

At a regular meeting of the Public Service Authority Board of Directors held on Monday, April 8, 1996, at 9:00 a.m. in the First Floor Conference Room of the County Administration Building, in the Town of Pulaski, the following members were present: H. W. Huff, Jr., Chairman; J. Mack Baker; Carlos Morris; Dr. David L. Merrill, and Archa Vaughan, Jr. Staff members present included: Peter M. Huber, Assistant County Administrator; H. Ronald Coake, County Engineer; Larry D. Vest, Sanitation Supervisor; and Nancy M. Burchett, Management Services Director.

1. Citizen Comments

No citizen comments were heard.

2. Reports from the County Administrator and Staff:

a. Collection Staff Activity

1. Balance Due Report
2. Delinquent Accounts Report
3. Inmate Availability Reports

The Board reviewed with Larry Vest, Sanitation Supervisor, the balance due report, delinquent accounts report, and the inmate availability reports. Mr. Vest reported the balance due amounts had decreased slightly.

4. Adjustments

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved adjustments in the credit amount of \$13,192.57.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill,
Mr. Vaughan, Mr. Huff.
Voting no: none.

b. Procurement of Bill Collection agency

Staff reported on negotiations held with Transworld Systems pertaining to delinquent account collection services.

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors: authorized staff to contract with Transworld Systems for collection services for accounts of 180 days old on which liens cannot be placed; approved a \$100.00 expenditure for software to report delinquencies by magnetic tape; and approved contracting for 1,000 accounts at \$7.25 per delinquent account or \$7,250.00 over a two year period.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,
Mr. Huff.
Voting no: none.

c&d. Establishment of charges for use of collection services &
Establishment of charge for returned checks

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors approved charging \$10.00 for collection services per account submitted to Transworld Systems for collection, subject to county attorney confirming a fee may be charged, and established a returned check charge of \$20.00.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,
Mr. Huff.

Voting no: none.

e. Operating Agreement Between Board of Supervisors and PSA

The Board of Directors reviewed a proposed operating agreement, as prepared by staff, between the Board of Supervisors and the PSA. The Board of Directors requested the agreement include a statement confirming if water/sewer projects are not cost effective, the Board of Supervisors would be responsible for additional costs.

f. Position Placement Policy

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved the following Position Placement Policy for the Refuse Department employees:

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,
Mr. Huff.

Voting no: none.

POSITION PLACEMENT POLICY FOR REFUSE DEPARTMENT

Part-time temporary worker/drivers will perform work assigned to them by their immediate supervisor. This may include different tasks daily. Recommendations to reclassify an employee to a position with a higher pay scale will be made by the Sanitation Supervisor, the Director of Fleet Maintenance and Operations, and the PSA Executive Director.

Full-time refuse workers/drivers will perform work assigned to them by their immediate supervisor. These workers will substitute in the positions that have been temporarily vacated by a full-time worker/driver and will stay in this position until moved. Decisions to reclassify an employee to a position with a higher pay scale will be made by the Sanitation Supervisor, the Director of Fleet Maintenance and Operations, and the PSA Executive Director.

Full-time sanitation workers/driver will be assigned to a position in this department by their immediate supervisor. Decisions to reclassify an employee to a position with a higher pay scale will be made by the Sanitation Supervisor, the Director of Fleet Maintenance and Operations, and the PSA Executive Director.

Attempts will be made to fill vacant positions with current employees who are qualified to fill these positions. If no existing employees are deemed qualified, applications will be accepted through the Virginia Employment Commission for the positions. Assignments of

routes or duties within a pay scale shall be a decision made by the Sanitation Supervisor and the Director of Fleet Maintenance and Operations. These assignments will be based on attitude, personality, performance, ability to work within a group and other factors which affect job performance.

Duties of employees within a pay classification will be equal as possible. Not all duties on a given work day will be equal but the overall workload for the week will be as fair as possible. Hours worked in the performance of duties each week will be as equal as possible within each pay classification. If an employee feels that this is not the situation, he or she may bring this to the attention of the Sanitation Supervisor and the Director of Fleet Maintenance and Operations. Changes in routes may be made when it is determined that there is not equity among positions.

g. Commercial Driver Drug Policy

On the motion of Mr. Baker, seconded by Dr. Merrill and carried, the Board of Directors approved the following Commercial Driver Drug Policy:

DRUG AND ALCOHOL TESTING POLICY FOR COMMERCIAL DRIVERS

PURPOSE

The purpose of this policy is to deter the use of drugs and alcohol in the workplace by establishing standard procedures for drug and alcohol testing for all employees required to hold a Commercial Driver's License. These employees are referred to as covered employees in this policy.

