

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tuesday, March 8, 2011
9:00 a.m.**

Follow-up Agenda

ACTION ITEM	KEY STAFF
<p>1. <u>Citizen Comments</u> (Brenda Blackburn requested the Board consider rescheduling monthly meetings to an evening meeting to allow for the public to attend – Staff to contact Ms. Blackburn to obtain names of individuals requesting scheduling change – Provide update to Board at future meeting – Place on future agenda)</p>	<p>Mr. Hiss</p> <p>Ms. Hanks</p>
<p>(Ms. Blackburn inquired as to the number of hours a part-time person can work to continue as a part-time employee – Ms. Blackburn suggested a current part-time employee in the PSA Refuse Department is working more than the allowed 32 hours and suggested the employee is also using a county vehicle to travel to areas beyond those allowed for work – Chairman Warren requested Ms. Blackburn submit her concerns in writing to the county administrator and following review by staff, an update provided to the Board)</p>	
<p>(Mr. Huber advised county offices are open to the public from 6:00 a.m. to 5:00 p.m. should the public have concerns or need to contact the county administration)</p>	

2. Finance

a. Follow-up from February Board Meeting:

1. Non-User Customers Listing (Other than water)

(Mr. Huber reported staff continues to work on the breaking out of non user fees due by type of service – Provide update at future meeting – Place on agenda)

Ms. D. Boyd

Ms. Hanks

2. Report from Water Department

(Mr. Huber and Mr. Fasnacht described repairs and rebuilds in the PSA water system, including a summary of the electronics of the systems)

(PSA water staff were commended for efforts to maintain system through repairs, where feasible – The Board further expressed appreciation for measures taken to reduce costs, but continue to provide quality service to the public)

b. Review of Financial Report

(Ms. Newby reported a positive balance of approximately \$73,000 and described areas where line items continue to reflect a negative balance – Ms. Newby also described the draw downs currently underway related to the Commerce Park)

(Mr. Loyd inquired re: the revenues related to roll off containers – Ms. Newby described the balance reflected for roll off container fees)

(Board reviewed and approved financial report)

c. Balance Due & Lien Reports

(Mr. Huber reported staff expected to have non users broken out by the April meeting – Mr. Loyd expressed concern over the increase in the "over 90 day" accounts – Mr. Huber advised this will likely continue to be a

concern due to added penalty and interest each month – Mr. White inquired as to the potential use of an “amnesty” program – Mr. Huber advised such a program had been considered previously; however, no action taken – Mr. Huber advised staff would review the matter and provide an update at a future meeting – Place on future agenda)

Mr. Huber

Ms. Hanks

(Mr. Loyd inquired as to the status of the “Slaughter” account – Mr. Huber to follow-up with Sam Campbell on matter and provide update at future meeting – Place update on future agenda)

Mr. Huber

Ms. Hanks

(Ms. D. Boyd advised efforts were underway for placing of liens as appropriate)

(Mr. Loyd inquired as to the status of the set off debt collection program – Mr. Huber advised this effort was currently not being practiced, but staff would continue to review the potential for use of the set off debt collection program)

d. Budget Adjustments
(None)

e. Billing Adjustments
(Reported net credit of \$12,278.28)

(Mr. White inquired as to the reason for the higher amount than in previous months – Ms. D. Boyd advised the higher amount was due in part to finding roll off containers that were no longer in use and an error in the NRRA bill)

f. Accounts Payable
(Approved)

Ms. Spence

3. Operations

a. Minutes of Previous Meeting
(Approved – Copy and index into minute book)

Ms. Duncan/
Ms. Hanks

b. Inmate Availability Report
(Reported)

c. Drop Site Total & County Landfill Tonnage Reports
(Mr. Dean inquired regarding the totals for the Dora Highway drop site, noting the site totals are twice as much as other sites - Mr. Nichols advised the Dora Highway site has historically been more due to the proximity to the town and the smaller containers used at the Dora Highway site)

(Dr. Warren inquired as to the timetable for the development of a new site to replace the Dora Highway site – Mr. Huber advised he had not received any additional information from the town – Staff to contact town to determine status of Honeywell property & provide update at future meeting – Place on future agenda)

Mr. Huber

Ms. Hanks

d. Personnel Changes
(None)

