

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES
March 12, 2007

At a regular meeting of the Public Service Authority Board of Directors held on Monday, March 12, 2007 at 9:00 a.m. in the Middle Conference Room of the County Administration Building Board Room, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: H. W. Huff, Jr., Chairman; Carl Mathes, Vice-Chairman; Winston Snead, Doug Warren and Hollis Loyd. Board member Archa Vaughan was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator; Gordon Jones, Director of Finance; Ron Coake, County Engineer; Brenda Sayers, PSA Bookkeeper; and Gena Hanks, Executive Secretary.

Mr. Huber introduced PSA Bookkeeper Brenda Sayers. Mr. Huber also introduced Mr. Dave Ratcliff and Brent Lovell of the New River New River Valley Planning District Commission. Mr. Ratcliff advised he would be working to obtain the easements for the various county projects. Mr. Lovell advised he would be taking over the duties formerly performed by Mr. Patrick Hughes.

1. Citizen Concerns

Mr. Huber presented concerns on behalf of PSA customer Chuck Vaughan, specifically a request by Mr. Vaughan for a waiver of penalty and interest charges on those months when his disability check comes in after these charges are applied. The Board took no action on this matter.

2. Reports from the County Administrator & Staff:

a. Collection Staff Activity

1. Adjustments

On a motion of Mr. Mathes, seconded by Mr. Loyd and carried, the Board of Directors approved customer credit adjustments in the amount of \$5,022.75.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

As noted in the Board packet, the Board was provided with the key to the codes used in the adjustments report as follows:

WA – Water; SW - Sewer; GB – Refuse; DM -
Dumpster; DT -Tipping Fees; IN- Interest; PN – Penalty;

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LF – Landfill; DP –Deposit; UCT - Deposit Refunded;
WAL - Water Lead Adjustment; SWL - Sewer Leak
Adjustment; RO - Roll off; RT - Roll off Tipping Fee; TX
- State Tax.

Staff also reported confirmation that Volvo does pay
their PSA bills within the deadline period.

2. Inmate Availability Report

Staff reported the PSA generally had use of two inmates
per day for the month of February, with four to five additional
inmates available on Mondays when the PSA is not picking up
roadside or lake trash.

3. Balance Due & Lien Report

The Board reviewed the balance due and lien reports as
prepared by staff, a copy of which is filed with the records of
this meeting.

4. Work Order Count

The following pickups were reported as pending:
Pickups pending: 6 brush; 6 large; 1 tire(s); 2 refrigerator(s).

5. Drop Site and County Landfill Totals

The following drop site and landfill total reports were
presented:

**DROP SITE TOTAL
FOR THE MONTH OF FEBRUARY**

Site	Trips	Tons	Tons per haul
Dora Highway	57	160.57	2.82
Dublin	76	356.77	4.69
Fairlawn	6	36.32	6.05
Totals	139	553.66	3.98

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**County Landfill Tonnage
(County customers & Refuse Department Haulers)
(for the Month of February 2007)**

Misc Debris(tons)	Appliances	Tires	Brush(tons)
2,578.21	16	647	39.11

b. Action Items:

1. Minutes of Previous Meeting

The Board approved the February 12, 2007, minutes as presented.

2. Accounts Payable

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the accounts payable for checks numbered 10323 through 10369, subject to audit.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

3. Mobile Home Park Agreements

Mr. Huber advised that Dan Sumner had withdrawn his request from the PSA due to his concerns that the project would not be economically feasible.

As reported in the Board packet, Board approval of the agreements for the Lee Highway Mobile Home Park was requested.

Mr. Loyd inquired as to the engineering costs incurred and if those costs would be recovered by the PSA. Mr. Huber advised he had verbally requested the engineering costs be paid by Mr. Sumner and other owners reconsidering these utility projects.

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On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the Lee Highway mobile home park agreements, a copy of which is filed with the records of this meeting.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

4. Procedure Addressing Delinquent Accounts

Ms. Sayers updated the Board on the liens filed recently. As reported in the Board packet, the Board was provided with an update on steps that had been implemented on addressing delinquent accounts. Further, Mr. Huber requested a \$1,000 salary adjustment for Linda Baylor towards the maintaining of the liens and collection letters, including assignment to attorney for collections and the overall enforcement of collection on delinquent commercial accounts.

