



Region 2000 Services Authority

Location

Haberer Bldg.
47 Courthouse Lane
Rustburg, VA 24588

Date | Time

June 8, 2017
10:30 a.m.

Minutes

Continued from May 24, 2017

Board Members Present

Susan Adams.....Appomattox County
Steve Carter Nelson County
Frank Rogers, *Chair*..... Campbell County
Bonnie Svrcek.....City of Lynchburg

Others

Robert Arthur Region 2000
Emmie Boley Region 2000
Gary Christie..... Region 2000
Clarke Gibson Region 2000
Larry Hall..... Region 2000
Brendan HeftyHefty, Wiley, & Gore
Rosalie Majerus Region 2000
Candy McGarry Nelson County
Clif Tweedy Campbell County

1. Welcome

Chairman Frank Rogers welcomed the Authority and guests and reminded that this is a continuation of the May 24 meeting.

2. Discussion on FY 18 Budget

He invited staff to begin the review and discussion.

Rosalie noted that tonnage typically tracks with the economy and that tonnage has been down with many of our market rate customers. The Authority discussed whether to lower the tonnage projection now or make adjustments during the year.

Clarke noted three major tonnage adjustments over the years. Adjustments were made in 2008 when the Authority first opened and in 2013. Rosalie suggested that if we do lower the tonnage budget, then we would be out of balance by around \$200,000. She suggested delaying the

payment on the internal loan fund for 2017 and reducing the amount set aside for closure/post closure of the Livestock road landfill.

Susan noted that the budget was presented in April without the lower projections. Bonnie suggested that we lower the budget projections now to reflect the best available information.

Rosalie reported that staff has gone through the budget and identified areas where they were comfortable lowering expenditures. Steve asked why overtime was increased. Clarke said it was needed even though we are now using inmates to help with litter pickup. Steve noted that the telephone expenditures look high.

Susan submitted a list of questions which staff addressed:

1. The Authority discussed the operator advancement increase and was reminded that the increases were based on a formula of experience, education and ability and importance of the work to the Authority. Clarke reported that a detailed matrix of experience, years of service, equipment capability, and other factors were used to rank employees empirically as best as possible.
2. Staff reported that the \$6,000 line item for merit increases has been set aside for any increases made by the Executive Director. It is a residual from FY 16 when Robert Arthur received an increase for taking on additional duties.
3. Staff listed several contracts that cover employee services:
 - a. ADP Payroll Processing
 - b. Employee Assistance Program
 - c. Flexible Spending Account
 - d. COBRA Administration
3. Clarke reported that overtime is usually scheduled and approved in advance. There are occasions when overtime is authorized as needed in situations when an employee is not able to work a particular shift due to illness.
5. Staff reported that the following LGC employees bill time to the Services Authority administrative line item:
 - a. Emmie Boley
 - b. Rosalie Majerus
 - c. Gary Christie
 - d. Susan Cook

Staff explained that we keep track of time spent on Services Authority work using internal timesheets and the Authority is billed only actual time spent. Gary noted that for the past three years the LGC did not bill the Services Authority the full amount budgeted. Rosalie noted that the LGC would not bill over the actual amount budgeted even if our staff time ran over the budget.

Susan suggested that a financial report of all expenditures be presented to the authority members. Steve agreed that the expenditure lists should be available to all authority members. Steve noted his appreciation of Clarke's management of the program. He noted that financial oversight is important and recognizes that staff is monitoring the finances.

Upon a motion by Bonnie, seconded by Steve, the budget of \$7,011,669 for FY 18 was unanimously approved. Frank suggested that a work session be built into each year's budget process.

3. Request from the Hyland Heights Baptist Church to use the Bennett Property

Brendan Hefty advised the Authority that they could enter into an agreement with the Hyland Heights church if they chose to. Brendan has received a copy of the lease that the church had with Boxley Quarry and noted it had these provisions:

1. 1 year renewable
2. 60 day termination by either party
3. Indemnification and a \$1 million certificate of insurance

Brendan reminded that Authority that the indemnification and insurance certificate would certainly help but it may not completely cover the Authority's exposure, especially if shooting and use of ATV vehicles were involved.

Clarke reported that the Church had put storage buildings on the Boxley property and would likely need similar buildings on the Bennett property.

Steve asked what the primary activity on the site is. Staff responded:

1. Hunting
2. Fishing
3. Archery
4. Shooting
5. Outdoor events
6. ATV operation

Gary suggested that we demarcate an area with a property sketch including a buffer to clarify what portion of the Bennett property would be involved.

Frank suggested that the notice of withdrawal be after 30 days instead of 60 days and encouraged the Authority to try to work with the Church.

Steve voiced concerns over liability and noise.

Frank made a motion, seconded by Bonnie, that the Authority authorize the Services Authority Director to work with legal counsel to develop a lease subject to the 30 day notice terms. The motion failed with Frank and Bonnie voting for and Steve and Susan voting no.

4. Next meeting: July 28

Gary noted that we will discuss the property value protection plan at the next meeting in addition to regular agenda items.