

FOLLOW-UP

ITEM

1. Public Hearing – Revision of a Schedule of Rates, Fees and Charges for Meter Tampering Fees Services
(Public hearing held – Approved revision of rates, fees and charges for meter tampering fees and services – Set \$100 fee for tampering with meter include message in next billing cycle and on notice placed in meter when cut off)

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
 2. Inmate Availability Report
 3. Balance Due & Lien Report
 4. Work Order Count
 5. Drop Site Total & County Landfill Tonnage
(Reviewed and approved) Ms. Sayers

 - b. Action Items:
 1. Rate Revision
(Action taken under item 1)

 2. FY 06 Budget Information
(Additional information presented)

 3. Roll off Specs
(Approved scheduling public hearing to increase fees for larger trucks and explore the option of a fuel surcharge) Mr. Huber/
Ms. Burchett

(Approved additional \$9,683 to purchase truck) Mr. Nichols/
Ms. Sayers

 4. Garrett Weddle Request
(Approved utilization of master meter – notify applicant and arrange any appropriate refund) Mr. Chumbley
Ms. Sayers

5. Date for Facility Tour
(Place scheduling of facility tour on June PSA agenda) Ms. Hanks
 6. Health Reimbursement Account
(Reported issues including pre-funding of program at beginning of fiscal year, ability to carry HRA funds from one insurance option to another and the maximum accumulation of funds)
 7. Refuse Department Supervision
(Approved hiring of a supervisor trainee) Mr. Huber/
Ms. Burchett
- c. Informational Items:
1. Personnel Changes
(Reported)
 2. Virginia Dept. of Health Operations Award
(Reported PSA recipient of 2005 Virginia's Excellence in Waterworks Operations Award)
 3. Sewer Easement Activity
(Update provided, along with a listing of property owners with whom the PDC was having difficulty in obtaining easements)
 4. Report Regarding Uniform Water & Sewer Rates
(Provided "Report to the Board of Supervisors and PSA Board of Directors Regarding Uniform Water and Sewer Rates")
 5. Request for Adjustment in Garbage Bill
(Denied request for adjustment in bill – Notify Ms. Hager she would only be responsible for one quarterly billing at the reduced user fee at a rate of \$21.00 per quarter) Ms. Sayers
 6. New River Valley Water Supply Plan Kick-off Meeting Minutes
(Presented)

d. 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 (engineering underway)

3. Approval of Minutes of April 10, 2006
(Approved)

Ms. Hanks

4. Accounts Payable
(Approved)

Ms. Sayers

5. Other Matters
(Board reminded of employee grievance hearing)

(Mr. Loyd requested the budget not be provided to the Board in a manner in which departments were expecting to lose money and asked that staff look at an increased rate on sewer)

Mr. Huber/
Ms. Burchett

6. Adjournment

May 4, 2006

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from County Administrator and Staff:

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$1,628.73cr are submitted. A copy of the spreadsheet is ***enclosed***.
2. Inmate Availability Report - Staff reports the inmate count for April provided two inmates per day.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 29 brush; 28 large; 0 tire(s); 2 refrigerator(s).
5. Drop Site Total & County Landfill Tonnage Report – Drop site totals for the month of March are as follows.

**DROP SITE TOTAL
FOR THE MONTH OF APRIL**

Site	Trips	Tonnage
Dora Highway	37	100.05
Dublin	28	75.25
Fairlawn	11	61.77
Total	76	237.83

**County Landfill Tonnage
(county customers & Refuse Department Haulers)
(for the Month of April)**

Misc Debris(tons)	Appliances	Tires	Brush(tons)
12,198.59	72	987	54.39

b. Action Items:

1. Rate Revision - ***Enclosed*** is a listing of the meter tampering fee as advertised for public hearing at the May meeting. Adoption of this fee is recommended, unless objections are voiced at the public hearing.
2. FY 06 Budget Information – In addition to the budget distributed at the April Board meeting, I have compiled the ***enclosed*** future detail of the various components within the Refuse Department functions.
3. Roll off Specs – Staff recommends the purchase of the 75,00 GVWR Volvo truck at a cost of \$129,683, primarily to provide service to James Hardie without long-term impact on drop center servicing, special pick-ups and other PSA operations. Also ***enclosed*** are cost summaries for operating both the 66,000 GVWR and the 75,000 GVWR Volvo trucks and anticipated revenue from service James Hardie. Use of the larger capacity truck should be of greater benefit to the PSA assuming an increase in the per haul charge from \$85 to \$100 per load based on the greater capacity of each load.
4. Garrett Weddle Request – Mr. Garrett Weddle is requesting utilization of a master water meter to serve four commercial businesses in Fairlawn. In keeping with previous PSA policies, Board approval for use of master meters is required. The use of a master meter establishes a minimum billing of \$6.50 per business and \$3 per 1,000 gallons for all usage through the single meter. Currently, the PSA has 70 master waters. In each case we are billing \$6.50 for each business or apartment that is on the master meter, \$3.00 per 1000 gallons for the first 100,000 gallons and \$2.50 per 1000 gallons thereafter. With the exception of those using more than a combined 100,000 gallons per month, the use of a master meter does not financially impact the customer or the PSA financially. This particular request is being made due to the difficulty of installing separate service lines from the meters to the business.
5. Date for Facility Tour – I suggest selection of a date by the Board for a tour of various PSA operational locations.

6. Health Reimbursement Account – ***Enclosed*** is a summary of operational standards for the Health Reimbursement Account program. Approval of these items is recommended. Significant issues addressed by this listing include prefunding the program at the beginning of the fiscal year, ability to carry HRA funds from one insurance option to the other, and the maximum accumulation of funds.
7. Refuse Department Supervision – Until a month ago, the PSA Refuse Department was supervised by Kenny Stoots and Jerry Taylor. Kenny does the overall administration of the department, including handling of complaints, while Jerry would supervise the day-to-day operations. Mr. Taylor had also worked as a shift supervisor for the Sheriff until his retirement on April 1 of this year. Recently revised VRS rules prohibit the employment of retirees for more than 32 hours per week in another position for an employer participating in the Virginia Retirement System. This ruling effects the supervision of the Refuse Department since Jerry Taylor will now be restricted to working 32 hours per week.

Considering recent supervision issues in this department, my recommendation is to hire an additional full-time supervisor at a rate of \$30,000 to \$37,500 per year to oversee daily operations and to allow for an overlap of overall supervisory responsibilities. Mr. Stoots is eligible for service retirement in January 1, 2009 but may do so sooner due to health problems. In the event we hire an additional supervisor, I would not fill the vacancy resulting from the retirement of Ms. Stoots.

c. Informational Items:

1. Personnel Changes – ***Enclosed*** is an update from Ms. Burchett on recent personnel changes.
2. Virginia Dept. of Health Operations Award - ***Enclosed*** is correspondence from the Department of Health announcing the winners of the 2005 Virginia's Excellence in Waterworks Operations Awards for which the PSA was a recipient. The Pulaski County Public Service Authority Water Treatment Plant was recognized for their Silver Excellence in Waterworks Performance Award by the Virginia Department of Health for having treatment standards three times stricter than the DEQ requirement in filter performance and clarification standards.
3. Sewer Easement Activity - ***Enclosed*** is an update from Patrick Hughes of the Planning District Commission on which easements have been obtained in all three subdivisions receiving sewer, including Orchard Hills/Vista, Rollings Hills and Highland Park. Also ***enclosed*** is a list of property owners with whom the PDC is having difficulty in obtaining easements

4. Report Regarding Uniform Water & Sewer Rates - ***Enclosed*** is a "Report to the Board of Supervisors and Pulaski County Public Service Authority Board of Directors Regarding Uniform Water and Sewer Rates".
5. Request for Adjustment in Garbage Bill - ***Enclosed*** is a request from Ms. Lillie Hager for an adjustment in her garbage bill. I plan to make this adjustment, but wanted the Board to be aware of the types of situations encountered in billing part-year residents.
6. New River Valley Water Supply Plan Kick-off Meeting Minutes - ***Enclosed*** is a copy of the minutes for the New River Valley Water Supply Plan Kick-off meeting.

d. 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 (engineering underway)
3. Water Treatment Plant Dispersion Wall Design
4. Installation of back-up generators at sewer pump station
5. Replacement of Texaco sewer pump station

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