

Follow-up Agenda

Action Item	Key Staff
1. <u>Citizen Concerns</u>	
• <u>Bill and/or Tonya Jones</u> (Requested garbage trucks discontinue use of their driveway as a turnaround. Staff needs to contact VDOT regarding turnaround at end of the road)	Mr. Nichols
2. <u>Reports from the County Administrator & 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 & Lien Report</u>	
4. <u>Work Order Count</u>	
5. <u>Drop Site Total & County Landfill Tonnage</u> (Reviewed as presented)	
b. <u>Action Items:</u>	
1. <u>Minutes of Previous Meeting</u> (Approved)	Ms. Hanks
2. <u>Accounts Payable</u> (Approved)	Ms. Sayers
3. <u>Employee Transfer Policies</u> (Approved, forward to Board of Supervisors)	Mr. Huber
4. <u>Joyce Way Waterline</u> (Mr. Mason requests service to three homes at end of the road. Recommended that each home pay \$2,000 connection fee. Mr. Mason to discuss offer with family & contact Mr. Huber. Need to examine size of replacement line needed on Joyce Way. Finalize on June agenda)	Mr. Huber Mr. Coake

5. Request for Water Service to Proposed Subdivision
(Thornspring Group, Mr. Slusher, presented three alternatives to providing water to new subdivision on Lee Hwy. Mr. Slusher instructed to perform more calculations following meeting with Town and County water personnel. Follow-up on easement from Corporate Center to the subdivision thru Booth property.)
Mr. Huber
Mr. Coake
 6. Employee Identification Cards
(Approved the expenditure up to \$1,000)
Mr. Richardson
 7. Replacement of Form Burster
(Need cost of new machine, leasing a machine, and cost of private vendor performing this function.)
Mr. Sandidge
 8. Hydrant Flushing
(Approved the hiring of part-time workers as needed and proceed with flushing)
Mr. Coake
 9. Water Service to Southside of Claytor Lake
(Approved preliminary engineering report sponsored by NRVPCD)
Mr. Coake
- c. Informational Items:
1. Personnel Changes
(Reviewed recent changes)
 2. Financial Report
(Provided the monthly report)
 3. Projects Update
(NRVPCD staff recommended pursuing condemnation for three easements in Rolling Hills subdivision and up to five in Orchard Hills subdivision. Final offer letter needs prepared and research condemnation procedures as necessary.)
Mr. Huber
Mr. McCarthy

4. Water Service to Commerce Park
(Reviewed resolution to participate with Radford in a regional authority to provide water to eastern side of county and create capacity to provide water to Commerce Park. Need to examine cost of upgrading existing water plant & distribution lines to serve these areas.) Mr. Coake

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

(Received copy of letter sent to property owners asking them for their preferences for the installation of streetlight service in Pine Grove Subdivision. Surveys due May 25th) Ms. Safewright

(Received a container inventory prepared by Mr. Nichols)

(Reported on the new Draper water tank. The contractor's bond will expire on July 21st. New tank will be at the new subdivision site.) Mr. Coake

(Received a draft garbage service easement agreement for entry onto private drives as necessary.) Mr. Hiss
Mr. McCarthy

4. Adjournment

May 2, 2007

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

1. Citizen Comments – Mr. & Mrs. Bill Jones of 3255 Lavender Road are planning to attend the PSA Board meeting on May 8. They are concerned that the trash truck turning in their driveway is causing damage and are requesting that their garbage be picked up for free as compensation. The alternative to turning in their driveway is for the truck to back in or back out of the long street. **Enclosed** is an aerial photograph of Lavender Road. Ron Nichols plans to attend the meeting and may have additional information to share. Staff is working to draft an agreement to be used in protecting the PSA from liability for the use of private roads or driveways.
2. Reports from County Administrator and Staff:
 - a. Collection Staff Activity:
 1. Adjustments - Adjustments totaling a net \$262.42 are submitted as described on the **enclosed** report.
 2. Inmate Availability Report - Staff reports the PSA generally had use of two inmates per day for the month of April.
 3. Balance Due & Lien Report - **Enclosed** are the balance due and lien reports.
 4. Work Order Count - Pickups pending: 14 brush; 3 large item; 0 tire; 0 refrigerator.
 5. Drop Site Total & County Landfill Tonnage Report – Drop site totals for the month of April are as follows:

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

Site	Trips	Tons	Tons per haul
Dora Highway	60	117.11	1.96
Dublin	63	127.60	2.03
Fairlawn	17	63.96	3.77
Totals	140	308.67	2.21

There was no landfill tonnage report provided for the month of April.

