

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
April 8, 2002

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, April 8, 2002, at 9:00 a.m. in the Conference Room of the County Administration Building, in the Town of Pulaski, the following members were present: H.W. Huff, Jr., Chairman; Archa Vaughan, Jr.; J. Mack Baker; Winston Snead; and Carl Mathes. Staff members present included: County Administrator, Peter M. Huber; Assistant County Administrator, Nancy M. Burchett; and County Engineer, Ron Coake.

1. Citizen Comments:

No citizen comments were heard at this time.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Baker, seconded by Mr. Mathes, and carried, the Board of Directors approved adjustments in the credit amount of \$2,994.91 per staff recommendation.

Voting yes: Mr. Huff, Mr. Vaughan, Mr. Baker, Mr. Mathes and Mr. Snead.

Voting no: None

2. Inmate Availability Report

Staff reported the inmate count for the month of March had been one to two inmates per day.

3. Balance Due Report

The Board reviewed and accepted the balance due report as submitted by staff.

4. Lien Report

The Board reviewed and accepted the lien report as prepared by staff. Said report reflected total liens in the amount of \$345,717.45.

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5. Work Order Count

Staff reported that there were 0 brush pick-ups, 5 large items, 0 tires and 0 refrigerators requiring pick-up as of April 4, 2002.

b. Request for Waiver of Reconnection Fee:

The Board reviewed a request from S. Bital Hason requesting a waiver or abatement of a \$50.00 water reconnection fee on PSA account, Nasira Hason, due to Ms. Hason recently being ill and therefore unable to pay her PSA utility bill.

The Board took no action to waive the \$50.00 reconnection fee on the above noted account.

c. Polyester Mobile Home Park Sewer & Water:

The Board approved the submission of a Virginia Department of Health application for the financing of water service to the Polyester Mobile Home Park with the requirement that Park Owner, James Whited, sign a personal guarantee for the loan, and name the PSA as a first lien holder on the above property to further secure the loan.

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

d. Informational Items:

1. Pepper's Ferry Minutes & Executive Directors Report:

The Board reviewed the minutes of the Pepper's Ferry Regional Wastewater Treatment Authority of February 7, 2002 and the Executive Director's report for the month of February 2002.

2. Revised User Agreement:

The Board reviewed the revised user agreement related to Pepper's Ferry Regional Wastewater Treatment Authority.

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3. Competitiveness Center Phase II Project:

Wayne Carpenter, Business Incubator Manager, for the New River Valley Development Corporation, discussed with the Board documents needing approval by the PSA Board of Directors related to the expansion of the Competitiveness Center and infrastructure improvements to the New River Industrial Park and in particular, the upgrade to the pump station.

On the motion of Mr. Vaughan, seconded by Mr. Mathes and carried, the Board of Directors approved being co-grantee on an Economic Development Assistance grant for the above noted improvements with the primary requirement on the PSA being to maintain the pump station and continue its intended use for the useful life of the grant application or twenty years. In addition, the Chairman was authorized to sign any and all documents relating to this matter on behalf of the PSA Board of Directors.

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.

Voting no: none.

4. Draper Ridge and Fairway Estates Subdivision Water Tank:

The Board reviewed the agreement pertaining to the above noted water tank. Staff noted that in the letter of credit from the bank, the bank is required to notify the PSA 60 days prior to the expiration date of the letter of credit.

5. Ownership Transfer – Walter's Mobile Home Park:

No additional information was available at this meeting regarding this matter.

6. FY 03 Budget Information Re: Pay Plan:

Staff reviewed with the Board tentative plans to implement a bonus pay plan for employees next year, as well as a merit increase based on employee performance.

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The Board stressed fairness and a detailed written policy regarding such a bonus pay plan should this be done during FY 03.

In addition, staff advised plans were to submit a proposed FY 03 budget to the PSA Board prior to the regular May 2002 meeting with adoption of the budget by the Board at the regular meeting in June 2002.

g. Current Authorized Projects & Items Under Review:

The following projects were reported to be under review:

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Sewer Pump Station
3. Water & Sewer Extension 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

3. Approval of March 11, 2002 Minutes

On the motion of Mr. Baker, seconded by Mr. Snead, and carried, the PSA Board of Directors approved the minutes of the March 11, 2002 meeting as presented by staff.

