

FOLLOW UP

ITEM	
1.	<u>Citizen Comments:</u> (No comments heard)
2.	<u>Reports from the County Administrator & Staff:</u>
a.	<u>Collection Staff Activity:</u>
1.	<u>Adjustments</u>
2.	<u>Inmate Availability Reports</u>
3.	<u>Balance Due Report</u>
4.	<u>Lien Report</u>
5.	<u>Work Order Count</u> (Approved adjustments in credit amount of \$3,909.96; reviewed all others as listed)
	Ms. Sayers
b.	<u>2003 Meeting Calendar</u> (Approved as recommended by staff; advise PSA billing staff)
	Ms. Burchett
c.	<u>Implementation of Central Mobile Home Park</u>
1.	<u>Environmental Mitigation Criteria During Construction</u> (Approved; send to Shawn Utt)
	Ms. Hanks
2.	<u>Rate Revisions</u> (Approved with amendment to resolution noting "proposed rates to be adopted at a future public hearing of the PSA"; send to Shawn Utt; advertise public hearing on rates for Spring 2003)
	Ms. Burchett/ Ms. Hanks
d.	<u>Operational Agreement Between Board of Supervisors and Public Service Authority</u> (Approved agreement as presented; obtain signatures & send copy to Shawn Utt)
	Ms. Hanks
e.	<u>PSA Policy on Temporary Occupation</u> (Reviewed policy; staff requested to send Sam Crockett copy of policy)
	Ms. Burchett
f.	<u>Billing for Apartment Units</u> (Attorney Sam Campbell reviewed delinquent refuse accounts for two apartment buildings located within the Town of Pulaski. Alternatives suggested in collecting on these two delinquent accounts included a letter from the PSA to the mortgagees of the property, a letter to

the remainderment regarding delinquency, and possible litigation to enforce the PSA lien. Also, discontinuing refuse service by the PSA.

(Board authorized Mr. Campbell to proceed as outlined above to collect on the delinquencies and Mr. Huber to proceed with Town of Pulaski billing for apartment complexes)

g. Informational Items:

1. Personnel Changes
2. Indoor Plumbing Rehabilitation Program Administration
3. Employee Christmas Breakfast

(Reviewed all listed)

h. 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 all listed)

3. Approval of November 18, 2002 Minutes
(Approved as presented)

Ms. Hanks

4. Accounts Payable
(Approved subject to audit)

Ms. Sayers

5. Other Matters
(Approved resolution to establish account with First National Bank of Christiansburg in Dublin)

Ms. Sayers

6. Adjournment

December 5, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
 1. Adjustments – Adjustments totaling \$3,909.96cr submitted as shown on the ***enclosed***.
 2. Inmate Availability Reports – Staff reports the inmate count for November provided two inmates per day.
 3. Balance Due Report – See ***enclosed***.
 4. Lien Report – See ***enclosed***.
 5. Work Order Count – 11 brush; 12 large item; 1 tire; 1 refrigerator.

- b. 2003 Meeting Calendar - Recommended revisions to the 2003 PSA meeting calendar are:
 1. move the Monday, August 11 meeting back a week to Monday, August 18 due to a conflict with the Virginia Local Government Officials annual meeting;
 2. move the October meeting from Monday, October 13 Columbus Day back one week to Monday, October 20; and
 3. move the November meeting from November 10, back one week to Monday, November 17 due to a conflict with the Virginia Association of Counties Annual meeting.

- c. Implementation of Central Mobile Home Park – Adoption of the following items is recommended as required by Rural Development for the funding of the following utility service extensions: Eagleview Mobile Home Park water, Hidden Valley Camping Club water and sewer, Lee Highway Mobile Home Park water and sewer, Mabry Court Mobile Home Park water, Polyester Mobile Home Park water and sewer, and Tiny Town Mobile Home Park water and sewer.

- d. Environmental Mitigation Criteria During Construction– The ***enclosed*** Environmental Mitigation Criteria serve as a guide in addressing potential environmental impacts during construction and will be made a part of the construction contract.

- e. Rate Revisions – ***Enclosed*** are minimum rates necessary to qualify for federal assistance.

- f. Operational Agreement Between Board of Supervisors and Public Service Authority – Adoption of the ***enclosed*** operational agreement with the Board of Supervisors provides for the operation by the PSA of utility extensions funded by the Board of Supervisors. This agreement covers both the existing Board of Supervisors funded projects and the proposed line extensions to serve various mobile home parks.

- g. PSA Policy on Temporary Occupation – In response to Sam Crockett’s inquiry at the November Board meeting, the PSA policy regarding refuse collection billing to part year occupancy dwellings had been that all households be charged for garbage services unless there is clear evidence the house is vacant. Persons having two houses in the county would be charged one bill. Thus, a person living in Wythe County and owning a second home in Pulaski County would be charged for the second home, unless the home were vacant as documented by electric billing, water meter cutoff or other independent means of documentation. The reasoning used in this policy is that documentation of part-year residency is difficult to verify and that all homes place a certain demand on the landfill if for no other reason than for the occasional remodeling or eventual demolition. The only exception to the mandatory residential billing for landfill fee or refuse collection billing is for a vacant structure i.e. no furniture and in cases where County residents own two homes and move back and forth between homes (only one bill is charged for both homes).

- h. Billing for Apartment Units – Sam Campbell has been invited to attend the PSA meeting to discuss options for the collection of delinquent payments from apartment units. I have also begun discussing with Pulaski Town Manager John Hawley, the possibility of billing by the Town for garbage collection services at apartments and he is seriously considering the matter. The PSA Board had previously adopted a policy requiring all new apartment units be billed based on the number of water meters. Thus, units served by a master meter would be billed one garbage bill to be paid by the owner while units with individual meters would be billed individually to each customer. The PSA may want to consider implementing this policy with adequate notice for all existing customers.

As also requested at the November meeting, a listing of delinquent accounts over 90 days in arrears for services other than non-user fees will be presented at the Board’s Monday meeting.

- i. Informational Items:
 - 1. Personnel Changes – ***Enclosed*** is an update from Ms. Burchett on recent personnel changes.

2. Indoor Plumbing Rehabilitation Program Administration – The Board of Supervisors approved moving the administration of the Indoor Plumbing Rehabilitation Program from the New River Valley Planning District Commission to the Southeast Regional Community Assistance Program (SERCAP). While based in Roanoke, SERCAP has been successfully involved in addressing utility connection and/or housing rehabilitation programs in Pulaski County for at least ten years.
3. Employee Christmas Breakfast – Board members are reminded of your invitation to participate in the employee Christmas Breakfast at 7:15 a.m. on Friday, December 6 at the Bob White Boulevard Church of God.

j. Current Authorized Projects & Items Under Review

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