

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
SEPTEMBER 10, 2001

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, September 10, 2001, 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; County Engineer, Ron Coake; and Assistant County Administrator, Nancy M. Burchett.

1. Citizen Comments

Mr. Al Davis, a resident of Falling Branch Road in the New River area of the county, expressed concerns regarding the fence line of Jim Turner, also of the New River area. Mr. Davis advised the fence had been placed on the right of way and was blocking the water meter. He requested the PSA review this.

The Board directed staff to investigate Mr. Davis' concern and report back to the Board at a later date on the results.

2. Reports from the County Administrator and Staff

a. Collection Staff Activity

1. Adjustments

On a motion by Mr. Vaughan, seconded by Mr. Baker, and carried, the Board of Directors approved adjustments in the credit amount of \$7,642.20.

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 August had been three inmates per day.

3. Balance Due Report

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

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4. Lien Report

The Board reviewed the lien report as prepared by staff. Said report reflected total liens in the amount of \$351,782.29.

5. Work Order Count

Staff reported that there were 25 brush pick-ups, 32 large items, 0 tires and 2 refrigerators requiring pick-up as of September 6, 2001.

6. Refuse Committee Reports

No refuse committee reports were provided at this meeting.

7. PSA Billing Staff Meeting Minutes

No PSA billing staff minutes were provided at this meeting.

b. Dunkards Bottom Water:

The following individuals appeared in support of the extension of public water to the Dunkards Bottom area of the county:

Mr. & Mrs. James Cox and Mr. & Mrs. Paul Askew.

Staff reported of the 88 owners of improved properties, 34 or 39% are in favor of the water extension with 54 or 61% being opposed to the water extension. Therefore, staff recommended denial of the project based on the survey results.

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved staff recommendation to deny the water extension project for the Dunkards Bottom area of the county based on the results of the citizen survey.

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

Voting no: none.

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c. Highland Park Sewer:

Staff reported of the 233 owners of improved properties in the Highland Park area, 117 or 50% are in favor of the sewer service with 81 or 35% being opposed to the project. Staff further reported that 85% of the citizen surveys had been returned as of this date. In addition, staff advised that approximately 56 households in this area will qualify for grants paying for the \$500 connection fee, as well as the cost of installing the service line from the residence to the public right of way.

The Board deferred action on this project to allow response from the remaining 15% of households.

d. Orchard Hills/Vista Sewer:

Staff reported of the 142 owners of improved properties, 84 or 60% are in favor of the sewer extension with 39 or 27% being opposed to the project. In addition, staff estimated that approximately 38 households in the Orchard Hills, Vista and Rolling Hills would qualify for grants paying the \$500 connection fee, as well as the cost of installing the service line from the residence to the public right of way. Staff recommended proceeding with the project based on the citizen survey results.

On the motion of Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved staff recommendation to proceed with the Rural Development application for the Orchard Hills/Vista sewer project for loan and grant funding.

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

Voting no: none.

e. Rolling Hills Sewer:

Staff reported of the 66 owners of improved properties, 45 or 68% are in favor of the sewer for this area with 21 or 32% being opposed to the sewer service. In addition, staff advised that approximately 38 households in the area would qualify for grants paying for the \$500 connection fee as well as the cost of installing the service line from the residence to the public right of way. Staff recommended approval of this project.

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On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the Board of Directors approved the extension of sewer service to the Rolling Hills area and authorized staff to submit an application with Rural Development for loan and grant funds for this project.

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

Voting no: none.

f. Riverbend Mobile Home Park:

Staff reported the owner of Riverbend Mobile Home Park had recently advised he is considering private funding for the engineering costs in order to expedite the application for Rural Development funding. In addition, staff advised that adjacent McGhee's Mobile Home Park had requested an extension of public water and sewer service from the PSA.

g. Caseknife Water:

Staff reported all 12 or 13 owners in the Caseknife area of the county were in favor of public water.

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors authorized procurement of engineering services for the Caseknife water project and submission of a Rural Development application for financing of said project.

