

At a regular meeting of the Pulaski County Public Service Authority Board of Directors held on Monday, October 20, 1997, 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; Assistant County Administrator, Peter Huber; County Engineer, H. Ronald Coake; and Sanitation Supervisor, Larry Vest.

1. Citizen Comments

There were no citizen comments.

2. Reports from the County Administrator and Staff:

a. Virginia Mobile Home Park Garbage Charge Refund Request

The Board of Directors reviewed a request from Mr. Peter Hancock requesting a refund of previous dumpster fees based on the assumption that garbage placed in the dumpster was not generated by the mobile home park.

It was moved by Mr. Morris, seconded by Mr. Baker and carried, that the request be denied.

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

Voting no: none.

b. Collection Staff Activity:

1. Inmate Availability Reports

An update was provided on current inmate availability.

2. Balance Due Report

Mr. Vest reported accuracy of billing is being reviewed as a part of the billing system reprogramming.

3. Adjustments

It was moved by Mr. Baker, seconded by Mr. Morris and carried, that adjustments totaling \$22,287.63 be approved.

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

Voting no: none.

4. Lien Report

An update on current liens was reported.

5. Accounts Receivable

The Board reviewed the current accounts receivable.

c. Cut Off Policy Complaint

The Board reviewed correspondence from Mr. Buddy Crist describing concerns about discontinuance of water service for non-payment of services.

d. Virginia Mobile Home Park Water and Sewer Feasibility Study

The county administrator reported the park is for sale and potential buyers are interested in PSA water and sewer service. The county engineer was requested to prepare a preliminary engineering review and cost benefit analysis and report back to the Board at a future meeting.

e. Walter's Mobile Home Park Water Service

The county administrator reported plans for the park including installation of water service to 42 sites.

f. Riverbluff Subdivision Water Extension

The county administrator advised requests for service had been received since an extension is being made along Gate 10 Road.

The county engineer was requested to prepare a preliminary engineering review and cost benefit analysis and report back to the Board at a future meeting. However, he indicated service at a low cost was unlikely due to the large lots on the subdivision and the long distance between residences.

g. Virginia Department of Transportation (VDOT) Installation of Sewer Line to Old Cloyd's Mountain Landfill

The county engineer reported confirmation that the installation of this line by the VDOT, in conjunction with the construction of the proposed four-lane road, would be faster and less expensive than as an individual project.

It was moved by Mr. Morris, seconded by Mr. Baker and carried, that the Board approve installation of the line by VDOT.

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

Voting no: none.

h. Riverwood Estates Subdivision Water Tank Lot Restrictions

The county administrator reported all but one property owner is willing to give approval for the water tank construction in return for a planned waterline extension in the community, and further that court proceedings will follow on any property owner for which the agreement is not acceptable.

i. Hazardous Assessment Policy for Garbage Collection System

It was moved by Mr. Baker, seconded by Mr. Vaughan and carried, that the Board adopt the following Hazardous Assessment Policy for the Garbage Collection System:

CERTIFICATION OF HAZARD ASSESSMENT

This is a hazard assessment for the Pulaski County Public Service Authority Garbage Collection System located on State Route 1030 in Dublin, Virginia. This assessment is being done by Doug Mayberry, Fleet Director.

The Pulaski County Public Service Authority is responsible for the collection of waste in Pulaski County and the Town of Pulaski. This agency operates the trucks and equipment on prescribed routes of collection on a regular basis throughout the County and Town.

Below is a list of the hazards identified which require the use of personal protective equipment and the personal protective equipment required.

1. Trash cans and containers
Location: Throughout Pulaski County and the Town of Pulaski.
Hazard: Foot injury from falling heavy items.
Protective equipment required: Steel Toe shoes when working with heavy containers or components.
2. Trash containers, trash bags, and loose trash.
Location: Throughout Pulaski County and the Town of Pulaski.
Hazard: Hand injury from sharp objects.
Protective equipment required: Gloves
3. Working the rear of the truck collecting trash.
Location: Throughout Pulaski County and the Town of Pulaski.
Hazard: Traffic, vehicles
Protective equipment required: Brightly colored safety vests.
4. Trash being placed into the truck.
Location: Throughout Pulaski County and the Town of Pulaski..
Hazard: Liquid splashing into eyes.
Protective equipment required: Safety glasses or shield when handling liquids.
5. Trash being collected.
Location: Throughout Pulaski County and the Town of Pulaski.
Hazard: Traffic Accidents
Protective equipment required: Four way flashers and headlight are to be used to increase visibility while collecting trash.