Beginning on January 1 of 1996, all Pulaski County and Public Service Authority employees who are required to have a Commercial Driver's License (CDL) including, but not limited to: drivers of trucks, mechanics, substitute drivers, and supervisors acting as drivers must be tested for drugs and alcohol on the following basis:

A. PRE-EMPLOYMENT

1. Before a covered employee operates a vehicle for the County of Pulaski or the Public Service Authority for the first time, he or she must undergo drug and alcohol testing. The results must show an alcohol concentration of less than .02 percent and a negative drug test result.
2. The County of Pulaski or the Public Service Authority (PSA) will obtain the covered employee's consent to obtain test results from previous employers within two weeks of beginning employment and will obtain such results if applicable before the covered employee operates a vehicle for the County or PSA.
3. New covered employees will receive a copy of the "Drug and Alcohol Testing Policy for Commercial Drivers" at the time that they are hired and will be asked to sign a statement indicating

receipt of this policy.

B. POST-ACCIDENT OR INCIDENT

1. All covered employees involved in accidents or incidents for which a traffic citation is given or a traffic charge is made when they were operating a County or PSA vehicle will be tested for both alcohol and drugs. Testing must also occur if there is a fatality, there is an injury treated away from the scene, or a vehicle is required to be towed.
2. Alcohol tests will be administered within two hours of the accident, if possible, and no later than eight hours after the accident.
3. Drug tests will be performed within 32 hours of the accident.
4. If the tests are not performed, the County or PSA will maintain a record of the reasons the tests were not promptly performed.
5. Involved covered employees must remain available for testing, or otherwise be deemed to have refused to submit to testing. Injured covered employees will be tested at the hospital to which they are taken.

C. RANDOM TESTING

1. All covered employees will be subject to unannounced random alcohol and drug tests either immediately prior to or immediately after driving a County or PSA vehicle on dates spread throughout the calendar year.
2. Fifty percent or more of the covered employees will be tested each year for drugs.
3. Twenty-five percent or more of the affected employees will be tested each year for alcohol.

D. REASONABLE SUSPICION TESTING

Covered employees will not be allowed to drive a County or PSA vehicle and will be tested when there is a reasonable suspicion of drug or alcohol use. Reasonable suspicion will be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. These observations will be made by a supervisor or County or PSA employee who has received a minimum of two hours of training on the indicators of alcohol and drug abuse. Such observations will be documented and dated within twenty-four hours of the time of occurrence.

E. RETURN TO DUTY TESTING

Before a covered employee who has violated this policy can return to duty, he or she must undergo alcohol and drug testing, obtain a negative result in the drug test and an alcohol

concentration of .02 or less. The return to duty testing must be conducted at the covered employee's expense.

F. TESTING

1. A split specimen urinalysis will be conducted for drug detection. Forty-five ml of urine will be used. It will be split with 30ml being used for the primary specimen and 15ml for the split specimen. The split specimen will be made available if the employee wants to request a second test, at his or her own expense, after being informed of a verified positive test. Tests will be performed for Marijuana, Cocaine, Opiates, Phencyclidine (PCP), and Amphetamines.
2. An Evidential Breath Test using an EBT device operated by a trained Breath Alcohol Technician will be used to test for alcohol.
3. The results of controlled substance testing will be reviewed by a Medical Review Officer, who is a licensed physician with a knowledge of substance abuse disorders. This Medical Review Officer will not be employed by, or be a part of the laboratory performing the tests. The Medical Review Officer will contact the covered employee about positive or suspicious negative results to find out if there are prescription drugs involved. If the Medical Review Officer cannot contact the covered employee, he or she will contact the Fleet Supervisor, who will instruct the covered employee that he or she must contact the Medical Review Officer before returning to duty. The covered employee cannot continue to drive a County or PSA vehicle unless an investigation by the Medical Review Officer has proven the test results to be caused by legitimate medical treatment. The final results of the test will be reported to the County or PSA.

G. UNACCEPTABLE TEST RESULTS

1. A positive test for drugs.
2. An alcohol level of .02 or greater.

H. CONSEQUENCES

1. Covered employees having unacceptable test results will be prohibited from driving County or PSA vehicles.
2. Covered employees who have a confirmed positive test result or a refusal to take a test (same as positive) may be placed on probation, be suspended without pay or be terminated.
3. Covered employees who are found to be in violation of this policy will be advised of available resources for evaluation and treatment of alcohol and controlled substance problems. Any rehabilitation program must be at the expense of the employee.

