

At a regular meeting of the Public Service Authority Board of Directors held on Monday, June 8, 1992 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: Carlos Morris, H. W. Huff, Jr., Mack Baker, Archa Vaughan, Jr., and Dr. David L. Merrill.

Also present were H. Ronald Coake, County Engineer; Nancy M. Burchett, Director of Management Services; Peter Huber, Assistant County Administrator; Joy Taylor, Account Clerk; Larry Vest, Refuse Supervisor; and Mrs. Clara Craig.

#### 1. Citizens Comments

Ms. Clara Craig appeared before the Board of Directors requesting relief on her garbage bill. Ms. Craig stated she recycled and had very little garbage. Further, she had not been informed of the reduced rate until February, 1992 but had paid the \$10.00 rate prior to February. Mr. Huff explained to Mrs. Craig that PSA policy did allow an adjustment back to the date the low volume user rate was adopted to customers who qualified for the low volume rate. Staff was instructed to calculate and advise Ms. Craig of the adjustment amount. Ms. Craig was advised, however, that she had to be charged the \$5.00 per month rate.

#### 2. Reports from the County Administrator & Staff

##### a. Delinquent Account Collection Status

Mr. Huber reported that thirty-seven water meters had been pulled and over 400 garbage customers service had been terminated due to non-payment. Ms. Taylor further reported that the twelve water meters which were pulled remained to be returned. She further advised that the delinquent listing includes the non-users and also includes some customers who have moved. Mr. Vest reported he had been in contact with the commercial garbage customers on delinquencies and had had some success in collecting. He also stated garbage service for residential customers who were delinquent was being terminated.

Mr. Huff made a motion to instruct management of the PSA to hire someone with credit experience to coordinate with the management and be responsible for collecting delinquent accounts. Mr. Huff stated he had spoken with the Town Manager, Mr. Don Holycross, and he had advised the town would be unable to bill and collect the garbage fees from the Town of Pulaski customers. Motion was seconded by Mr. Morris. Mr. Vaughan advised he would like to discuss the matter before calling for a vote. He stated he felt staff should possibly be given some more time before a person is employed. Mr. Huber suggested that Sam Campbell or some other attorney be contacted to determine what assistance they could offer to the PSA on collecting delinquent accounts. Dr. Merrill advised that he was still getting complaints about citizens receiving the garbage service without paying for it. He questioned if everyone was being billed who lived or owned property at Claytor Lake Estates. He said everyone who lived there brought their garbage to one location. Mr. Vest advised it was very hard to regulate when one location for garbage pickup was used by a number of individuals. The Board asked Mr. Vest his opinion on employing a person to assist with the delinquent accounts.

Mr. Vest advised a person would be helpful, however, he felt progress was being made by shuffling the present staff to work on the delinquencies. Mr. Vaughan also stated the listings were still being purged by staff. Mr. Huff requested that non-users be separated and asked about possibly publishing names of delinquent accounts.

Mr. Huff changed his motion to instruct management to provide or hire a qualified person who would be directly responsible for the collection of delinquent accounts. Mr. Huber asked what was meant by qualified and Mr. Huff stated someone who could learn and meet the public well. Mr. Morris seconded the motion.

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

Voting no: none.

b. FY 93 Budget

Mr. Huff asked about a possible state tax on water customers. Mr. Coake advised the General Assembly had adopted legislation which required a tax on water customers to help fund expenses of the local health departments. Mr. Coake stated he thought the cost would be around \$6,000 annually to the PSA.

On the motion of Mr. Morris, seconded by Mr. Baker and carried, the Board of Directors approved the budget for FY 93 as presented by staff.

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

Voting no: none.

c. Revised Agreement for Service

The Board of Directors reviewed the Agreement for Service form as prepared by staff. The revised form includes Social Security numbers should the PSA decide to participate in the debt set-off program through the state and also contains PSA charges for water, sewer and garbage, including deposit requirements.

On the motion of Mr. Vaughan, seconded by Mr. Baker and carried, the Board of Directors approved the revised agreements for service form and also approved the following deposit requirements for rental customers:

Residential Garbage: \$30.00	Commercial Garbage: \$100.00
Residential Water: \$50.00	Commercial Water: \$100.00
Residential Sewer: \$50.00	Commercial Sewer: \$100.00

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

Voting no: none.

d. Confined Space Entry Policy

The Board of Directors reviewed a Confined Space Entry Policy, as prepared by staff. Mr. Coake advised the PSA was required by OSHA to have a confined Space Entry Policy for employees.

The Board of Directors approved the following Confined Space Entry Policy:

Scope and Application

This section prescribes the basic mandatory practices and procedures which employers must establish and use for employee entry into and work within confined spaces.

Preparation

Entry into a confined space shall not be made unless the qualified person has assured that the following procedures have first been completed:

A. All pumps or lines which may convey flammable, injurious or incapacitating substances into a space shall be disconnected, means to prevent the development of dangerous levels of air contamination or oxygen deficiency within the space. The closing of valves and locking or tagging them, is not considered effective protection. the disconnection or blind shall be so located or done in such a manner that inadvertent reconnection of the line or removal of the blind are effectively prevented.

1. This does not apply to public utility gas distribution systems.
2. This does not require blocking of all laterals to sewers or storm drains unless experience or knowledge of industrial use indicates materials resulting in dangerous air contamination may be dumped into an occupied sewer.

