

FOLLOW-UP

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ITEM

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1. Citizen Comments  
(None)
  
2. Reports from the County Administrator & Staff:
  - a. Collection Staff Activity:
    1. Adjustments
    2. Inmate Availability Reports
    3. Balance Due Report
    4. Lien Report
    5. Work Order Count  
(Approved adjustments totaling a credit amount of \$2,994.91; reviewed all others as listed)
  
  - b. Request for Waiver of Reconnection Fee  
(No action taken to abate \$50.00 reconnection fee; notify customer, Nasira Hasan); Ms. Burchett
  
  - c. Polyester Mobile Home Park Sewer & Water  
(Approved the submission of a Virginia Department of Health application for the financing of water service for the Polyester Mobile Home Park with the requirement that Mr. Whited, park owner, sign a personal guarantee for loan, as well as, name the PSA as first lien on the above property as additional PSA security; submit application and advise Mr. Whited of PSA action) Mr. Huber
  
  - d. Informational Items:
    1. Pepper's Ferry Minutes & Executive Directors Report  
(Reviewed reports as submitted)
  
    2. Revised User Agreement  
(Reviewed)
  
    3. Competitiveness Center Phase II Project  
(Approved documents, as presented by Wayne Carpenter of the New River Valley Development Corporation, relating to upgrade of the New River Industrial Park Pump Station and agreed to be co-grantee on an EDA grant with primary requirement on the PSA to maintain the pump station, and continue it's intended use for the useful life in the grant application or twenty years; Chairman authorized to

execute documents)

4. Draper Ridge and Fairway Estates Subdivision Water Tank  
(Staff noted bank required to notify PSA 60 days prior to expiration of letter of credit)
5. Ownership Transfer – Walter’s Mobile Home Park  
(No action taken)
6. FY 03 Budget Information Re: Pay Plan  
(Reviewed)

e. Current Authorized Projects & Items Under Review

1. Cloyd’s Mountain Sewer Extension by VDOT
2. New River Industrial Park Water and Sewer Extension
3. Water & Sewer Extensions Preliminary Engineering Reports
4. Collier Acres Sewer Extension with Commerce Park Development
5. Gateway Mobile Home Park Water & Sewer Extension Engineering
6. Water Hydrant Flushing  
(Reviewed all listed)

3. Approval of March 11, 2002 Minutes  
(Approved as presented)

Ms. Hanks

4. Accounts Payable  
(Approved subject to audit)

Ms. Sayers

5. Other Matters  
(Approved Heron’s Landing agreement for electric service per staff recommendation; advise PSA Billing staff and Steve Crawford)

Ms. Burchett/  
Mr. Huber

6. Adjournment

April 4, 2002

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
  1. Adjustments – Adjustments totaling \$2,994.91 are submitted as shown on the ***enclosed***.
  2. Inmate Availability Reports – Staff reports the inmate count for March provided one inmate per day.
  3. Balance Due Report – See ***enclosed***.
  4. Lien Report – See ***enclosed***.
  5. Work Order Count – 0 brush; 5 large item; 0 tires; 0 refrigerators.
  
- b. Request for Waiver of Reconnection Fee- ***Enclosed*** is a correspondence from S. Hasan on behalf of Nasira Hasan requesting relief, or abatement, of the \$50.00 water reconnection fee charged on account number 325502, due to Ms. Hasan being in the hospital. Staff recommends the Board not to abate this charge.
  
- c. Polyester Mobile Home Park Water & Sewer- We have received additional correspondence from Mr. James Whited, owner of Polyester Mobile Home Park, concerning installation of water and sewer in the Park. A copy of the most recent e-mail is ***enclosed***. The PSA has approved the project, subject to appropriate funding and commitment by the property owner. A copy of approval notifications by Mr. Morgan is ***enclosed***. The most recent e-mail requests a letter that states the county's willingness to approve the project. It is our understanding that Mr. Whited would like to proceed with financing the installation of water service through the Virginia Department of Health and is having plans prepared by Gay & Kessee Engineering. Approval of the request is recommended.

d. Informational Items:

1. Pepper's Ferry Minutes & Executive Directors Report – See ***enclosed***.
2. Revised User Agreement - A complete copy of the agreement can be copied for any Board member if desired.
3. Competitiveness Center Phase II Project - See ***enclosed*** correspondence from Business Incubator Manager Wayne Carpenter.
4. Draper Ridge and Fairway Estates Subdivision Water Tank - The agreement for installation for the Draper Ridge and Fairway Estates Subdivision Water Tank has been reviewed and a copy of the agreement is ***enclosed***. The completion of the tank is scheduled for November 2004 or when 20 connections are made. There is one connection being completed as of this report.
5. Ownership Transfer – Walter's Mobile Home Park – We are still waiting on information from Mike Boyer.
6. FY 03 Budget Information Re: Pay Plan – ***Enclosed*** is the portion of the county budget message related to pay plan changes. Concurrence with the continued practice of matching Board of Supervisor's benefits is recommended. WE plan to mail you a draft budget prior to the May meeting to allow for discussion of any questions at the May and June PSA meetings.

e. Current Authorized Projects & Items Under Review:

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Sewer Pump Station
3. Rolling Hills, Orchard Hills and Vista Sewer
4. Collier Acres Sewer Extension with Commerce Park Development
5. Engineering for Mobile Home Park Water & Sewer Extensions
6. Water Hydrant Flushing

PMH/gh