

PULASKI COUNTY PUBLIC SERVICE AUTHORITY MINUTES

April 13, 2010

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, April 13, 2010 at 9:00 a.m. in the Central Conference 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; Pete Crawford, Vice Chairman; Hollis Loyd, Secretary/Treasurer; David Dean; and Jerry White. Alternate Board member Frank Conner was unable to attend the meeting. Staff members present included: Peter Huber, County Administrator; Robert Hiss, Assistant County Administrator; Ronnie Coake, County Engineer; Ron Nichols, Director of Fleet Maintenance; Diane Newby, Finance Director; and Gena Hanks, Executive Secretary.

Dr. Warren called the meeting to order and welcomed those in attendance.

1. Citizen Comments

Stan Moran of T & M Southwest provided background information related to the installation of the Draper Valley water tank. Mr. Moran requested the PSA Board pay for, or reimburse for, the additional costs beyond the installation of the water tank. Board members posed various questions to staff and Mr. Moran regarding the history of the project. By consensus, Board members requested staff research the previous PSA Board meeting minutes and provide copies of minutes related to the Draper Valley water tank, as well as review the income from the customers and the cost of the fire hydrants for the existing homes.

2. Finance

a. Commerce Park – Pulaski PSA Water and Sewer Expansion Customer Status Agreement

Staff provided a copy of the draft agreement noting the agreement follows the outline previously approved in concept by the PSA Board. Mr. Huber advised the agreement had been reviewed by County Attorney Tom McCarthy.

On a motion by Mr. Loyd, seconded by Mr. Dean and carried, the Board approved the Commerce Park agreement, as presented, a copy of which is filed with the records of this meeting and in the County Administrator's Office.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White,
Dr. Warren,

Voting no: none.

Not present: Mr. Conner

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b. Follow-up from February Board Meeting

1. Policy Statement on Installation of Private Sewer Extensions

Board members reviewed the policy recommended by staff and directed several questions related to the specific wording in the proposed policy, including concerns related to reimbursements and maintenance of the systems. Mr. Loyd requested wording in the following paragraph be modified, deleting that portion in italics and bold:

The amount of reimbursement shall be based on a division of the amount paid by the number of connections being made. Any subsequent connections made during the ten-year period would either be prorated. ***or individually negotiated less the connection fee in effect at the time the connection is made.***

On a motion by Mr. White, seconded by Mr. Dean and carried, the Board approved the following "Policy on Privately Funded Utility Improvements":

Policy on Privately Funded Utility Improvements

The purpose of this policy is to encourage the private development of water and sewer lines by providing for the reimbursement of development costs as privately developed lines are either used by the PSA or developers in the extension of service to other areas, or as connections are otherwise added to privately financed lines.

The PSA will either reimburse or facilitate reimbursement by others when each of the following criteria are met. The re-division or subdivision of properties owned by the private investor, will not be eligible for reimbursement.

- a. Water or sewer lines are designed, installed and inspected to PSA specifications with the prior approval of the County Engineer and confirmed by the PSA Board of Directors, as documented in the PSA Board minutes;
- b. Privately installed lines are sized and designed to accommodate anticipated future growth; and

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- c. Ownership of the lines and necessary maintenance easements are deeded to the PSA immediately upon completion at which point in time the PSA will assume maintenance responsibilities.
- d. Only the portion of lines located within the public utility easements and available for use by others will be eligible. The cost of private laterals (extending from the user's side of the water meter or sewer clean out to a residence or place of business) and any line located on a private right-of-way is not eligible for any reimbursement cost sharing through the PSA.

For projects meeting the above standards reimbursements will be made according to the following criteria:

- a. Reimbursements would be limited to a period of ten years with the amount of reimbursement decreasing by ten percent per year beginning from the date of installation less payment of standard connection fees in effect at the time of the reimbursement;
- b. Customers receiving the rebate would be billed for debt service costs in the same way as all other customers in the subdivision;
- c. Reimbursements would be limited to the following situations:
 - 1. The extension by the PSA of the private line to serve other residents;
 - 2. The connection of other customers to the line.
- d. The amount of reimbursement shall be based on a division of the amount paid by the number of connections being made. Any subsequent connections made during the ten-year period would either be prorated.
- e. Any reimbursements will be made to the party owning the property at the time the reimbursement is made.

The PSA reserves the right to enter into alternative agreements as may be necessary for the welfare of the County and as documented in the minutes.

