

**AGENDA  
PULASKI COUNTY  
PUBLIC SERVICE AUTHORITY**

**Regular Meeting  
Mon., July 12, 2004  
9:00 a.m.**

*Highland Park Sewer  
Announcement, 10:00 a.m.*

**FOLLOW-UP AGENDA**

<b>ITEM</b>	<b>KEY STAFF</b>
1. <u>Presentation of FY 03 Audit</u> (Presented)	
2. <u>Reports from the County Administrator &amp; Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> (Approved)	Ms. Sayers
2. <u>Inmate Availability Report</u>	
3. <u>Balance Due &amp; Lien Report</u>	
4. <u>Work Order Count</u>	
5. <u>Drop Site Total &amp; County Landfill Tonnage</u> (Board requested reports be provided at August Board meeting)	Ms. Baylor
b. <u>Highland Park Sewer</u> (Mr. Utt explained official announcement to take place at 10:00 a.m. regarding a \$1,187,600, 40 year loan at 4.5% interest, along with a \$970,000 grant for installation of sewer service in Highland Park - PSA accepted conditions required of the county to implement grant)	
c. <u>Adoption of Budget</u> (Place on August agenda for adoption - Approved routine expenditures pending adoption)	Ms. Hanks
(Staff requested to proceed with report on auxiliary power plants for pumping stations and place costs in budget, as well as provide report to PSA Board)	Mr. Huber Mr. Coake
d. <u>Solid Waste Disposal Services</u> (Noted receipt of a questionnaire from the Virginia Dept. of General Services regarding solid waste issues also sent to the NRRRA for a response)	

- e. Polyester Park Water & Sewer Rates  
(Mr. Whited presented concerns with the cost of water and sewer service to the park, with the primary concern being with the higher cost his tenants would have when comparing his with other mobile home parks)
  
- f. NRRA Disposal Fees & Further Clarification on Customer Paying Tipping Fee at NRRA  
(Board presented with correspondence from NRRA requesting clarification of PSA policies when trucks with business logos bring material to landfill – Staff to review extent of problem and provide update at August Board meeting – Place on August agenda)
  - Mr. Nichols
  - Ms. Hanks
  
- g. Cost Savings from Use of Fairlawn Drop Center Compactor  
(Authorized proceeding with reuse of compactor at Fairlawn Drop site – Staff to request a reduction in fees at landfill due to compaction and provide update at August PSA meeting – Place update on August agenda)
  - Mr. Nichols
  - Ms. Hanks
  
- h. Morehead Lane Sewer Service  
(Staff to provide additional information at August Board meeting – Place update on August Board agenda)
  - Mr. Huber/Mr. Coake
  - Ms. Hanks  
 (Staff to provide update regarding the time period and the number of homes built at the Draper Phase II project – Place update on August Board agenda)
  - Mr. Coake
  - Ms. Hanks
  
- i. Cloyd's Mountain Sewer Billing  
(Approved billing based on the actual cost to the PSA for treatment)
  - Ms. Sayers
  
- j. Establishment of Sewer Charges to be Advertised at Public Hearing (Rolling Hills, Orchard Hills, Vista, Highland Park & Mobile Home Parks)  
(To be considered along with budget)

k. Agreements:

1. Mabry Court Mobile Home Park
2. Tiny Town Mobile Home Park
3. Hidden Valley Camping Club, Inc.  
(Approved, subject to all agreements being reviewed by County Attorney)

Mr. Utt

l. Informational Items:

1. Personnel Changes  
(Reviewed)
2. Contract Change Order  
(Ratified approval)
3. Central Water & Sewer Project – Pipe Materials  
(Staff provided details regarding piping materials to be used)
4. Bond Refinancing  
(Staff provided copy of final bond sale agreement)
5. Missing PSA Accounts  
(Staff reported 214 possible physical addresses missing from the PSA account file out of 967 PSA accounts – Board approved sending letter to potential customers confirming payment arrangements)
6. Water Treatment Capacity in Eastern Portion of Pulaski County  
(Staff advised of plans to talk with City of Radford regarding monitoring of engineered systems)

Mr. Huber

m. 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 (engineering underway)
3. Painting Water Tanks  
(Reviewed)

3. Approval of Minutes of June 14, 2004  
(Approved) Ms. Hanks
4. Accounts Payable  
(Approved) Ms. Sayers
5. Other Matters  
(Items noted under items 3c – Adoption of Budget)
6. Adjournment

July 8, 2004

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$2,874.14 cr. are submitted. A copy of the spreadsheet is ***enclosed***.
2. Due to staff being out of the office, the following reports are not available at this time, but may be provided to the Board at the meeting:

Inmate Availability Report  
Balance Due & Lien Report  
Work Order Count  
Drop Site Total – June:

