

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS
May 12, 2015

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At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, May 12, 2015 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; Nancy Burchett; Dave Dean; Dennis Setliff; and Fritz Streff.

Staff members present included: Peter Huber, County Administrator; Karen Thompson, Assistant County Administrator; Diane Newby, Finance Director; Gena Hanks, Clerk to the Board; and Jared Linkous, County Engineer.

Dr. Warren called the meeting to order and welcomed those present.

1. Presentation to Jerry Graham

Staff advised that Mr. Graham had been invited to attend the meeting but was unable to attend. Staff plans to arrange for the tokens to be presented to Mr. Graham.

2. Citizen Comments

There were no citizen comments.

3. Financial Matters

A. Financial Report

Staff presented the monthly financial report, as well as the report of the Contingency Fund balance

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the Board accepted the monthly financial report.

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

Voting no: None.

B. FY 16 PSA Budget

Staff presented a current draft of the PSA budget.

Ms. Burchett suggested including in the budget costs for the utilities at the new Dublin billing office.

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Board members discussed the following related to the budget: final Dublin water rate negotiations of \$2.82; new Construction Administration category; proposed employee salary increase of 2% effective 9/1/2015; health and dental insurance rates; funds for new dumpsters, as well as a suggestion to create a separate line item for dumpsters.

Mr. Huber advised approval of the FY 16 budget will be placed on the June 9, 2015 Board agenda.

C. Fairlawn Sewerage Authority Proposal

Mr. Huber and Mr. Linkous described a spreadsheet providing an estimate of the value of work done by the PSA for the Sewerage Authority based on the current cost to the PSA of labor and equipment, with a recommended \$50,000 per year annual charge.

Mr. Setliff advised the costs for materials are in addition to the costs included in the maintenance agreement and indicated a proposal would be forthcoming.

On a motion by Mr. Setliff, seconded by Dr. Streff and carried, the Board approved staff's recommended proposal to the Pulaski County Sewerage Authority of \$50,000 per year, with proposal to include notation that materials are in addition to the figures included in the proposal.

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

Voting no: None.

4. Follow-up Items

A. Collections Update

The following written report was provided on the status of PSA collections: 106 claims matched from the Set Off Debt Program in the amount of \$ 19,514.71; and there has been one new garbage account set up in response to the letters mailed for the month of April.

B. Update on Sewerage Authority Reconstruction Project

Mr. Setliff summarized work to date on the sewer line reconstruction project along Rt. 11. Mr. Setliff advised the Authority is awaiting a quotation from H. T. Bowling.

C. Dublin Drop Site Phase II

Mr. Linkous described in detail the Phase I and Phase II site plans for the Garage expansion and also advised a preconstruction meeting was scheduled for May 13, 2015.

Board members discussed the following: concerns related to flow of construction equipment and potential safety issues with regular traffic; changes to the entrance to the drop site; road repairs to drop site entrance; balancing the need for improved drop site vs. road repairs; status of buildings at the site; and fencing to allow separation of public from employee access.

D. Pulaski Drop Site Update

Mr. Huber reported discussions with Captain Jeff Saunders at the Sheriff's Office indicated that Sheriff Davis concurred with reopening the Honeywell drop site area for "brush only".

Board members discussed the following: the need for adequate public notification that site is open; policing of site; procedures for placement of brush by the public; and potential for citizens to include trash along with the brush and procedures for addressing such activity.

Staff was requested to monitor the site on a regular basis for activity other than brush collection.

5. Action Items

A. Uniform Policy Revision

By consensus, the Board concurred with the policy revision related to a change in the taxable fringe benefit, a copy of which is filed with the records of this meeting.

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B. Flexible Spending Account Agreements

On a motion by Dr. Streff, seconded by Ms. Burchett and carried, the Board approved the following resolution for July 1, 2014, as well as a Supplemental Participation Agreement effective July 1, 2015, a copy of which is filed with the BoardDocs agenda for this meeting.

