

FOLLOW UP

ITEM

1. Citizen Comments
(Al Davis of New River expressed concerns regarding fence line of Jim Turner, resident of New River, being placed on right of way and blocking water meter; requested this matter be reviewed and investigated; staff to review and determine if PSA water meter is blocked; advise Mr. Davis and PSA Board of determination; place on future PSA agenda) Mr. Coake/Ms. Hanks

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
 6. Refuse Committee Reports
 7. PSA Billing Staff Meeting Minutes
(Reported as listed; adjustments approved in the credit amount of \$7,642.20) Ms. Sayers

 - b. Dunkards Bottom Water
(Mary and James Cox and Paul and Patty Askew requested Board provide water service to area; Board denied projects based on 61% of citizens opposed to the project; notify residents) Mr. Coake

 - c. Highland Park Sewer
(Deferred action until full response from citizens; place on October agenda for consideration and update) Ms. Hanks

 - d. Orchard Hills/Vista Sewer
(Approved project and application for grant funds based on 60% of citizens in favor of sewer service; proceed with Rural Development application for loan and grant funds) Mr. Huber/Mr. Utt

- e. Rolling Hills Sewer
(Approved project and application for grant funds based on 68% of citizen in favor of sewer service; proceed with Rural Development application for loan and grant funds) Mr. Huber/ Mr. Utt

- f. Riverbend Mobile Home Park
(Staff reported owner advised he is considering private funding for the engineering costs in order to expedite the application for funding; in addition, adjacent McGhee's Mobile Home Park has requested extension of public water and sewer service; place on future PSA agenda as needed) Ms. Hanks

- g. Caseknife Water
(Board authorized the procurement of engineering services and Rural Development financing for this project; proceed with procuring engineering services and Rural Development financing; place on future PSA agenda as needed) Mr. Coake/Mr. Huber/
Mr. Utt/ Ms. Hanks

- h. Water & Sewer Billing of "Semi-Permanent" Campgrounds and/or Mobile Home Parks
(Approved staff proposal to billing of campgrounds and/or mobile home parks using a master meter as individual units with a minimum bill of \$13.50 plus \$10.13, or 75% of minimum, for each residential unit, except if serviced by a single electric meter billing would be for only one minimum of \$13.50; staff to draft newspaper ad for public hearing on proposed rates for consideration at the October meeting of the PSA; place on October agenda) Mr. Huber/ Ms. Burchett
Ms. Hanks

- i. Rural Development Grant/Loan Acceptance
(Approved application for Rural Development grants in the amount of \$1,686,981.60 and \$865,918.40 in loans to be amortized over 38 years at 4.5% interest for water and/or sewer projects to Tiny Town, Lee Highway Court, Mabry Court, Polyester, and Eagleview mobile home parks; proceed with application submission; place on future PSA agenda as needed) Mr. Utt/Ms. Hanks

- j. Driver Safety and Evaluation Policy
(Approved model policy setting standards for driving of commercial vehicles as recommended by staff; provide copies to all employees) Mr. Mayberry/Ms. Burchett
- k. Landfill Disposal Permits
(Approved staff recommendation to no longer accept landfill disposal charges for debris from the construction of new homes, and limit disposal acceptance of remodeling debris to 4 tons; also refuse users changing from low volume refuse customers will need to be a full service customer for at least one year prior to being able to dispose of remodeling debris on a free basis; notify all PSA, county and NR Resource Authority staff and public) Mr. Huber/ Ms. Burchett
Mr. Mayberry
- l. Drop Center Purpose and Utilization
(Board confirmed drop site large item collection centers were for residential customers only; advise PSA staff and public) Mr. Huber/ Ms. Burchett
Mr. Mayberry
- m. Heron's Landing Subdivision Street Lights
(Staff requested to review savings of PSA assuming street light billing verses the homeowners association; place on October agenda for review and consideration) Mr. Huber/Mr. Coake
- n. Scheduling of October Meeting
(Approved re-scheduling of October meeting to Tuesday, October 9 due to holiday on October 8; notify staff and post appropriate date on public bulletin board) Ms. Burchett/Ms. Hanks
- o. Pond Lick Hollow Water Line
(Authorized a preliminary engineering report and survey for possible extension of water line; proceed with PER and place on future agenda as needed) Mr. Coake/Ms. Hanks
- p. Informational Items:
1. Little Wytheville Dumpster
 2. DEQ permit for Water Treatment Plant Discharge
 3. DEQ Sewer Discharge Notice of Violation
 4. Correspondence to Kathy Lillard from Dept. of Health
 5. Personnel Changes
 6. Pepper's Ferry Executive Director's Staff Report
(Reviewed all listed)

