

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tuesday, July 12, 2011
9:00 a.m.**

Follow-up Agenda

ACTION ITEM

Key Staff

(Mr. Huber introduced Kurt Bleach, Intern, and described plans for Mr. Bleach to assist the county engineer with the calculating of sewer rates and water meters needing to be replaced)

1. Citizen Comments
(None)
2. Public Hearing – Revision of Water and Sewer Connection Fees
(Public hearing held – Approved revision of water and sewer connection fees – Implement new fees)

PSA Billing and Comm.
Development Staff

Additions to Agenda

(Mr. Huber added the following, with action noted if taken:

Excused Absences Due to Tornado Events
(Approved excusing absences for those county and PSA employees who missed work due to sustaining injuries or damages to homes as a result of recent tornadoes – Notify employees)

Mr. Hiss

Barbara Hendricks account

(Mr. Huber explained the PSA has a lien on Ms. Hendricks home due to a delinquent account and described a proposed payment plan to allow Ms. Hendricks to satisfy loan and proceed with rebuilding home – Board tabled action to August agenda and directed staff to take following action:

- Ask Sam to draft payment agreement between PSA and Ms. Hendricks
- Ask funding agency to advise staff on

what options are available:

- Explain to Ms. Hendricks Board's position and other alternatives she may have to pay bill off and relieve PSA Board of making decision – (possibly through a bank loan) to clear up account; and
- Research potential option for SERCAP or NRCA funding)

Mr. Huber

Fair Akers Subdivision Sewer

(Staff explained failing septic systems resulted in request for sewer service to Fair Akers – Board approved staff conducting preliminary engineering report, with results to be provided to Board – Place on future Board agenda)

Mr. Linkous

Ms. Hanks

(Additional items to be discussed:

- Hydrant Testing;
- Water and Sewer modeling;
- Consideration to sewer van truck)

3. Finance

a. Follow-up from June Board Meeting:

1. Update on \$129,599 Loan

(Staff provided details outlining advances from Board of Supervisors to PSA dating back to 1982 – Board deferred action on this matter, pending determination that \$206,632 is an accurate comparison with the table referenced in packet, as well as outcome of a request to the Board of Supervisors for waiving of five percent interest on amount owed by the PSA – Place on August agenda)

Ms. Newby

Ms. Hanks

2. Update on Sewer Vac Purchase

(Staff provided background on need for sewer vac truck – Board authorized staff proceeding with obtaining bids for vac truck, with results to be presented at August Board meeting – Place on August agenda)

Mr. Linkous

Ms. Hanks

3. Meter Replacements
(Staff reported efforts to determine impact of new meters on overall system - Staff to check on date of change to elimination of 2,000 gallon minimum and provide update at August meeting – Place on August agenda) Ms. Hanks
 4. Parrott Mountain Tank Access
(Staff reported basic repairs were being made to the road while staff is also calculating the size of the drain pipes needed to prevent reoccurrence – Staff to ask REMSI to share in \$25,000 costs to repair road & proceed with obtaining bid cost – Board approved repair of road) Mr. Linkous
 5. Report on Two Unidentified Accounts in May Finance Report
(Staff provided update from Attorney Sam Campbell, noting recommendation that no further action be taken – Staff to determine how many individuals have been able to pay off amount or find other alternatives, such as through SERCAP or bank) Mr. Huber
 6. Update on Contracting PSA Refuse Collection Services
(No additional information reported)
 7. Pump Station Rehabilitation Project
(Staff provided update including efforts in “field locating” manholes with GPS equipment for comparison to “As-Built” drawing information)
- b. Review of Financial Report
(Approved) Ms. Newby

- c. Balance Due & Lien Reports
 (Staff advised efforts continued to bring liens up to date and described steps being taken towards that effort, including the offering of the amnesty program – Board members suggested consideration to the hiring of a full time position to focus on collections, as well as consideration to the Treasurer’s Office serving as the collection agency for the PSA – Staff to send inquiry to Institute of Government asking if Treasurer’s Office in other localities serve as collection agencies – Place update on future meeting agenda)
 - Ms. D. Boyd
 - Mr. Hiss
 - Ms. Hanks
 - d. Budget Adjustments
(Approved)
 - Ms. Newby
 - e. Billing Adjustments
(Approved adjustments totaling a net credit of \$2,146.93)
 - Ms. D. Boyd
 - f. Accounts Payable
(Approved)
 - Ms. Spence
 - g. Implementation of Bagster Service
 (Staff explained the bagster services being offered by Waste Management and the potential for implementation of this type of “mini roll-off” service to residents, and also as an alternative to dumpster use – Staff to continue to review potential use of bagster and provide update to Board as needed – Place on future agenda)
 - Mr. Huber/Mr. Nichols
 - Ms. Hanks
- 4. Operations
 - a. Minutes of Previous Meeting
(Approved – Copy and index into minute book)
 - Ms. Duncan

