

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, December 14, 1998, 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; Winston Snead and Archa Vaughan, Jr. Staff members present included County Administrator, Joseph N. Morgan; County Engineer, Ronnie Coake; Sanitation Supervisor, Larry Vest; and Nancy M. Burchett, Management Services Director.

1. Citizen Comments

Mr. James LaValley requested the Board of Directors approve his request, agenda item 2E, for two residences on one water meter.

2. Reports from the County Administrator and Staff:

a. Collection Staff Activity:

1. Inmate Availability Reports

An update was provided on current inmate availability. Mr. Vest noted he had had an ample number of inmates and the special pickup requests had been caught up at the present time. Mr. Vest further reported that no special pickup requests would be taken until after Christmas.

2. Balance Due Report

A current balance due report was reviewed by the Board of Directors.

3. Adjustments

It was moved by Mr. Morris, seconded by Mr. Vaughan and carried, that adjustments totaling \$13,292.99 be approved.

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

Voting no: none.

4. Lien Report

An update on current liens was reported by Mr. Vest.

5. Collections Report

The Board reviewed the collection report, as prepared by Larry Vest, reporting the following pickups scheduled: 8 brush, 11 large items, 2 tires and 0 refrigerators.

b. Garbage Rate Adjustments

County Administrator, Joseph N. Morgan, reviewed with the Board of Directors a spreadsheet, which summarized the change in landfill expenses since the lowering of the New River Resource Authority (NRRA) tipping fees effective July 1, 1998. Recycling was discussed and funding of the proposed convenience centers within the county. It was noted that the FY 98 audit reflected expenditures higher than revenues for the refuse department. Staff was requested to review both revenue and expenditure changes since July 1, 1998 for a possible refuse rate hearing and a rate adjustment by July, 1999.

c. Garbage Service Privatization Options Update

Staff reported of an interest by Gem City Company in providing recycling and large item convenience center service for the county. A site located within the Town of Pulaski was discussed.

The Board of Directors approved staff continuing to work with Gem City Company to service four planned convenience sites to be located throughout the county and to continue to work with Clary Containers Service for excess roll-off waste.

d. Convenience Center Update

County Administrator, Joseph Morgan, presented an update on the proposed convenience centers. He reported the centers are estimated to cost as much as \$150,000 per year per center. He further advised that the centers preferably would be for all recyclables and large items with possibly four (4) centers planned within the county.

e. Request for Exemption of Second Meter – James LaValley

On the motion of Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved the request of Mr. James LaValley to install two residences on one water meter, per the recommendation of staff and per PSA multiple dwelling policy.

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

Voting no: none.

f. Landings Rental Apartments Water Connection Fee

The Board of Directors reviewed a cost analysis prepared by staff regarding the above. Said analysis reported the project to be cost effective and estimated construction costs at \$30,000.

The Board directed the county engineer to provide a more definite cost for this project by the January PSA meeting.

g. Highland Park Sewer Service

The Board reviewed a petition from residents of Highland Park in Dublin requesting sewer service from the Public Service Authority.

The Board requested staff to conduct a survey of the Highland Park citizens and a cost analysis for the sewer extension for the Board to consider at a future meeting of the PSA.

h. FY 98 Audit

The Board requested staff to provide a more detailed explanation of expenditures prior to the January meeting of the PSA Board.

i. Year End Settlement with Towns for Water Purchase

Staff reviewed with the Board of Directors the year end settlement figures for water purchased by the Towns of Dublin and Pulaski. Said settlement resulted in a balance owned to the PSA in the amount of \$42,957.00 from the Town of Dublin and \$979.32 from the Town of Pulaski. The Board accepted the settlement as prepared by Management Services Director, Nancy M. Burchett, and authorized notifying towns of said figures.

j. Billing Return Envelope Cost Analysis

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved staff recommendation to postpone a decision on the postage paid return envelope until the FY 99-00 budget year, but continue to use the postage paid return envelope for the monthly PSA billings for the remainder of FY 99.

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

Voting no: none.

k. Upper New River Source Water Assessment

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board approved participation in a grant application for the study of the New River at a cost to the PSA of \$1,000. The purpose of said study is to document potential sources of water contamination. The information may be useful in future water withdrawal permit applications.

