

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS
September 9, 2014

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, September 9, 2014 at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following Board members were present: Doug Warren, Chairman; Dave Dean; Dennis Setliff; Fritz Streff and Nancy Burchett.

Staff members present included: Peter Huber, County Administrator; Anthony Akers, Interim Assistant County Administrator; Jared Linkous, County Engineer, Diane Newby, Finance Director; Debra Boyd, PSA Collections; and Melody Taylor, Acting Clerk of the Board.

Dr. Warren called the meeting to order and welcomed those in attendance. Mr. Huber advised that Mr. Nichols was unable to attend the meeting due to an accident on I-81 involving cleanup.

Dr. Warren asked staff if there were any modifications to the agenda. Mr. Huber suggested moving the matter of JM Eagle to Closed Session. Mr. Huber also advised that the Gravely family was unable to attend the meeting to receive the Memorial Resolution. Dr. Warren suggested if the family was unable to attend a PSA meeting to accept the Resolution for staff to contact the family to arrange for a staff member, or PSA Board member, to deliver the Resolution to their home.

1. Citizen Comments

Brenda Blackburn questioned Debbie Boyd on the status of the sending of letters to individuals where garbage service had been provided, but no billing by the PSA staff had occurred. Ms. Boyd stated she is in the process of signing up customers that have not responded after two mailings.

Ms. Blackburn questioned if the cameras had been installed at the drop sites. Mr. Huber stated at this time he did not wish to reveal if the cameras have been installed. Ms. Blackburn advised if the cameras had been installed, the incident with Mr. Young would likely not have occurred.

Ms. Blackburn asked for clarification from the Board that there would not be any back billing of those individuals where garbage service had been provided. Ms. Boyd confirmed back billing would not occur for individuals who were signing up for garbage, but had not been previously billed.

Ms. Blackburn made a suggestion to the Board that the meetings should be recorded. Mr. Huber stated the PSA meetings were being recorded.

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Ms. Boyd commented there were conflicts with the 911 addresses and actual addresses being used by customers and would estimate 500 new customers once she has completed mailing letters and signing customers up for garbage. Ms. Boyd advised she is working with Sam Campbell regarding liens.

2. Follow-up Items

a. Water Source Well Update

Discussions regarding this matter were moved to Closed Session.

b. Pulaski County Sewerage Authority and PSA Joint Services

Mr. Huber stated he met with the Sewerage Authority to discuss the hiring of one or two-full time PSA employees on an ongoing basis in order to help address long-term workload involved with the maintenance of the Sewerage Authority system. Mr. Huber also provided the concept of hiring another person to assist when maintenance calls come in and for when assistance is needed when other issues arise.

Mr. Dean inquired about the Authority and if they had a geographical area of responsibility. Mr. Huber provided a brief history of the Authority's origination. Mr. Dean also inquired about ownership of the Peppers Ferry Wastewater Regional Treatment Plant (PF). Mr. Huber explained the PF authority has representation that includes individuals from the PSA, Fairlawn Sewage Authority, City of Radford and Montgomery County. Dr. Warren stated the plant is a full running treatment plant.

Ms. Burchett presented paperwork recently provided to her with regards to the Fairlawn Water Corporation that was in place prior to the PSA, noting: the PSA bought all of the assets belonging to Fairlawn Water Corporation in 1979 for \$60,000 and it was sold to the PSA because the Corporation could not bring the water supply into compliance with the Virginia Department of Health.

c. Fluoride Update

Dr. Warren inquired of the cost for fluoride being \$1,447 per 1,000 gallons which Mr. Linkous stated was an error and the correct figure was \$1.45 per 1,000 gallons, noting the attachment was provided at the August Board meeting. Mr. Dean inquired if Mr. Campbell was informed of the County's perspective. Mr. Linkous stated that during the County's

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survey, the medical and dental professions encouraged the County to continue with fluoride application. Mr. Linkous stated that \$13,000 a year is minimal and a cost effective method of improving dental health.

d. JM Eagle PVC Pipe Litigation

Discussions regarding this matter were moved to Closed Session.

e. Update on Request for Plantings at Sub-Station

Mr. Huber stated staff is still working on a design.