B. All fixed mechanical devices and equipment that are capable of causing injury shall be placed at zero mechanical state (ZMS). Electrical equipment, excluding lighting, shall be locked out in the open (off) position with a key-type padlock except in cases where locking is impossible; in such cases equipment shall be properly tagged in accordance with 1910.145 (f). The key shall remain with the person working inside the confined space. Installations under the exclusive control of electric utilities and companies performing the same functions as electric utilities and companies performing the same functions as electric utilities on their own property for the purpose of communication, or metering, or for the generation, control, transformation, transmission, and distribution of electric energy located in buildings used exclusively for such purposes or located outdoors on property owned or leased by the utility for such companies or on public highways, streets roads, etc., or outdoors by established rights on private property, are exempt from the requirements of this paragraph.

#### 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, digester, ovens, kiln, pulpers, tunnels, and 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.

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

- a. a flammable gas, vapor, or mist in excess of 10% of its lower explosive limit (LEL);
- 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.

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

- e. Award of Bids - Dublin/Cloyd's Mountain/Parrott/Shiloh Exterior Water Tanks

Mr. Coake reported he had received bids for painting the Dublin elevated tank, Cloyd's Mountain water tank, Parrott water tank and exterior of the Shiloh water tank. Mr. Coake recommended awarding the contract to J & W Sandblasting for painting the interior of the Dublin tank in the amount of \$43,000.00 and allowing him the flexibility to award the contract on the Parrott, Cloyd's Mountain and Shiloh tank at a later date.

On the motion of Mr. Morris, seconded by Mr. Baker and carried, the Board of Directors approved awarding the bid for painting the interior of the Dublin water tank to J & W Sandblasting for \$43,000.00 and allowing the County Engineer to award the contracts on Parrott, Cloyd's Mountain and Shiloh tanks at a later date.

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

- f. Claytor Lake Waterline Extension

Mr. Coake reported the plans have been submitted to the Health Department, FHA and the Division of Parks for the Claytor Lake waterline extension. Mr. Coake advised he had not spoken with individual homeowners, but had talked with most of the commercial establishments who might be affected by the waterline extension. Mr. Huber stated that a public hearing would have to be held and that the project will go through the Board of Supervisors rather than the PSA due to GE Capital requirements.

- g. Refuse Truck Purchase

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors approved the purchase of a twenty cubic yard capacity refuse truck in the amount of \$82,754.49. Said truck to be purchased in FY 93 budget.

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

h. Request from Mr. James W. Radford for Water Meter Hookups

The Board of Directors reviewed a request from Mr. James W. Radford requesting individual meters within his trailer park, Southern Pines Trailer Park, with water lines being installed by Mr. Radford to include necessary easements and lines installed per PSA specifications. Dr. Merrill asked if Mr. Radford, as landowner, could still be responsible for individuals within the trailer park who do not pay bills. Staff reported he could after being properly notified. The Board requested Mr. Radford be made aware of this.

On the motion of Mr. Baker, seconded by Mr. Morris and carried, the Board approved Mr. Radford's request and set the connection fee for the individual trailers at \$350.00 each.

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

i. Multi-family Garbage Billing Service Option

The Board of Directors discussed possibly implementing a new policy regarding multi-family garbage service location, such as apartments or mobile home parks, be required to either obtain commercial service (dumpster or barrels) or individual residential service (separate curbside garbage putouts per dwelling). For commercial service, standard dumpster or barrel charges would apply and for residential putouts, the standard residential rates would apply; however, payment would be made by the landlord and not the tenant. The Board requested staff to meet or talk with individuals who might be affected by this policy and advise them that the PSA is anticipating implementing the policy of one bill for all multi-complexes for garbage with staff to report on this matter once input from individuals is obtained.

j. PCSA Report

Mr. Morris reported the Pulaski County Sewer Authority had agreed to lease the county the former lagoon site for a soccer field for \$1,600.00 per year. Also, the Sewer Authority had recently sold about \$22,000.00 worth of surplus property.

k. Current Authorized Projects

All projects were discussed and reviewed as follows:

- Banking Services RFP
- New River Sewer Extension
- Negotiation of Renewal of Agreement with Towns for Water and/or Sewer Service
- Backflow Prevention Policy and Ordinance
- Brookmont Waterline Extension
- Claytor Lake State Park Waterline Extension Design and Bidding
- Service Agreement Revision

l. Matters Under Review

The following item were reviewed:

- AT&T Request to Waive Debt Service Charge
- Montgomery County PSA Sewer Capacity Lease or Purchase
- Feasibility of Water Service to Riverbend Subdivision

3. Approval of Minutes of May 11, 1992

On the motion of Mr. Baker, seconded by Mr. Vaughan and carried, the Board of Directors approved the minutes of May 11, 1992 with the following corrections: Mr. Huff votes yes on 2b. Purchasing Policy Revisions and Archa Vaughan, Jr. rather than Sr.

Voting yes: Mr. Baker, Mr. Vaughan, Mr. Morris, Dr. Merrill and 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 5848 through 5901, subject to audit.

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

5. Adjournment

On the motion of Mr. Vaughan, seconded by Mr. Morris and carried, the Board of Directors adjourned. The next regularly scheduled meeting of the Pulaski County Public Service Authority will be held on Monday, July 13, 1992 at 9:00 a.m. in the County Administration Building, 143 3rd Street, N. W., in the Town of Pulaski, VA.

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

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H. W. Huff, Jr., Chairman

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J. Mack Baker, Secretary