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

Voting no: none.

h. Water & Sewer Billing of "Semi-Permanent" Campgrounds and/or Mobile Home Parks:

The Board of Directors approved staff's proposal to bill campgrounds and/or mobile home parks using a master meter as individual units a minimum bill of \$13.50 plus \$10.13, or 75% of the minimum for each resident unit, except if unit is served by a single electric meter which would be billed for only one minimum charge. The Board requested staff to present a draft of the advertisement for this rate revision at the October meeting of the Board of Directors.

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i. Rural Development Grant/Loan Acceptance

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors approved application to Rural Development for \$1,686,981.60 in grants and \$865,918.40 in loans to be amortized over 38 years at 4.5% interest to provide water and/or sewer service to Tiny Town, Lee Highway Court, Mabry Court, Polyester, and Eagleview Mobile Home Parks.

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

Voting no: none.

j. Driver Safety and Evaluation Policy:

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved the following employee driver safety and evaluation policy:

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

Voting no: none.

Driver Eligibility Guidelines:

The following guidelines shall be considered minimum for all drivers of county owned vehicles:

- A. Where possible, a driver of a commercial vehicle should be at least 21 years of age, and have at least one year of previous experience operating the type of vehicle used by the county. Where exception to this exist, documentation on reasons why, and what program elements exist to control exposures presented by younger or inexperienced drivers shall be required.
- B. The driver should have a valid license, appropriate for the type of vehicle to be operated, as well as cargo, and that license should not have been suspended or revoked during the previous three years. Individual exception may require additional document on the nature of the suspension.

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Reviewing Violations:

In reviewing driver history on the Motor Vehicle Record, the following may be utilized and drivers with the following may be unsuitable for operating a vehicle on county business.

- A. Conviction for the following serious motor vehicle violations:
 - a. Operating under the influence of drugs, alcohol or other impairment;
 - b. Failure to stop following an accident, or "hit and run";
 - c. Homicide or manslaughter with a motor vehicle;
 - d. Operating a vehicle while license under suspension;
 - e. Participating in a speed contest or drag race;
 - f. Fleeing or eluding a police officer;
 - g. Reckless driving or driving to endanger;
 - h. Use of a motor vehicle in the commission of a felony;
 - i. Theft or use of motor vehicle without permission from the owner; and
 - j. Assault with a motor vehicle;
- B. More than three convictions for a motor vehicle moving violations (other than those listed in A above) during the previous 36 months. Violations may have occurred in either a commercial or private vehicle. Reviewing number and seriousness of violations is much preferred to using the VA DMV point system.
- C. Involvement in two or more avoidable (at fault) accidents during the previous 36 months.
- D. Any combination of three incident, (other than those listed in A above) accidents/violations within the previous 36 month.

In-Service Drivers

During the annual review of driving record, the same criteria should be applied to in-service drivers. Drivers who exceed this criteria should receive some type of training and/or disciplinary action (i.e. car use privileges removed, probation, etc.). Drivers allowed to continue using county vehicles should be counseled on county concerns, what action must be taken by the driver/county to correct the identified problem and a commitment to meet the driver eligibility guidelines within a year. This documentation should be agreed to and signed by the driver. This action should be documented in the employee's file.

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Violations of this policy will be addressed as disciplinary issues in accordance with the Pulaski County Personnel Policies.

k. Landfill Disposal Permits:

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved staff recommendation to no longer accept landfill charges for debris from the construction of new homes, and limit disposal acceptance of remodeling debris at the landfill to 4 tons. In addition, refuse users changing from low volume refuse customers will have to be a full service refuse customer for at least one year prior to being able to dispose of remodeling debris on a free basis at the landfill.

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

Voting no: none.

l. Drop Center Purpose and Utilization:

On the motion of Mr. Mathes, seconded by Mr. Baker and carried, the Board of Directors confirmed the use of the drop site large item collection centers were for residential refuse customers only. Thus, landlords disposing of household items, contractors disposing of demolition debris, and tree trimmers disposing of brush will be required to take such material to the landfill and pay the appropriate landfill tipping fee and/or special pick-up fee.