3. Action Items

a. Leave Tables

Mr. Huber described the request to revise the County's Annual Leave Policy was to simplify the administration of paid leave benefits, noting there are 14 different leave tables currently in the payroll system making it difficult to determine where a part-time employee needs to be placed when hired. Mr. Huber advised that Tammy Safewright, Human Resources Specialist, has requested eliminating the sick leave from persons who are part-time when hiring a new employee.

On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the Board approved the following amended annual and sick leave policies, subject to same approval by the Board of Supervisors at its September 22nd meeting:

E1. ANNUAL LEAVE POLICY

All full-time permanent employees of the County of Pulaski shall be granted annual leave by the County as follows:

ANNUAL LEAVE SCHEDULE

<u>Years of Service</u>	<u>Days Earned per month</u>	<u>Days Earned per year</u>	<u>Maximum Accumulation</u>
1-5	1	12	24 days
6-10	1 ¼	15	30 days
11-19	1 ½	18	36 days
20 & over	1 ¾	21	42 days

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Employees on vacation leave shall be paid their prevailing wage based on the prevailing scheduled work week. Annual leave is earned only upon completion of a full calendar month of employment.

Vacation leave schedule shall be planned by department heads so as to obviate the need for temporary increase in personnel.

Except in cases of illness or emergency, annual leave must be approved at least 24-hours in advance of taking time off. Unless there is an emergency involving the wellbeing of the employee or immediate family, employees should contact their supervisors at least one hour prior to the start of the workday if they anticipate utilizing sick leave.

Upon separation or retirement a full-time employee shall be paid for all accrued annual leave, not to exceed above maximums. In the event of death of the employee, the employee's estate will be paid for accumulated annual leave.

Annual leave accrued above the maximum rate above, are lost by the employee if not used by December 31st of each year *unless specifically approved by the County Administrator in situations where unexpected departmental vacancies make it difficult for remaining employees to take time off. (adopted, PSA 11/9/10 and BOS 11/22/10).*

Permanent part-time employees who work at least 20 hours per week shall be entitled to annual leave on a pro-rate basis as outlined below:

20-25 hours per week - .50 day per month
26-30 hours per week - .75 day per month
31-35 hours per week - .88 day per month
36-40 hours per week – 1.00 day per month

Annual leave will also increase at a pro-rate basis for each five years of completed service and the same maximum accruals shall apply as does for full time employees. (Adopted, PSA September 9, 2014 and BOS September 22, 2014). These changes will not be retroactive and will commence the following month after adoption by both Boards.

E2. SICK LEAVE POLICY

Sick leave shall be defined as leave with pay granted for an illness; bodily injury resulting in temporary disability; medically required confinement; and medical and dental appointments; and illness in the home requiring the presence of the employee. A physician's certificate may be required by a department head or supervisor at any time as evidence of illness before compensation for such absence is allowed, but in any case a certificate certifying the reason for sick leave request shall be signed by the employee.

When it becomes evident an employee shall be unable to be at work for an extended period of time (three (3) consecutive working days), the employee must furnish the department

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head or supervisor with a written statement from his/her physician. This statement shall include:

- a. the nature of the employee's condition;
- b. the expected date on which the employee will be able to return and perform normal work duties (in cases where applicable); and
- c. the approximate anticipated date of medical release by the physician.

The above medical statement shall also apply when an employee is unable to be at work for an illness of an immediate family member. An immediate family member shall be defined as spouse, parent, son, daughter, grandchild, step-children and step-parents.

Sick leave with pay shall be earned at the rate of 1 ¼ day per full month worked for all full-time permanent employees. Sick leave, if not exhausted in the year in which it accrues, may be carried over from year to year without limit. Employees shall retain all benefits and seniority while on approved sick leave.