On the motion of Mr. Mathes, seconded by Mr. Snead and carried, the Board approved the draft collection letter submitted by staff, with the third paragraph of the draft letter to remain in the letter, which allows for assigning collections to the attorney, as well as approved a \$1,000 salary adjustment for Linda Baylor.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

5. Goodwill Industries Operation of Large Item Drop Centers

As reported in the Board packet, Goodwill Industries has indicated their interest in placing a drop box location at the Fairlawn and/or Dora Highway locations and assuming responsibility for the operation of the large item drop centers.

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Mr. Nichols advised the current arrangement had worked well for the PSA and the citizens of Pulaski County. He also recommended entering into an agreement with Goodwill Industries for operation of the sites.

On a motion by Mr. Mathes, seconded by Dr. Warren and carried, the Board approved the county attorney drafting an agreement between Goodwill Industries and PSA, with said agreement to be reviewed by the PSA Board at an upcoming meeting. Further, staff was requested to check with the insurance company on any requirements.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

6. Safety Shoe Policy

As reported in the Board packet, staff recommended the adoption of a safety shoe policy, which is similar to the existing practice, but clarified reimbursement procedures and increases the amount reimbursed from \$85 to \$150 per year.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the following safety shoe policy:

PULASKI COUNTY SAFETY SHOE POLICY

Considering the significant potential for foot injury when working around heavy equipment and the potential life-style changes which would occur as a result of a severe foot injury, employees working in locations with significant exposure to foot injury (Garage Mechanics, Water and Sewer Department Employees, Water Treatment Plant Operators, Refuse Department employees, General Properties employees, and anyone mowing grass) are required to wear safety shoes.

In requiring this safety measure, the County or PSA will reimburse the employee a total of up to \$150 per fiscal

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year for one or more pair of shoes following receipt of the original payment invoice(s). The fiscal year begins on July 1 and ends on June 30. There is no reimbursement for any footwear not meeting the OSHA standards shown below.

The safety shoes are required to meet VA Occupational Safety and Health Standards 1910.136 and the American National Standards Institute criteria for a class 75-safety shoe. All shoes shall have a steel or high-density plastic toe and be at least 6" high in order to cover the ankle area.

OSHA 1910.136 Foot Protection

- General requirements. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.
- Criteria for protective footwear.
 - Protective footwear purchased after July 5, 1994 shall comply with ANSI & ASTM Z41-1991, "American National Standard for Personal Protection-Protective Footwear," which is incorporated by reference as specified in Sec. 1910.6, or shall be demonstrated by the employer to be equally effective.
 - Protective footwear purchased before July 5, 1994 shall comply with the ANSI & ASTM standard "USA Standard for Men's Safety-Toe Footwear," Z41.1-1967, which is incorporated by reference as specified in Sec. 1910.6, or shall be demonstrated by the employer to be equally effective.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

7. Brush Handling at Large Item Drop Centers

As reported in the Board packet, staff recommended approaching tree trimming services to ask them to grind brush taken to the drop centers, in exchange for the PSA providing them with a disposal location excess for wood chips.

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By consensus, the Board requested staff review all options available for the grinding of brush taken to the drop centers and provide an update at the April PSA meeting.

8. Employee Sharing

As reported in the Board packet, the School Board staff has requested the consideration of the PSA in allowing Lane Penn to be shared between the School Board and the PSA during the construction of the new elementary school in Fairlawn where he would be serving as Clerk of the Works as he did during the construction of Pulaski Elementary School (PES).

On a motion by Dr. Warren, seconded by Mr. Mathes and carried, the Board approved allowing Lane Penn to be shared between the School Board and the PSA during the construction of the new elementary school in Fairlawn, subject to the shared work with the school not conflicting with the PSA work by Mr. Penn.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

9. PSA Meeting/Agenda Timing

As reported in the Board packet, staff proposed moving the PSA regular monthly meeting to the 2nd Tuesday of each month, while also moving distribution of packets back at least one day to the Wednesday prior to the meeting.

On a motion by Mr. Mathes, seconded by Mr. Snead and carried, the Board approved changing the meeting date to the second Tuesday of each month at 9:00 a.m.

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Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

Not present: Mr. Vaughan.

Staff was directed to notify the press, as well as arrange for placement of the change in meeting dates on the county's web page.

10. Water Purchase Agreement

As reported in the Board packet, staff recommended adoption of the Water Purchase Agreement as adopted by the Board of Supervisors at their February 26, 2007 meeting, pending review by County Attorney Tom McCarthy.