- b. Inmate Availability Report
(Staff reported use of two inmates per day – Mr. Loyd suggested notifying residents of availability of mulch – Staff advised an operator would need to be in place – Staff to provide public notice through county newsletter)

Mr. Hiss

- c. Drop Site Total & County Landfill Tonnage Reports
(Reported)

(Mr. Crawford expressed concern over the continued deterioration of the former Pulaski Furniture site, which had been recently used by Martin Tree Service for storing of wood – Staff advised the PSA has no authority due to private property status)

- d. Personnel Changes
(Reported)

- e. Delinquent Account
(Staff reported letter from Attorney Frankie Coyner related to charges stemming from outstanding water bill had been turned over to Attorney Sam Campbell for responding)

(Mr. Loyd advised that the letter from Sam Campbell related to the amnesty program noted the program expires on August 31, 2011 and should have been September, 2011 – Notify Mr. Campbell)

Mr. Huber

5. Informational Items

- a. Sewer Service to Carry-on Trucking
(Staff reported the Town of Pulaski has requested permission to provide sewer service to Carry-on Trucking since the company is located just outside the town limits on Rt. 99 – By consensus, Board confirmed agreement with staff's approach based on the annexation agreement)

- b. 2011 Virginia Tipping Fee and Recycling Report
(Presented)

- c. PSA Office Sign
(Reviewed)
- d. PSA 2010 Annual Drinking Water Report
(Reviewed)

6. Current Authorized Projects

- a. Action Items
 - Construction of Highland Park sewer
(now substantially complete)
 - Skyview/NRV Fairgrounds sewer funding
 - Construction of Commerce Park Utility Project
 - Drop Center location South side of Claytor Lake
 - Evaluation of "radio read" water meter option
- b. Pending Items
 - Lakewood Estates emergency response plan
 - Evaluation of joint negotiation of rail crossing fees

7. Other Matters

Water and Sewer Modeling

(Mr. Huber described the various needs that develop through the course of economic development issues and the need for a detailed water model, further that the county engineer has the expertise to create the water model for both water and sewer– Board approved an expenditure of up to \$24,000 towards the purchase of water and sewer modeling software, without the maintenance agreement – Proceed with obtaining bids and purchase of software – Allocate funding from contingency)

Mr. Linkous
Ms. Newby

(Mr. Dean commented on the continue expansion of water and sewer development in Carroll and Wythe counties and suggested a stronger pro-active approach to further development in Pulaski County)

(Mr. Loyd requested staff look into expanded subdivisions as to what residents are having to pay - Staff indicated ability to obtain funding is sometimes based on ranking criteria, noting any new projects would come before the PSA for prioritizing – Staff to develop a water and sewer master plan)

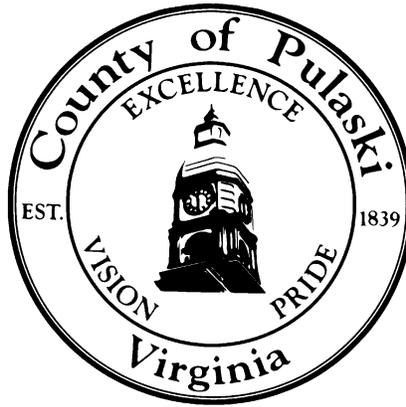
Mr. Linkous

(Mr. Loyd questioned the status of the PSA Board's recommendation to the Board of Supervisors of a 2-3 percent raise for employees – Mr. Huber advised the June 27th Board meeting did not have a full Board and the request would be presented to the Board at its July 25th meeting – Place update on August PSA agenda)

Ms. Hanks

8. Adjournment

Public Service Authority
143 Third Street, NW, Suite 1
Pulaski, Virginia 24301
(540) 980-7705
(540) 980-7717 (fax)
phuber@pulaskicounty.org



July 5, 2011

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

1. Citizen Comments – There are no citizens registered to speak at this time.
2. Public Hearing – A public hearing has been scheduled to consider a proposed revision of the water and sewer connection fees as described on the **enclosed** public hearing notice.
3. Finance - (Items having significant financial impact on the Authority)
Diane will be unable to attend the July PSA meeting, so please give her a call at 540 980-7705 if you have any questions or concerns regarding the financial reports so that further research can be done and clarification provided at the Board meeting.
 - a. Follow-up from June Board Meeting:
 1. Update on \$129,599 Loan – **Enclosed** is the spreadsheet distributed with the December, 2007 packet outlining \$293,061 in advances from the Board of Supervisors to the PSA dating back to 1982. While previous payments have reduced these amounts, the audit reports on which these figures are based have not included any calculation of interest due.