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

Voting no: none.

m. Heron's Landing Subdivision Street Lights:

The Board requested staff to review the savings of the Public Service Authority assuming the streetlight billing at Heron's Landing verses the homeowners association. Staff was also requested to place this matter on the next agenda for the Board of Directors for review.

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n. Scheduling of October Meeting:

The Board agreed to schedule the regular meeting for October to Tuesday, October 9, 2001 due to the holiday on October 8, 2001.

o. Pond Lick Water Line:

On the motion of Mr. Mathes, seconded by Mr. Vaughan and carried, the Board of Directors authorized a preliminary engineering report and survey for the possible extension of the Pond Lick Hollow water line to the end of the road.

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

Voting no: none.

p. Information Items:

1. Little Wytheville Dumpster

The Board reviewed a summary of a meeting held with the residents of the Little Wytheville community regarding current abuse of the dumpster located along Delton Road.

2. DEQ permit for Water Treatment Plant Discharge

Staff advised that approval notification from DEQ had been received permitting for the discharge of unfiltered water back to Claytor Lake.

3. DEQ Sewer Discharge Notice of Violation

Staff reported of two overflows recently. Ronnie Coake advised one of the overflows had rock lodged in the line and the other overflow was due to the air compressor not working. He reported that staff is currently reviewing ways to prevent future mechanical failures. Further, he advised generators for all locations are hoped to be obtained in the near future.

4. Correspondence to Kathy Lillard from Dept. of Health

The Board reviewed the results of water quality tests on the Dogwood Court in the Fairlawn area.

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5. Personnel Changes

The Board reviewed recent personnel changes as reported by Nancy M. Burchett, Assistant County Administrator.

6. Pepper's Ferry Executive Director's Staff Report

The Board reviewed the above noted report for the month of August 2001.

q. 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. Surveys for Sewer Extensions for Dublin Area Subdivisions
4. Collier Acres Sewer Extension with Commerce Park Development
5. Engineering for Mobile Home Park Water & Sewer Extensions
6. Water Hydrant Flushing

3. Approval of July 30, 2001 Minutes

On the motion of Mr. Baker, seconded by Mr. Mathes and carried, the PSA Board of Directors approved the minutes of the July 30, 2001 meeting as presented.

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 7627-7726 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:

Staff reminded Board members of the Volunteer Appreciation Luncheon to be held on Sunday, September 16, 2001 at Randolph Park. Staff encouraged the Board members to attend if possible.

6. Closed Meeting – 2.1-344.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

It was moved by Mr. Vaughan, seconded by Mr. Baker and carried, that the Public Service Authority Board of Directors enter closed session for discussion of the following:

Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.1-344(A)3 discussion for consideration of the disposition or acquisition of publicly held property regarding:

- None

Personnel – Pursuant to Virginia Code Section 2.1-344(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- PSA Refuse Collection
- All Employees

Prospective Industry – Pursuant to Virginia Code Section 2.1-344(A)5 discussion concerning a prospective business or industry, or the expansion of an existing business and industry, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

- None

Legal Matters – Pursuant to Virginia Code Section 2.1-344(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- None

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

Return to Regular Session:

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors returned to regular session.

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

Certification of Conformance with the Virginia Freedom of Information Act

It was moved by Mr. Baker, seconded by Mr. Mathes and carried, that the Board of Directors adopt the following resolution certifying conformance with the Virginia Freedom of Information Act.

WHEREAS, the Board of Directors of the Public Service Authority of Pulaski County, Virginia, has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by this Board of Directors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Public Service Authority of Pulaski County, Virginia hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Directors.

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

Personnel:

The Board of Directors authorized staff to review all options available for the refuse collection system in the county and approved implementation of the following operating procedures for the Refuse Department employees:

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**Refuse Department Operating Procedures
September 14, 2001**

Relations with the Public

1. Sanitation department employees should always be courteous and respectful toward the public, other employees, and supervisors.
2. Vulgarity, profanity or disrespect will be not be tolerated.
3. Rumors and misinformation passed among employees is inappropriate.