(Mr. Huber requested the addition of a Closed Session to the agenda for the purpose of discussing personnel matters)

e. Pulaski Sewer Pump Station Repairs
(Mr. Huber provided a summary and background information from the Town of Pulaski of an anticipated \$1.2 million upgrade to the Dora Highway and Wurno sewer pump stations, noting since the PSA had previously reserved a portion of capacity in these pump stations, a part of this cost is required to be paid by the PSA as called for in a 1986 agreement, with said costs to be approximately \$2,200 per year, over 20 years, if based on actual usage)

(Board members inquired as to the extent of the repairs needed at the pump stations, the financing for the improvements, and the specific language in the 1986 agreement as it relates to the PSA's payment of costs associated with the improvement)

(Board approved the expenditure of approximately \$2,200 for the improvements to the two pump stations, with amount to be based on actual usage at the Wurno pump station, including a review of the work to be done by the water and sewer crew, with further approval allowing for flexibility in adjusting the costs as needed)

Mr. Huber

f. Commerce Park Public Events

(Mr. Huber described the potential for two public events to related to the Commerce Park project – Staff to review possibility and need for two separate events – Place update on future Board agenda)

Ms. Hanks

(Dr. Warren encouraged as much publicity as possible re: the availability of water at the Commerce Park)

g. Garage Improvements

(Mr. Nichols described in detail suggestions for improvements of the Dublin Drop Center to include a possible combined County/PSA/ School Board garage and the construction of two three-sided shelters to house and provide electric engine block heaters for PSA refuse trucks, noting one area would provide a single space to park all County school busses – Provide Board with updates as they are developed)

Mr. Nichols

(Board members inquired re: housing of vehicles, interest by the School Board to the proposed renovations, costs associated with proposed improvements, traffic flow, and number of vehicles operated by the school and county – By consensus, the Board offered support for any Improvements that would provide for more efficient service to the public and which were cost effective to the PSA)

(Staff to determine if grants are available for such improvements)

Mr. Hiss

(Staff to provide cost estimates once determined)

Mr. Nichols

- i. Preliminary Draft of 2011-12 Budget
(Staff provided preliminary budget indicating anticipated revenues and expenditures requests from various departments, noting a refined version would be brought to the Board at its April meeting – Place on April agenda)

Ms. Hanks

- j. Meter Reading Equipment
(Mr. Huber advised that the second of two handheld meter reading units had failed and also described the availability of \$27,000 from Rural Development in left over funds from the central water budget that could be used for the purchase of new handheld meter reading units, as well as the purchase a meter reading truck (purchased on state contract) – Board members inquired as to the condition of the truck currently being used by staff
- Staff described the history of the vehicles used by the water department and requested consideration to use of a portion of the \$27,000 towards the purchase of a new truck – Staff also advised if the \$27,000 is not used, it will go back to Rural Development)

(Board approved use of \$27,000 Rural Development funding for the purchase of handheld meters and a new meter reading truck)

4. Informational Items

- a. Brookmont/Mount Olivet Waterworks Reports
(Reported notice received from Health Department that both systems are in compliance with DEQ standards)

- b. Water Treatment Plant Inspection Report
(Reported receipt of letter from DEQ advising unscheduled inspections at the WTP indicated no Required Corrective Actions)
- c. Montgomery Regional Recycling Rates
(Provided summary of new rates)
- d. Summary of Water Source & Commerce Park Contracts and Changes
(Provided summary)

(Mr. Loyd questioned the method for the tying in of lines from Route 11 to Fairlawn and expressed concern on the potential drop in pressure – Mr. Huber offered to have an engineer to describe the process, once the new county engineer is hired)

5. Current Authorized Projects

a. Action Items

- Construction of Highland Park sewer
- Skyview/NRV Fairgrounds sewer funding
- Commerce Park Utility closing and construction
- Drop Center location South side of Claytor Lake-

b. Pending Items

- Evaluation of "radio read" water meter option
(Mr. Loyd requested this item to moved to "Action Items")
- Lakewood Estates emergency response plan
- Evaluation of joint negotiation of rail crossing fees

Ms. Hanks

6. Closed Session

(Board approved pay adjustments for Water Treatment Plant employees achieving certifications and Lane Penn based on performance in the installation of sewer service in various Dublin area subdivisions and the starting of the Commerce Park project - Confirm increases are within ranges and if so, implement changes)

Mr. Hiss

7. Other Matters
(Mr. Huber reported the search for a new county engineer had been narrowed down to two individuals and second interviews were being conducted in the week following the PSA meeting)
8. Adjournment