

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tuesday, Dec. 11, 2007
9:00 a.m.**

FOLLOW-UP AGENDA

Action Item

1. Citizen Concerns
 - a. Chuck Vaughan Billing Matter
(Reported – Notify Mr. Vaughan request was denied) Ms. Safewright

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

 2. Inmate Availability Report
(Reviewed)

 3. Balance Due & Lien Report
(Staff to review report and provide written update at January meeting) Ms. Sayers

 4. Work Order Count
(Reviewed)

 5. Drop Site Total & County Landfill Tonnage
(Reviewed)

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

 2. Accounts Payable & Budget Adjustments
(Approved) Ms. Sayers/Mr. Jones

 3. Advances from Board of Supervisors
(Reviewed – Place on January PSA Board agenda) Ms. Hanks

 4. ATK Water Sales & Purchase Agreement
(Reported termination of contract with ATK)

5. Request for Use of PVC Service Lines
(Request denied – Notify Mr. Crawford) Ms. Safewright

c. Informational Items:

1. Personnel Changes
(Reviewed)
2. Financial Report
(Reviewed)
3. Regional Water Project
(Advised matter would not be discussed at this time due to confidentiality)
4. Commendation of PSA Staff
(Reviewed)
5. Disclosure of Conflict of Interest
(Committee members were encouraged to complete statements and return by deadline of January 15, 2008)

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

4. Adjournment

November 6, 2007

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

1. Citizen Comments – Mr. Chuck Vaughan placed a complaint with the County Administrator’s office regarding penalty and interested charges that accrue on his bill each month as a result of payment of his PSA utility bill following the due date of the 15th of each month. Mr. Vaughan states that he receives his disability check from Social Security the third week of each month and therefore there are times his bill is delinquent as a result. He is requesting the PSA consider an extended period of time before marking the bills delinquent or changing the billing date.
2. Reports from County Administrator and Staff:
 - a. Collection Staff Activity:
 1. Adjustments - Adjustments totaling a net (\$49,843.00) from contingency are submitted as described on the ***enclosed*** separate report.
 2. Inmate Availability Report - Staff reports the PSA generally had use of 2 inmates per day for the month of November with approximately 5 reporting on Mondays.
 3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.

4. Work Order Count - Pickups pending: 3 brush; 6 large item; 0 tire; 0 refrigerators.
5. Drop Site Total & County Landfill Tonnage Report – The drop site totals and county landfill tonnage reports for the month of November are as follows:

**DROP SITE TOTAL
FOR THE MONTH OF NOVEMBER 2007**

Site	Trips	Tons	Tons per haul
Dora Highway	52	96.69	1.86
Dublin	38	96.56	2.55
Fairlawn	15	60.71	4.05
Totals	105		

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

Commerical	Residential	Tires	Brush
2,189.06	1,056.94	1,472	117.55

b. Action Items:

1. Minutes of Previous Meeting – ***Enclosed*** are the minutes of the November 13, 2007 meeting for your review and approval.
2. Accounts Payable & Budget Adjustments – Review and approval of the ***enclosed*** accounts payable is requested.
3. Advances from Board of Supervisors – ***Enclosed*** is a spreadsheet outlining \$293,061 in advances from the Board of Supervisors to the PSA dating back to 1982. The current PSA fund balance of \$1,695,472.69 provides a \$301,053 unencumbered balance after allowing for a 10% reserve of \$702,963 on the current total PSA budget of \$7,029,629, and subtracting the current special projects use of reserve funds in the amount of \$398,394. I suggest consideration by the PSA Board to paying off the estimated \$293,061 debt to the Board of Supervisors. In addition, the elimination of current debt service payments will save the PSA \$22,547 annually. Staff also recommends that this transaction be done at the end of the fiscal year to allow for any unforeseen expenditures as well maturing of existing certificates of deposit.

4. ATK Water Sales & Purchase Agreement – ***Enclosed*** is a letter from ARMS Program Manager, Jeffrey Bandel regarding the expiration of the Water Sales and Purchase Agreement between the PSA and ATK. This change will not impact the ability to provide for our existing water demands. However, it will impact the ability to keep fresh water in the line. We plan to propose the possible sale of water by the PSA to the RAAP as an alternative based on the Regional Water Project as noted in item 3c below.
5. Request for Use of PVC Service Lines – Steve Crawford is requesting the ability to use PVC rather than copper service lines in the Heron's Landing Development. His request is based on an estimated \$10,000 savings in materials cost. While less expensive, the PSA staff will have to rely on the placement and integrity of a 2 gage copper wire buried near the water line and the connection of the copper wire to the meter box in order to locate the service lines. Also, should lines freeze, residents would no longer be able to thaw service lines electrically. Staff recommends retaining the existing standard.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Spence.
2. Financial Report – A copy of the monthly financial report for the PSA is ***enclosed***, as prepared by Mr. Jones.
3. Regional Water Project – Chairman Huff, Robert Hiss, Joe Sheffey, Ron Coake and I had a productive meeting with City of Radford representatives regarding various alternatives for utilizing the City of Radford water supply as a means of providing water service to the Commerce Park and other areas of the County. The City staff plans to provide us with pricing options for the purchase of .5, 1 million and 3 million gallons per day by early January.
4. Commendation of PSA Staff – ***Enclosed*** is an e-mail from James Whited commending the PSA Staff for their assistance during the installation of the water/sewer laterals to the Polyester Mobile Home Park.

5. Disclosure of Conflict of Interest – ***Enclosed*** are Disclosure of Conflict of Interest forms that must be completed and returned prior to Tuesday, January 15th, 2008.

d. Current Authorized Projects & Items Under Review:

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PMH/gh