

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Mon., October 20, 2003
9:00 a.m.**

FOLLOW-UP

ITEM

1. Citizen Comments
(None)

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
(Approved)

 2. Inmate Availability Reports
(Reviewed)

 3. Balance Due & Lien Reports
(Reviewed)

 4. Work Order Count
(Reviewed)

 5. Drop Site Total
(Reviewed)

 - b. Biosolids Landfill Tipping Fees
(Approved waiving the \$5 per ton surcharge for biosolids – Notify Pepper’s Ferry) Ms. Hanks

 - c. Billing Corrections/Debt Service Adjustments
(Accepted staff report on billing error) Ms. Sayers

 - d. Case Knife Road Water Extension Financing
(Authorized arranging for financing through Community National Bank based on a slightly lower interest rate and the option of a 25 year term - Mr. Utt
Authorized staff bidding out construction of the project) Mr. Coake

- e. Thornspring Water Connection
(Approved installing two meters on Thornspring Road, and extending at PSA cost, private service lines to the existing location of the meters)
Mr. Coake

- f. Informational Items:
 - 1. Personnel Changes
(Reviewed)

 - 2. Employee Guidelines
(Reviewed and concurred with staff procedures)

 - 3. Town of Pulaski – Sewer Line Usage Agreement
(Approved negotiating with the Town of Pulaski for a cooperative utility agreement)
Mr. Coake/Mr. Huber

 - 4. Regional Water Project
(Reviewed)

 - 5. PSA Truck Age and Condition Report
(Reviewed – To be considered as part of FY 05 budget)

 - 6. Central Water & Sewer Project – Status of Debt on Mobile Home Parks
(Reported)

 - 7. Draper Aden Associates – Newsletter
(Reviewed)

 - 8. Dublin Area Subdivision Sewer Projects
(Reviewed)

 - 9. Need of Automation
(Reviewed)

- g. Current Authorized Projects & Items Under Review
 - 1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)

 - 2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (pending Rural Development funding)

 - 3. Painting Water Tanks
(Reviewed)

3. Closed Meeting - Closed Meeting –2.2-3711.A.1.3.5.7
4. Approval of Minutes of September 8, 2003
(Approved) Ms. Hanks
5. Accounts Payable
(Approved) Ms. Sayers
6. Other Matters

(Authorized negotiating with Waste Management
re: proposed rate increase in dumpster rates) Mr. Huber

(Authorized staff to review options for providing road
access to raw water pump station at Claytor Lake
including building road and installing waterline as
time allows, with a surcharge of \$2,000 for
connection fees if less than 10 connections and
\$1,000 for more than 10 connections) Mr. Coake
7. Adjournment
(Next meeting to be held on Monday, November 17)

October 16, 2003

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments – Adjustments totaling \$30,463.18 are submitted as shown on the *enclosed*.
2. Inmate Availability Reports – Staff reports the inmate count for September provided three inmates.
3. Balance Due & Liens Reports – See *enclosed*.
4. Work Order Count – Pickups pending: 30 brush; 19 large; 2 tire(s); 5 refrigerator(s).
5. Drop Site Total – September -

Site	Trips	Tonnage
Dora Hwy	47	100.77
Dublin	25	61.46
Fairlawn	13	24.89

- b. Biosolids Landfill Tipping Fees – The Peppers Ferry Regional Waste Treatment Authority is requesting that the PSA consider waiving the \$5 per ton surcharge for biosolids which will be generated as the result of a new drying process. Previously, liquid sludge had been disposed of by spreading on agricultural properties. As part of the treatment plant renovations, the liquid sludge will be dried. The dried material will then be either applied to agricultural property or disposed of as cover material at the landfill. Since the PSA has never previously collected the \$5 fee on this material, waiving the fee will not impact current PSA revenues. The Peppers Ferry Authority

estimates that 1,500 tons of the 5,000 tons of dried sludge generated at the plant every year would be disposed of at the Resource Authority Landfill. Waiver is recommended based on the overall beneficial environmental impact of implementing the proposed drying process. **Enclosed** is an e-mail from Clarke Wallcraft, Executive Director, regarding this matter.