The undersigned authorized representative of the Pulaski County Public Service Authority (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on May 12, 2015 and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED that the form of amended Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective July 1, 2014 presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that Exhibits A and B, respectively, are true copies of Pulaski County Schools Flexible Benefit Plan as amended and restated, and the Summary Plan Description approved and adopted in the foregoing resolutions. (Attachments may be found with the original signed document)

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

Voting no: None.

C. Group Health Insurance & Retiree Health Coverage Policy Update

On a motion by Dr. Streff, seconded by Mr. Setliff and carried, the Board approved the following updated policies for group health insurance required due to ACA changes and retiree health policy requiring retired employees eligible for Medicare to enroll under a Medicare Supplement Plan, as well as changing the due date for payments:

F1. GROUP HEALTH & DENTAL INSURANCE

Employee group health insurance is provided to all full time employees as defined per the Affordable Health Care Act. A percentage of the cost is paid by the County. Premiums and plan designs may vary from year to year.

Group dental insurance is also offered to all full time employees. Dental is not governed by the Affordable Health Care Act. Employees may choose whether they wish to participate in the dental plan. Premiums and plan designs may vary from year to year.

F1a. RETIREE HEALTH CARE COVERAGE

Employees retiring on or after July 1, 1997, may remain on the County of Pulaski's employee health care insurance group beyond the Consolidate Omnibus Budget Act of 1985 (COBRA) regulations. This will apply to both service or disability retirements. Once a retired employee is eligible for Medicare, the retiree will be required to enroll under a Medicare Supplement Plan. Retirees may also elect to remain on the County's dental plan. There is no age limitation for dental. The following guidelines must be met by the employee in order to be eligible for these benefits:

1. the employee must have been on the County's health care plan for a minimum of twelve (12) continuous months prior to the last day of employment;
2. the employee must pay one hundred percent (100%) of the total premium for said coverage of both health and dental premiums after retirement;
3. service retirement is defined as an employee's permanent separation from full time employment and immediate receipt of retirement benefits, on a regular monthly basis, through the Virginia Retirement System; and
4. disability retirement is defined as an employee's permanent separation from full time employment and immediate eligibility for disability payments from the Virginia Retirement System and/or Social Security Administration. In lieu of a disability award and with a pending application for disability benefits, a complete medical report documenting a permanent disability will meet requirements of this paragraph for a period of twelve (12) months or until a disability award decision is received.

In addition, once a retired employee has terminated or cancelled their health care coverage under the County's health care plan, the retired employee shall not be eligible for enrollment under the County's health care plan at any time in the future.

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Payments for health care coverage after retirement shall be made at the County of Pulaski Administrator's Office monthly by the 20th of each month. Failure to remit payment by this deadline will result in termination of insurance.

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

Voting no: None.

D. Family Medical Leave Act Revisions

On a motion by Dr. Streff, seconded by Mr. Setliff and carried, the Board approved the following updated policy revisions allowing for compliance with Federal laws which include changes related to spousal coverage, addition of wording that was added to the FMLA in 2009 regarding leave for military employees and use of leave running currently with FMLA:

F11. FAMILY AND MEDICAL LEAVE ACT

I. Objective

It is the objective of Pulaski County to provide eligible employees with up to 12 weeks of unpaid family or medical leave because of the birth of a child or the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee's own serious health condition makes him or her unable to do his or her job.

II. Definitions

A. Eligible employees

1. Covered employees identified in Section I above who have been employed by the County for: (1) at least 12 months; and (2) at least 1,250 hours during the 12 months before the start of the leave.

Employees hired after January 1, 2014 and designated as participating in the VRS Hybrid Retirement Plan, may be eligible for disability benefits after the employee has satisfied a 1 year waiting period, and may concurrently be eligible for leave in accordance with FMLA, when leave is related to the employee's personal medical condition.

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NOTE: The required 1,250 hours do not have to be worked during consecutive months. However, the 1,250 hours of work requirement applies to the 12 months immediately preceding the start of the leave.

B. Employment benefits

All benefits provided by the County to salaried employees including group life insurance, health insurance, annual and sick leave, educational benefits, and retirement contributions.

