

FOLLOW-UP

ITEM

1. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
 2. Inmate Availability Reports
 3. Balance Due Report
 4. Lien Report
 5. Work Order Count
(Approved adjustments in the credit amount of \$5,912; reviewed all others as listed) Ms. Sayers
 - b. Semi Automated Collection System & Cost Analysis
(Report presented by staff noting advantages and disadvantages; staff requested to ask if a demonstration could be given by vendor such as may be used at a trade show; place update on next PSA agenda) Mr. Mayberry/
Ms. Hanks
 - c. Compactor Type Rolloff Container at Pulaski Community Hospital
(Approved purchase of compactor unit up to a maximum price of \$12,000 for placement at Pulaski Community Hospital; proceed with purchase order and advise appropriate staff at Pulaski Community Hospital) Mr. Mayberry
 - d. Relocation of PSA Billing Staff to Dublin Town Center
(Approved relocation of PSA billing staff to Dublin Town Center with the county to pay one-half of furniture and Equipment costs incurred due to move; place on Board Of Supervisors agenda for approval; place on future PSA Agenda as needed) Mr. Huber/Ms.
Hanks

- e. Hidden Valley - Acceptance of Line Built to Standards
(Approved acceptance of sewer line with understanding there be no cost to the PSA, the design and installation of the line be reviewed and approved by the County Engineer, the necessary easements be granted to the PSA for the maintenance of the line, and PSA be granted access to the water meter serving the property; also approved a single commercial connection fee of \$1,500 with the monthly minimum billing approved at 1 regular minimum and 75% of minimum billing per household thereafter with adjustments being made for vacant households as documented through winterization of water line; notify Hidden Valley Association; advise PSA billing staff)
Mr. Coake/
Ms. Burchett

- f. Dumpster Bids
(Approved awarding of bid to low bidder, Wastequip Teem, at a cost of \$16,584 or \$552.80 per dumpster; proceed with purchase order)
Mr. Mayberry

- g. Mobile Home Park Connection Fees

- h. Personnel Issues

- i. Informational Items:
 - 1. Va. Water Supply Revolving Fund Meeting Summary
(Reviewed information from Va. Water Supply Revolving Fund for water service to Polyester Mobile Home Park as an alternative to Rural Utility Services Funding)
 - 2. Wastewater Revolving Loan Fund Application
(Staff advised application on behalf of Pulaski County Sewerage Authority had been submitted to Department Of Environmental Quality)
 - 3. Progress Reports:
 - ◆ NRIP Pump Station Upgrade
(Reviewed progress report)

- j. Current Authorized Projects & Items Under Review
 - 1. Cloyd's Mountain Sewer Extension by VDOT
 - 2. New River Industrial Park Water and Sewer Extension
 - 3. Water & Sewer Extensions Preliminary Engineering Reports
 - 4. Collier Acres Sewer Extension with Commerce Park Development
 - 5. Gateway Mobile Home Park Water & Sewer Extension Engineering
 - 6. Water Hydrant Flushing
(Reviewed all listed)

- k. Request from Greater Pulaski Alliance for PSA Insert

- 2. Approval of July 8, 2002 Minutes
(Approved as presented) Ms. Hanks
- 3. Accounts Payable
(Approved subject to audit) Ms. Sayers
- 4. Other Matters
- 5. Adjournment

August 15, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
 1. Adjustments – Adjustments totaling \$5,912.00 are submitted as shown on the ***enclosed***.
 2. Inmate Availability Reports – Staff reports the inmate count for July provided three inmates per day.
 3. Balance Due Report – See ***enclosed***.
 4. Lien Report – See ***enclosed***.
 5. Work Order Count – 17 brush; 18 large item; 0 tire; 1 refrigerator.
- b. Semi Automated Collection System & Cost Analysis – ***Enclosed*** is a report prepared by Doug Mayberry regarding the potential for increasing automation through use of a semi-automated, large-can and flipper system. I recommend consideration by the PSA in moving forward with a trial program as recommended by Doug. This recommendation is based on the need to supplement an aging and increasingly expensive workforce as well as increasing expectations from the public in our handling of garbage collection services. Following a decision by the PSA to move in this direction, I would recommend soliciting proposals from other companies to insure we would be getting the best possible deal from the vendor.
- c. Compactor Type Rolloff Container at Pulaski Community Hospital – We have been asked to install a compactor-type refuse container at Pulaski Community Hospital. Purchase of a compactor unit to a maximum price of \$12,000 for placement in service to the hospital is recommended. As with the unit installed at Shoney's, rental on the container will begin returning net revenue to the PSA in four years or less.
- d. Relocation of PSA Billing Staff to Dublin Town Center – We have been working with the Town of Dublin and PSA staff to relocate the PSA office at the County Garage to the Dublin Town Hall. Either in conjunction with the move or following the establishment of a citizen service center in Fairlawn, I would like this office to offer the

