

FOLLOW-UP AGENDA

ITEM

1. Citizen Comments
(Mr. Jim Whited presented a statement requesting the Board move ahead with the Polyester Mobile Home Project by waiving the \$24,000 water and sewer connection fees in exchange for his investment of approximately \$28,000 in engineering and other construction costs - Board deferred action on request to December meeting – Staff to provide information on other instances where this type of arrangement has occurred)

(Mr. Whited offered to pay\$24,000 connection fee now to allow project to move ahead, with plans to request any reimbursement at a later date)

Ms. Hanks
Mr. Coake

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

 2. Inmate Availability Report
(Reviewed)

 3. Balance Due & Lien Report
(Reviewed – Mr. Loyd noted error in figures on Balance Due report and requested corrected report – Staff to place report in Excel spreadsheet for future reporting – Send updated report in December packet) Ms. Baylor/
Ms. Sayers
Ms. Hanks

 4. Work Order Count
(Reviewed)

 5. Drop Site Total & County Landfill Tonnage
(Board requested explanation as to why monthly reports are not provided on a routine basis – Place explanation in December packet) Ms. Baylor/
Ms. Sayers
Ms. Hanks

b. Action Items:

1. Scheduling of Joint Meeting with Board of Supervisors
(Board members noted any evening would be acceptable, except for Wednesdays, and during the weeks of the Thanksgiving and Christmas holidays)
2. Polyester Mobile Home Park Water & Sewer
(Action taken above)
3. New River Sewage Pump Station
(Reviewed and approved and noted final approval must be given by Board of Supervisors due to pump station being recorded in County's name) Mr. Coake
4. PSA Refuse Billing Options
(Reviewed and approved staff recommendation for the prorating of refuse billing for campground facilities located on or near Claytor Lake – Staff to provide a specific formula for Board's review at the December Board meeting and specifics on campground facilities such as if open year round, number of units, etc.) Mr. Huber/
Ms. Burchett
5. Lease of the Bradley/Viscoe Road Water Tank for Cell Phone Purposes
(Approved negotiating lease) Mr. Coake

c. Informational Items:

1. Personnel Changes
(Reviewed)
2. Draper Valley Storage Facility Updates
(Updates provided – Mr. Loyd requested staff provide anticipated completion date of facility - Place in December packet) Mr. Coake
Ms. Hanks
3. 17th Annual Virginia Water & Wastewater Rate Report
(Reviewed)
4. Refuse Rate Adjustments
(Reviewed – Provide Board with history of garbage rate adjustments in December packet) Mr. Huber
Ms. Hanks

6. Capital Improvements Plan
(Reviewed – Provide Board with explanation regarding differences in costs for each department of the 4x4 trucks – Place update in December packet) Mr. Huber
Ms. Hanks

- d. 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)
(Reviewed)

3. Approval of Minutes of October 11, 2005
(Approved) Ms. Hanks

4. Accounts Payable
(Approved) Ms. Sayers

5. Other Matters

(Ms. Burchett presented additional progress reports on the Highland Park and Rolling Hills projects)

(Mr. Loyd requested background information on fuel costs in preparation for December 12 public hearing on roll-off refuse collection haul rate – Place update on December agenda) Mr. Nichols/
Mr. Huber
Ms. Hanks

Purchase of Five Additional Dumpsters
(Approved procurement of five additional dumpsters to serve the James Hardie plant and others – Proceed with appropriate procurement of dumpsters)

Mr. Nichols

(Ms. Burchett presented a bound copy of the PSA FY 06 budget to each Board member)

(Ms. Burchett reminded Board of members of the employee Christmas breakfast to be held on December 2 in Central Gymnasium)

(Ms. Burchett presented information on an inquiry for possible county water regarding to the Mallard Point Townhomes in the future)

6. Adjournment

November 10, 2005

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

I will not be at the PSA meeting due to a scheduling conflict with the Virginia Association of Counties Annual meeting and Nancy Burchett will be standing in for me. Not wanting to leave her in the difficult position of answering questions you may have regarding recommendations I have drafted for your consideration, I would very much appreciate it if you could give me a call at your convenience – evenings and weekends included, should you have questions or concerns (office 980-7705, home 980-7235, or cell 440-0308). Thank you for your consideration.

