

Follow-up Action

ACTION ITEM

KEY STAFF

(Introduced new Planning District Commission employees Dave Ratcliffe and Brent Lovell)

1. Citizen Concerns - Chuck Vaughan Penalty and Interest Charges
(Mr. Huber presented concerns on behalf of Chuck Vaughan, specifically a request by Mr. Vaughan for a waiver of penalty and interest charges on those months when his disability check comes in after these charges are applied – No action)

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

 2. Inmate Availability Report
 3. Balance Due & Lien Report
 4. Work Order Count
 5. Drop Site Total & County Landfill Tonnage
(Reviewed)

 - b. Action Items:
 1. Minutes of Previous Meeting
(Approved) Ms. Hanks

 2. Accounts Payable
(Approved) Ms. Sayers

 3. Mobile Home Park Agreements
(Board notified of withdrawal of request from Dan Sumner – Board approved Lee Highway mobile home park agreements)

4. Procedure Addressing Delinquent Accounts
 (Approved salary adjustment for maintaining liens and collection letter, including assignment to attorney for collections - Ms. Sayers
 Enforce collection on delinquent commercial accounts Ms. Baylor

5. Goodwill Industries Operation of Large Item Drop Centers
 (Approved – Draft agreement between Mr. Nichols
 Goodwill Industries and PSA – Check with Mr. McCarthy
 insurance company on any requirements) Mr. Jones

6. Safety Shoe Policy
 (Approved – Implement policy) Mr. Penn/
 Mr. Nichols

7. Brush Handling at Large Item Drop Centers
 (Discussed possibility of approaching Bartlett, or other reputable tree trimming services, in asking them to grind brush taken to the drop centers, in exchange for PSA providing them with a disposal location excess for wood chips which would then be used as a ground cover and also allow the public to take wood chips from the centers for their personal use – Check options) Mr. Nichols

8. Employee Sharing
 (Approved PSA allowing Lane Penn to be shared between the School Board and the PSA during the construction of the new elementary school in Fairlawn, subject to the shared work with the school not conflicting with the PSA work by Mr. Penn) Mr. Nichols/Mr. Penn

9. PSA Meeting/Agenda Timing
 (Approved changing meeting date to the second Tuesday of each month at 9:00 a.m. - Notify press and place on county's web page) Ms. Hanks/
 Mr. Spangler

10. Water Purchase Agreement
(Approved agreement as adopted by the Board of Supervisors, pending review by Mr. McCarthy and Rural Development staff) Mr. McCarthy

c. Informational Items:

1. Personnel Changes
(Reviewed)
2. Financial Report
(Reviewed)
3. Radio Frequency Use
(Approved use of the PSA radio frequency by the NRRA staff in order to make it possible for direct communication between equipment utilizing the landfill without the purchase of separate CB radios) Mr. Nichols
4. Commercial Solid Waste Haulers
(Updated – Send letter to Waste Management) Mr. McCarthy
5. Local Government Officials' Guide to Virginia Freedom of Information Act
(Reviewed)
6. Meter Reading
(Discussed current method of estimating bills)
7. Drop Site Information
(Reviewed current drop site hours)
8. Pulaski Central Utility Status
(Reviewed updated report)

9. Commerce Park Water Service
(Mr. Huff expressed concern over steps described which may be involved in utilizing water treatment capacity provided by the City of Radford Water Treatment plant to provide water to the eastern portion of the county in order to allow more of the existing capacity of the PSA's Water Treatment Plant to be earmarked for future use at the Commerce Park)

10. Water Treatment Plant Test Violation
(Reviewed updated report)

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
6. Skyview/Fairgrounds/Commerce Park sewer preliminary engineering

3. Other Matters

(Mr. Huber described steps currently taken re: transfer of employee leave when an employee leaves the PSA for employment with the county or the School Board and advised policy to be drafted for review by the PSA Board at a future meeting - Place update on April PSA agenda)

Mr. McCarthy/
Mr. Huber/Mr. Jones
Ms. Hanks

(Mr. Coake advised of a request by Mr. Mike Mason to connect three homes to the water line in Joyce Way located on Route 600 (Belspring Road) in the Community of Fairlawn – Determine cost - Place request on April PSA agenda)

Mr. Coake
Ms. Hanks

(Mr. Lovell and Mr. Ratcliffe advised progress was being made by the PDC on the various projects for the county and PSA)

(Dr. Warren advised of his attendance recently at a Planning Commission workshop, specifically noting discussions advising that all e-mail by employees using the county's e-mail accounts fall under the Freedom of Information Act guidelines – Board members to notify Staff if they would like a county e-mail account)

Board members

(Board members requested the implementation of a liability waiver for travel by garbage trucks on private drives to protect the PSA from damage claims due to the weight of the trucks – draft waiver agreement – distribute to property owners)