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

Voting no: none.

l. Fairlawn, New River Industrial Park, Hickman Cemetery Road Areas Water System Improvements Update

County Engineer, Ronnie Coake, updated the Board of Directors on the above areas where water system improvements had been implemented by PSA staff. Mr. Coake reported that three (3) separate water tanks now supply the central Fairlawn area. Further, he reported that the telemetering should be completed in the near future.

m. Ratification:

On the motion of Mr. Baker, seconded by Mr. Snead and carried, the Board of Directors ratified the following items:

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

Voting no: none.

1. Section 125 Plan Administrative Services

The Board approved the Section 125 Plan administrative services agreement with Hunt, DuPree & Rhine at a cost of \$.50 per premium conversion participant and \$1.50 medical and day care reimbursement participant with a \$250.00 annual fee for the preparation of IRS form 5500.

2. Wurno Sewer Line Manhole Replacement Contract Change Order #2 - \$1,068.00

The Board ratified change order #2 with Dixon Contracting, Inc. in the amount of \$1,068 for the Wurno sewer line manhole replacement.

3. Holiday Schedule

The Board approved the following additional holidays as recently approved the Commonwealth and the Board of Supervisors:

One-half day Wednesday, November 25, 1998;

One-half day Wednesday, December 23, 1998;

All day Thursday, December 24, 1998; and

All day Thursday, December 31, 1998.

The Board also agreed to observe any future state declared holidays unless the Board of Supervisors decline to observe such holidays.

4. Confined Space Entry Policy

The Board approved the following confined space entry policy per the recommendation of staff.

**COUNTY OF PULASKI
CONFINED SPACE STANDARD**

Scope and Application

This section prescribes the basic mandatory practices and procedures which Pulaski County employees will follow for employee entry into and work within confined spaces.

Preparation

Entry into a confined space shall not be made unless the Utility Maintenance Supervisor has assured that the following procedures have first been completed.

A. Definition

It is important to understand that to be a "confined space" an area must fit all three of the following descriptions:

1. It is not intended for continuous employee occupancy;
2. It has a limited means of egress; and
3. It must be subject to either the accumulation of an actual or potentially hazardous atmosphere or have a potential for engulfment (particulate matter or liquid could surround a person before a normal exit can be affected).

If the space does not fit all three descriptions above, it is not a confined space and the standard does not apply.

B. General Provisions

1. Training - All Pulaski County employees who will be entrants will be trained in the hazards of working in confined spaces and at least one "qualified person" will be selected and trained. Only a "qualified person" can evaluate the hazards of each confined space to be entered, specify necessary safety control measures, and determine if conditions permit an unattended entry. When appropriate, all employees will be trained and designated as "qualified persons" and make unattended (solo) entries.

2. Rescue Teams - Pulaski County Rescue Squad and New River Valley Emergency Squad. The team is trained in the use of all equipment it will use in a rescue, all members hold certification in first-aid and CPR (cardiopulmonary resuscitation). Every year the rescue team will practice removing a victim through openings similar to those in actual use.

3. Permit System - It is the responsibility of each applicable supervisor that the County's entrance permit be completed. The established permit system which insures that a permit is written for every entry into a confined space is attached. The permit, which may be discarded after the entry, must be completed for each confined space project. The permit will provide the following information

- a. The minimum environmental conditions acceptable for entry and work in the confined space;
- b. A record of atmospheric test results;
- c. The last calibration date for the oxygen detector and combustible gas indicator used;
- d. The signature of the qualified person responsible for securing the permit and reviewing conditions prior to entry;

- e. A written description of the location and type of work to be done; and
- f. The time of issue and of expiration (a maximum of 12 hours apart with one 12-hour extension).

C. Preparation

All of the steps listed below will be taken as appropriate before each confined space entry including

1. All pumps and lines conveying hazards must be effectively isolated to prevent air contamination or oxygen deficiency within the space;
2. All fixed mechanical equipment capable of causing injury must be placed at zero mechanical state, and electrical equipment other than lighting must be locked out or tagged if locking-out is impossible
3. The confined space must be emptied of all hazardous or flammable substances to the extent feasible;
4. Immediately prior to entry the "qualified person" must assure that the space is tested for oxygen level, potential flammable hazard, and toxic material; and
5. If the tests show the existence of a hazardous atmosphere, the space must be mechanically ventilated or entrants must wear specific protective equipment.