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$2,399.26cr are submitted. A copy of the spreadsheet is ***enclosed***.
2. Inmate Availability Report - Staff reports the inmate count for October provided five inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 10 brush; 8 large; 0 tire(s); 2 refrigerator(s).
5. Drop Site Total & County Landfill Tonnage – There are no drop site total and landfill tonnage reports for the month of October.

b. Action Items:

1. Scheduling of Joint Meeting with Board of Supervisors - The Planning District Commission is requesting an opportunity to present both the PSA Board and Board of Supervisors the findings of the Year-2 Regional Water Plan. PSA

Board members are requested to provide several dates and times that would suit schedules to allow a joint meeting of the two boards.

2. Polyester Mobile Home Park Water & Sewer – Jim Whited is asking that the anticipated \$24,000 in connection fees be traded for \$8,838 in construction costs and \$510 in engineering costs related to the construction of sewer service from the Competitiveness Center (for a total \$9,348), plus \$20,103 in engineering costs for lines within the mobile home park. We have also confirmed with Mr. Whited that his liability for paying non-user sewer fees would only begin at the point at which the PSA is not recovering debt service costs through user payments. In this manner, the mobile home park owners get the benefit of a financial cushion resulting in Rural Development requiring a higher fee than required to pay debt service. Also, the PSA will be paying interest only for the first two years.
3. New River Sewage Pump Station – The property owner adjacent to the New River Sewage Pump Station located in the community of New River (Mike Cox) has violated the zoning setback regulations with construction of a personal garage. It is proposed that a lot line revision be done between the County of Pulaski and Mike Cox that would allow the garage to meet the setback requirements. The lot line revision would include an additional 10 feet of property be added to the pump station lot on the side line while reducing the back line approximately 8 feet. As part of the exchange and to allow continued use of the back of the pump station property an easement will be retained in that area for the County and PSA.

This item has been to the Board of Zoning Appeals for a variance and has been tabled pending the outcome of the lot line revision proposal. It is anticipated the Board of Zoning Appeals will deny the request if the lot line revision is not approved resulting in removal of the garage. The pump station property is recorded in the name of Pulaski County and will need to be approved by both the PSA and Board of Supervisors.

4. PSA Refuse Billing Options – As part of the ongoing audit to ensure payment of a garbage bill by all owners of improved properties, we have had questions from both the Isaac Walton League and a campground in the Dunkard's Bottom area regarding the means of calculating a fair garbage bill for campground facilities. In reviewing the situation, my recommendation is to establish an individual rate for these situations by prorating the normal non-user residential fee to account for the percent of the facility used, the number of days used per week, and the number of months each campground is open per year. One problem with these and other lake properties is that the current PSA routes do not result in a Monday pick-up and residents are hesitant to put refuse out more than a day ahead.

5. Lease of the Bradley Road Water Tank for Cell Phone Purposes – Ron Coake has been approached by a cell phone company interested in leasing space on the Bradley Road Water Tank which overlooks the City of Radford. Approval to negotiate a lease modeled after the one used at the Dublin water tank is recommended with exact wording to be approved by the PSA at a future meeting.

c. Informational Items:

1. Personnel Changes – ***Enclosed*** is an update of recent personnel changes as prepared by Ms. Burchett.
2. Draper Valley Storage Facility Updates – ***Enclosed*** are progress reports from Draper Aden Associates on the Draper Valley Storage facilities.
3. 17th Annual Virginia Water & Wastewater Rate Report – ***Enclosed*** is a copy of the Annual Water and Wastewater Rate Survey Results as prepared by Draper Aden Associates also ***enclosed*** is the same listing organized by cost for water and sewer.
4. Refuse Rate Adjustments – ***Enclosed*** are calculations indicating that an across-the-board increase of \$1 will result in \$139,908 in additional revenue (based on full payment by all existing customers). A suggested increase would be \$2 in full service customers and \$1 in low-volume users (recognizing the impact of increasing fuel costs) while leaving the non-user rate the same since landfill costs are not increasing. This increase would result in sufficient revenue to fully fund refuse operations. Should fuel prices continue to decline, I recommend using any resulting surplus in equipment (roll-off containers and compactors) and/or extended drop center hours of operation.
5. Capital Improvements Plan – ***Enclosed*** is a draft of the Capital Improvements Plan as it pertains to PSA activities. This plan is being passed to the Planning Commission for review of any conflicts with the Comprehensive Plan as called for by the Code of Virginia. Specific items from this plan will be integrated into the PSA budget based on available funding.

d. 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 (completed for 2004)

/gh