

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Monday, Feb. 12, 2007
9:00 a.m.**

ITEM	KEY STAFF
1. <u>Public Hearing – Deposit on Roll-off Containers</u> (Approved increasing deposit fee for roll-off containers from \$100 to \$300 per container, with all existing customers to be exempt)	Ms. Baylor/Ms. Boyd
2. <u>Reports from the County Administrator & Staff:</u>	
a. <u>Collection Staff Activity:</u>	
1. <u>Adjustments</u> (Provide a key for the adjustment codes – Confirm lien amounts)	Ms. Sayers
2. <u>Inmate Availability Report</u>	
3. <u>Balance Due & Lien Report</u>	
4. <u>Work Order Count</u>	
5. <u>Drop Site Total & County Landfill Tonnage</u> (Reviewed & approved as appropriate)	
(Staff to determine if Volvo is paying by deadline and provide an update to the PSA Board at its March meeting)	Ms. Sayers
b. <u>Action Items:</u>	
1. <u>Minutes of January 8, 2007</u> (Approved)	Ms. Hanks
2. <u>Accounts Payable</u> (Approved)	Ms. Sayers
3. <u>Utility Installation Reimbursement Policy</u> (Staff presented outlined terms for the recovery of utility installation costs in the Eagleview and Lee Highway mobile home parks)	
(Jim Gilbert, owner of Lee Highway mobile home park, requested Board consideration to extending the lease from five to 15 years)	

- (Board requested staff revise agreements to reflect minor wording changes and present for Board review at March meeting – Add to March PSA agenda) Mr. Hughes (PDC)
Ms. Hanks
4. Mobile Home Park Agreements
(Approved Mabry and Tiny Town agreements, subject to adding language stating “prevailing county rate”)

(Allow Lee Highway, Eagleview and Hidden Valley mobile home park owners until the March PSA Board meeting to sign agreements – Place on March PSA agenda) Mr. Hughes (PDC)
Ms. Hanks
5. Procedure Addressing Delinquent Accounts
(Approved implementing procedures 1-3 of procedures, with #4 to be considered in the future – Provide Board with Attorney costs should item #4 is used – Place update on March PSA agenda) Ms. Sayers
Ms. Hanks
6. Whitegoods and Metal Recycling
(Approved PSA recycling own white goods and metal) Mr. Nichols
7. Multiple Water Connections on One Meter
(Approved request of John Turner for two users only on one meter) Mr. Coake
8. Sewer Service to Skyview Subdivision
(Authorized county engineer, or a contracted engineer, to do a preliminary engineering report integrating request of Ms. Sherry Owens for sewer service to Skyview Sub. with the interest by the Commerce Park Participation Committee in the extension of sewer service from the existing pump station and a long-standing request from the New River Valley Fairgrounds for public sewer service) Mr. Coake
9. Montgomery County Roll-off Truck Request
(Approved assisting adjacent localities in temporary use of PSA vehicles when needed) Mr. Nichols

10. PSA Water & Sewer Line Accessibility Standards
(Adopted a policy requiring that connection fees equal the cost to the PSA for making a connection in addition to the normal charges – Also approved property owner being given the option of installing this connection in a manner approved by the County Engineer and consistent with PSA policy. Where water and/or sewer lines must cross a road and the water and/or sewer lines can not be installed under the roadway due to rock or other difficulties the applicant may apply to the PSA Board for a waiver of this hook-up Requirement - As an alternative, connection fees could be raised significantly to balance out expenses)

c. Informational Items:

1. Personnel Changes
(Reviewed)
2. Revised Policy Statement from NRRA
(Reviewed residential customer policy as adopted by the NRRA at their January 24, 2007 meeting)
3. Financial Report
(Reviewed in detail)
4. Supreme Court Update on Flow Control Case
(Reviewed information)

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. Other Matters

4. Adjournment

February 8, 2007

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from County Administrator and Staff:

1. Public Hearing – ***Enclosed*** is the notice for the public hearing increasing the deposit fee for roll-off containers from \$100 to \$300 per container. As discussed at the January meeting, it was proposed that this apply to all customers regardless of whether they were owners or renters of the property in question. I would like to suggest that this apply to construction, or temporary roll-off and dumpster services, in order to exempt our existing industrial customers such as James Hardie, Hoover Color, or the New River Valley Truck Plant from paying the deposit on roll-offs and dumpsters already in place.

Also ***enclosed*** is an excerpt from the state code clarifying that changes in refuse collection only require a 15-day notice of a rate change hearing while changes in the water or sewer rates require a 60-day notice.

2. Reports from County Administrator and Staff

- a. Collection Staff Activity:

1. Adjustments - Adjustments totaling a net \$4,133.38- are submitted. A copy of the spreadsheet is ***enclosed***. At the January 8 meeting, staff was asked to research the reason for the continued high level of monthly adjustments. The adjustments this month are primarily caused by persons moving without notifying the PSA office (\$997), adjustments for water leaks (\$1,658), adjustment of penalty and interest in cases where the payment was not entered in a timely manner by the bank or where the state refuses to pay penalty and interest charges (\$425), deposit refunds (\$700), or billing corrections where there is a data entry error (\$387) water and (\$1,577) refuse. These amounts are more than the total adjustments since the adjustment can be both debits and credits.