I. DOCUMENTATION

1. Observations of behavior that constitute reasonable suspicion will be recorded in writing within twenty-four hours of the occurrence. The documentation will be dated and signed by the observer.
2. The County or PSA will maintain a summary of annual testing results and other information, including monthly positive and negative reports with substances detected, and all chain-of-custody forms, which will be made available to the Federal Highway Administration upon request.
3. The signed statements of all covered employees indicating their receipt of the CDL Drug and Alcohol Testing Policy will be placed in their personnel files.
4. A record will be kept of training provided for supervisors and for covered employees.
5. All documentation relative to the implementation of this policy will be maintained for the period of time specified by the Department of Transportation and Federal Highway Administration.

J. TRAINING

1. Training on how drugs and alcohol might affect them and work environment will be provided for all covered employees. Copies of the "Drug and Alcohol Testing Policy for Commercial Drivers" will be distributed to them, and they will be asked to sign a form that they received this policy.
2. Training on how to recognize signs of alcohol and drug abuse and how to document behavioral changes in employees who might be abusing drugs or alcohol will be provided for all supervisors of covered employees.

The format of the form documenting receipt of the policy is as follows:

I, _____, have received a copy of the Pulaski County and Public Service Authority Policy on Drug and Alcohol Testing. Also, the following information has been made available to me in writing.

1. The identity of the person in Pulaski County and the PSA designated to answer employee questions about the materials;
2. The categories of employees subject to this part of the regulation;
3. Enough information about safety-sensitive functions performed by the employee to make clear what part of the work day the employee must be in compliance with the rule;
4. Specific information to inform the employee what conduct this regulation prohibits;

5. The circumstances under which an employee will be tested for drugs and/or alcohol;
6. The procedures used to test for alcohol and drugs, to protect employee privacy and the integrity of the testing process, safeguard the validity of the test results and see that the results are attributed to the right person were explained;
7. The requirement that the employee submit to drug and alcohol test;
8. An explanation of what constitutes a refusal to be tested and the consequences;
9. The consequences for employees who have been found to have violated Subpart B including requirements for removal from duty (PROHIBITIONS - Federal Register, pg. 7507);
10. Consequences for covered employees having concentration of .02 breath alcohol test.
11. Information regarding the effects of alcohol and drugs on one's health, work and personal life; signs and symptoms of an alcohol or drug problem (the employees or a co-workers); and available methods of intervention including confrontation and intervention.

Signed:

Date:

Instructions to employees is as follows:

On 3/25/96, the Pulaski County Board of Supervisors adopted a Drug and Alcohol Testing Policy for anyone operating a County of Pulaski or Public Service Authority vehicle requiring a Commercial Driver's License. Enclosed you will find a copy of the policy.

Following is some important information about drug and alcohol testing.

1. Doug Mayberry, Fleet Director, and Larry Vest, Sanitation Supervisor, are responsible for answering questions about the materials covering drug and alcohol testing.
2. A covered employee is anyone who has a commercial driver's license to perform his/her job duties and that performance concerns a safety-sensitive function (driving).
3. The safety-sensitive function is anyone driving, ready-to-drive or immediately available to drive as an employment responsibility.
4. The covered employee will be tested for marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines

(including methamphetamine) and alcohol.

5. The test will be conducted under the following circumstances:

- A. Pre-employment
- B. Post-Accident
- C. Random
- D. Reasonable Suspicion
- E. Return-to-Duty

6. The testing will be conducted by a NIDA approved lab. It will be a split sample urinalysis for drugs and a Evidential Breath Test for alcohol.

7. Any covered employee must submit to the drug and alcohol tests as determined by Pulaski County Policy "Drug and Alcohol Testing for Commercial Drivers".

8. A refusal will be considered a positive and the employee will be removed from the safety sensitive duty with the possibility of suspension and/or termination.

9. Any covered employee who has a confirmed positive will be immediately removed from the safety sensitive duty. The employee will be subject to possible suspension and/or termination.

10. Any covered employee who has an alcohol test above .02 will be removed from their safety sensitive duty and will be subject to suspension and/or termination.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,
Mr. Huff.