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the March 12, 2007 meeting for your review and approval.
2. Accounts Payable – Review and approval of the ***enclosed*** accounts payable is requested.
3. Employee Transfer Policies – Current policies regarding transfers of employees among the School Board, PSA and Board of Supervisors result in the loss of sick leave time by the employee and payout of accrued vacation and any compensatory time. ***Enclosed*** is a draft policy which would allow employees to freely transfer between County funded agencies without losing seniority or accrued sick or annual leave. As an alternative, the financial liability for leave balances would be transferred between employers based on full payment of liabilities for accrued annual leave and 50% payment of accrued sick leave.
4. Joyce Way Waterline – The Board had deferred action on this request until the County Engineer could be present. As reported in the April packet, we have a request from Mr. Mike Mason to connect three homes to the water line in Joyce Way located on Belspring Road (Route 600). The existing water line is a 2" galvanized line and it is likely that corrosion has reduced the size of the line during the years. The line is approximately 25 years old with 11 homes on it. The line is approximately 600 feet long and would cost approximately \$25,000 to replace. The PSA Water Department has had to fix leaks in this line recently and is probably getting to the age to cause further problems. The immediate concern is allowing the three new connections and the likelihood that we may experience low pressure problems due to the increased demand. The proposed new connections would be at the end of the line on the Mason property.

I would like to recommends splitting the cost of this water line with the three residences connecting to the system through a \$2,000 connection fee. In this way the PSA would pay \$19,000 while the

three new residences would pay a combined \$6,000 toward the cost of a new water line.

5. Request for Water Service in Proposed Subdivision – Mr. Michael Slusher representing The Thornspring Group has inquired about the availability of water to the proposed subdivision beside the Pulaski Golf Course. The two options in providing water service to the area are from the Town of Pulaski which has a water line on Morehead Lane a distance of 1,735 from that portion of the subdivision which would be developed first. The alternative would be to connect to the PSA's Pulaski Corporate Center which is 3,250 feet from the nearest point in the development. However, a total of 7,000 feet of water line would be required to get to the portion of the subdivision to be developed first. In addition, an easement for the water line would have to be obtained from a third property owner.

Since the development is within the PSA's service area, approval to allow for connection to the Town water system would be up to the Public Service Authority. Town of Pulaski water system is 1,515 feet closer to the planned development and would be between \$60,600 and \$280,000 less expensive to install for the development. Staff recommends allowing the town to extend water lines based on an estimated additional cost to the developer of for connecting to the PSA system and the difficulty of crossing property owned by the a third party. Ron Coake may have additional information to share at the PSA meeting.

6. Employee Identification Cards – Staff recommends updating employee identification cards to allow for color coded photo identification cards which can be used should customers request identification, as well as in the administration of emergency response situations. The cost of these cards would be shared between the Board of Supervisors, the School Board and the Department of Social Services if they choose to participate.
7. Replacement of Form Burster – The machine used to separate PSA bills, checks and other forms is in need of replacement based on the unavailability of spare parts. Jim Sandidge is reviewing options with plans to share the replacement or lease costs between the PSA, County and School Board based on usage.
8. Hydrant Flushing – Staff is reviewing options to get fire hydrants flushed this spring. I recommend authorization to hire part-time assistance at a rate of \$9.00 per hour if needed.
9. Water Service to Southside of Claytor Lake – In response to continued questions regarding the potential availability of water service to the

south side of Claytor Lake, the New River Valley Planning District Commission is sponsoring a preliminary engineering report for the provision of public water service to the Snowville and Hiwassee communities. Approval of this evaluation 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. Projects Update – ***Enclosed*** is an update from the Planning District Commission on the various water and sewer projects.
4. Water Service to Commerce Park – In an effort to improve the volume of water available to the Commerce Park, the New River Valley Regional Planning District Commission is working on an Economic Development Administration grant to provide additional water capacity to the Commerce Park. The most economical means of doing so is through the formation of a regional water authority, through which water produced by the Radford City water treatment plant can be used to supply the eastern part of Pulaski County leaving more of the capacity of the existing PSA water treatment plant available to serve the Commerce Park. This approach may also provide the eastern portion of Pulaski County with the ability to be served by two water treatment plants.

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)
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PMH/gh