C. Family and medical leave

A leave without pay (or use of an employee's accrued leave) for up to 12 workweeks during a 12 month period for the reasons specified in this policy in conformance with the federal Family and Medical Leave Act (FMLA) of 1993. The 12 workweek limitation shall be based on a rolling 12-month period beginning with the date of the initial absence from work.

D. Health care benefits

The health insurance program covering eligible employees.

E. Health care provider

Health care providers include the following:

1. Doctors of medicine or osteopathy that are authorized to practice medicine or surgery (as appropriate) by the state in which the doctors practice;
2. Any other person determined by the Secretary of the Department of Labor to be capable of providing health care services; and
3. others capable of providing health care services to include only podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners and nurse- midwives authorized to practice in the state and performing within the scope of their practice as defined under state law. This also includes Christian Scientist practitioners listed with the First Church of Christ, Scientist in Boston, although an employee or family member may be required to submit to a medical examination for a second or third opinion (not treatment) from a non-Christian Science practitioner.

F. Parent

Biological parent or individual who stood in place of the parent of the employee and was charged with the duties and responsibilities of the parent.

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G. Son or daughter

A biological, adopted or foster child, a stepchild, or legal ward, or a child of a person standing in place of the parent. The child must either be under age 18 or be age 18 or older and incapable of self-care because of a mental or physical disability.

H. Spouse

As recognized under the laws of the Commonwealth for the purpose of marriage.

I. Serious health condition/illness

An illness, injury, impairment or physical or mental condition that involves: (1) inpatient care in a hospital, hospice, or residential medical care facility; or (2) continuing treatment by a health care provider.

III. When Family and Medical Leave Allowed

A. Time frames for use of FMLA

Eligible full-time employees may take up to 12 workweeks (60 workdays; 480 work hours) of family and medical leave (FMLA) in a 12 month period. The time missed from work due to FMLA cannot exceed 12 weeks in a 12 month period. The 12 workweek limitation shall be based on a rolling 12-month period beginning with the date of the initial absence from work.

B. FMLA for full-time employees

Eligible full-time employees may take up to 12 workweeks (60 workdays; 480 work hours) of unpaid family and medical leave per 12 month period for the following reasons:

1. the birth of a child (to be taken within 12 months of the child's birth);
2. the placement of a child with the employee for adoption or foster care (to be taken within 12 months of date of placement);
3. in order to care for a child, a dependent son or daughter over 18 years of age who is incapable of self-care because of a mental or physical disability, a spouse, or a parent who has a serious health condition that involves:
 - a. in-patient care in a hospital, hospice, or residential medical care facility; or

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b. continuing treatment by a health care provider.

4. Because of a serious personal health condition that renders the employee unable to perform the functions of his or her position. Departments may request certification that the employee is unable to work at all or is unable to perform any of the essential functions of the employee's position within the meaning of the Americans with Disabilities Act.

C. FMLA for eligible part-time employees

Eligible part-time employees may take up to 12 weeks of family and medical leave in a 12 month period for the reasons listed in III (B) above. Actual hours taken will be counted on a prorated basis corresponding to the percentage of hours they normally are scheduled to work during a 12 month period.

EXAMPLE:

A part-time employee works 25 hours per week year-round. During any 12-week period, she works a total of 300 hours. Therefore, if intermittent leave is taken, she may take up to 300 hours of family and medical leave in a 12 month period.

- D. FMLA for Military Employees – Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties in which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

IV. Restricted Use of Family and Medical Leave

- A. Family and medical leave may not be used for short-term conditions for which treatment and recovery are brief, such as minor illnesses and out-patient surgical procedures with expected brief recuperating periods. It does not provide for the intermittent care of a child for such commonplace illnesses as colds and flu.

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- B. When both parents of a child work for the County in the same facility, the full amount of leave may be limited to a combined total of 12 workweeks in a 12-month period when the leave is for the birth, adoption, or foster care placement of a child.

