

Follow-up Agenda

ITEM

1. Citizen Comments

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

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

(Dr. Warren noted the drop site report tonnage total should be 233.93 and not 533.93 – Revise reports accordingly) Ms. Baylor

 - b. Action Items:
 1. Utility Installation Reimbursement Policy
(Mr. Coake provided detailed report – Tabled to January Board meeting – Place on January agenda) Mr. Coake/Mr. Huber
Ms. Hanks

 2. Procedure Addressing Delinquent Accounts
(Board suggested hiring additional staff person to oversee collection of delinquent accounts – Provide recommendation at January Board meeting – Place on January Board agenda) Mr. Jones/Mr. Huber
Ms. Hanks

 3. Report on PSA Balance and Previous Commitments
(Mr. Jones provided detailed report)

 4. Installation of Water and Sewer Service to Various Mobile Home Parks
(Reported county attorney reviewing agreements – Table action on approval, pending review of connection fees being

- charged to Eagleview Mobile Home Park – Mr. Coake/Mr. Huber
 Approved January 15, 2007 deadline on Mr. P. Hughes
 receiving signed agreements in order
 for the projects to be bid in February-
 Place update on January agenda) Ms. Hanks
5. Commerce Park Water Surcharge
 (No action – Place update on January
 agenda) Ms. Hanks
- c. Informational Items:
1. Personnel Change
 2. Jones Drive Sewer Update
 3. Correspondence to NRRRA re: Landfill Disposal Policies
 (Reviewed)
- 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)
 (Reviewed)
3. Approval of Minutes of November 20, 2006
 (Approved) Ms. Hanks
4. Accounts Payable
 (Approved) Ms. Sayers
5. Other Matters
 (Mr. Jones presented updated water and sewer
 projects report)
- (Approved purchase of 100 front load containers
 at \$600 each) Mr. Nichols
- (Determine if compactor to be placed at either
 Dora Highway or Dublin drop sites) Mr. Nichols
- (Provide update on number of rear loads to be
 replaced) Mr. Nichols
- (Provided update on Draper Golf Course water
 tank)
6. Adjournment

December 7, 2006

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from County Administrator and Staff:

My wife has asked if I could accompany her on travel related to her work for NRCC Saturday through Tuesday of next week. Thus, I will not be at the meeting but am available by phone both before and during the meeting by calling 540 440-0308. I have asked Ron Coake, Gordon Jones and Gena Hanks to staff the PSA meeting. I would appreciate it if you could let me know of any questions you may have before the meeting so that we can all properly prepare in having information the Board needs regarding agenda or other items of concern.

a. Collection Staff Activity:

1. Adjustments - Adjustments totaling \$6,130.37cr. are submitted. A copy of the spreadsheet is ***enclosed***.
2. Inmate Availability Report - Staff reports the PSA generally had use of two inmates per day for the month of November.
3. Balance Due & Lien Report - ***Enclosed*** are the balance due and lien reports.
4. Work Order Count - Pickups pending: 5 brush; 9 large; 1 tire(s); 1 refrigerator(s).
5. Drop Site Total & County Landfill Tonnage Report – Drop site totals for the month of November are as follows.

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

Site	Trips	Tonnage
Dora Highway	45	86.47
Dublin	50	102.38
Fairlawn	14	45.08
Total	109	233.93

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

Misc Debris(tons)	Appliances	Tires	Brush(tons)
3,300.07	39	1,097	23.35

b. Action Items:

1. Utility Installation Reimbursement Policy – As requested by the PSA Board the following is a draft policy for sharing of utility installation costs:

The Pulaski County Public Service Authority (PSA) recognizes that the extension of water or sewer lines by a developer or property owner should be fairly shared by adjacent property owners benefiting from the utility extension. Thus, persons wishing to recover utility expenses may register their interest in recovering costs with the PSA staff for consideration of the matter by the Board of Directors and possible inclusion of the following agreement in the Public Service Authority minutes:

- a. The Public Service Authority is under no obligation for the expenditure should additional connections not be installed and paid for;
- b. For a period of 5 years beginning on the date of the Board minutes in which the agreement is included, connection fees on the portion of line installed by the original developer will be based on a proportional cost as if the new connection had been part of the original division of costs in addition to the normal PSA connection fee. Any shared costs must be confirmed by the County Engineer.

For example if a water line costing \$60,000 is extended to initially serve two homes, the original prorated cost is \$30,000 per residence. The connection of a third home would be at a cost of \$20,000 with \$10,000 of the connection fee returned to each of the two original investors.

Such agreements would apply to additional individual connections to the line being installed and would not apply to the additional line extensions.

- c. Connection fees after the expiration of the 5-year period following the date of the meeting would be based on normal PSA connection fees in effect at the time of the new connection.
 - d. Unless specifically called for in the agreement with the PSA, any reimbursement of connection fees will be to the current property owner at the time of additional connections. If specified otherwise, it is the responsibility of the original investor to maintain contact with the Public Service Authority staff. The PSA will not be responsible for returning funds to individuals which the PSA staff cannot locate.
 - e. Subsequent line extensions of at least 1,000 feet may be installed to serve other properties without reimbursing for the installation of the original line extension.
2. Procedure Addressing Delinquent Accounts – As requested by the Board at the November meeting, ***enclosed*** is a summary by type of service provided and other attributes. Also ***enclosed*** is a listing of delinquent accounts organized by active and inactive accounts. Based on this information it appears that the primary delinquencies are in garbage services which are difficult to discontinue if our goal is to prevent roadside dumping. Use of the debt set-off program may be of help to the PSA in taking the approach of collecting for services rather than discontinuing service when it comes to garbage service. The following is a restatement of the recommended policies for addressing large delinquent balances as included in the November agenda:
- a. Motivate delinquent customers to address the problem through a 180-day grace period. During this period, the listing of persons eligible for tax relief for the elderly would be used to pay in one of the following options. The waiver of any charges under either of the following two situations would require the specific approval of the PSA Board of Directors as recorded in the minutes of their monthly meetings.

