

**AGENDA
PULASKI COUNTY
PUBLIC SERVICE AUTHORITY**

**Regular Meeting
Tuesday, Sept. 13, 2011
9:00 a.m.**

Follow-up Agenda

ACTION ITEM	KEY STAFF
<p>1. <u>Citizen Comments</u> (Garland Campbell requested the PSA Board consider removing fluoride from county water, expressing concern over the potential health hazard posed by fluoride – Mr. Linkous advised AECOM is currently evaluating all chemicals be used and how best to optimize the use of these chemicals, along with the costs and effects of chemicals)</p> <p>(Linda Tate and Debra Spence described events leading up to large water and garbage bills incurred by their mother’s estate and requested the Board waive a portion of the water bill, in particular those charges incurred prior to implementation of the non-user fees – Staff to review matter and provide update to Ms. Tate and Board – Place on October agenda)</p>	<p>Ms. D. Boyd</p> <p>Ms. Hanks</p>
<p>2. <u>Finance</u></p> <p>a. <u>Follow-up from Previous Board Meetings:</u></p> <p>1. <u>Sewer Vacuum Truck Bid Results</u> (Approved expenditure of \$170,184 from reserves towards purchase of sewer vac truck – Provide future update to Board as to the use of truck, as well as arrange for viewing of truck when available)</p> <p>2. <u>Skyview Subdivision Phase I</u> (Staff reported Rural Development had granted an additional 60 days for construction, noted Rural Development requires redo of the Preliminary Engineering report for</p>	<p>Mr. Linkous</p>

the remainder of the Skyview Subdivision and the expected cost to be approximately \$1.5 million)

3. Outside Water Usage Meter Program
(Approved policy with amendment allowing for meters to be made available in March of each year and return of meter in November of each year - Review in six months – Place on March 2012 agenda) Ms. Hanks

- b. Review of Financial Report
(Reviewed – Staff explained new policy allowing for cut off of water within five days due to delinquent status)

- c. Balance Due & Lien Reports
(Reviewed – Board members questioned report detailing by type of customer and active, inactive and non-user accounts – Staff to provide report with percentage of collections for each type of customers – Place on October agenda - Mr. Dean expressed concern over the lack of a strong effort to collect on delinquent garbage accounts) Ms. D. Boyd

- d. Budget Adjustments
(Approved)

- e. Billing Adjustments
(Approved adjustments totaling a net credit of \$359,994.74 – Staff noted an error in the system and that the normal billing adjustment was \$2,861.91 – Staff requested to note in minutes for meeting error and corrected figure) Ms. D. Boyd

Ms. Hanks

- f. Accounts Payable
(Approved)

- g. Town of Dublin Water Billing
(Mr. Huber shared with Board response from Town of Dublin re: settlement billing and suggested billing in one year arrears as suggested by Dublin

Town Manager – Place formal recommendation on October PSA agenda while working with Town of Dublin staff)

Mr. Huber

Ms. Hanks

3. Operations

- a. Minutes of Previous Meeting
(Approved with amendment – Copy and index in minute book)
- Ms. Duncan
- b. Inmate Availability Report
(Reported use of two inmates per day)
- c. Drop Site Total & County Landfill Tonnage Reports
(Monthly report provided – Staff requested Board consider expenditure to allow for purchase of rear end loader and engine from state surplus to allow for removal of mulch at drop sites – Board approved purchase of loader only at a cost of \$9,000)
- Mr. Nichols
- d. Personnel Changes
(Reviewed)
- e. Agreement with Pulaski County Sewerage Authority
(Revisions to current agreement include: all costs (labor and materials) to be reimbursed to the PSA based on actual costs, a per repair threshold of \$1,000 for both materials cost and labor after which the PSA would notify the PCSA of extent of Repairs, and 15% for benefits – Revise agreement and present to Board at October meeting – Place on October agenda)
- Mr. Huber
- Ms. Hanks
- f. Wireless Authority Use of Water Tanks
(Mr. Whitelaw of NRV Unwired advised of potential plans for the sale of internet access equipment currently used to serve area citizens, with one of the conditions of the sale being that citizens currently obtaining internet access through the equipment would still be provided with high-speed internet service – Mr. Whitelaw requested the PSA consider allowing

use of the PSA water tanks by the Wireless Authority for the purpose of providing citizens with wireless high-speed internet services – Board approved use of water tanks, subject to Wireless Authority overseeing efforts and review of final agreement by PSA Board and Wireless Authority – Place on future agenda once agreement is prepared)

Mr. Huber

Ms. Hanks

- g. Town of Pulaski Water Purchase
(Staff explained Town of Pulaski is considering approximately \$1 million in upgrades to town water treatment plant and PSA staff's effort in working with the town in the development of a proposal regarding the possible purchase of water from the PSA as an alternative to this proposal)

- h. Thomas Branch Account
(Ratified administrative approval of writing off of account in the amount of \$70.80 due to passing of Mr. Branch with no remaining family members living in the home and no estate)

Ms. D. Boyd

- i. Johnny Crowder Sewer Service
(Staff explained request by Mr. Crowder for exemption from paying non-user sewer charges based on inability to connect his home to sewer system – Staff to continue reviewing request and provide update at future meeting – Place on future agenda)