This Hazard Assessment will be evaluated on a yearly basis to determine if changes need to be made to maintain compliance with OSHA requirements and that all hazards have been identified. Changes will be made in the policy and procedures as needed. Employees will meet to discuss changes and will meet at least annually to review these regulations. A form will be completed and signed by each employee certifying that this information has been provided and that the proper procedures will be followed.

HAZARD ASSESSMENT CERTIFICATION FORM

This form is affirmation that I have been provided the training required for the use of personal protective equipment. A copy of the "Certification of Hazard Assessment" has been provided to me. The use of personal protective equipment in all aspects of the "Certification of Hazard Assessment" has been discussed during this training.

I have received training in the following areas:

1. When personal protective equipment is necessary.
2. What personal protective equipment is necessary.
3. How to properly don, doff, adjust, and wear personal protective equipment.
4. The limitations of the personal protective equipment.
5. The proper care, maintenance, useful life and disposal of personal protective equipment.

Signed: _____

Date: _____

This form is to be completed annually. It is to be maintained with the "Certification of Hazard Assessment" in the safety manual. There will be one on file for each employee.

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

Voting no: none.

j. Ratification:

It was moved by Mr. Vaughan, seconded by Mr. Morris and carried, that the Board ratify the following agreements, copies of which are filed with the records of this meeting:

1. AEP Public Authority Agreement
2. Section 125 Administrative Services Agreement

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

Voting no: none.

k. Water Treatment Plant Lead and Copper Monitoring Results

The county administrator shared with the Board correspondence from the Virginia Department of Health clearing the PSA water distribution system of the first level of lead and copper standards compliance.

l. Waste Collection Franchise Ordinance

The county administrator presented a draft franchise ordinance for which the Board of Supervisors will be conducting a public hearing at its October 27 meeting.

m. Personnel Changes

The Board of Directors reviewed recent PSA personnel changes, as reported by Management Services Director, Nancy M. Burchett.

n. Van Purchase from Agency on Aging

It was moved by Mr. Baker, seconded by Mr. Morris and carried, that the Board approve purchase of a used van for \$1,000 for use in transporting inmates.

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

Voting no: none.

o. Joseph Boggess Complaint

The Board reviewed correspondence from Mr. Joseph Boggess requesting exemption from refuse collection billing for a second home in Pulaski County.

It was moved by Mr. Baker, seconded by Mr. Vaughan and carried, that the request be denied.

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

Voting no: none.

p. PCSA Report

The county engineer advised the Board on items discussed at the last meeting of the Pulaski County Sewerage Authority.

q. PFRWTA Report

The county engineer advised the Board on items discussed at the last meeting of the Pepper's Ferry Regional Waste Water Treatment Authority.

r. NRRA Items of Information

The Board of Directors reviewed items of information regarding the New River Resource Authority.

s. Current Authorized Projects:

A report was given on the following projects currently underway:

- New River Industrial Park Utilities
- 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
- Route 100 Sewer Line Extension
- New River Industrial Park Water & Sewer Extension
- NRB Industries Utility Project
- Sewage Connection for Hidden Valley Camping Club, Inc.
- Riverwood Water Extension

3. Approval of Minutes of September 8, 1997

On the motion of Mr. Morris, seconded by Mr. Vaughan and carried, the Board of Directors approved the minutes of September 8, 1997 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 3518 through 3577, subject to audit.

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

Voting no: none.

5. Other Matters

There were no other matters presented to the Board of Directors.

6. 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, November 10, 1997 at 9:00 a.m. in the County Administration Building, 143 Third Street, NW, in the Town of Pulaski.

H. W. Huff, Chairman

J. Mack Baker, Secretary