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Voting yes: Mr. Crawford, Mr. Dean, Mr. White.

Voting no: Mr. Loyd.

Abstaining: Dr. Warren.

Not present: Mr. Conner

2. Rebate of Connection Fee

Staff presented a recommendation that the PSA reimburse Teresa Wilburn, Ronald Sheffey, Mary Hayton and Paris Caldwell, Jr. the full amount of \$361.60 each (\$4,308 per connection initially charged by the PSA in 2002 x 20% remaining reimbursement less the current \$500 connection fee).

On a motion by Mr. White, seconded by Mr. Crawford and carried, the Board approved the PSA reimbursing Teresa Wilburn, Ronald Sheffey, Mary Hayton and Paris Caldwell, Jr. the reduced amount of \$361.60 each.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd,
Mr. White, Dr. Warren,

Voting no: none.

Not present: Mr. Conner

3. Update on Moving of Dora Highway Site

As reported in the Board packet, the Town of Pulaski presented a copy of correspondence from the Town of Pulaski to Honeywell regarding the five-acre site in downtown Pulaski. Staff advised it was difficult to recommend that the PSA purchase this site due to the lack of elevation change, the potential for prior environmental issues and proximity to the flood plain.

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board declined the offer of the five-acre site in downtown Pulaski due to size and terrain and further request the town assist in finding a four to five acre site having at least five feet of elevation change to allow two to three feet of elevation change for roll-off boxes, with appropriate drainage for the boxes and surrounding area.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd,
Mr. White, Dr. Warren,

Voting no: none.

Not present: Mr. Conner

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4. Consideration to Operation and Maintenance of Pulaski County Sewerage Authority

As reported in the Board packet, the Pulaski County Sewerage Authority is willing to pay the PSA \$12,000 annually for maintenance services (personnel and labor only). Mr. Coake confirmed the Pulaski County Sewerage Authority would continue to pay for all materials. Mr. Coake advised he planned to also discuss the arrangement with the Sewerage Authority staff.

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board approved contracting with the Pulaski County Sewerage Authority for maintenance services only at a cost of \$12,000 to be paid quarterly, noting the Pulaski County Sewerage Authority would continue to pay for all repair parts. Further, staff was requested to present a copy of the draft agreement for review by the PSA Board at a future meeting.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd,
Mr. White, Dr. Warren,

Voting no: none.

Not present: Mr. Conner

5. Utilities Crossing Railroads

Mr. Huber reported he continued to research the matter and has asked the nationwide city/county management organization for references for Eagle One. The Board requested staff provide an update at the May Board meeting.

6. Report re: Revenues and/or Accounting for Commercial Refuse combined with Increase in Dumping Fees

As reported in the Board packet, the dumpster account is charged with all tonnage taken to the landfill after subtraction of direct haul, drop site, roll-offs and residential refuse. Roll-off containers are charged to commercial refuse. As an estimate, dumpsters account for about 130 tons per week and this amount seems to be reflected in the monthly expenditures. Diane Newby and Ronnie Nichols are working to revamp the accounting for both revenues and expenditures in order to separate front-load, rear-load and roll-off commercial accounts, drop centers, residential refuse, refuse delivered directly to the

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landfill either by residents, contractors, or industries. Staff further reported this accounting will never be completely accurate since rear load dumpsters are emptied by the same trucks picking up residential refuse. Currently, 130 rear-load dumpsters are picked up approximately once a week and refuse is comingled with residential trash. Frontload trucks pick up another 160 front-load dumpsters approximately three times per week. Staff will continue to monitor this matter and provide updates to the Board as appropriate.

7. C. G. & Deloris Slaughter Account Status

As reported in the Board packet, the following fees were paid on behalf of Ms. Slaughter: Garbage: \$2,342.47; Water - \$2,170.86; State Fee \$3.30 – Total: \$4,516.63 – Waiver of \$33,890.82.

Mr. White requested staff provide a listing of any similar accounts with large balances, as well as provide the Board with a copy of the county's Tax Relief for the Elderly Ordinance.