V. Paid Leave

- A. Employees are required to use paid leave, as appropriate under each particular leave policy, for absences covered under family and medical leave. A department may designate such leaves as family and medical leave, if it meets the conditions of sections III (A) and (B) above.
- B. If employees use their accrued paid leave balances for purposes described in this policy, then the County is required to provide only the number of unpaid workdays which, when combined with the number of days of other leave taken, equal a total of 60 workdays or 480 work hours.

EXAMPLE:

An employee uses six days of sick leave and 15 days of annual leave to care for a parent who has a serious health condition. The County must allow him to take 39 days of unpaid leave.

VI. Intermittent Leave or Leave on Reduced Schedule

Employees may take intermittent leave or work a reduced schedule, not to exceed 480 hours for full-time employees, as follows:

- A. When medically necessary because of an eligible employee's own serious health condition or the serious health condition of a child, spouse or parent, an employee may take family or medical leave on an intermittent leave basis or a reduced schedule as indicated below.
1. Intermittent leave schedule - a leave schedule permitting the employee to take leave periodically for a few hours a day (less, than eight hours), or for a few days, on an as-needed basis.

NOTE:

Employees may be required to provide medical certification that intermittent leave is necessary.

2. Reduced schedule - a leave schedule permitting the employee to reduce his or her usual number of hours worked per workweek or per workday.

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- B. Employees who must take intermittent leave or work a reduced schedule may either use their available paid leave balances as permitted by each specific leave policy or take unpaid family and medical leave. A department may designate such leave as family and medical leave, if it meets the conditions of Sections III (A) and (B) above.
- C. Employees do not accrue annual and sick leave when they are on leave without pay status during family and medical leave.
- D. When an employee takes leave to care for a newborn child, or because of the placement of a son or daughter with him or her for adoption or foster care, the employee may take leave intermittently or on a reduced schedule, if departmental management agrees on such an arrangement beforehand.
- E. When the conditions noted in Section VI (A) above are applicable, the department can temporarily transfer the employee to another position that better accommodates the intermittent leave or reduced schedule as long as the new position carries equivalent pay and benefits.

VII. Family and Medical Leave Notification/Scheduling

A. Employee responsibility

- 1. An employee should submit a written request for family and medical leave at least 30 days before the anticipated beginning of the family and medical leave, unless emergencies or unforeseen events preclude such advance notice.
- 2. The County (or its department) requires certification for leave that is requested for an employee's serious health condition or for his or her family member's serious health condition before granting family and medical leave.

B. County actions

The County requires that a request for family and medical leave be supported by a health care provider's certification of the medical condition of the person affected to include the date when the serious condition began, the probable duration of the condition, and other appropriate facts as detailed below.

- 1. A family illness request requires a statement that the employee is needed to care for a child, spouse or parent, and must include the estimated time needed.
- 2. A personal illness request requires a statement that the employee is unable to perform the essential functions of his or her job as defined by the Americans with Disabilities Act.

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3. An intermittent leave or reduced schedule request necessitated by an employee's own health condition must include a statement of the medical necessity for the leave and the expected duration.
4. An intermittent leave or reduced schedule requested for the care of an employee's family member requires a statement that the employee's leave is "needed to care for" the family member, the expected duration, the expected treatment dates and the schedule of intermittent leave or reduced leave. The term "needed to care for" includes:
5. The medical certification provisions encompassing both physical and psychological care, and it includes situations where, for example, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself or herself to the doctor, etc. The term also includes providing psychological comfort and reassurance which would be beneficial to a seriously ill child or parent receiving inpatient care;
 - a. situations where the employee may be needed to fill in for others who are caring for the family member, or to make arrangements for changes in care, such as transfer to a nursing home; and
 - b. An employee's intermittent leave or a reduced schedule necessary to care for a family member includes not only a situation where the family member's condition itself is intermittent, but also where the employee is only needed intermittently, such as where other care is normally available, or care responsibilities are shared with another member of the family or a third party.

NOTE:

When possible, the employee should provide certification in advance of, or at the commencement of, the requested leave. When that is not possible, certification must be provided reasonably soon after the leave begins.