public with a full range of customer services such as the distribution of materials and forms, voter registration, collection of taxes, etc. Anticipated expenses include the purchase of new furniture (Unfortunately, the existing furniture is too large to fit into the proposed offices) and the purchase of new telephone equipment. Based on the existing difficulty of public access to the County Garage and the relative long-term savings over the rental of commercial space, relocation of PSA offices to the Dublin Town Center building is recommended.

- e. Hidden Valley - Acceptance of Line Built to Standards - The Hidden Valley Association is requesting approval to connect the existing sewer collection system to the PSA pump station near Claytor Lake State Park. Connection to the system would eliminate the current need to routinely repair the existing septic systems and reduce the potential for pollution of the Hidden Valley Cove across from the public boat landing.

The Association is willing to pay a single commercial connection fee of \$1,500 and all purchase and installation costs. They propose that the monthly minimum bill of \$10.12 per household per month be adjusted for vacant units as documented through winterization of water line. Additional sewer fees after the 2,000 gallons would be based on the volume of water passing through the private water system operated by the Association. The Association is also asking that the PSA operate and maintain the primary sewer collection line. Approval of this arrangement is recommended based on the understanding that there would be no cost to the PSA, that the design and installation of the line be reviewed and approved by the County Engineer, that the necessary easements be granted to the PSA for the maintenance of the line, and that the PSA be granted access to the water meter serving the property.

- f. Dumpster Bids – ***Enclosed*** is a summary of the bid results for the purchase on additional six cubic yard rear load containers. Approval to award the bid to Wastequip Teem, Inc. at a cost of \$16,584 or \$552.8 per containers is recommended.
- g. Mobile Home Park Connection Fees – Reinvestment of connection fees to reduce the overall debt service is of little interest to Mr. Mike Boyer. I plan to meet with Chairman Huff to discuss additional PSA options and hope to provide the PSA board with a report at the August 19 meeting. We anticipate announcement of federal funding for water and sewer service to several mobile home parks at 9:00 a.m. on August 21.
- h. Personnel Issues - I would like to hire a personnel consultant to advise on longstanding personnel issues within the Refuse Collection Department and hope to receive a general proposal in time to discuss with the PSA Board on Monday.
- i. Informational Items:
 - 1. Va. Water Supply Revolving Fund Meeting Summary – ***Enclosed*** is a summary of a potential loan for water service to Polyester Mobile Home Park as an alternative to Rural Utility Services funding.

2. Wastewater Revolving Loan Fund Application – Application on behalf of the Pulaski Sewerage Authority has been submitted to the Department of Environmental Quality.

3. Progress Reports:

- ◆ NRIP Pump Station Upgrade- **Enclosed** is a progress report on this project. Information on the extent of cost overruns noted in the report will be provided if received in time from Draper Aden.

j. Current Authorized Projects & Items Under Review:

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Sewer Pump Station
3. Rolling Hills, Orchard Hills and Vista Sewer
4. Collier Acres Sewer Extension with Commerce Park Development
5. Preliminary Engineering for Mobile Home Park Water & Sewer Extensions
6. Water Hydrant Flushing

- k. Request from Greater Pulaski Alliance for PSA Insert – The Greater Pulaski Alliance has requested consideration by the PSA to the insertion of a flyer or other notice of the PulaskiFest 2002 Event. I recommend approval with the condition that both the Pulaski and Newbern festivals be included and that the PSA staff be assisted in stuffing envelopes.