q. 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 July 30, 2001 Minutes
(Approved as presented)

Ms. Hanks

4. Accounts Payable
(Approved subject to audit)

Ms. Sayers

5. Other Matters
(Staff reminded Board members of Volunteer Appreciation luncheon to be held on September 16, 2001 at Randolph Park)

6. Closed Meeting – 2.1-344.A.1.3.5.7
(Approved staff reviewing other options of refuse collection; approved implementation of operating procedures for Refuse Department employees per recommendation of staff; advise employees of action)

Mr. Huber/Mr. Mayberry

7. Adjournment

September 6, 2001

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
 1. Adjustments – Adjustments totaling \$7,642.20 cr. are submitted as shown on the enclosed.
 2. Inmate Availability Reports – Staff reports the inmate count for August provided 3 inmates per day.
 3. Balance Due Report – See enclosed.
 4. Lien Report – See enclosed.
 5. Work Order Count – 25 brush; 32 large item; 0 tire; 2 refrigerators.
- b. Dunkards Bottom Water - Of the 88 owners of improved properties (100% response), 34 or 39% are in favor, and 54 or 61% are opposed to the project. Staff recommends denial.
- c. Highland Park Sewer – Of the 233 owners of improved properties (85% response), 117 or 50% are in favor and 81 or 35% are opposed to the project. Mr. Shawn Utt estimates 56 households will qualify for grants paying for the \$500 PSA connection fee, as well as the cost of installing the service line from the residence to the public right-of-way. Staff recommends approval.
- d. Orchard Hills/Vista Sewer - Of the 142 owners of improved properties (87% response), 84 or 60% are in favor and 39 or 27% are opposed to the project. Mr. Shawn Utt estimates 38 residents in Orchard Hills, Vista and Rolling Hills will qualify for grants paying for the \$500 PSA connection fee, as well as the cost of installing the service line from the residence to the public right-of-way. Staff recommends approval.
- e. Rolling Hills Sewer – Of the 66 owners of improved properties (100% response), 45 or 68% are in favor and 21 or 32% are opposed to the project. Mr. Shawn Utt estimates 38 households in Orchard Hills, Vista and Rolling Hills will qualify for grants paying for the \$500 PSA connection fee, as well as the cost of installing the service line from the residence to the public right-of-way. Staff recommends approval.