- c. **Billing Corrections/Debt Service Adjustments** – **Enclosed** is correspondence from Clarke Wallcraft regarding a billing error resulting from the transition in billing methods, as well as the refinancing of the debt. The net result is that sewer treatment costs will be \$8,466.85 per year higher than anticipated, while there is a current overcharge to the PSA of \$761.58, which will be adjusted in the next month's billing.
- d. **Case Knife Road Water Extension Financing** – **Enclosed** is a summary of proposals received from First National Bank and Community National Bank. I recommend authorization to arrange financing through Community National Bank based on a slightly lower interest rate and the option of a 25 year term. We anticipate having to bid out the construction of the project due to difficulty with steep slopes and the location of an existing telephone line.
- e. **Thornspring Water Connection** - At the July 13, 1998 meeting of the PSA the water connection at 5034 Thornspring Road was reviewed. This meter is located approximately 300 feet from the main water line near the end of the customers service line. The meter should have been located near the main line. When this item was previously considered there was a leak in the service line and the resident was requesting the PSA repair the leak. The original property owner was contacted and he verified that he had installed the service line and had requested the meter be located at the end of his service line. An employee of the contractor who installed the main line remembered the installation and indicated that the contractor did not install these meters.

There is not an easement to these meters. The conclusion of the previous PSA meeting was to relocate the meters to the beginning of the service line if it became a problem. A copy of the minutes from the previous meeting are **enclosed**.

The location of the meter has become an issue again due to a water line leak and plans were being made to relocate the meter when it was discovered that a second meter was attached to this line. The meter location was reviewed with both property owners and it was suggested the PSA install 2 separate water lines to the existing meter location. The first property owner would give an easement to the second property owner for the service line to the second property and the water meters would be relocated to the main line. The second property owner had requested the line be continued to his residence and replace the total length of line and did not agree to the original proposal. In a more recent telephone conversation it is my understanding that both property owners would now agree to the original proposal.

Enclosed are sketches showing the existing and proposed connections.

f. Informational Items:

1. Personnel Changes - Any personnel changes will be reported by Ms. Burchett.
2. Employee Guidelines – ***Enclosed*** are guidelines recently instituted in response to employee issues.
3. Town of Pulaski – Sewer Line Usage Agreement – Following the completion of the sewer line serving the new elementary school, a cooperative utility use agreement needs to be developed between the Town of Pulaski and the Public Service Authority. The purpose of this agreement would be to allow the PSA and the Town of Pulaski the ability to transmit sewer through each other's lines. ***Enclosed*** is a similar agreement developed in 1994 with the Town of Dublin. I would appreciate any thoughts or concerns you may have in using this agreement as a model in working with the Town of Pulaski.
4. Regional Water Project – ***Enclosed*** is a proposal for Regional Water system planning.
5. PSA Truck Age and Condition Report – ***Enclosed*** is a report from Don Cressell noting the need to increase the amount budgeted for replacement of garbage trucks. I recommend further consideration of this matter as part of the upcoming budget following completion of route revisions. The review of our current routes should confirm the number of trucks needed to serve the county.
6. Central Water & Sewer Project – Status of Debt on Mobile Home Parks – ***Enclosed*** is a report from Shawn Utt describing the debt to equity ratios for mobile homes through which the installation of water and sewer service is proposed. We met last Friday with Dan Sumner regarding the impact and cost of public water service through the Eagleview Mobile Home Park and hope to hear from him regarding plans he may have to improve the debt to equity ratio.
7. Draper Aden Associates – Newsletter- See ***enclosed***.
8. Dublin Area Subdivision Sewer Projects – ***Enclosed*** is an e-mail from Shawn Utt reporting on his efforts to conform with revised Rural Development district changes while trying to expedite funding of these projects. Subdivisions to be served include Rolling Hills, Orchard Hills, Vista and Highland Park I & II.
9. Need of Automation – I would like to note the continued need to provide some level of automation as a way of easing the physical requirements and manpower needs in collecting refuse.

g. Current Authorized Projects & Items Under Review

1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (pending Rural Development funding)
3. Painting Water Tanks

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October 16, 2003

TO: PSA Board of Directors
FROM: Peter Huber, County Administrator
SUBJECT: Closed Meeting – 2.2-3711.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. ***Enclosed*** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Legal Matters:

- Water Theft – We are prosecuting two recent thefts of water from the system. Both followed the meter being turned off for non-payment. I recommend offering both the option of 40 hours of community service, pending approval by the PSA Board and an admission that the water was stolen from the PSA for future reference should there be a reoccurrence.

PMH/gh

CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

The following motion is suggested for a closed meeting at the October 20, 2003 Public Service Authority Board of Directors meeting:

It was moved by _____, seconded by _____ and carried, that the Public Service Authority Board of Directors enter closed session for discussion of the following:

Legal – Pursuant to Virginia Code Section 2.2-3711(A)7 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- ◆ Water Theft

Voting yes: _____

Voting no: _____

Abstaining: _____

Not present: _____