

Follow-up Agenda

ACTION ITEM	KEY STAFF
1. <u>Citizen Comments</u> (None)	
2. <u>Finance</u>	
a. <u>Follow-up from August Board Meeting</u> <ul style="list-style-type: none">• <u>Report on Balance of Sewer Revenues and Expenditures</u> (Place update on October agenda)	Ms. Hanks
b. <u>Review of Financial Report</u> (Reported provided including plans to move matured CD to Carter Bank due to best rate (24 months at 1.75%))	Ms. Newby
c. <u>Balance Due & Lien Report</u> (Accepted)	Ms. D. Boyd
d. <u>Budget Adjustments</u> (Approved)	Ms. Newby
e. <u>Billing Adjustments</u> (Approved)	Ms. D. Boyd
f. <u>Accounts Payable</u> (Approved)	Ms. Spence
3. <u>Operations</u>	
a. <u>Minutes of Previous Meeting</u> (Approved – Copy and index)	Ms. Hanks
(Research Roberts Rules of Order re: voting requirements as it relates to the Chairman providing a “2 nd ” on a motion – Place on October agenda)	Mr. Hiss Ms. Hanks
b. <u>Inmate Availability Report</u> (Reported average of two inmates per day)	

- c. Drop Site Total & County Landfill Tonnage Report
(Reviewed)
- d. Personnel Changes
(Reported changes)
- e. Rescheduling of November 2010 meeting
(Approved rescheduling November meeting to Wednesday, November 10th due to attendance by key staff at VACo annual meeting on the regular meeting date of the PSA Board in November) Ms. Hanks
- f. James Hardie Request for Waiver of Penalty/Interest
(Denied request to waive penalty and interest fee based on setting of precedent for future requests – Notify James Hardie) Mr. Huber
- g. Dora Highway Drop Site Relocation
(Accepted agreement with Town of Pulaski for Honeywell site, subject to the following contingencies being a part of agreement, including the addition of number 6:
 - 1. Receipt and favorable review of documents describing the environmental condition of the site;
 - 2. A clean Phase 1 Environmental Report done by an independent firm;
 - 3. A plan for addressing run-off from the drop site property;
 - 4. Agreement by the Town to pave and install loading ramps on the property; and
 - 5. Donation of the property by Honeywell to the Town.
 - 6. Town of Pulaski would retain ownership of property and hold the PSA harmless for any problems resulting from existing environmental conditionsNotify Town of Pulaski) Mr. Huber

(Staff involvement in review of environmental documents to include County Engineer, Director of Fleet Maintenance and administrative staff as appropriate)

h. Meter Tampering Fee

(Staff reported application of a \$100 meter tampering fee related to Mr. A.V. Fiore turning his water back)

(Staff reported only exception to tampering fee is if someone turns water off due to emergency leak)

i. Commerce Park Utilities/

1. Bid Results

(Reported an initial overrun of \$540,888.30, as well as the engineer's recommendation for an award by the PSA – Staff reported negotiations are ongoing with low bidder & options for addressing future potential overruns)

(Staff to communicate to engineers the PSA Board's dissatisfaction with the process for estimation of bid, resulting in overrun)

(Board approved overall budget for Commerce Park)

2. Resolutions/Documents

- Audit Agreement
- Code of Conduct
- Loan Resolution

(Approved – Notify Rural Development) Mr. Huber

j. Dublin Area Sewer System

• Sun Valley Apartments Connection Fees

(Approved request by manager of Sun Valley Apartments for a reduction of the normal \$500 connection fee based on the connection of 18 duplex units to the sewer system (total due of \$4,500 rather than \$9,000)

(Staff to develop a policy related to phasing reductions for future requests)

for connection fees reductions -
Place update on future agenda)

Mr. Huber/Mr. Coake
Ms. Hanks

4. Informational Items

a. Dublin Area Sewer System

1. Town of Dublin Billing Agreement & Summary Listing
(Summary provided)
2. Notice of Connection to Sewer System
(Reviewed notice being sent to PSA sewer customers)
3. Start-up of Billing Services
(Reported billing to newly connected sewer customers to be sent out October 1, 2010)
4. SERCAP Grant Allocation De-obligation
(Reported de-obligation of \$40,000 allocation as a community project for subdivision sewer system, but continued eligibility for individual requests)

b. Garbage Truck Accident

(Reported incident involving trash truck and car and noted driver of vehicle and trash truck were uninjured and that PSA driver was not at fault)

c. Mack-Clauser Water Damage 6323 Church Street in New River

(Reported request for settlement from PSA's insurance)

5. Current Authorized Projects (Staff "to do" list)

- a. Construction of water and sewer service to mobile home parks
- b. Construction of Rolling Hills, Orchard Hills, Vista, and Highland Park sewer
- c. Skyview/NRV Fairgrounds sewer engineering and environmental reports
- d. Commerce Park Utility engineering, easement acquisition and construction
- e. Evaluation of "radio read" water meter option

- f. Lakewood Estates emergency management plan
- g. Drop Center location serving South side of Claytor Lake
- h. Evaluation of joint negotiation of rail crossing fees
(Reviewed)

6. Other Matters

(Staff reported information related to Building America Bonds whereby PSA could receive reimbursement of 35% of interest cost during life of loan – Staff indicated plans to compare interest rate with VML/VACo, as well as plans to determine deadlines, and will call a special meeting of PSA board if needed, otherwise will provide update at October Board meeting – Place on special meeting agenda or October agenda, as appropriate)

Ms. Hanks

(Dr. Warren inquired as to the status of construction in the Skyview Subdivision – Staff reported preliminary engineering report had been completed and the Planning District Commission is conducting environmental review required by Rural Development – Further, construction is expected to begin in summary of 2011)

(Staff distributed several documents providing an update on the Commerce Park project, including a summary of items contractor is being requested to remove in order to reduce overall costs)

(Dr. Warren inquired as to construction date of Commerce Park project – Staff reported the Economic Development Administration required construction start up on September 17th)

7. Adjournment