- f. Riverbend Mobile Home Park – The owner has been advised they may wish to arrange private funding of engineering costs in order to expedite application for rural development funding. The alternative is for the PSA to procure engineering services the cost of which would be included in anticipated financing of the project by Rural Development. In a related matter, the owner of the adjacent McGhee's Mobile Home Park is also requesting extension of public water and sewer service.
- g. Caseknife Water- Authorization to procure engineering services and Rural Development financing of this project is recommended.
- h. Water & Sewer Billing of "Semi-Permanent" Campgrounds and/or Mobile Home Parks- Staff recommends confirmation of billing of campgrounds using a master meter as individual units (minimum billing of \$13.50 + \$10.13 for each residential unit). Campgrounds served by a single electric meter would be billed a minimum of \$13.50 with no additional cost per unit. Staff also recommends part year billing for seasonal usage. Authorization to advertise these rates for public hearing is requested.
- i. Rural Development Grant/Loan Acceptance- Approval of an application to Rural Development for \$1,686,981.60 in grants and \$865,918.40 in loans amortized over 38 years at 4.5% interest is recommended. These funds will be used to provide water and/or sewer service to Tiny Town, Lee Highway Court, Mabry Court, Polyester, and Eagleview mobile home parks as detailed in the enclosed summary sheet. See enclosed cost estimate for provision of a single master meter water and sewer connections to the Hidden Valley Campground. Since these loans will technically be made to the County of Pulaski, approval of the Board of Supervisors was granted at their August meeting. In doing so, the Board strongly recommended consistent application of water and sewer connection fees. In response to concerns from mobile home park owners, the New River Valley Planning District Commission is evaluating potential use of connection grants otherwise available where utilities have been installed in residential subdivisions.
- j. Driver Safety and Evaluation Policy- Adoption of the enclosed model policy setting standards for driving of commercial vehicles is recommended
- k. Landfill Disposal Permits – The PSA is spending approximately \$60,000 per year in landfill tipping fees for disposal of construction debris. Included in this amount is remodeling from full service customers, construction debris from new homes, and demolition for burned or damaged homes. In an effort to limit these costs and to address the garbage budget losses, staff recommends no longer accepting debris from the construction of new homes and limiting disposal of remodeling debris to 10 tons. In addition, users switching from low volume will need to be full service customers for at least a year prior to being able to dispose of remodeling debris on a free basis.

- l. Drop Center Purpose and Utilization – We continue to face issues related to the commercial use of drop centers. In order to address the matter, staff recommends clarification that the centers are to be used for residential purposes only. Thus, landlords disposing of household items, contractors disposing of demolition debris, and tree trimmers disposing of brush would be asked to take material to the landfill and pay the appropriate tipping fee and/or special pick-up.
- m. Heron's Landing Subdivision Street Lights- We have received a request from Mr. Steve Crawford, developer of the Herons Landing development in Fairlawn for PSA ownership and billing for streetlights he plans to install in this development. He proposes to pay for the installation of the lights and suggests billing by the PSA by dividing the monthly cost of the lights by the number of developed properties in the subdivision. Monthly costs are expected to start at approximately \$10 per month per household and decrease to \$5 per month per household as development takes place. Approval is recommended following a public hearing on the matter. Use of cut-off fixtures where possible is recommended to minimize extraneous light.
- n. Scheduling of October Meeting – The October Board meeting would normally be held on October 8, which is Columbus Day. Staff suggests moving the meeting to Tuesday, October 9.
- o. Pond Lick Water Line – We have received an inquiry from Mr. Buddy Cecil requesting reconsideration to extending the Pond Lick water line to the end of the road. Authorization is requested to perform a preliminary engineering report and survey affected property owners.
- p. Informational Items:
 - 1. Little Wytheville Dumpster – ***Enclosed*** is a summary of a meeting with residents of the Little Wytheville community regarding current abuse of the dumpster located along Delton Road.
 - 2. DEQ Permit for Water Treatment Plant Discharge – We received notification that the permit for discharging unfiltered water back to Claytor Lake has been granted.
 - 3. DEQ Sewer Discharge Notice of Violation- ***Enclosed*** is notification of permit violations related to two overflows from sewer pump stations. A third overflow occurred on Tuesday, September 4, 2001. Mr. Coake may have additional information to share at the meeting.
 - 4. Correspondence to Kathy Lillard from Dept. of Health – ***Enclosed*** are the results of water quality tests on Dogwood Court in the Fairlawn area.
 - 5. Personnel Changes – See ***enclosed*** update prepared by Assistant County Administrator Nancy Burchett.