- b. Highland Park Sewer – We received good news contained in the ***enclosed*** letter from Rural Development which describes the conditions to be met in obtaining a \$1,187,600 40 year loan at 4.5% interest, along with a \$970,000 grant for the installation of public sewer service in Highland Park. An official announcement is planned for 10 a.m. Monday, July 12 following (or between portions) of the PSA meeting. Congressman Boucher plans to participate in the announcement and have invited residents of Highland Park to the announcement.
- c. Adoption of Budget – I am appreciative of the assistance of Brenda Sayers in providing me with corrected expenditure figures, none of which required significant changes to budget recommendations. Revised budget spreadsheets will be distributed at the meeting.
- d. Solid Waste Disposal Services- ***Enclosed*** is a questionnaire from the Virginia Department of General Services regarding solid waste issues. The matter has been forwarded to the New River Resource Authority for a response. Please let me know of any specific comments you would like to make.

- e. Polyester Park Water & Sewer Rates – ***Enclosed*** is correspondence from Jim Whited describing his concern with the cost of water and sewer service to the Polyester Mobile Home Park. His primary concern is with the higher cost his tenants would have when comparing his with other mobile home parks. Unfortunately, the matter is complicated by a Rural Development required minimum rate in order for this project to qualify for grant funding. Staff plans to discuss options with the PSA Board at the meeting.
- f. NRRA Disposal Fees & Further Clarification on Customer Paying Tipping Fee at NRRA - ***Enclosed*** is a request from Joe Levine requesting further clarification of PSA policies when trucks with business logos bring material to the landfill.
- g. Cost Savings from Use of Fairlawn Drop Center Compactor – ***Enclosed*** is a summary of estimated savings from reuse of the compactor unit at the Fairlawn Drop site. The compactor was last used nearly 10 years ago when the City of Radford and the PSA used the facility as a transfer station. Compaction of refuse may also be of help to us in reducing the cost of servicing the Dublin and Pulaski Large Item Drop Centers. Authorization to proceed with the expense of operating the Fairlawn compactor is recommended.
- h. Morehead Lane Sewer Service - Mr. John Travis of J & D Builders has indicated his interest in extending public sewer service along the Dublin side of Morehead Lane in order to be able to build larger houses. Since the property being developed is a relatively small portion of the drainage area, I have offered him the option of working out an agreement with the PSA for establishment of an agreement reimbursing him for a portion of his costs through a surcharge on connection fees for others benefiting from his investment. PSA consideration of this approach is requested.
- i. Cloyd's Mountain Sewer Billing – Currently, the Board of Supervisors and City of Radford are jointly responsible for paying the cost of treating leachate from the closed Cloyds Mountain Landfill. Both are paying debt service costs for the line to the landfill. PSA billing for sewer treatment of the estimated 18 million gallons per year at the normal rate of \$3.50 per 1,000 gallons would cost \$62,387.50. It is suggested that billing be based on the actual cost to the PSA for treatment which is estimated to be \$1.50 per 1,000 gallons or \$26,737.50 per year.
- j. Establishment of Sewer Charges to be Advertised at Public Hearing (Rolling Hills, Orchard Hills, Vista, Highland Park & Mobile Home Parks) – As part of the consideration of budget issues, it is recommended that the PSA Board set a base rate of \$20.00 per month as a way of addressing the projected budget imbalance in the sewer department. ***Enclosed*** are other rate alternative rates with corresponding annual balances.

k. Agreements - Approval of the following ***enclosed*** agreements is requested, pending review by Mr. McCarthy.

1. Mabry Court Mobile Home Park
2. Tiny Town Mobile Home Park
3. Hidden Valley Camping Club, Inc.

l. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes. I thought it a major compliment to the PSA Board, Mr. Coake and the staff of the Water Treatment Plant that the Chief Operator of the Wytheville Water Treatment Plant came to work as an operator. Likewise, it is a compliment to Richard Chumbley and his co-workers that a temporary mechanic in the County Garage accepted the position of water technician.
2. Contract Change Order - Ratification of the ***enclosed*** change order for the water tank painting is requested.
3. Central Water & Sewer Project – Pipe Materials – ***Enclosed*** is correspondence from Rural Development regarding selection of pipe materials for the Central Water & Sewer Project. We plan to bid both PVC and ductile iron pipe and will provide the PSA with the cost differences.
4. Bond Refinancing - ***Enclosed*** is a copy of the final bond sale agreement reflecting the final bond terms from the bond sale.
5. Missing PSA Accounts - To date, Mr. Spangler has found 214 possible physical addresses missing from the PSA account file out of 967 PSA accounts checked. That is 22% which will be very significant. These figures are prior to review by the PSA staff or confirmation via the ***enclosed*** letter to potential customers.
6. Water Treatment Capacity in Eastern Portion of Pulaski County – I plan to update the PSA Board regarding discussion of this issue with the City of Radford.

m. 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 (engineering underway)
3. Painting Water Tanks