For full time employees hired after January 1, 2014 or designated as participating in the VRS Hybrid retirement plan, shall accrue sick leave on the following basis:

Years of Service	Sick leave credit earned per month
0 through 4	.67 days
5 through 9	.75 days
10 and beyond	.83 days

Sick leave, if not exhausted in the year in which it accrues, may be carried over from year to year with a limit of 60 days.

Sick leave shall be extended on a pro-rate basis to all permanent, part-time employees who work at least 20 hours per week as follows:

20-25 hours per week - .63 day per month
 26-30 hours per week - .94 day per month
 31-35 hours per week - .1.10 days per month
 36-40 hours per week - 1.25 days per month

(Adopted, PSA September 9, 2014 and BOS September 23, 2014. These changes will not be retroactive and will commence the following month after adoption by both Boards.

In cases of illness an employee shall notify his department head by telephone or messenger promptly.

Once a department head determines sick leave can no longer be granted and additional leave days are required, refer to other appropriate leave policies (eg., annual leave, leave without

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pay, family medical leave, etc). Absence for a job related injury shall be recorded as injury leave.

An employee's abuse of this policy may result in the employee's immediate dismissal from the County, or such other disciplinary action which may be appropriate.

Employees on approved sick leave shall be paid their prevailing wage based on their usual prevailing scheduled work week not to exceed 40 hours per week.

Sick leave balances are not paid to an employee resigning or terminated; however, 25% of any unused sick leave is paid to an employee upon service or disability retirement from the County.

In addition, an employee leaving the employment of the County may donate up to 50% of unused sick days to the sick leave bank. Employees hired after January 1, 2014 or designated as participating in the VRS Hybrid retirement plan will not be eligible to receive transferred sick leave days.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff,
Ms. Burchett

Voting no: None

b. PSA Publicity

Mr. Huber advised of being contacted by Dr. Kelly McBride, a VT professor, regarding the potential for Pulaski County to serve as the focus for student projects in her fall public relations class. Mr. Huber advised he had met with Dr. McBride's class (approximately 24 to 25 college students) and they were eager to assist the County. Mr. Huber also advised one project for the students may be to work on the County's web site, with another item possibly doing public service announcement spots for the PSA.

Mr. Dean inquired how long the students would be available and Mr. Huber responded the students would be available for approximately 12 weeks. Mr. Dean suggested the potential for the students to help Debbie Boyd with getting the word out on the PSA's collections efforts.

Dr. Warren suggested the web site be updated to be more customer friendly and include recycling efforts at drop sites. Dr. Warren mentioned the web site as a tool for companies interested in Pulaski County.

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Ms. Burchett asked if students would be doing publicity. Mr. Huber advised the students would do a comparative analysis with other counties in the state, news articles, news releases, PSA spots and PR campaign related to a particular topic. Ms. Burchett suggested one potential item to be the PSA water quality (muddy water); providing the public with information regarding the process and testing of the PSA water.

c. Workers Comp Policy

Ms. Newby stated that staff spends a lot of time on paperwork for workman's comp and this service offered through VACORP is at no cost to the County and would save monies by providing a better alternative to going to the emergency room for non-life threatening injuries.

Mr. Dean had concerns that the supervisor would be responsible for contacting the Company Nurse. Ms. Newby stated it is up to the employee to contact the Company Nurse.

Ms. Burchett inquired if the nurse is available 24 hours. Ms. Newby responded the nurse is available 24 hrs. Ms. Newby stated the program has been in existence for about one year and was so successful that VACORP wanted to offer it to smaller localities.

On a motion by Ms. Burchett, seconded by Mr. Setliff and carried, the Board approved the following revision to the Workers Comp Policy, subject to same approval by the Board of Supervisors at its September 22nd meeting.

6. WORKMEN'S COMPENSATION POLICY

6A REPORTING OF INJURY

The following is a check list for employees to refer to should a workplace injury occur.