C. Second and third opinions

1. The County may require, at its own expense, a second opinion from its designated or approved health care providers. (This health care provider cannot be one who is employed by the County on a regular basis.)
2. When the second opinion differs from the first, the County may, at its own expense, require a third opinion from a health care provider designated or approved jointly by the employee and the County. The opinion of the third

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health care provider shall be considered final and binding upon the employer and the employee.

- A. The County requires an employee to report periodically during the leave period on his or her leave status and intention to return to work, and to provide subsequent re-certifications on a reasonable basis (every 4 to 6 weeks).

VIII. Restoration to Position

- A. At the end of family and medical leave, employees normally are to be reinstated as follows:

1. Original position - departments normally must restore employees to the positions they held (or to equivalent positions) when the leave began.
2. Equivalent position - if previous positions have been filled, employees are entitled to restoration to equivalent positions.

-standard of equivalence: requires comparability and correspondence to duties, terms, conditions, and privileges of employees' previous positions.

3. Conditions upon restoration of job position – Human Resources can require their employees to report periodically on their status and intent to return to work, and can require certification from health care providers that employees are able to return to work.

IX. Status of Benefits During Family and Medical Leave

- A. The County will continue to contribute to the health insurance premiums of eligible employees who are on leave under the Family and Medical Leave Act as discussed below:

1. When employees are using paid annual or sick leave under the provisions of FMLA, the payroll deductions of their portions of the premiums continue.
2. When employees are on leave without pay under the provisions of FMLA, their premium contributions will be handled as if they were on leave without pay.

- B. Employees who are on leave under FMLA will pay the same portion of their health insurance premiums as they would if they were not on leave.

1. Premiums are due to the County by the 20th of each month of coverage.

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2. If employees fail to make premium payments, the County will follow the same procedures to terminate coverage as they would if employees failed to pay premiums while on leave without pay.
3. If employees fail to return to work at the end of leave under FMLA, the County may recover from them the County's share of premiums paid during the period of leave. However, there will be no recovery of premiums if employees fail to return to work as a result of:
 - a. the onset, recurrence, or continuation of a serious health condition that entitles them to leave to care for themselves or for a family member; or
 - b. other circumstances beyond the employee's control.

EXAMPLES:

- If an employee fails to return to work secondary to a disabling condition, the department will not seek reimbursement for the County's contributions for health insurance coverage during the period of leave.
- If an employee fails to return to work at the end of FMLA leave because of his or her acceptance of other employment, the County will seek to recover the County's contributions for health insurance coverage during the period of leave.

C. Life insurance

The County will continue to pay VRS life insurance premiums while employees are on family and medical leave.

D. Leave accrual

Employees will not accrue annual or sick leave hours during any period of leave without pay.

E. Retirement

1. Retirement contributions (including the component to fund the health credit) will be made for any period in which qualifying compensation has been received by the employee.
2. Retirement contributions will not be made for any pay period in which no qualifying compensation has been received by the employee (i.e., the employee was on leave without pay for the entire pay period).

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X. Management of FMLA Records

- A. The County must make, keep and preserve records pertaining to their obligations under FMLA.
- B. Records must be kept for at least three years.
- C. Required records must include the information listed below:
 1. Basic payroll and identifying employee data, including: name, address, and occupation; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid.
 2. Leave designated as FMLA leave, both paid and unpaid, and the dates employees took it. (If FMLA leave is taken in increments of less than a day, the hours must be noted.)
 3. Copies of employees' notices of leave furnished to the County.
 4. Any documents (including written and electronic records) describing employee benefits or policies and practices regarding the taking of paid and unpaid leaves.
 5. Records of premium payments
 6. Records and documents relating to medical certifications, recertifications or medical histories of employees or employees' family members are to be maintained in separate files/records and treated as confidential medical records except:
 - a. supervisors and managers may be informed regarding necessary restrictions on work duties and necessary accommodations;
 - b. first aid and safety personnel may be informed (when appropriate) if the employee's physical or medical condition might require emergency treatment; and
 - c. government officials investigating compliance with FMLA (or other pertinent law) shall be provided relevant information upon request.