I recommend that the PSA Board pay off the current balance due of \$206,632 which consists of a June 30, 2011 principal-only balance of \$129,599 on the 5% interest loan and a balance of \$77,033 on the interest free loan. Likewise, I plan to recommend that Board of Supervisors waive the five percent interest on the amounts owed by the PSA. These recommendations are based on the relatively good financial position of the PSA and the Board of Supervisors making it easier to compromise in addressing the matter. In addition, the

elimination of current debt service payments will save the PSA \$22,547 annually.

2. Update on Sewer Vac Purchase – A demonstrator unit has been reviewed by staff and we are continuing to evaluate options. However, we do not anticipate making a recommendation for purchase of this unit until after receiving bids for the extension of sewer service through the Commerce Park in the direction of serving the Skyview subdivision.
3. Meter Replacements – Kurt Bleach, a student intern working two days a week with the County, is assisting Jared Linkous to determine the accuracy the PSA could expect by replacing 100 meters as well as the volume of water that would need to be lost to make up for the cost of replacing all water meters. The PSA billing system now charges for all water used rather than charging a flat fee for the first 2,000 gallons. Thus, the impact of inaccurate meters is of greater concern than under the previous billing system. We plan to provide the PSA Board with further updates as we progress with these items.
4. Parrott Mountain Tank Access – The Water Department staff are making basic repairs to the road while Jared Linkous is calculating the size of the drain pipes needed to prevent a reoccurrence. Anticipating the need for larger equipment to provide a long-term solution, we anticipate having to contract the pipe installation and proper grading of the road.
5. Report on Two Unidentified Accounts in May Finance Report – ***Enclosed*** is a report from Attorney Sam Campbell which provides an update on the liens.
6. Update on Contracting PSA Refuse Collection Services – We are continuing to provide information but have not received any results from the company.
7. Pump Station Rehabilitation Project – Staff has been field locating manholes with GPS equipment for comparison to “As-Built” drawing information. The final area to be field located is along Volvo property. Once the right-of-way is cleared the manholes will be located with GPS equipment. The gravity sewer alignment will be utilized to determine the minimum, average, and maximum flows into the system during the previous 12 month period, per PSA billing records. The manhole and pipe data will then be utilized to evaluate the actual hydraulic limitations of the system and determine the maximum available capacity of the gravity sewer collection

system. The historical flows will be compared to the maximum collection system capacity calculations to determine the percentage of pumping capacity required by the PSA at the pump stations being upgraded.

- b. Review of Financial Report - A copy of the revenues and expenditures summaries are ***enclosed*** for the Board's review.
- c. Balance Due & Lien Reports – The following report is provided:

Balance Due	4/1/2011	5/3/2011	6/3/2011	7/1/2011
Current Balance	567,066.95	404,557.19	374,608.01	573,118.99
Over 30 Days	27,617.22	60,886.47	31,822.55	90,828.32
Over 60 Days	14,891.12	12,675.96	38,996.10	14,423.61
Over 90 Days	761,058.28	759,778.25	764,404.63	785,599.10
Total	\$ 1,370,633.57	\$ 1,237,897.87	\$ 1,209,831.29	\$ 1,463,970.02
Leins Filed				\$ 359,566.74

Details of Accounts Delinquent for 90 days or more

Detail by type of customer and level of service billed for

	Garbage & Water	Sewer Only	Garbage Only	Total
Residential	31,035.56	8,652.12	560,263.63	\$ 599,951.31
Commercial	1,418.46 -		19,042.11	\$ 20,460.57
Nonuser	165,187.22 -			\$ 165,187.22
Total	\$ 197,641.24	8,652.12	\$ 579,305.74	\$ 785,599.10