Voting no: none.

h. Case Knife Water Extension

On the motion of Mr. Baker, seconded by Dr. Merrill and carried, the Board of Directors authorized the county engineer to meet with the Town of Pulaski's engineer to determine if the Town of Pulaski should provide a water extension to Case Knife Road, and if it is determined the Town could best provide said water service, permission is hereby granted by the Board of Directors for the Town of Pulaski to provide said water service.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,
Mr. Huff.

Voting no: none.

i. Connection/non-user fee notice to Brookmont and Schrader Hill

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors approved staff recommendation to notify residents of the Brookmont/Schrader Hill area of May 15, 1996 deadline to connect to the PSA water system before non-user fees are assessed.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan, and
Mr. Huff.

Voting no: none.

j. Cloyd's Mountain Sewer Extension Bid

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board of Directors concurred with staff recommendation to award the Cloyd's Mountain sewer extension contract to Aaron Conner in the amount of \$435,797.00, with the understanding the county will be responsible for said expenditure.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,
Mr. Huff.

Voting no: none.

k. Discontinuance of Services to Hickman Cemetery Road - Response from Department

The County Engineer reported he had met with Health Department officials regarding the water pressure problems on Hickman Cemetery Road. He advised some changes had been made to the Parrott Pump Station which might help the problem. He reported staff would continue to monitor problem.

l. Dalton Road Complaint (Craig Street Road)

Ms. Connie Dalton, resident of Craig Street in the Town of Pulaski, appeared before the Board of Directors and presented pictures of damages done to a private paved road by the refuse trucks.

The Board requested staff to determine costs of repairing road and report back to the Board on this matter at the May, 1996 meeting.

m. Service to Proposed Hotel Development at I-81 Exit 98

The Board reviewed correspondence to Humphrey Company for a 50 unit motel and correspondence to Mountain Palace Inn for a 50 until motel. Both motels are planned for the Dublin area off I81.

n. Southside Lake Water Service

Mr. Baker and Mr. Vaughan advised staff that surveys were conducted in the early 70's regarding possible interest in PSA water by the residents in this area, with very little interest being expressed by residents. Also, former Supervisor Stanley Taylor may have additional information regarding this matter.

o. Pay Adjustments

On the motion of Mr. Morris, seconded by Mr. Baker and carried, the Board of Directors approved the following pay adjustments for several refuse employees:

Employee	Present Salary	New Salary
Roger Gravely	\$ 14,916	\$ 15,300

Willard Mills	15,621	16,118
Thomas Havens	16,184	16,600

Above changes to be effective April 1, 1996 with increase for Mr. Mills to be effective September 1, 1995.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,
Mr. Huff.

Voting no: none.

p. NRRA Items of Information

The Board of Directors reviewed the following items of information pertaining to the New River Valley Resource Authority:

1. Minutes (Also Resource Recovery Minutes)
2. Waste Stream Reports
3. Tons of Total Waste Report
4. Additional Information

q. PCSA Report

Staff reported the Pulaski County Sewerage Authority at its last meeting discussed the Deerwood Forest Subdivision, the auditors, and the proposed apartment complex.

r. PFRWTA Report

No report was given due to no meeting held last month by Peppers Ferry Regional Waste Water Treatment Authority.

s. Current Authorized Projects:

The Board reviewed the following current authorized projects:

- Claytor Lake State Park Water Line Extension
- Claytor Lake State Park Sewer Design
- Cloyd's Mountain Sewer Extension Design
- Pond Lick Hollow Water Line Extension

t. Matters Under Review:

The Board reviewed the following matters under review:

- New River Industries Services

3. Approval of Minutes of March 6, 1996

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved the minutes of March 6, 1996 as presented.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,
Mr. Huff.

Voting no: none.

4. Approval of Accounts Payable

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors approved accounts payable as presented on checks numbered 1905 through 1949, subject to audit.

Voting yes: Mr. Baker, Mr. Morris, Dr. Merrill, Mr. Vaughan,
Mr. Huff.

Voting no: none.

5. Other Matters

Assistant County Administrator advised he planned to present a copy of the PSA's Capital Improvement Plan requests for the Board to review at the May meeting of the Board of Directors.

6. Adjournment

The Board of Directors adjourned until the next regular meeting. The next regularly scheduled meeting of the Pulaski County Public Service Authority will be held on Monday, May 13, 1996 at 9:00 a.m. in the County Administration Building, 143 Third Street, NW, in the Town of Pulaski.

H. W. Huff, Jr., Chairman

J. Mack Baker, Secretary