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XI. Use of County Forms

Employees shall request family/medical leave through use of the leave request form with certification attached. It is the employee's responsibility to secure all appropriate information and submit this information to the County as required. A request cannot be considered until complete information (in a clear format) is received. Incomplete information or information that is unclear will be returned to the employee.

XII. Approval of Family Medical Leave:

Family Medical Leave shall be approved by Human Resources.

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

Voting no: None.

E. Additional Funding – PSA Shop Completion, 1-ton Dump Truck, Dublin Office

Mr. Huber and Mr. Linkous summarized a request for additional expenditures to allow for the following: completion of the PSA shop; purchase of a dump bed to be installed on a surplus used brush truck; and renovations to the Dublin bank/PSA facility, with recommended expenditures to come from the remaining \$88,448 in contingency, with the remaining balance to be \$38,448.

Board members discussed the following: potential use of remaining contingency funds; inclusion of recently approved salary adjustments in FY 16 budget; and need for additional \$20,000 expenditure for completion of the Dublin billing office.

Mr. Linkous described the efforts involved in obtaining an exact cost for construction work that is done "in house" (using County/PSA staff), rather than through the bid process for contracting of services.

On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the Board approved a staff recommendation for additional expenditures as follows: \$10,000 to purchase a dump bed to be installed on chassis; additional \$20,000 to allow for completion of the interior space of the Water and Sewer Shop; and \$20,000 to be used towards completion of new Dublin billing office.

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

Voting no: None.

F. Laboratory Drive Water Tank

Mr. Linkous described a request from Verizon Wireless for leasing space on the Airport water storage tank and provided details regarding a proposal of terms by Verizon. Mr. Linkous advised this lease agreement is similar to terms currently held with other businesses leasing space on water storage tanks. Mr. Linkous described a staff recommended proposal for leasing at \$2,500 per month, based on the Consumer Price Index.

On a motion by Dr. Streff, seconded by Ms. Burchett and carried, the PSA Board accepted a staff recommendation to enter into a lease agreement with Verizon Wireless for leasing space on the Airport water storage tank at a cost of \$2,500 per month, and terms of which are documented in said lease agreement.

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

Voting no: None.

6. Consent Items

A. Minutes of Previous Meeting

On a motion by Dr. Streff, seconded by Mr. Setliff and carried, the Board approved the minutes of the April 14 and 21, 2015 PSA Board meetings, with corrections to the April 14th minutes.

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

Voting no: None.

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B. Balance Due and Lien Reports

The Board accepted the following balance due and lien reports:

Balance Due	2/2/2015	3/2/2015	4/1/2015	5/1/2015
Current Balance	601,543.62	627,461.98	725,732.35	670,461.12
Over 30 Days	216,531.64	69,248.76	55,713.03	48,099.45
Over 60 Days	27,106.54	74,817.57	67,796.22	63,719.75
Over 90 Days	1,135,602.73	1,135,285.45	1,122,840.47	1,112,396.80
Total	1,980,784.53	1,906,813.76	1,972,082.07	1,894,677.12
Liens Filed	1,346,855.59			

Details of Accounts Delinquent for 90 days or more

Detail by type of customer and level of service billed for

	Garbage & Water	Sewer Only	Garbage Only	Total
Residential	\$ 72,932.31	\$ 60,024.79	\$ 745,587.09	\$ 878,544.19
Commercial	\$ 2,575.99		\$ 54,122.94	\$ 56,698.93
Nonuser	\$ 177,153.68			\$ 177,153.68
Total	\$ 252,661.98	\$ 60,024.79	\$ 799,710.03	\$ 1,112,396.80

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

	Inactive	Non User	Active	Total
Residential Water	\$ 61,874.55	\$ 31,360.08	\$ 11,057.76	\$ 104,292.39
Commercial Water	\$ 2,496.86		\$ 79.13	\$ 2,575.99
Residential Garbage	\$ 62,706.16	\$ 14,388.94	\$ 682,880.93	\$ 759,976.03
Commercial Garbage	\$ 42,414.39		\$ 11,708.55	\$ 54,122.94
Sewer	\$ 18,747.37	\$ 1,563.88	\$ 41,277.42	\$ 61,588.67
Penalty		\$ 116,875.28		\$ 116,875.28
Interest		\$ 12,965.50		\$ 12,965.50
Total	\$ 188,239.33	\$ 177,153.68	\$ 747,003.79	\$ 1,112,396.80

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

Voting no: None.