Voting yes: Mr. Huff, Mr. Vaughan, Mr. Mathes, Mr. Baker and Mr. Snead.

Voting no: None.

4. Accounts Payable

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the PSA Board of Directors approved the accounts payable listing for checks numbered 8226 through 8291, subject to audit.

Voting yes: Mr. Huff, Mr. Vaughan, Mr. Mathes, Mr. Baker and Mr. Snead.

Voting no: None.

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5. Other Matters:

- a. Agreement with Heron's Landing Homeowners' Association for the provision of streetlights for the Heron's Landing Development Phase 1 and 2:

On the motion of Mr. Mathes, seconded by Mr. Baker and carried, the Board of Directors approved the following agreement pertaining to streetlights for the Heron's Landing Development Phase 1 and 2:

AGREEMENT

WHEREAS, the Heron's Landing Homeowners' Association and Steve Crawford, the developer of Heron's Landing have requested the Pulaski County Public Service Authority to provide streetlights for the Heron's Landing Development Phase 1 and 2; and

WHEREAS, the Heron's Landing Homeowners' Association and Steve Crawford have agreed to be fully responsible for all costs of installation and maintenance of and electricity for said streetlights; and

WHEREAS, the Pulaski County Public Service Authority has agreed to serve as the party to and through whom such expenses and monthly fees are collected and paid to American Electric Power Company or its successors;

NOW, THEREFORE, THIS AGREEMENT made and entered into this 27th day of March, 2002, by and between the HERON'S LANDING HOMEOWNERS' ASSOCIATION, hereinafter referred to as "the Association", STEVE CRAWFORD, hereinafter referred to as "the Developer" and the PULASKI COUNTY PUBLIC SERVICE AUTHORITY, hereinafter referred to as "the PSA."

W I T N E S S E T H:

THAT FOR and in consideration of the sum of TEN DOLLARS (\$10.00) cash in hand paid, and the mutual covenants and conditions set forth herein, the parties do hereby agree as follows:

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1. Construction and installation costs of the streetlighting expenses for the Association are to be paid by the Developer or streetlights shall be installed by the Developer.
2. Any streetlight installation costs and all monthly streetlight operation and maintenance costs charged by American Electric Power Company, or its successors, plus a 3% handling fee shall be paid in advance by the Heron's Landing Homeowners' Association to the PSA. Said payments less the handling fee shall subsequently be paid by the PSA to American Electric Power Company or its successors.
3. The PSA is under no obligation to the Association or the American Electric Power Company for the payment of projected streetlight costs not prepaid by the Association. The PSA hereby assumes no obligation or liability except to act as a conduit for payments from the Association to American Electric Power Company.
4. The PSA shall provide the Association with an annual accounting of revenues and expenditures associated with the provision of streetlight services in the Heron's Landing Development.
5. The PSA will not be responsible for the division of costs among homeowners or between the Association and the Developer.
6. This Agreement shall be binding upon both parties, their heirs, successors or assigns, and shall be amended only by written agreement executed by all parties.

WITNESS the following signatures and seals the day and year first above written.

Heron's Landing Homeowner's Association

By: S/Larry Maust

S/Steve Crawford

Steve Crawford, Developer

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Pulaski County Public Service Authority

By: S/H. W. Huff, Jr.
Its: Chairman

Voting yes: Mr. Baker, Mr. Snead, Mr. Mathes, Mr. Vaughan and Mr. Huff.
Voting no: none.

b. Service Center – Fairlawn area:

The County Administrator reported of an interest by the Board of Supervisors and constitutional officers to place a service center in the Fairlawn area whereby citizens could pay taxes, dog tags, register to vote, etc. Further, he advised that Fairlawn Bookkeeping Service had expressed a desire to possibly provide this service to the citizens and information had been sent to Fairlawn Bookkeeping Service pertaining to this matter.

Staff advised as additional information is available on this matter, it will be sent to PSA Board members.

6. Adjournment

There being no further business to discuss, the meeting was adjourned until the next regular meeting of the Pulaski County Public Service Authority Board of Directors to be held on May 13, 2002 at 9:00 a.m. at the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia.

H.W. Huff, Chairman

J. Mack Baker, Secretary