Ms. Hanks

- j. Garage Consolidation
(Staff provided plan for combining School Board and county garages through expansion of County Garage and described potential cost savings)

4. Informational Items

- a. PER Guide Wastewater Facilities
(previously reviewed)

- b. Gary Frazier Account

(Staff provided information re: law suit being Filed by Mr. Frazier and response by Attorney Sam Campbell – Staff advised no date had been set to hear case)

5. Current Authorized Projects

a. Action Items

- 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

(Dr. Warren inquired as to status of river crossing and size of line to be used – Staff advised first half of work was ahead of schedule and a 24" line is expected to be used for the crossing)

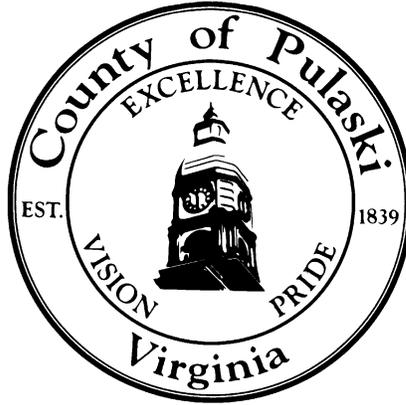
b. Pending Items

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

6. Other Matters

(Mr. Huber advised a PSA trash truck had been ticketed for an overweight axle while crossing bridge on Rt. 11, with plans to contest the ticket due to no way of controlling weight of individual axle)

7. Adjournment



Administration

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September 8, 2011

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Report Regarding Agenda Items

1. Citizen Comments
2. Finance - (Items having significant financial impact on the Authority)
Please give Diane 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 prior to, or at the Board meeting.

a. Follow-up from Previous Board Meetings:

1. Sewer Vacuum Truck Bid Results – A breakdown of the anticipated funding available for the purchase of a sewer jet/vacuum truck is as follows (Note: At the time this document was prepared bids had not been received for Skyview Phase 1, which takes place at 2:00 p.m. September 13, 2011):

Total funds with February 1, 2012 spending deadline \$425,259

Skyview – Phase 1 Known Costs

Engineering	\$ 25,058
Additional Engineering	1,000

Skyview – Phase 1 Estimated Costs

Construction	\$ 263,077
Construction Contingency (10%)	\$ 26,307

Estimated Funds available for equipment purchase \$ 315,443

Sewer Jet/Vacuum Truck Quote \$ 280,000

Total Estimated Matching Funds Required from PSA - \$170,184

Additional supporting documentation for the sewer jet/vacuum truck, current costs incurred by the PSA, current costs incurred by the Fairlawn Sewerage Authority, and recommended annual operation and maintenance practices (with estimated costs) are **enclosed**.

2. Skyview Subdivision Phase I – Jared Linkous held a prebid conference regarding the extension of the Commerce Park gravity sewer line toward the Skyview subdivision last week. In doing so, several contractors complained that the short construction period was a problem for them. Jared took this concern to Rural Development which has granted the PSA an additional 90 days by depositing funds in a shared account. Rural Development also reports that the PSA will need to redo the Preliminary Engineering report for the remainder of the Skyview Subdivision.
 3. Outside Water Usage Meter Program – **Enclosed** is a draft of the program guidelines for consideration by the Board. We tried to structure the program to be inexpensive to the property owner while not becoming a financial burden to other customers, nor being difficult for the billing staff.
- 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	6/3/2011	7/1/2011	8/2/2011	9/1/2011
Current Balance	374,608.01	573,118.99	446,481.59	443,962.88
Over 30 Days	31,822.55	90,828.32	59,388.84	34,850.55
Over 60 Days	38,996.10	14,423.61	9,939.42	35,011.64
Over 90 Days	764,404.63	785,599.10	784,412.06	787,290.25
Total	\$ 1,209,831.29	\$ 1,463,970.02	\$ 1,300,221.91	\$ 1,301,115.32
Liens Filed				\$ 359,566.74

Detail of accounts delinquent for 90 days or more by type of customer and services billed:

	Garbage & Water	Sewer Only	Garbage Only	Total
Residential	32,401.94	8,745.10	557,217.90	\$ 598,364.94
Commercial	1,444.84	-	19,811.41	\$ 21,256.25
Nonuser	167,669.06	-	-	\$ 167,669.06
Total	\$ 201,515.84	8,745.10	\$ 577,029.31	\$ 787,290.25

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

	Inactive	Active	Total
Residential Water	26,608.20	5,793.74	200,071.00
Commercial Water	1,444.84	-	1,444.84
Residential Garbage	45,578.18	511,639.72	557,217.90
Commercial Garbage	16,742.37	3,069.04	19,811.41
Sewer	2,127.83	6,617.27	8,745.10
Total	\$ 92,501.42	\$ 527,119.77	787,290.25

Non-Users over 90-days due

Residential Water/Garbage	\$ 166,397.54
Sewer	\$ 1,271.52
Grand Total	\$ 167,669.06