Detail by type of customer and active, inactive and non-user accounts

	Inactive	Non User	Active	Total
Residential Water	26,168.80	165,187.22	4,866.76	196,222.78
Commercial Water	1,418.46		-	1,418.46
Residential Garbage	42,661.57		517,602.06	560,263.63
Commercial Garbage	15,563.77		3,478.34	19,042.11
Sewer	2,089.02		6,563.10	8,652.12
Total	\$ 87,901.62	\$ 165,187.22	\$ 532,510.26	785,599.10

- d. Budget Adjustments – Approval of the ***enclosed*** budget adjustment is requested.
- e. Billing Adjustments - Adjustments totaling a net credit of \$2,146.93 are submitted as described on the ***enclosed*** report.
- f. Accounts Payable - Review and approval of the ***enclosed*** accounts payable is requested.

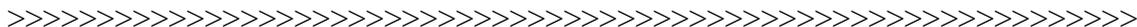
- g. Implementation of "Bagster" Service – **Enclosed** are pictures of bagster services offered by Waste Management in other localities. *(Due to the poor copy quality of the pictures, we will have the actual poster on display at the meeting.)* As a follow-up to the significant demand for dumpsters during the tornado recovery, Gary Cox, an employee of the New River Resource Authority was able to obtain these bagster units. We would like to implement this type of "mini roll-off" service to residents. Use of the bagster containers would make boom truck operations more efficient while allowing residents to better contain brush or similar material for disposal. Each bagster container costs \$30 and may be reusable depending on the type of material placed in the unit. Consideration of this approach by the PSA Board is recommended while staff continues to confirm ongoing availability of the containers and develops pricing recommendations.

4. Operations:

- a. Minutes of Previous Meeting - **Enclosed** are the minutes of the June 2011 meeting for review and comment. **Please call Gena prior to the meeting at 980-7705 with any changes so that revised copies of the minutes can be provided at the meeting.**
- b. Inmate Availability Report - Staff reports the PSA generally had use of two inmates per day for the month of June.
- c. Drop Site Total & County Landfill Tonnage Reports – The following are updated drop site and landfill tonnage reports:

Drop Site Total
For the Month of June 2011

Site	Trips	Tons	Tons per haul
Dora Highway	35	79.16	2.27
Dublin	27	107.90	4.00
Fairlawn	5	40.19	8.04
Totals	67	227.25	3.40



County Landfill Tonnage
(County Customers & Refuse Department Haulers)
(for the Month of June 2011)

Commercial	Residential	Tires	Brush
496.56	1170.32	26	34.02

- d. Personnel Changes – The ***enclosed*** personnel changes as prepared by Norma Spence are presented for the Board’s review.
- e. Delinquent Account - ***Enclosed*** letter from Attorney Frankie C. Coyner, specifically relates to charges stemming from an outstanding water bill. After conferring with Tom McCarthy, I have turned the matter over to Sam Campbell for direct response to Mr. Coyner, a copy of which is also ***enclosed***.

5. Informational Items:

- a. Sewer Service to Carry-On Trucking – The Town of Pulaski has requested permission to provide sewer service to Carry-on Trucking since the company is located just outside the Town limits on Route 99. At the same time, the Town had committed to the extension of public sewer service to Block Plant Road as part of the 1986 annexation agreement. The extension of public sewer service to Block Plant road would place sewer service at Carry-On Trucking property line and Carry-On trucking could then be served as a PSA customer. Please let me know if you disagree with this approach.
- b. 2011 Virginia Tipping Fee and Recycling Report – ***Enclosed*** is the annual report prepared by Draper Aden Associates.
- c. PSA Office Sign – ***Enclosed*** is a picture of the new sign that Doug Hudson of the county’s General Properties staff installed at the PSA office in Dublin.
- d. PSA 2010 Annual Drinking Water Report – ***Enclosed*** is the 2010 Annual Drinking Water report for the PSA which is being mailed to all water customers as required by the Health Department.

6. Current Authorized Projects - The staff currently has the following projects on their “to do” list but we do not have any additional information to report regarding these items at this time.

- a. Action Items:
 - Construction of Highland Park sewer – *now substantially complete with seeding and other clean-up work continuing*
 - Skyview/NRV Fairgrounds sewer funding
 - Construction of Commerce Park Utility project
 - Drop Center for the South side of Claytor Lake
 - Evaluation of “radio read” water meter option

b. Pending Items:

- Lakewood Estates emergency response plan
- Evaluation of joint negotiation of rail crossing fees

7. Other Matters – Any other matters which may arise following distribution of the agenda packet.

/gh