D. Entry Requirements

1. Unattended Entry - If the space has neither the potential for engulfment nor an IDLH (Immediately Dangerous to Life or Health) atmosphere, the "qualified person"

(Utility Maintenance Supervisor) may enter or allow other employees to enter the space unattended. In addition, the "qualified person" (Utility Maintenance Supervisor) must determine whether mechanical ventilation is also needed

2. Attended Entries - If the confined space has a hazardous or IDLH atmosphere or a potential for engulfment, a number of safety precautions will be taken including

- a. A trained attendant without other duties must be stationed immediately outside while employees are in the confined space
- b. The "qualified person" must test the atmosphere no less frequently than hourly and record the results on the entry permit;
- c. All entrants will use retrieval lines (unless the lines could cause a hazard) or wear an approved positive-pressure, self-contaminated breathing apparatus if there is an IDLH or hazardous atmosphere only. Hoisting devices must be used if the entry is through a top opening;
- d. If there is an IDLH or hazardous atmosphere, there must be either a positive-pressure, self-contained breathing apparatus or a combination positive-pressure, air-line respirator with an auxiliary self-contained air supply immediately outside the space entrance.

DEFINITIONS

The following words and terms, when used in these regulations, shall have the following meanings, unless the context clearly indicates otherwise.

Attendant - An individual with no other duties assigned to remain immediately outside the entrance to the confined space and who may render assistance as needed to employees inside the space.

Blind or Blinding or Blanking - The absolute closure of a pipe, line or duct, to prevent passage of any material (e.g. by fastening a solid plate or "cap" across the pipe)

Confined Space - Any space not intended for continuous employee occupancy, having a limited means of egress, and which is also subject to either the accumulation of an actual or potentially hazardous atmosphere or a potential for engulfment. Confined spaces generally include, but are not limited to storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, manholes, underground utility vaults, acid tanks, digesters, ovens, kiln, pulpers, tunnels, and pipelines. Open top spaces more than four (4) feet in depth such as pits, tubs, vaults and vessels may also be confined spaces if the above criteria is met

Engulfment - The surroundings and effective capture of a person by finely divided particles of matter or liquid. There is a potential for engulfment when such particles, matter or liquid exists in a sufficient quantity or at a sufficient pressure to surround a person before normal exit can be effected.

Entrant - Any employee who enters a confined space.

Entry - Any action resulting in any part of the employee's face breaking the plane of any opening of the confined space, and includes any ensuing work activities inside the confined space

Hazardous Atmosphere - An atmosphere presenting a potential for death, disablement, injury, or acute illness from one or more of the following causes.

- a. flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL)
- b. an oxygen deficient atmosphere containing less than 19.5% oxygen by volume or an oxygen enriched atmosphere containing more than 23% oxygen by volume;
- c. an atmospheric concentration of any substance listed In Subpart Z of Part 1910 Standards above the listed numerical value of the permissible exposure limit (PEL) ;
or
- d. a condition immediately dangerous to life or health.

COUNTY OF PULASKI CONFINED SPACE ENTRY PERMIT

Date: _____

Time to Start: _____

Department: _____

Time Job Completed: _____

Work Description: _____

Personnel Involved: _____

THIS PERMIT IS VALID FOR ONLY ONE SHIFT AND MUST BE COMPLETED PRIOR TO STARTING WORK.

