retroactively to her date of hire. This recommendation

is based on her work performance and my thinking that she should not be penalized for the delay in court proceedings.

- h. County Surplus Property Water Supply – The Board of Supervisors has agreed to the sale and development of this property for housing. Approximately \$15,000 in off-site improvement to the county water system will be needed in order to provide fire flow to this property. I recommend PSA funding of these improvements. An additional \$100,000 will be needed in order to extend PSA water service to the property, which I plan to recommend be jointly funded by the Board of Supervisors and developer. The net effect is that the PSA will gain a projected 69 new customers and \$58,650 in connection fees. System improvements requested for authorization include a back pressure sustaining valve at Morgan’s Cut and revision to the Dublin water meter to allow reverse flow from the upgraded Dublin system.
- i. Section 125 Administrative Services Agreement – Ratification is requested of the ***enclosed*** agreement for the continued use of Stanley, Hunt, Dupree & Rhine, Inc. for the administrative services provided for the county’s employee flexible benefits plan (cafeteria plan). The amount quoted is the same as last year with the exception of a slight increase in the cost of the monthly fee for a full spending account participant from \$1.60 per month per participant to \$2.00 per month per participant. Based on the present number of only one (1) PSA employee participating in the full spending account, the additional cost to the county would only be an additional \$4.80 per year. Also, staff is recommending that no additional optional services offered by Stanley, Hunt, Dupree & Rhine be approved under the agreement.
- j. Sharing of Software Purchase Costs – The Board of Supervisors has approved negotiation of a contract with Bright and Associates for integrated financial accounting software and sharing of the \$200,000 approximate cost with the PSA and School Board. The vendor reports that approximately 25% is generally used as the utilities portion in other jurisdictions. Nancy Burchett and I plan to have a recommendation for consideration by the Board at the meeting. Purchase of this software will resolve ongoing concerns by the auditors regarding accounting for prepaid billings.
- k. Informational Items:
  - 1. Personnel Changes – ***Enclosed*** is an update from Ms. Burchett on recent personnel changes.
  - 2. Audit Results – The auditor reported no concerns other than that reported in item “j” above.
  - 3. Pulaski Community Hospital Additional Services – The hospital reports they will be discounting their current services with Waste Management in favor of utilizing PSA services.
  - 4. Technical & Laboratory Inspections Report – WTP – ***Enclosed*** is a favorable report from the Department of Environmental Quality regarding operations of

the PSA Water Treatment Plant. Mr. Coake and the Water Treatment Plant staff are to be commended.

5. Draper Aden 14<sup>th</sup> Annual Virginia Water & Sewer Rate Report – ***Enclosed*** is the 2002 Virginia Water & Sewer Rate Report prepared by Draper Aden Associate.
6. Waste Management Container Improvements – ***Enclosed*** is correspondence from Doug Mayberry to Waste Management regarding the condition of five roll-off container being rented by the PSA.

I. Current Authorized Projects & Items Under Review

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