On a motion by Mr. Loyd, seconded by Mr. Mathes and carried, the Board approved the water purchase agreement as adopted by the Board of Supervisors, pending review by Mr. McCarthy and Rural Development staff.

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

c. Informational Items:

1. Personnel Changes

As reported in the Board packet, the Board reviewed recent personnel changes as provided by Ms. Spence.

2. Financial Report

Mr. Jones presented a detailed financial report for the PSA.

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3. Radio Frequency Use

As reported in the Board packet, administrative approval had been granted for use of the PSA radio frequency by the NRRRA staff.

On a motion by Mr. Mathes, seconded by Mr. Loyd and carried, the Board approved the use of the PSA radio frequency by the NRRRA staff in order to make it possible for direct communication between equipment utilizing the landfill without the purchase of separate CB radios

Voting yes: Mr. Snead, Mr. Mathes, Dr. Warren,
Mr. Loyd, Mr. Huff.

Voting no: none.

4. Commercial Solid Waste Haulers

As reported in the Board packet, staff had researched concerns raised by Waste Management regarding competition with the PSA. The Board directed staff to contact the County Attorney and request he proceed with notifying Waste Management of the PSA's exclusive franchise agreement.

5. Local Government Officials' Guide to Virginia Freedom of Information Act

As reported in the Board packet, each Board member was provided with a copy of the guide which covers many areas of the Freedom of Information Act.

6. Meter Reading

As reported in the Board packet, a letter was presented from Mr. Gary Leedy expressing concern over the county's system of reading meters.

Several Board members questioned the current method of estimating the bills. Ms. Sayers explained the PSA current procedures for the estimating of bills.

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7. Drop Site Information

As reported in the Board packet, the Board was provided with the current drop site hours.

8. Pulaski Central Utility Status

As reported in the Board packet, the Board was provided with an overall status of the Pulaski Central Utility projects.

9. Commerce Park Water Service

As reported in the Board packet, the Board was provided with information from Draper Aden Associates describing steps which may be involved in utilizing water treatment capacity provided by the City of Radford Water Treatment plant to provide water to the eastern portion of the county in order to allow more of the existing capacity of the PSA's Water Treatment Plant to be earmarked for future use at the Commerce Park.

Mr. Huff expressed concern over steps described which may be involved in utilizing water treatment capacity provided by the City of Radford Water Treatment plant to provide water to the eastern portion of the county in order to allow more of the existing capacity of the PSA's Water Treatment Plant to be earmarked for future use at the Commerce Park.

10. Water Treatment Plant Test Violation

As reported in the Board packet, the Board was provided with a copy of a violation notice from the Virginia Department of Health related to testing required but not taken at the PSA Water Treatment Plant, as well as information from the Water Treatment Plant to the Health Department explaining what took place. The staff since established a means of documenting the scheduling and completion of the various test requirements.

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- d. Current Authorized Projects & Items Under Review:
1. Public Water & Sewer Service to Mobile Home Parks (engineering underway)
 2. Sewer Service to Rolling Hills, Vista, Orchard Hills, and Highland Park Subdivisions (engineering underway)
 3. Other Matters

3. Other Matters

Mr. Huber described steps currently taken regarding the transfer of employee leave when an employee leaves the PSA for employment with the county or the School Board and advised a more flexible policy should be considered by the PSA Board at a future meeting.

Mr. Coake advised of a request by Mr. Mike Mason to connect three homes to the water line in Joyce Way located on Route 600 (Belspring Road) in the Community of Fairlawn. The Board requested the county engineer determine the cost and provide an update at the April Board meeting.

Mr. Lovell and Mr. Ratcliff advised progress was being made by the Planning District Commission on the various projects for the county and PSA.

Dr. Warren advised of his attendance recently at a Planning Commission workshop, specifically noting discussions advising that all e-mail by employees using the county's e-mail accounts fall under the Freedom of Information Act guidelines. Board members were requested to notify county staff if they would like a county e-mail account.

By consensus, the Board requested the preparation and implementation of a liability waiver for travel by garbage trucks on private drives to protect the PSA from damage claims due to the weight of the trucks and directed the county attorney to draft a waiver agreement for distribution to property owners.

4. Adjournment

By consensus, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Monday, April 9, 2007 at 9:00 a.m. in the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

H. W. Huff, Jr., Chairman

Winston Snead, Secretary