

AGENDA

ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY

TUESDAY, MARCH 9, 2010, 5:00 P.M.
COUNTY ADMINISTRATIVE OFFICES

*****FIRST FLOOR BOARD ROOM*****

1. Call to Order
2. Minutes of the February 16, 2010, postponed regular meeting
3. Bills for March
4. Monthly financial reports
5. Director's Report
6. Unfinished Business
 - a. Route 251 Tank/Loop Project – Status, Further Discussion and Action
 - b. Installment Plan for Capital Fees
7. New Business
 - a. Draft Budget Review
 - b. Approval of Advertisement of Rates
 - c. Hays Leak
 - d. Jefferson Florist Request for Capital Fee Relief
 - e. Request to Use Contingency Funds for Sewage Pump Station Repairs
 - f. Financial Policy Revision
 - g. Government No Penalty Policy
8. Board Member Comments
9. Adjourn until Tuesday, April 13, 2010 at 5:00 p.m., subject to the call of the Chairman

AGENDA DISCUSSION

March 9, 2010

Unfinished Business

Rt. 251 Tank/Loop Project -- The Scenario 2 discussed at the February meeting has been tentatively revised to enable the use of the Enfield Tank, which is important to Lexington, and which will provide significant system storage. The Executive Director met with city representatives to determine whether a new idea was worth pursuing, and the city agreed it is. At the time of this packet preparation, a meeting between the Supervisor Riegel, the PSA committee, MSA reps and Lexington reps was being arranged to discuss the latest Scenario 2 advantages and disadvantages. The city, PSA and county want to agree to a project. A diagram is being provided, which has to be explained in person.

Installment Plan for Payment of Capital Fees -- The Board asked staff to draft a policy for installment plans for the payment of capital fees. This draft policy has been included in the board's packet.

New Business

Draft Budget Review -- Staff and the budget committee will explain the basics of the draft budget.

Authorization to Advertise Proposed Sewer Rates, Fees and Charges -- The sewer rates, fees and charges must be advertised if they are increasing. Water rates, fees and charges are not required to be advertised, but it is the PSA's custom to advertise all of them.

Hays Leak -- Office staff called Mrs. Hays and informed her of a possible leak due to high water usage (325,500 gal.) and the cost (\$3,496.68) during the billing process. Mrs. Hays stated she could not possibly pay such a high water/sewer bill and asked what could be done as far as adjustments. Staff told her that if the leak was verified as not going into the sewer that she would be given a sewer credit as per policy. She was also told about the payment plan. Staff verified the repair made to the leak in the yard. A sewer credit (-\$2,131.88) was issued and an adjusted bill amount of \$1,364.80 was delivered to Mrs. Hays. Mrs. Hays stated again that she could not afford a high bill and asked if she could write a letter to contest the billing. Staff informed her that she could write a letter and told her of the board meeting being held March 9, 2010 and she could attend the meeting.

Jefferson Florist Request for Capital Fee Relief -- Mr. Lewis, the owner of Jefferson Florist, may attend the PSA Board meeting. His company has plants outside that must be watered, and that water does not enter the sewer. Mr. Lewis asked for the PSA's connection fees relative to the florist's operation and was told the availability fee for the capacity needed would be 3.5 EDUs (\$7,790) based on the history of usage. Mr. Lewis said it appears to be excessive and asked for a reduction for his business and other businesses in general. He was told the PSA has debts to pay, and that the board is looking at an installment plan for businesses. He was told he could speak to the board, but at the time of packet preparation he had not yet indicated whether he wished to be on the agenda. The Board may wish to delay discussion of this matter until Mr. Lewis requests board time.

Contingency Funds Request for Sewage Pump Station Repair -- The small grinder pump station on Furrs Mill Road serves a few residences, mainly student housing. It consists of submersible pumps, no building. The pumps have been somewhat of a problem, primarily when the river overruns the station. The pumps were purchased from Emory Wilson and were supposed to have "weatherproof" electrical connections. The pumps are augur types, not true centrifugal pumps, with rubber lining. When the pumps failed after the last high water event, the supplier's rep said they would repair the station, provided we purchase a new pump from them and have their technicians install it. We know that grease will ruin this type of pump immediately, and the rubber lining cannot stand up to the grinding of plastics. Bedford County PSA has moved away from them as a result also. Staff has investigated a centrifugal pump with a stainless steel impeller from a different supplier, and a supplier rep provided a demonstration at the shop. The design keeps out larger items that could damage the pump, and grinds leather, denim, nylons, latex and other materials. Staff is still waiting on a price for customizing the pumps to have a continuous electric supply from the breaker to the pump motor, to prevent future moisture issues. \$4,000 is in the 2010 budget for maintenance of sewage pumping equipment, and the estimate may be as high as \$4,000. Some funds have been expended from that line item, leaving \$2,605 remaining in the budget. Staff believes \$2,000 should be left in the budget line for expenses in the rest of the year. Therefore, staff requests the use of some contingency funds (\$4,000) to cover the installation of better pumps than we have at present.

Financial Policy Revision -- At the February meeting, the board asked staff to draft a revised Financial Policy that will increase flexibility of staff to move money between accounts to maximize interest revenues, and to require the reporting of those transactions on the monthly financial reports. A draft policy has been included in the packet.

Government No Penalty Policy -- At the February meeting, staff asked the board to consider a policy to exempt governments and government agencies from paying penalties on delinquent accounts. Staff explained that sometimes governments/government agencies are delinquent because of the oversight process. They always pay. Since their expenses are paid for through tax dollars, staff recommended the board exempt those entities. Staff was asked to draft a policy, which has been included in the packet.