Mr. McCarthy
Mr. Nichols

4. Adjournment

March 7, 2007

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from County Administrator and Staff:

1. Citizen Concerns - Chuck Vaughan Penalty and Interest Charges – Mr. Vaughan is requesting waiver of penalty and interest charges on those months when his disability check comes in after these charges are applied. While this would only take place three times per year, I did not feel correct in making an exception for one individual that we would not be able to provide for all PSA customers. In seeking to assist Mr. Vaughan, I suggested getting ahead by one month in the billing cycle, contacting Community Action for financial assistance, or contacting the Extension Service for budgeting assistance. None of these options were agreeable to him and he would like to discuss the matter with the Board. I also plan to discuss options for assistance through Community Action considering Mr. Vaughan's disability.

2. Reports from County Administrator and Staff
 - a. Collection Staff Activity:
 1. Adjustments - Adjustments totaling a net \$5,022.75- are submitted. The following is a key to the codes used in this report:

WA	Water
SW	Sewer
GB	Refuse
DM	Dumpster
DT	Tipping Fees
IN	Interest
PN	Penalty
LF	Landfill
DP	Deposit
UCT	Deposit Refunded

WAL Water Lead Adjustment
 SWL Sewer Leak Adjustment
 RO Roll off
 RT Roll off Tipping Fee
 TX State Tax

In response to questions at the February meeting, we have confirmed that Volvo does pay their PSA bills within the deadline period.

2. Inmate Availability Report - Staff reports the PSA generally had use of two inmates per day for the month of February, with four to five additional inmates available on Mondays when they are not picking up roadside or lake trash.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 6 brush; 6 large; 1 tire(s); 2 refrigerator(s).
5. Drop Site Total & County Landfill Tonnage Report – Drop site and landfill totals for the month of February are as follows.

Site	Trips	Tons	Tons per haul
Dora Highway	57	160.57	2.82
Dublin	76	356.77	4.69
Fairlawn	6	36.32	6.05
Totals	139	553.66	3.98

County Landfill Tonnage
 (County customers & Refuse Department Haulers)
 (for the Month of February 2007)

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2,578.21	16	647	39.11

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the February 12, 2007 meeting for your review and approval.
2. Accounts Payable – Review and approval of the ***enclosed*** accounts payable is requested.
3. Mobile Home Park Agreements - Approval of the ***enclosed*** agreements for the Lee Highway mobile home park is requested.

Hidden Valley is continuing to review their agreement and we have not heard anything further from Dan Sumner regarding Eagleview Mobile Home Park. **Enclosed** is a letter sent via certified mail to Mr. Sumner from Mr. Hughes notifying Mr. Sumner of the intent to discontinue his project pending a response by March 12, 2007. The receipt acknowledging Mr. Sumner received the letter was received by the Planning District staff on March 1, 2007. Also **enclosed** is the most recent copy of the draft agreement between the PSA and Mr. Sumner.

4. Procedure Addressing Delinquent Accounts – After discussing the implementation of the PSA collection policies adopted at the February meeting, the existing staff and I are prepared to implement these steps. The billing staff has:
 - a. Researched requirements and deadlines involved in the use of Debt Set-off (persons handling accounts have to go through eight hours of training and there is a November deadline for collecting on tax returns going out the following January with collections being made on a first-come, first-served basis); and
 - b. Set up a database to keep up with lien information.

The next steps in implementing the policy are as follows:

- a. Take eight hour training class (to be done within the month);
 - b. Add current balance information to the listing of liens
 - c. Separate delinquent accounts based on availability of social security, or t-numbers and viable addresses, eligibility for tax relief for the elderly and existing payment agreements;
 - d. List accounts without this above information as uncollectible;
 - e. Prepare and send collection letter after review by Sam Campbell and the PSA Board; and
 - f. Register amounts due with debt set-off program.
5. Goodwill Industries Operation of Large Item Drop Centers – Goodwill Industries has indicated their interest in placing a drop box location at the Fairlawn and/or Dora Highway locations and assuming responsibility for the operation of the Large Item Drop Centers at least one of these locations with expanded hours. Approval is recommended based on improved services to our customers.
 6. Safety Shoe Policy – Adoption of the **enclosed** policy is recommended. This policy is similar to existing practice, but clarifies reimbursement procedures and increases the amount reimbursed from \$85 to \$150 per year.