STEP 1:

For life or limb threatening injury only, call 911!! Then report the injury/incident after the employee is stabilized.

1. Advise supervisor of ANY accident or injury immediately.
2. In a quiet location, the employee and/or supervisor will contact the Company Nurse at 888-770-0925;
3. You will be asked to provide the following information during the call:
 - Search Code
 - Employer name and/or worksite

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- Employee personal information
 - Injury details: Who? What? When? Where?
4. Possible outcomes as result of the call:
- Self-care or basic first aid; OR
 - Referral to medical facility by a Nurse – Occ Health, Urgent Care or ER
5. After examination by doctor return all forms to supervisor. Supervisor should submit all completed forms to the Human Resources Department.

STEP 2:**The Nurse Line will conduct the following:**

- Report of injury is emailed or faxed to key stakeholders at the employer.
- If injured employee is referred for medical treatment, an alert will be sent immediately to the medical provider to expect the employee at their facility.

STEP 3:**The Nurse Line will conduct the following:**

- Additional Nurse Advice: Employees who were triaged by a nurse but not initially referred, are encouraged to contact the Nurse Line again if injuries become worse or new symptoms develop for which they require additional nurse advice or injury triage services and a possible referral for medical treatment.

The Company Nurse will handle all initial reporting of workplace injuries and is available 24 hours per day/7 days per week. The Company Nurse will complete the first report of injury form and fax it to the claims processing administrator at VACORP.

Prescription drugs for work related injuries may be requested via participating pharmacies through the Express Scripts Program of VACORP. The employee must have the supervisor complete the information requested and present their ID card to receive up to 14 days of the prescription at no cost to the employee. If the employee chooses not to use this option, the employee must then pay for the prescription and request reimbursement through VACORP.

6B. FORMS REQUIRED**APPRAISAL OF PHYSICAL CONDITION**

The supervisor or employee must have the appraisal of physical condition completed by the attending physician and return it to the HR department upon completion.

6C. LOSS WORK DAYS

All job related injury/illnesses should be immediately reported to the employee's immediate supervisor. Lost work days due to a job related injury or illness shall be recorded as workers compensation leave on the employee's time sheet.

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Supplemental Benefits

An employee that is incapacitated from work due to a work-related injury or illness (as designated by a panel physician) will remain on the payroll with full pay for the first seven working days of absence.

If the incapacity is deemed compensable and extends beyond the initial seven calendar days, workers comp payments of 66 2/3% of the employees gross average weekly wage shall commence with the 8th day of incapacity; however, time of payment to the employee will be determined by VACORP.

The employee may elect to use earned (comp time, annual leave, sick leave - in this particular order of precedence) leave to supplement his/her compensation up to the amount of his/her gross pay. If this option is chosen, then the employee shall sign the workers comp check over to Pulaski County and in return will receive payment from Pulaski County of his/her normal gross pay from the available earned leave balances.

Earned leave cannot be used concurrently with workers comp benefits. If the employee chooses to only receive the workers comp benefit, then he/she will not accrue annual or sick leave on a monthly basis while out of work.

The County shall continue to pay Virginia retirement benefits and its share of health and dental insurance premiums as long as the employee is receiving leave payments. The employee shall be responsible for health insurance contributions and all payroll deductions that are normally deducted from the employee's salary.

Overpayments resulting from wages paid for part or all of pay period shall be recouped by one of the following methods:

- a. adjusting current leave balances
- b. adjusting future pay; or
- c. billing for repayment, whichever is most appropriate.

Return to work

Since Pulaski County recognizes that their employees are a valued and limited resource, this program is designed to:

- Assist in the medical recovery process by providing a focus and a goal for return of the injured employee.
- Benefit employees by allowing them to return to full wages as soon as possible.
- Benefit employer by reducing workers' compensation costs.