1. Those who can't pay the total debt as defined by their being on the tax relief for the elderly listing **and** make arrangements to pay off the debt for actual services rendered (with payment over maximum of 24 months) are eligible to have the PSA Board freeze all future interest charges. Any remaining charges such as non-users fees would be secured by a lien on the property.
 2. Those who can pay would be eligible for waiver of penalty and interest charges assuming their remaining bill is paid in full.
- b. At the same time, the PSA staff would:
1. Utilize debt set off (which intercepts state tax refunds owed to the individual) where the required social security numbers are on file;
 2. Continue placement of liens for all customers owing the PSA; and
 3. Continue to require social security numbers for all new customers
 4. Requesting the assistance of the Town of Pulaski in cutting off water service to delinquent commercial refuse customers served by the Town water system.
3. Report on PSA balance and Previous Commitments – ***Enclosed*** as prepared by Gordon Jones is a financial report for October (November accounting has not been proven out yet) including a balance summary following subtraction for utilization of funds for capital projects in addition to those approved in the budget.
4. Installation of Water and Sewer Service to Various Mobile Home Parks – One of the critical steps in preparing to install water and sewer service to various mobile home parks in the County is signing of agreements with the mobile home park owners. The staff is working with Tom McCarthy to prepare a final version of these agreement based on the following principles:
- a. Connection fees will be charged at a rate of \$175 per water connection and \$250 per sewer connection. Note: Eagleview's connection fees are waived due to a previous agreement with the PSA Board (see PSA minutes from August 14, 1995).
 - b. Water and Sewer rates charged to individual users within the parks will be the minimum required by Rural Development or the amount needed to cover the debt service on construction within the park, whichever is higher. Note: Hidden Valley Camping Club will be paying the debt service for connections within its park, so HVCC

members will be charged standard County rates in effect at the time of billing. Debt service may show up on individual bills as a monthly credit.

- c. Mobile Home Park Owners will be responsible for paying any monthly debt service remaining after collection of minimum billing within their parks.
- d. Any excess debt service paid by park residents through Rural Developments minimum rate structure will be applied to the debt service of that individual park.
- e. A lien will be placed on the mobile home park property for 40 years, or until debt service is fully paid.
- f. Park owner will be responsible for installing and maintaining the water connection from the meter box to the home and for the sewer connection from the sewer main to the home.
- g. Easements for water and sewer lines will be granted by MH Park owner.
Note1: Hidden Valley has altered by-laws to give the Corporation the right to grant easements. Agreement will also state that costs of any litigation arising from these sewer easements will be assumed by the Hidden Valley Corporation, not Pulaski County. Hidden Valley will remove most of the trees in the easements prior to bidding, or will mark trees they will be removing prior to bidding.

We recommend the PSA Board put a January 1, 2007 deadline on receiving signed agreements in order for the projects to be bid in February.

- 5. Commerce Park Water Surcharge – The Commerce Park Participation Committee would like to request the consideration of the PSA Board to allowing for a surcharge on water service to prospective Park tenants. The additional funds billed by the PSA would then be paid to the Committee for use in paying for water system improvements needed to provide additional water capacity in the Park. The Committee estimates it will cost \$1,056,000 to increase water capacity from an estimated 90,000 gallons per day by 500,000 gallons per day to 590,000 gallons per day.

The proposed water system improvements include 13,000' of 12" line along Route 100, 60' of stream crossing, 300' of highway crossing, 100' of railroad crossing and 4 connections. The Committee is also suggesting an additional 3,500 feet of 8" sewer be installed to serve 100 additional acres and maximize the use of the current pump station to 670 GPM at an estimated cost of \$331,320.

A surcharge of \$1.18 per 1,000 gallons for water service has been suggested to bring water rates to the statewide median. Based on the assumed future use of at least 150,000 gallons per day, the surcharge would allow the Committee to repay the debt for the construction of these improvements. Since there is less difference between existing PSA sewer rates and statewide averages, a sewer surcharge has not been suggested.

c. Informational Items:

1. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as prepared by Ms. Spence.
2. Jones Driver Sewer Update - Ron Coake, Patrick Hughes and I had a very positive meeting with residents of Jones Drive this week as a result of Mr. Coake's suggestion to utilize a private sewer line as the means of providing service to the rear of the residential parcels. This approach should significantly reduce installation costs for residents. Staff plans to continue working with affected residents to obtain cost estimates, provide sample private easement forms and notify residents not at this meeting regarding this option.
3. Correspondence to NRRRA re: Landfill Disposal Policies - ***Enclosed*** is a letter to Joe Levine transmitted a copy of the PSA minutes in which the PSA Board modified their policy to remove some of the restrictions on the ability of PSA customers to take items to the landfill at the PSA's expense.

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