7. Brush Handling at Large Item Drop Centers – Ronnie Nichols and I would like to discuss the possibility of approaching Bartlett, or other reputable tree trimming services, in asking them to grind brush taken to the drop centers, in exchange for our providing them with a disposal location excess for wood chips. We would then use the wood chips as a ground cover and also allow the public to take wood chips from the centers for their personal use.
8. Employee Sharing – The School Board staff has requested the consideration of the PSA in allowing Lane Penn to be shared between the School Board and the PSA during the construction of the new elementary school in Fairlawn where he would be serving as Clerk of the Works as he did during the construction of Pulaski Elementary School (PES). However, unlike his work at PES he would be provided with an assistant. This will train his assistant in school construction while allowing Mr. Penn to continue to work with the PSA refuse staff.
9. PSA Meeting/Agenda Timing – As a follow-up to discussions following the February PSA meeting, I would like to propose giving the PSA Board more time to review and ask questions regarding agenda items. This could be accomplished by moving the PSA meetings back one day to the 2nd Tuesday of each month, while also moving distribution of packets back at least one day to the Wednesday, or perhaps the Tuesday prior to the meeting. The current timing only gives the Board Friday to call staff during weekday hours, assuming all packets get distributed on Thursday. The proposed schedule would give Thursday, Friday and Monday. In addition, moving the PSA meetings to Tuesday would result in fewer holiday related schedule changes.
10. Water Purchase Agreement - ***Enclosed*** is a draft Water Purchase agreement as adopted by the Board of Supervisors at their February 26, 2007 meeting, pending review by Tom McCarthy and by Rural Development. This agreement is required by Rural Development due to the fact that the funding of these projects is in the name of the Board of Supervisors. The agreement is based on a standard Rural Development form which has been modified to say that the county purchases water from the PSA, at rates set by PSA and charged by PSA to the customer. Adoption, also pending review by Mr. McCarthy and Rural Development staff, is recommended.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Spence.

2. Financial Report – ***Enclosed*** is monthly financial report for the PSA as prepared by Gordon Jones.
3. Radio Frequency Use – We have authorized use of the PSA radio frequency by the NRRRA staff in order to make it possible for direct communication between equipment utilizing the landfill without the purchase of separate CB radios.
4. Commercial Solid Waste Haulers – Staff is researching concerns raised by Waste Management regarding competition with the PSA. In addition, staff is working on an ongoing billing problem with Waste Industries.
5. Local Government Officials' Guide to Virginia Freedom of Information Act – ***Enclosed*** for each Board member is a copy of the guide. The guide covers many areas of the Virginia Freedom of Information Act and is a good tool in dealing with the responsibilities governing citizen access to records of public entities, etc.
6. Meter Reading – ***Enclosed*** is correspondence from Mr. Gary Leedy expressing concern over the county's system of reading meters. The current billing software allows the county staff to eliminate specific readings from the calculation of the estimates. Thus, the effect of high readings can readily be eliminated by the billing staff.
7. Drop Site Information – ***Enclosed*** is a description of the hours of operation and listing of items taken for recycling at the drop centers (prior to additional joint operations with Goodwill Industries). This information was put together this month by Ronnie Nichols in response to a citizen's inquiry regarding recycling opportunities in Pulaski County. We also provided this information to the Visitor Center staff.
8. Pulaski Central Utility Status – ***Enclosed*** is a status report, as provided by Patrick Hughes, describing water and sewer services being provided to Hidden Valley (HV), Lee Highway (LH), Mabry Court (MC), and Tiny Town (TT) mobile home parks. Unfortunately, Mr. Hughes' last day at the Planning Commission was Friday, March 2 as he plans to begin work for Hill Studios soon thereafter. Dave Rundgren, Executive Director for the Planning District Commission, called on Friday to assure the county that he would continue staffing these projects.

9. Commerce Park Water Service – ***Enclosed*** is a memo from Draper Aden Associates to Dave Rundgren (since he pays the bills for the Commerce Park Participation Committee) describing steps which may be involved in utilizing water treatment capacity provided by the City of Radford Water Treatment plant to provide water to the eastern portion of the county in order to allow more of the existing capacity of the PSA's Water Treatment Plant to be earmarked for future use at the Commerce Park.

Any purchase of water produced by the City's treatment plant would be through the Planning Commission or a future regional water authority to eliminate the direct provision of water to parts of the County by the City. Work remaining to be done in the consideration of this matter includes the calculation of comparable cost of upgrading the capacity of the PSA water system and the specific water pressure and flows capable of being supplied. Added benefits to this approach include the ability to provide at least a portion of the county with two water sources and the elimination of a long-standing need to upgrade the ability to move water from Dublin to Fairlawn.

10. Water Treatment Plant Test Violation – ***Enclosed*** is a violation notice from the Virginia Department of Health related to testing required but not taken at the PSA Water Treatment Plant. Also ***enclosed*** is a letter from the Water Treatment Plant to the Health Department explaining what took place. The staff since established a means of documenting the scheduling and completion of the various test requirements.

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
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