Daily Operations

4. Complete crews should be ready to begin work as soon as possible after reporting to work by 7:30 a.m.
5. Workers should be sure not to disturb adjacent PSA and garage operations.
6. Drivers are responsible to check the truck before and after daily operations.
7. Drivers taking any prescription or over-the-counter medications must confirm with their supervisor that medications will do not affect their ability to operate PSA equipment.
8. Relief drivers or workers and boom truck operators should check with the supervisor daily for assignments.
9. Employees are authorized and encouraged to take a 15-minute midmorning and noon break at least 90 minutes after starting work.
10. When assigned or scheduled work has been completed, employees should check with the supervisor for other work to be assigned as needed.
11. Trash dropped on the roadway and orange bags from roadside clean-ups should be picked up.
12. Workers should help each other empty cans weighting over 50 pounds. In the event there is only one worker on the truck, the driver should assist. In cases where the container weighs over 75 pounds, a tag should be fastened to the container notifying the customer that the can is too heavy and requesting that the load be divided into smaller containers or a special pick-up requested.

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13. Scavenging through items being disposed of is prohibited.
14. Gloves may be issued on a daily basis as needed with used gloves to be returned to the supervisor.
15. Drivers are responsible for all aspects of truck operations. No one not having a CDL license may start or otherwise operate a truck.
16. Workers are responsible for assisting the driver in cleaning the inside and outside of the truck.

Holidays

17. At the choice of the employees only 4 holidays are observed in this department. (New Years, July 4th, Thanksgiving, and Christmas) All other holidays are worked. Only one day is observed for each of these holidays. Holidays not worked are made up during the week the holiday is observed.
18. Unlike normal workdays, early release prior to 3 p.m. will be allowed on holidays. However, this practice will be discontinued should there be any accident on days early release is allowed prior to 3 p.m.

Job Assignments

19. Factors to be taken into consideration in making job assignments are as follows:
 - a. Number of persons reporting for work – the supervisor is free to make any and all necessary adjustments whenever there is an absence.
 - b. Health of the employees. Reassignments may be made to compensate for short-term health issues.
 - c. Personal preferences and seniority where they can be accommodated without adverse impact on customer service.
20. The supervisor has the authority to reassign workers between different types of trucks to ensure garbage is picked up in a timely and efficient manner.

Trash Containers

21. Sanitation workers are to return trash containers to the location from which they picked them up unless this location blocks driveways, roads, or interferes with mail delivery. In these situations the cans should be placed so as not to cause a problem.

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22. Employees should never throw trash receptacles. In as much as possible cans should be placed upright after being emptied.
23. Trash receptacles should never be disposed of unless the customer has placed a note on or around the container asking it to be removed.
24. Trash cans are the property of the customer and should not be damaged or mishandled.

Safety

25. Vehicle accidents are to be reported immediately to a supervisor. Accidents are defined as any contact resulting in damage or injury. Vehicles are not to be moved following an accident without directions from a law enforcement officer or a supervisor. Do not make any statements except to police officers.
26. At the recommendation of the VML Insurance Safety Consultant, employees are required to wear shirts and long pants to minimize potential for cuts and related infection.
27. Orange vests are to be worn anytime employees are working the rear of the truck. Drivers should keep a vest available should they be needed to assist others or flag traffic in the event of a breakdown.
28. 5 to 10 minute safety meetings will be held on at least a monthly basis.
29. Drivers are responsible for maintaining first aid kits, fire extinguishers, safety flares, triangles, vehicle registrations, and overweight permits on their respective truck.

Early Release

30. Early release of employees from the job can occur after 3:00 PM if the following conditions have been met. Permission from the supervisor to leave early is required.
 - a. All of the trash for that particular day has been collected.
 - b. Everyone has completed their daily assignments.
 - c. The trucks have been fueled, cleaned, minor maintenance performed, and needed repairs reported to the garage mechanics.
 - d. Any customer complaints received have been addressed.

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31. Employees who wish to leave prior to early supervisory release may use vacation for the hours between leaving and the early release time with the prior approval of the supervisor. Leaving prior to early release time without the consent of the supervisor will be treated as unapproved unpaid leave and addressed accordingly.

5. 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 October 16, 2001 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