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The County shall make every effort possible to accommodate employees in need of light/modified-duty work assignments. Determination of light/modified-duty assignments shall be left to the discretion of the employee's workers comp physician. A light/modified-duty assignment shall be within the employee's medical capability and may or may not be in the same occupation, department, hours, or pay scale the employee was performing prior to the work related injury or illness.

If an employee refuses a light/modified-duty assignment that is within his capabilities, the County shall contest the employee's entitlement to further workers comp benefits before the Virginia Workers Compensation Commission.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff,
 Ms. Burchett

Voting no: None

4. Consent Items

a. Minutes of Previous Meeting

The Board approved the minutes of the August 12, 2014 meeting, as presented.

b. Balance Due and Lien Reports

The Board reviewed and accepted the following balance due and lien reports:

Balance Due	6/2/2014	7/1/2014	8/4/2014	9/2/2014
Current Balance	111,410.47	657,929.11	724,218.18	641,451.25
Over 30 Days	52,713.41	208,803.57	293,895.59	263,485.98
Over 60 Days	48,446.65	19,779.87	161,482.92	237,075.00
Over 90 Days	1,134,285.06	1,130,438.59	1,126,018.06	1,140,815.33
Total	1,346,855.59	2,016,951.14	2,305,614.75	2,282,827.56
Liens Filed	1,346,855.59			

Details of Accounts Delinquent for 90 days or more

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Detail by type of customer and level of service billed for

	Garbage & Water	Sewer Only	Garbage Only	Total
Residential	\$ 58,161.31	\$ 68,953.39	\$ 765,095.13	\$ 892,209.83
Commercial	\$ 1,765.23		\$ 72,204.71	\$ 73,969.94
Nonuser	\$ 174,635.56	See breakdown below		\$ 174,635.56
Total	\$ 234,562.10	\$ 68,953.39	\$ 837,299.84	\$ 1,140,815.53

Detail by type of customer and active, inactive and non-user accounts

	Inactive	Non User	Active	Total
Residential Water	\$ 51,148.86	\$ 31,698.05	\$ 7,012.45	\$ 89,859.36
Commercial Water	\$ 1,715.10			\$ 1,715.10
Residential Garbage	\$ 56,553.55	\$ 15,473.21	\$ 708,541.58	\$ 780,568.34
Commercial Garbage	\$ 36,677.63		\$ 35,577.41	\$ 72,255.04
Sewer	\$ 7,953.36	\$ 1,527.58	\$ 61,000.03	\$ 70,480.97
Penalty		\$ 112,961.09		\$ 112,961.09
Interest		\$ 12,975.63		\$ 12,975.63
Total	\$ 154,048.50	\$ 174,635.56	\$ 812,131.47	\$ 1,140,815.53

c. Budget Adjustments

The Board approved the following budget adjustments:

PSA FUND #2

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
		TOTAL \$ -
EXPENDITURES:		
500-094100-8256-001	Water Meter Replacement Study	\$ 30,000.00
500-091400-9301	Contingency Funds	(30,000.00)
		TOTAL \$ -

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d. Billing Adjustments

The Board reviewed and accepted billing adjustments totaling a net credit of \$85,387.84.

e. Accounts Payable

The Board approved accounts payable for checks numbered 8010783 through 8010919, subject to audit.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff,
Ms. Burchett

Voting no: None

5. Staff Reports

a. Financial Report

On a motion by Dr. Streff, seconded by Mr. Dean and carried, the Board approved the financial report as presented.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff,
Ms. Burchett

Voting no: None

b. Operational Reports

On a motion by Dr. Streff, seconded by Mr. Dean and carried, the Board reviewed and accepted the following Operational Reports:

1. Inmate Availability

Staff reported use of three inmates per day for the month of August 2014.