Detailed breakout of non-user charges

STATUS	CODE	DESCR	COUNT	TOTAL	TOTAL90
A	2	NONUSER	40	20301.39	\$19,864.43
A	7	NOUSER WATER	8	753.75	\$688.75
A	20	CASE KNIFE ROAD NON USERS	2	122.4	\$4.52
A	104	MULTI TENANT 4 RESIDENTIAL	1	6.5	\$0.00
A	194	EAGLEVIEW MOBILE NON USER	1	6.5	\$0.00
I	2	NONUSER	14	0	\$0.00

I	7	NOUSER WATER	1	0	\$0.00
I	193	HICKS TRAILER CT NONUSER 2	1	12318.49	\$12,318.49
A	201	NEW RIVER NON-USER SEWER	1	12	\$0.00
A	206	*SEWER	1	1307.52	\$1,271.52
A	0	*GARBAGE	2	198	\$0.00
A	301	RESIDENTIAL GARBAGE	38	15282.08	\$14,348.74
A	302	LOW VOLUME GARBAGE	8	2043.63	\$1,939.63
I	301	RESIDENTIAL GARBAGE	7	0	\$0.00
I	302	LOW VOLUME GARBAGE	5	0	\$0.00
A	0	*INTEREST	1	17770.63	\$17,770.63
A	995	INTEREST	49	76913.18	\$74,093.10
I	995	INTEREST	14	14111.7	\$13,416.05
A	0	*PENALTY	1	1513.76	\$1,513.76
A	999	PENALTY	49	9006.1	\$8,592.59
I	999	PENALTY	14	1923.37	\$1,846.85
A	996	UC MASK	2	-150.89	\$0.00
TOTAL:					\$167,669.06

- d. Budget Adjustments – Approval of the ***enclosed*** budget adjustment is requested.
- e. Billing Adjustments - Adjustments totaling a net credit of \$359,994.74 are submitted as described on the ***enclosed*** report.
- f. Accounts Payable - Review and approval of the ***enclosed*** accounts payable is requested.
- g. Town of Dublin Water Billing – ***Enclosed*** is settlement billing provided to the Town of Dublin on August 3, 2011 and a response from Bill Parker dated August 30, 2011. We have had difficulty in getting the PSA settlement statements to the Town in a timely manner due to the difficulty of keeping up with once per year duties, as well as longer audit times due to changing requirements. My recommendation is to bill the town one year in arrears as suggested by Bill Parker. If the PSA Board concurs with this recommendation, we would need to revise the agreement accordingly.
3. Operations:
- a. Minutes of Previous Meeting - ***Enclosed*** are the minutes of the August 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.***

In order to further encourage expansion of internet access in the County, I would like to recommend allowing use of the PSA water tanks by the Wireless Authority for the purpose of providing citizens with wireless high-speed internet services. The approval by the PSA to allow internet service providers to use PSA water tanks would be conditional on the approval of the specific installation measures by the PSA water distribution department staff. Authorization to allow internet service providers to use PSA water towers will be combined with use of the Wireless Authority's equipment by private internet service providers so as to provide citizens with much needed high speed service.

- g. Town of Pulaski Water Purchase - The Town of Pulaski is considering approximately \$1 million in upgrades to their water treatment plant as described on the ***enclosed*** spreadsheet. Staff has been working with the Town in the development of a proposal regarding the possible purchase of water from the PSA as an alternative to this proposal. In the current calculation of water purchase costs, both towns are treated as partners in the plant operation such that they get the benefit of increased production volumes in the calculation of purchase rates per 1,000 gallons. Preliminary estimates are that the Town would still be able to produce water at a lesser rate than what the PSA can sell it for primarily as a result of lesser pumping and treatment needs.
- h. Thomas Branch Account – I administratively authorized writing off this account in the amount of \$70.80. Mr. Branch rented his residence and passed away at least two years ago with no remaining family members living in the home and no estate.
- i. Johnny Crowder Sewer Service – Mr. Crowder is requesting exemption from paying non-user sewer charges based on the inability to connect his home to the sewer system. In the past, the PSA Board has exempted residents from water and/or sewer non-user charges where topographic conditions, stream crossings and other barriers made it impractical to connect. At the time of this memo, I am confirming why his residence cannot be served and hope to have additional information at the Board meeting.
- j. Garage Consolidation – ***Enclosed*** is a plan for combining the School Board and County garages through the expansion of the County Garage in Dublin. Please let Ronnie Nichols or me know of questions, concerns or ideas regarding this approach.

4. Informational Items:
 - a. PER Guide Wastewater Facilities – ***Enclosed*** is information from Robert Hilt with Rural Development describing the PER needed to meet the criteria for the second phase of the Skyview Subdivision.
 - b. Gary Frazier Account – ***Enclosed*** is a response to the law suit being filed by Sam Campbell on behalf of the PSA. Also ***enclosed*** is Mr. Frazier's bill in the amount of \$28,056.03 which Sam has offered to reduce by approximately \$12,213 based on application of the "Amnesty" program.
5. 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:
 - 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
6. Other Matters – Any other matters which may arise following distribution of the agenda packet.

/gh