2. Inmate Availability Report - Staff reports the PSA generally had use of two inmates per day for the month of January.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 4 brush; 4 large; 0 tire(s); 1 refrigerator(s).
5. Drop Site Total & County Landfill Tonnage Report – Drop site and landfill totals for the month of January are as follows.

**DROP SITE TOTAL
FOR THE MONTH OF JANUARY**

Site	Trips	Tonnage
Dora Highway	41	70.92
Dublin	41	89.21
Fairlawn	12	40.18
Total	94	200.31

County Landfill Tonnage

(County customers & Refuse Department Haulers for the Month of January
2007)

Site	Trips	Tonnage
Dora Highway	41	70.92
Dublin	41	89.21
Fairlawn	12	40.18
Total	94	200.31

b. Action Items:

1. Minutes of January 8, 2007 – ***Enclosed*** are the minutes of the January 8, 2007 meeting. Review and approval of the minutes is requested.
2. Accounts Payable – Review and approval of the ***enclosed*** accounts payable is requested.
3. Utility Installation Reimbursement Policy – As a follow-up to the January 8 meeting, the following are outlined terms for the recovery of utility installation costs in the Eagleview and Lee Highway mobile home park projects. With the consideration to the installation of a private sewer line, there is no longer the need for a similar agreement for the Jones Drive sewer line.

a. Eagleview Mobile Home Park

1. Coverage – This agreement is applicable to the reimbursement of connection fees from residences and businesses connecting to the new public water lines being installed along Belspring Road as part of this project.
2. Time Period – This agreement will be in effect for a period of 5 years beginning with the date of substantial completion on the Eagleview Mobile Home Park water project. Connection fees thereafter will revert to the amount charged by the PSA in the remainder of the water system.
3. Amount - Connection fees for new water users during this period shall be no less than \$2,000 per customer an amount which will be applied to any remaining debt owed on the Eagleview project.
4. Debt Service – Debt service paid by any additional connections using this portion of line within the 5-year period will be deducted from the minimum payment obligation assumed by the park owner.

b. Lee Highway Mobile Home Park

1. Coverage – This agreement is applicable to the reimbursement of connection fees from residences and businesses connecting to the new sewer pump station being installed along Lee Highway as part of this project.
2. Time Period – This agreement will be in effect for a period of 5 years beginning with the date of substantial completion on the Lee Highway Mobile Home Park utility project. Connection fees thereafter will revert to the amount charged by the PSA for other sewer systems.
3. Amount - Connection fees for new sewer users during this period shall be no less than \$2,000 per customer an amount which will be applied to any remaining debt owed on the Lee Highway Utility project.
4. Debt Service – Debt service paid by any additional connections using the sewer pump station within the 5-year period will be deducted from the minimum payment obligation assumed by the park owner.

4. Mobile Home Park Agreements - Approval of the ***enclosed*** agreements for the Mabry Court and Tiny Town mobile home parks is requested. Also ***enclosed*** is a summary table describing the rate calculations, debt service and grant/loan distribution related to these projects.

Jim Gilbert, owner of the Lee Highway mobile home park is asking the PSA to grant more than a five-year period (noted in item 3b4 of this agenda) in reducing his minimum payment obligations should anyone else connect to the pump station being installed to serve the mobile home park.

Also ***enclosed*** related to the Eagleview Mobile Home Park is a listing of questions and my responses as communicated to Dan Sumner by Patrick Hughes. Finally, ***enclosed*** is a similar listing of changes proposed by the Hidden Valley Association and my responses to their concerns.

Given the continued issues in working out an agreement and the need to proceed with the Eagleview and Hidden Valley projects, I recommend the PSA offer to install master meters for the provision of water and sewer service at both locations. This would provide some level of public water service as an alternative to installation of public lines internal to these parks.

5. Procedure Addressing Delinquent Accounts – The following is a draft policy for consideration by the Board regarding the collection of delinquent accounts:

Draft PSA Collection Policy

Applicability: All residential, commercial and industrial customers served by the Pulaski County Public Service Authority.

Exceptions:

1. *Persons or corporations who have made and are current with payment arrangements resulting in total repayment of all delinquent amounts within 10 months.*
2. *Persons eligible for real estate tax relief for the elderly.*

Collection steps:

1. *Persons for whom the PSA does not have a correct address (as evidenced by returned mail), social security or t-number will be written off as collectible at this time. However, a record of the debt will be kept and payment required should service from the PSA be requested in the future.*
2. *Remaining individuals are to be contacted by registered letter notifying them of the balance due, opportunity to notify the PSA of a billing error, opportunity to work out a payment plan, opportunity for waiver of penalty and interest if the bill for services is paid in full within 30-days, and notifying*

delinquent customers of the PSA's intent to utilize all available options in the collection of the amount owed.