6. Pepper's Ferry Executive Director's Staff Report – See ***enclosed*** report for the month of August, 2001.

q. Current Authorized Projects & Items 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

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September 4, 2001

TO: PSA Board of Directors
FROM: Peter Huber, County Administrator
SUBJECT: 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. **Enclosed** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Property Disposition or Acquisition:

- ◆ None

Personnel:

1. PSA Refuse Collection -

Ms. Burchett and I have become aware of serious attitude problems within the refuse crew. I am concerned that these attitudes are affecting the quality of our service to the public and may begin to transfer to the other departments. Mr. Mayberry, Mr. Stoots, Ms. Burchett and I are working to address these matters. In order to effectively communicate the seriousness of our intentions, I need to describe to employees the alternatives available to the County in the collection of solid waste. The general attitude among a few employees seems to be that the County cannot function without the department. With the approval of the PSA board, I plan to describe the Montgomery County system (location of several manned drop centers combined with voluntary curbside collection operated by private haulers) as a viable option for Pulaski County.

While this may seem like a drastic step, I believe the employees need to understand alternatives available to the PSA in order for County staff to effectively deal with the attitude of some employees. We can deal with specific actions through disciplinary measures, and plan to do so. However, general attitudes are critical to provide quality service to the public. Attitudes are much harder to change and require a thorough understanding of the big picture. I wanted to be certain the PSA Board is aware of the situation and supportive of my approach in dealing with the situation. I would also appreciate any suggestions you may have in our attempt to change attitudes from "you owe me" to one of service to the public.

Also enclosed is a listing of operating procedures to be posted for the operation of the department. Additional information may be provided at the meeting. Also enclosed is a complaint regarding harassment, Ms. Burchett's investigation, and my letter to the employee.

2. All Employees -

In addition, to the above issue, the following personnel changes are being considered for recommendation to the Board of Supervisors and PSA Board. While it is likely these changes will be modified following discussion with constitutional officers, department heads and employees, I would appreciate your comments and suggestions regarding the following draft:

- a. To reduce abuse of sick leave on the part of some employees we plan to recommend modification of the sick leave policy to provide a quarterly lottery for prize items where no sick leave has been used.
- b. Currently all full-time employees are paid on a salaried basis. Due to the history of various departments, some are being paid for overtime use while others receive compensatory time off. To establish a policy consistent throughout various departments, employees will have the option of being paid for overtime whenever overtime work is required on holidays or with less than 24 hours notice. Compensatory time will be awarded anytime a supervisor has given the employee more than 24 hours notice of having to work over eight hours per day.
- c. To ensure work can be properly scheduled, we plan to recommend employees be required to give at least 24 hours notice to their supervisor prior to taking vacation leave unless special approval is documented on the time sheet by the supervisor.

- d. An increasing number of employers are requiring drug testing as part of the employment process. The result is that we have been getting calls by potential employees inquiring as to our policies. This indicates to me that drug abusers avoid firms which test and target firms, which do not. To ensure the County is not targeted as a place to work if you are abusing drugs we recommend mandatory drug testing for all new employees.
- e. We have been experiencing an increased number of accidents involving both vehicles and workmen's compensation claims. To deter drug abuse, we recommend use of a urine or hair test for illicit substance be required anytime there is a reportable vehicle or workmen's compensation accident.
- f. In prior years, merit increases were generally given as long as employees generally did their work. In order to encourage a higher standard of performance and increase responsiveness to supervisors, we recommend merit pay increases be directly related to employee performance evaluations conducted by supervisory staff. As is currently the case, employees have the right to appeal performance evaluations to the County administrator.

Prospective Industry:

- ◆ None

Legal Matters:

- ◆ None

PMH/gh

CLOSED MEETING RESOLUTION

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.

The following motion is suggested for a closed meeting at the September 10, 2001 Public Service Authority Board of Directors meeting:

It was moved by _____, seconded by _____ 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

Voting yes: _____

Voting no: _____

Abstaining: _____

Not present: _____