

FOLLOW UP

ITEM

1. FY 03 Audit Presentation
(Presentation made by Deanna Cox; trend analysis presented indicating improvement in PSA finances from FY 01 to FY 02; staff requested to review salary expenditures from FY 01 to FY 02, and provide specifics on FY 01 expense of \$629,833) Ms. Cox/Ms. Burchett

(Board accepted report as presented)

2. 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 total adjustments in the amount of \$2,532.82 and reviewed all others as listed) Ms. Sayers

 - b. PSA Annual Water Settlement Calculations
(Reviewed)

 - c. Shelor Outdoor Sewer Extension
(Board approved sewer extension as outlined at no cost to the PSA per staff recommendation; proceed with project; notify Shelor Outdoor) Mr. Coake

 - d. URS Contract
(Approved review of PSA utility bills per staff recommendation, and subject to review of contract by the County Attorney) Ms. Sayers/ Mr. McCarthy

 - e. Pay Adjustment for Meter Reader
(Approved pay range increase for Meter Reader position; new salary range \$18,242 to \$22,802 effective immediately) Ms. Spence

 - f. Informational Items
 1. Southwest Times Public Forum Article
(Reviewed)

2. Citizen Issue Re: Fixed Rate Fees
(Reviewed)
3. PSA vs. White Pine Enterprises
(Approved settlement with White Pine Enterprises in the amount of \$1,440.00 plus penalty and interest and attorney fees per staff and attorney recommendation; notify Sam Campbell) Ms. Burchett
4. Claim from Verizon
(Reviewed)
5. Reissuance of VPDES Permit – Days Inn
(No objections expressed by Board)
6. PSA Budget
(Staff to provide PSA proposed budget draft to Board within next two weeks; place on June agenda for possible adoption) Mr. Huber/
Ms. Hanks
7. Eagleview Mobile Home Park Sewer Service
(Reviewed)
- g. 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 (pending Rural Development funding)
 3. Painting Water Tanks
(Review all as listed)
3. Approval of April 14, 2003 Minutes
(Approved as presented) Ms. Hanks
4. Accounts Payable
(Approved subject to audit) Ms. Sayers
5. Other Matters
 - (Comments heard from Mr. Jeff Dunn and Shawn Utt regarding extension of sewer line to Mr. Dunn's Home in Orchard Hills Subdivision; Board requested Mr. Dunn and Mr. Utt to work with County Engineer on possible extension; however, if project is determined to be feasible, PSA will require property owner to provide up front costs of approximately \$5,000; place on future agenda as needed) Mr. Coake
6. Adjournment

May 8, 2003

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

a. Collection Staff Activity:

Due to the changeover in the software, reports for the following will not be available, unless noted otherwise, this month for the following:

1. Adjustments – This report will be ***enclosed*** if received in time to include the packet.
2. Inmate Availability Reports – Staff reports the inmate count for April provided 2 inmates.
3. Balance Due Report - This report will be ***enclosed*** if received in time to include the packet.
4. Lien Report - This report will be ***enclosed*** if received in time to include the packet.
5. Work Order Count – PSA staff advise efforts are underway to restore the records containing this information.

b. PSA Annual Water Settlement Calculations – ***Enclosed*** please find a memo from Ms. Burchett to the towns of Pulaski and Dublin providing the annual water settlement calculations.

c. Shelor Outdoor Sewer Extension - A sewer line extension is proposed for Shelor Motor Mile Outdoors which will be installed from Ebb Hall Road approximately 150 feet along Claytor Lake State Park Road toward Interstate 81. The work will be the responsibility of the owner and will be turned over to the PSA for operation and maintenance. The owner will pump from the business location up to a gravity sewer manhole at the end of the line. The pump will be operated and maintained by the property owner. The line will be 8" diameter and could be extended toward Interstate 81 in the future.

- d. URS Contract – Utility Reduction Services offers to review utility bills. Any savings are shared with the company over a period of two years. Pittsylvania County Administrator Dan Sleeper has had a good experience with the firm. ***Enclosed*** is a sample agreement for consideration by the Authority.
- e. Pay Adjustment for Meter Reader – Richard Chumbley would like to request consideration to increasing the pay of the meter reader by \$0.15 per hour to match the starting salary for Refuse Department workers. Based on the fact that both jobs involve strenuous physical demands and exposure to severe weather, I concur with Mr. Chumbley's suggestion and recommend approval of this increase by the PSA. Net cost would be \$312 annually based on a 2,080 hours per year.
- f. Informational Items:
1. Southwest Times Public Forum Article – ***Enclosed*** is a letter to the editor from Gerald Bolen regarding discontinuation of garbage service billing for vacant residential structures. Discontinuation of service is customary among other PSA customers. Staff is reviewing the feasibility of programming billing computers to automatically stop and start garbage billing based on water usage. Less than 50 gallons per month would automatically result in no charge for garbage service. The use of the computer to turn garbage service billing on and off would help reduce calls to county staff and eliminate the potential for missed billings when residents move back in. Garbage customers not on PSA water service would continue to have to call in to discontinue and resume service.
 2. Citizen Issue Re: Fixed Rate Fees – See ***enclosed*** copy of survey issued through the Southwest Times. While not directly related to PSA operations, I thought the Board should be aware of this issue.
 3. PSA vs. White Pine Enterprises – See ***enclosed*** update from Mr. Campbell and the settlement offer through Allan Groseclose, representing White Pine Enterprises. I recommend settlement for 40 months of service for three households, plus payment of interest and penalty, as well as litigation costs. This recommendation is based on the offer originally made to him.
 4. Claim from Verizon – We received notice of claim letter from Verizon claiming in excess of \$10,000 pertaining to an incident involving telephone lines purported to be too low on Orchard Road. Notice of the claim letter has been sent to the insurance carrier. We have also confirmed with VDOT that all power lines are required to be 18 feet above the roadway. This information has been forwarded to Verizon.
 5. Reissuance of VPDES Permit – Days Inn – See ***enclosed***.
 6. PSA Budget – I plan to have a draft budget prepared for distribution at the meeting to allow review by the PSA Board prior to discussion at the June Board meeting.

7. Eagleview Mobile Home Park Sewer Service - The Pulaski Sewerage Authority declined a Virginia Resources Authority loan earmarked for the extension of public sewer service to the Eagleview Mobile Home Park. Issues facing the Authority in making this decision included the need to increase fees from the current \$13 flat rate per household, the concern with the ability to fill vacant spaces in the park, the impact of utility bills on park residents, and the owner's insistence on not paying connection fees. The lack of public sewer service impacts the economic viability of public water service in that the total number of households in the park is limited by the operation of existing septic systems.

i. Current Authorized Projects & Items Under Review

1. Public Water and Sewer Service to Mobile Home Parks (engineering underway)
2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (pending Rural Development funding).
3. Painting Water Tanks

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