

Follow-up Agenda

ITEM

1. Citizen Comments

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
(Approved)

 2. Inmate Availability Report
 3. Balance Due & Lien Report
 4. Work Order Count
 5. Drop Site Total & County Landfill Tonnage
(Reported)

 - b. Action Items:
 1. Motor Mile Speedway Request for Sewer
(Approved deducting \$15,000 from the obligated amount and postponing the installation of the meter until such time as others begin using the line – Notify Motor Mile Speedway) Mr. Coake

 2. Agreement By and Between The Pulaski County Public Service Authority and the Hidden Valley Camping Club, Inc., a Virginia Corporation
(Approved, subject to review by County Attorney) Mr. McCarthy

 3. Recommendation for Appointment to Pulaski County Sewerage Authority
(Supported the appointment of Finance Director Gordon Jones to the Sewerage Authority) Ms. Hanks

 - c. Informational Items:
 1. Personnel Changes
(Reviewed)

 2. Projects Report
(Reviewed)

3. Reports on Existing Situations With Large Balances Exist
 - Report on consideration to tying utilities Into DMV Stop program;
 - Report separating "Active" and "Inactive" accounts
 - Report on consideration to increasing Deposit
(Approved staff contacting DMV to determine if DMV Stop Program could be used in collecting on delinquent accounts) Mr. Jones
 - (Staff to determine viability of using Debt Set-off and DMV Stops as a means of collecting on delinquent accounts) Mr. Huber
 - (Staff to provide lien information at November Board meeting – Place on November PSA agenda) Mr. Jones/Mr. Huber
 - Ms. Hanks

4. Reimbursement of Connection Fees to Dalfourd Phillips
(Approved payment of \$350 to Mr. Phillips for the remaining connection in order to satisfy outstanding obligation with Mr. Phillips to pay the PSA \$350 for the 5th connection in order to serve a double-wide mobile home being placed on his property) Ms. Sayers

5. Jones Drive Sewer Line Extension Project
(Reviewed letter mailed to Jones Drive Residents. Board members invited to attend meeting with residents scheduled for Monday, October 16 at 7:00 p.m.)

6. Virginia Water and Wastewater Rate Report
(Reviewed report by Draper Aden Associates)

7. Sewer Treatment Presentation
(Presented handouts from a presentation by Pepper's Ferry regarding sewer collection and treatment issues)

8. Newbern Pump Station Replacement
(Approved Notice of Award in the amount of \$273,293 for rebuilding Newbern Pump Station)

- 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 September 11, 2006
(Approved) Ms. Hanks

4. Accounts Payable
(Approved) Ms. Sayers

5. Other Matters

(Mr. Mathes inquired re: the status of easements in subdivisions – Mr. Burton advised he estimated approximately 65% of easements had been obtained for the Rolling Hills/Orchard Hills subdivisions and 49% for the Highland Park Subdivision)

Roll Off Truck Purchase

(Mr. Nichols presented bid tabulation sheet – Board approved purchase based on low bid)

Mr. Nichols

(Mr. Huber reported on a personnel matter)

6. Adjournment

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

Misc Debris(tons)	Appliances	Tires	Brush(tons)
4208.48	46	1,627	61.46

b. Action Items:

1. Motor Mile Speedway Request for Sewer – The Motor Mile Speedway has requested consideration by the PSA for reducing the amount of PSA support for future connections by \$10,000 in exchange for an obligation by the PSA to install the sewer metering flume in the newly constructed sewer connection. At the same time, Clarke Wallcraft has indicated a willingness to consider utilization of water meter readings as a substitute for the sewer meter until such time as additional connections begin using this sewer line. I recommend deducting \$15,000 from the obligated amount and postponing the installation of the meter until such time as others begin using the line. This will allow the PSA to utilize additional connection fees to help offset the cost of installing the meter.

2. Agreement By and Between The Pulaski County Public Service Authority and the Hidden Valley Camping Club, Inc., a Virginia Corporation – ***Enclosed*** is the draft agreement with Hidden Valley Camping Club, Inc. for review and adoption by the PSA Board.

3. Recommendation for Appointment to Pulaski County Sewerage Authority – Robert Bruce notified Mr. Sheffey of his resignation as a member of the Pulaski County Sewerage Authority in Fairlawn. Suggestions for making this appointment, in keeping with an overall goal to increase the connections between county related functions, would be welcome. Previous efforts in this regard include the appointment of Winston Snead and Carl Mathes to the Public Service Authority based in part on their involvement on the Sewage Authority, as well as the appointment of Doug Warren based in part on his involvement with the Planning Commission. The best I can suggest at this time would be the appointment of Gordon Jones, Director of Finance, based in part on his lifelong residence in Fairlawn, his understanding of financial matters and his most recent involvement as staff to the Public Service Authority.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Spence.

2. Projects Report – ***Enclosed*** is an update from the New River Valley Planning District staff describing their work on various projects.
3. Reports on Existing Situations With Large Balances Exist – At the September Board meeting, the following reports were requested:
 - Report on consideration to tying utilities into DMV Stop program;
 - Report separating “Active” and “Inactive” accounts; and
 - Report on consideration to increasing deposit amounts.Staff will be discussing these issues at our October billing staff meeting and will be providing the PSA with feedback regarding these approaches.
4. Reimbursement of Connection Fees to Dalfourd Phillips - In the January 29, 1982 PSA minutes, Mr. Phillips was to be paid \$750 for five water connections in exchange for the land needed for the Draper West Water tank in Draper. However, this check was never written. Instead Mr. Phillips has been granted four free connections to date. While previous connection fees were less than the current \$350 fee, we plan to issue him a check in the amount of \$350 for the remaining connection in order to satisfy this outstanding obligation. Mr. Phillips subsequently plans to pay the PSA \$350 for the fifth connection in order to serve a double-wide mobile home being placed on his property. In order to avoid having outstanding obligations of this type, we plan to utilize cash transactions in making future exchanges.
5. Jones Drive Sewer Line Extension Project – ***Enclosed*** is a copy of the letter that was mailed to the Jones Drive residents. Staff plans to meet with Jones Drive residents on October 16 at 7:00 p.m. at the Dublin Presbyterian Church and would welcome the participation of Board members.
6. Virginia Water And Wastewater Rate Report – ***Enclosed*** is a copy of the annual comparative report of water and sewer rates throughout Virginia. This report is helpful considering the advertised increase in sewer rates.
7. Sewer Treatment Presentation – ***Enclosed*** are the handouts from a presentation regarding sewer collection and treatment issues as organized by the staff of the Peppers Ferry Regional Wastewater Treatment facility. In a preliminary comparison of gallons billed for water service with gallons treated at the sewage treatment plant, it appears the PSA collection system may have some inflow and infiltration issues. I have asked Clarke’s assistance in determining the extent of the problem by comparing treatment flows from the PSA during dry and wet weather conditions.

8. Newbern Pump Station Replacement – ***Enclosed*** is an executed notice of award in the amount of \$273,283 for rebuilding the Newbern Pump. This is a \$40,217 reduction in the original bid price due to substituting a natural gas generator for a pony motor arrangement for emergency operations.

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

PMH/gh