3. *Pending receipt of a billing concern or establishment of a payment plan, the debt will be targeted for collection through all of the following means as applicable to the particular account. Penalty and interest will be charged to all accounts for which the following steps must be taken:*
 - a. *Registration of the debt with through the state debts set off which effectively attaches any state income tax refund due to the individual or corporation.*
 - b. *Placement of lien on the property to which service is being provided. Utilization of debt set off phone calls, use of debt setoff program and/or by liens.*
 - c. *Personnel for which the County is fiscal agent (PSA, Board of Supervisors, and REMSI) will be docked up to 25% of their net pay until the PSA debt is paid in full (including interest and penalty).*

4. *It is recommended that the PSA Board consider turning over accounts to Sam Campbell for collection along with real estate taxes. Other methods which may be used include:*
 - a. *Enforcement of the lien through the sale of the property;*
 - b. *Obtaining judgments through the General District Court which can apply to all properties owned by the individuals but becomes subordinate to other liens;*
 - c. *Obtaining a levy on personal property and/or garnishing wages; and*
 - d. *Through obtaining a determination that PSA debts qualify as local taxes section 58.1-3952 of the Code of Virginia allowing the attachment of bank accounts as well as garnishment of wages without a court proceeding.*

6. Whitegoods and Metal Recycling – As documented in the ***enclosed*** tables, Ronnie Nichols has estimated that the PSA may be able to net approximately \$89,250 in new revenue for recycling metals and \$14,240 for recycling refrigerators by servicing the drop sites ourselves. These calculations are based on the assumptions at the bottom of each page.

Currently, Gem City (now Cycle Systems) services the drop centers at no cost to the PSA. While this approach would involve some additional time, equipment use and effort, we believe the added revenue would be worth the effort. In reviewing our records, we did not find anything currently committing the PSA to continuing

the current arrangement with Cycle Systems. Based on Ronnie's proposal, we would periodically check with both Cycle Systems and the Barren Springs recycling facility.

7. Multiple Water Connections on One Meter – Mr. John Turner is requesting the ability to utilize an existing meter to serve multiple residences at the end of Dudley Ferry Road near the Peppers Ferry Regional Wastewater Treatment Plan pump station as shown on the *enclosed* plat. The PSA water meter was set on Annie Akers Road years ago and a private line was run to the former Fairlawn Sewer Authority sewer lagoon located on this property. The water line currently serves two residences and Board approval of multiple users on the same line is recommended. It has been explained to Mr. Turner that a PSA approved line would have to be installed in order for him to eliminate his responsibility for water passing through the single meter.
8. Sewer Service to Skyview Subdivision – *Enclosed* is a letter from Ms. Sherry Owens requesting the extension of sewer service to the Skyview Subdivision located near the end of the New River Valley Airport and across Route 100 from the New River Valley Fairgrounds. Authorization is requested for Ronnie Coake, or a contracted engineer, to do a preliminary engineering report integrating this request with the interest by the Commerce Park Participation Committee in the extension of sewer service from the existing pump station and a long-standing request from the New River Valley Fairgrounds for public sewer service.
9. Montgomery County Roll-off Truck Request – The Montgomery County PSA has requested the assistance of adjacent localities in the temporary use of a roll-off truck late last week. I requested additional information as to how long the truck was needed and what periods during the day it would be used to determine whether or not the Pulaski County PSA might be of assistance. While these questions had not been answered at the time of this writing, I would like to request the PSA's favorable consideration of this request, based on reciprocity should we find ourselves with a similar shortage.
10. PSA Water and Sewer Line Accessibility Standards – There have been at least two situations in the past six months in which properties have been developed using access to PSA adjacent water or sewer lines. However, making the actual connection to those lines cost to the PSA over \$2,500 per connection. In order to prevent a reoccurrence, adoption of a policy requiring that connection fees equal the cost to the PSA for making a connection in addition to the normal charges. In this manner, the property

owner shall be responsible for installation or cost of the actual connections from the water or sewer line. It is also recommended that the property owner be given the option of installing this connection in a manner approved by the County Engineer and consistent with PSA policy. Where water and/or sewer lines must cross a road and the water and/or sewer lines can not be installed under the roadway due to rock or other difficulties the applicant may apply to the PSA Board for a waiver of this hook-up requirement. As an alternative, connection fees could be raised significantly to balance out expenses.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Spence. Also ***enclosed*** is a letter to Mr. Richard Fasnacht offering him a position as Maintenance Crew Leader with the Water Department.
2. Revised Policy Statement from NRRRA- ***Enclosed*** is a residential customer policy as adopted by the New River Resource Authority at their January 24, 2007 meeting.
3. Financial Report – ***Enclosed*** is monthly financial report for the PSA as prepared by Gordon Jones.
4. Supreme Court Update on Flow Control Case - ***Enclosed*** is information regarding an upcoming U. S. Supreme Court decision in a refuse "flow control" case.

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. Water Treatment Plant Dispersion Wall Design
4. Installation of back-up generators at sewer pump station
5. Replacement of Texaco sewer pump station

PMH/gh