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2. Drop Site and County Landfill Tonnage Reports for August 2014

Drop Site Totals
for the Month of August 2014

Site	Trips	Tons	Tons per haul
Dora Highway	14	42.45	3.03
Dublin	21	88.73	4.22
Fairlawn	5	30.40	6.08
Totals	40	161.58	4.03

County Landfill Tonnage
(County customers & refuse department haulers
for the month of August 2014)

Commercial	Residential	Tires	Brush
2538.65	1316.11	444	1.76

3. Cut Off List

Staff reported there were 39 cutoffs for the month of August.

4. Personnel Changes

Staff reported the following change in personnel: Mathew Holbrook hired August 1, 2014 - PSA Water Services; Anthony Quesenberry moved from temporary part-time to full time August 1, 2014 – PSA Refuse.

c. Collections Report

Ms. Boyd reports the following progress has been made in PSA Collections:

1. There have been no additional claims submitted by the State. \$24,969.56 has been received and applied to the delinquent accounts.
2. Addition of 123 new refuse customers added since January 2014.

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3. There have been 120-130 NEW accounts set up for the billing at the end of September. Staff continues to set up new accounts.

On a motion by Dr. Streff, seconded by Mr. Dean and carried, the Board approved the Operation Reports, Cut Off List; Personnel Changes and Collections Report as presented.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff,
Ms. Burchett

Voting no: None

6. Closed Session – 2.2-3711.A.1

On a motion by Dr. Streff, seconded by Mr. Dean and carried, that the Public Service Authority Board of Directors entered into Closed Session for discussion of the following:

Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.2-3711(A)3 consultation with legal counsels and briefing by staff for discussion of specific property disposition or acquisition matters:

- Raw Water Supply Well

Legal Matters – Pursuant to Virginia Code Section 2.2-3711(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- JM Eagle

Voting yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff,
Ms. Burchett

Voting no: None

Return to Regular Session

On a motion by Dr. Streff, seconded by Ms. Burchett and carried, that the Board return to regular session.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Ms. Burchett

Voting no: None

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Certification of Conformance with Virginia Freedom of Information Act

On a motion by Mr. Setliff, seconded by Dr. Streff and carried, that the PSA Board of Directors adopt the following resolution certifying conformance with the Virginia Freedom of Information Act.

WHEREAS, the Public Service Authority Board of Directors has convened a closed 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 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Directors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the PSA Board of Directors 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 closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Public Service Authority.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff,
Ms. Burchett

Voting no: None

7. Staff To-Do Listing

a. Skyview/NRV Fairgrounds Sewer Funding

Mr. Linkous informed the Board that the contract for Phase II has been signed and will proceed on September 22, 2014.

- b. Drop Center on the South Side of Claytor Lake
- c. Dublin PSA Office Relocation

Ms. Burchett inquired as to the status of the office relocation matter. Mr. Huber informed the Board the office space off Route 11 has been rented and that staff is checking on the property located beside of the old Coca Cola lot on Rt. 100.

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- d. Covered Water Meter Ordinance
- e. Draper Area Wythe County Sewer/PSA Connection
- f. Water Meter Replacement
- g. Water Master Plan
- h. Change Exist at Fairlawn Drop Site

8. Other Matters

Dr. Warren inquired about the volume of walk-ins to the Dublin PSA Office. Dr. Warren suggested looking at the cost of relocation versus walk-ins being obsolete in the future due to technology. Staff was requested to tabulate the number of walk-in customers and provide an update for the next PSA meeting.

Ms. Newby advised she had an inquiry regarding accessing the PSA bills on line, specifically that the customer can pay their bill on line but not view the bill on line. Mr. Huber stated at this time the PSA does not have the capability of viewing the bills on line, but staff is checking into options that may be available.

9. Adjournment

On a motion by Mr. Dean, seconded by Dr. Streff and carried, the Board adjourned its regular September 2014 meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, October 14, 2014 at 9:00 a.m. in the Board Room of the CAB.

Voting yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Ms. Burchett
Voting no: None


Doug Warren, Chairman


Nancy Burchett, Secretary/Treasurer