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C. Budget Adjustments

The Board approved Budget Adjustment PSA Fund #7 in the amount of \$60,501.00 for sewer machinery and equipment.

D. Billing Adjustments

The Board reviewed and accepted billing adjustments totaling a net credit of \$34,442.34.

E. Accounts Payable

The Board approved accounts payable for checks numbered 8011874 through 8012028, subject to audit.

7. Staff Reports

A. Operational Reports

By consensus, the Board reviewed and accepted the operational reports as follows:

1. Inmate Availability

Staff reported use of three inmates per day for the month of April 2015.

2. Drop Site and County Landfill Tonnage Reports for March 2015

Drop Site Totals
for the Month of April 2015

Site	Trips	Tons	Tons per haul
Dora Highway	14	38.23	2.73
Dublin	23	112.74	4.91
Fairlawn	10	47.75	4.78

County Landfill Tonnage
(County customers & refuse department haulers
for the Month of April 2015)

Commercial 3996.58	Residential 1105.99	Tires 658	Brush 4.96
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3. Cut Off List

Staff reported there were 41 cutoffs for the month of April.

4. Personnel Changes

Board members reviewed a memo describing personnel changes in the month of April, 2015, an electronic version of which is filed in the BoardDocs agenda.

B. PSA Billing Office

Mr. Huber summarized plans by County and PSA staff for the improvements needing to be made to the new Dublin billing offices, noting Jared Linkous would be the overseer and coordinator of the development and implementation of a plan for the improvements.

Mr. Huber advised the PSA had allocated \$20,000 for the improvements, with additional amounts needed to be brought to the PSA Board. Mr. Huber also shared specific improvements that include the following areas: exterior; office arrangements; maintenance; furniture; and electronics.

Board members offered suggestions for additional improvements including painting, use of a messaging board, public notification of new billing office, costs associated with signage, Town of Dublin zoning requirements, HVAC needs and the overall need to make the facility appealing and in good condition prior to opening.

Mr. Linkous reminded the Board that work would be done using the County's General Properties crew, which consists of four employees.

C. Brookmont Waterworks

Mr. Linkous described correspondence received from the Department of Health, Office of Drinking Water, regarding the results of water samples collected from the Brookmont water system.

Dr. Streff requested staff review any new regulations by the EPA related to fluoridation levels and provide an update to the Board.

8. Staff To-Do Listing

The Board reviewed the following staff listing of ongoing items:

- a. Skyview/NRV Fairgrounds Sewer Funding
- b. Drop Center on the South Side of Claytor Lake
- c. Dublin PSA Office Relocation
- 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
- i. Pulaski Drop Site

9. Other Matters

Mr. Dean inquired if there had been any discussions with representatives from Wytheville regarding sewer to the Western side of Draper. Mr. Linkous advised he was not aware of any discussions with Wythe County regarding this matter.

Board members discussed the need to determine costs associated with a water master plan. Mr. Linkous described the two options available to the PSA as follows: continue to apply for Health Department funding, although the PSA is unable to provide a documented health concern which is a requirement in order to receiving funding; or incurring debt service from Rural Development or similar source. Dr. Streff suggested the PSA Board consider partnering with the Board of Supervisors in preparing and funding a master plan.

Dr. Streff also spoke to the immediate need for the PSA to focus on overall improvements to the drop sites.

Dr. Warren described attending an event in Roanoke in which the Water Treatment Plant staff received a "Gold Award" for filtration, etc. Dr. Streff requested staff work with the local papers to send an expression of thanks from the PSA Board to the PSA staff and offering a "Congratulations" to the Water Treatment Plant staff on the recent award.

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10. Adjournment

On a motion by Dr. Streff, seconded by Ms. Burchett and carried, the Board adjourned its regular meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, June 9, 2015 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