ANSWER ALL QUESTIONS	YES	NO	DOES NOT APPLY
1. All employees involved have been informed of precautions.			
2. Necessary safety equipment on hand and used:			
a. Blower			
b. Air Quality Monitor			
c. Respiratory Protection			
d. Personal Protective Clothing			
e. Harness and Life Line			
f. Barrier or Warning Sign			
g. Low Voltage Lighting			
h. Fire Extinguisher			
i. Hearing Protection			
j. Glasses, Goggles, Face Shield			
k. Other (Specify)			
3. Power source disconnected and locked out			
4. Agitators, pumps, lines, or valves disconnected, blanked and locked out			
5. Vessel emptied, drained, purged, flushed prior to entry			
6. All ports available to be opened to provide circulation			
7. Additional hazards and precautions (explain)			
8. Air monitor zeroed and checked			
9. Results of Initial Air Monitoring Percent of Oxygen _____ % Percent LEL of Flammable Vapors _____ % PPM of Hydrogen Sulfide _____ % Monitoring will be continuous while in the vessel.			
10. Forced ventilation started prior to entry and kept on while workers are in vessel.			
11. Welding or cutting to be performed in vessel.			
12. Welding Permit Completed			

I HAVE INSPECTED EACH REQUIREMENT ON THIS PERMIT AND STATE THAT THIS WORK CAN BE DONE SAFELY AND IN COMPLIANCE WITH THE RULES OF THE COUNTY CONFINED SPACE ENTRY POLICY.

Area Supervisor _____

Maintenance Supervisor/Project Engineer _____

Confined Space Worker _____

Confined Space Worker _____

n. PFRWTA Report

No report was given due to there not being a December meeting of the Peppers Ferry Regional Waste Water Treatment Authority, per the county engineer.

o. PCSA Report

Winston Snead reported the Pulaski County Sewerage Authority had discussed a high sewer bill from Peppers Ferry. He noted the problem creating the high billing was located within the last manhole and had been corrected.

p. Informational Items:

1. NRRA Items of Information

The Board reviewed the minutes of the NRRA for September 23, 1998, accounts payable listing, waste stream reports for September, 1998, monthly quantity report, waste stream analysis by users report, waste load summary report and the audit reports for the NRRA for FY 97 & 98.

2. DEQ Correspondence re: Claytor Lake Lift Stations and Rt. 100 Sewer Extension

The Board reviewed correspondence from the Virginia Department of Environmental Quality approving the new pump stations at Claytor Lake and Route 100.

3. NR Solid Waste Management Area User Rebate

The Board of Directors reviewed correspondence from the NRRA advising of user rebate check in the amount of \$5,983.62.

4. PFRWTA FY 98 Audit

The Board reviewed a copy of the Peppers Ferry Regional Waste Water Treatment Authority audit for FY 98.

- q. Current Authorized Projects:
- Dunkard's Bottom Water Survey
 - Claytor Lake State Park Sewer Extension
 - Cloyd's Mountain Sewer Extension
 - New River Industrial Park Water & Sewer Extension
 - Virginia Mobile Home Park Water and Sewer Feasibility Study
 - Polyester Mobile Home Park Water And Sewer Connection

The Board reviewed the above listing of current authorized projects.

3. Approval of Minutes of October 19, 1998

On the motion of Mr. Morris, seconded by Mr. Snead and carried, the Board of Directors approved the minutes of October 19, 1998, as presented.

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

Voting no: none.

4. Approval of Accounts Payable

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved the accounts payable listing for checks numbered 4494 through 4565, subject to audit.

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

Voting no: none.

5. Other Matters

No other matters were discussed at this time.

6. Executive Session – 2.1-344

It was moved by Mr. Baker, seconded by Mr. Vaughan and carried, to enter executive session in accordance with Section 2.1-344(A) of the Code of Virginia, as amended, to discuss legal matters.

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

Voting no: none.

Return to Regular Session

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

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, 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. Snead 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 an executive 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 executive 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, 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 executive meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the executive meeting were heard, discussed or considered by the Board of Directors.

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

Voting no: none.

7. Executive Session – 2.1-344

It was moved by Mr. Baker, seconded by Mr. Vaughan and carried, to enter executive session in accordance with Section 2.1-344(A) of the Code of Virginia, as amended, to discuss perspective industry.

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

Voting no: none.

Return to Regular Session

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

Voting yes: Mr. Baker, Mr. Morris, Mr. Snead, 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. Snead 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 an executive 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 executive 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, 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 executive meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the executive meeting were heard, discussed or considered by the Board of Directors.

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

Voting no: none.

8. Adjournment

The Board adjourned the meeting until the next regular scheduled meeting. The next regularly scheduled meeting of the Pulaski County Public Service Authority will be held on Monday, January 11, 1999 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