Mr. Huber reported efforts were underway to the assigning of a bill collector.

c. Review of Financial Report

As reported in the Board packet, a copy of the monthly financial report was provided. Staff also reported Peppers Ferry is reducing treatment costs in response to the wet weather, resulting in an increase in flows and a corresponding increase in local revenues. The following is a summary of this rebate and suspended recycle flow charges for PSA as provided by Clarke Wallcraft:

	<u>March</u>	<u>Calendar YTD</u>
WWTP Cost Center Rebate =	\$20,299.83	
\$31,553.73		
Recycle Flow =	<u>\$ 3,961.46</u>	
<u>\$12,148.60</u>		
Total	\$24,261.29	
\$43,702.33		

d. Balance Due & Lien Report

As reported in they Board packet, the following are the balance due and lien reports:

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Balance Due	1/1/2010	2/1/2010	3/1/2010	4/1/2010
Current Balance	486,142.22	352,136.50	322,436.04	486,596.73
Over 30 Days	13,886.45	100,286.68	52,258.89	26,335.50
Over 60 Days	10,619.37	6,526.00	6,109.24	34,664.74
Over 90 Days	641,670.55	645,946.07	641,679.99	604,980.98
Total	\$ 1,152,318.59	\$ 1,104,895.25	\$ 1,022,484.16	\$ 1,152,577.95
Liens	\$ 424,436.69	\$ 424,436.69	\$ 422,678.24	\$ 422,678.24
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	11,122.86	5,607.94	420,094.75	\$ 436,825.55
Commercial	1,367.40		10,624.47	\$ 11,991.87
Nonuser	156,163.56			\$ 156,163.56
Total	\$ 168,653.82	\$ 5,607.94	\$ 430,719.22	\$ 604,980.98
Detail by type of customer and active, inactive and non-user accounts				
	Inactive	Nonuser	Active	Total
Residential Water	9,352.77	156,163.56	1,770.09	167,286.42
Commercial Water	1,074.70		292.70	1,367.40
Residential Garbage	11,813.59		408,281.16	420,094.75
Commercial Garbage	8,182.61		2,441.86	10,624.47
Sewer	1,567.53		4,040.41	5,607.94
Total	\$ 31,991.20	\$ 156,163.56	\$ 416,826.22	604,980.98

e. Budget Adjustments

Mr. Dean questioned how this year's costs compared to last years costs. Ms. Newby advised that there were increased costs this year due to the need for more pumping as a result of the heavy rains. Mr. Loyd questioned the increased costs in overtime. Ms. Newby advised the increased costs was due to additional water and sewer line repairs during the winter months.

On a motion by Mr. Crawford, seconded by Mr. Dean and carried, the Board approved the following budget adjustments:

Account Number	Account Title	Amount Increase (Decrease)
REVENUES:		
3-500-041050-0100	Use of Reserve Funds	\$ 125,180.00
	TOTAL	\$ 125,180.00
EXPENDITURES:		

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4-500-046100-6007	Water Dept Equipment (Replace Damaged Water Pump)	1,000.00
4-500-046100-6007	Water Dept Equipment (Replace Water Pump at Landfill)	5,000.00
4-500-046100-6007	Water Dept Repairs & Maintenance (Replace Electrical Panel)	10,180.00
4-500-046200-6004	Water Treatment Plant Medical & Lab Supplies	45,000.00
4-500-047100-1270	Sewer Collection Overtime	1,000.00
4-500-047100-5110	Sewer Collection Electrical Services	30,000.00
4-500-047100-6007	Sewer Collection Repair & Maintenance Supplies	10,000.00
4-500-046200-5110	Water Treatment Plant Electrical Services	10,000.00
4-500-046200-1270	Water Treatment Plant Overtime	13,000.00
TOTAL		\$ 125,180.00

PSA FUND #5

Account Number	Account Title		Amount Increase (Decrease)
REVENUES:			
3-500-051020-0002	Rural Development Highland Park	\$	2,157,600.00
3-500-051020-0001	Rural Development Dublin Subdivisions		1,453,044.00
	TOTAL	\$	3,610,644.00
EXPENDITURES:			
4-500-094100-8251	Highland Park Sewer Project	\$	2,157,600.00
4-500-094100-various	Dublin Subdivisions Sewer Project		1,453,044.00
	TOTAL	\$	3,610,644.00

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White,
Dr. Warren,

Voting no: none.

Not present: Mr. Conner

f. Billing Adjustments

On a motion by Mr. Loyd, seconded by Mr. White and carried,
the Board approved a billing adjustments credit totaling \$3,605.15.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White,
Dr. Warren,

Voting no: none.

Not present: Mr. Conner

g. Accounts Payable

On a motion by Mr. White, seconded by Mr. Loyd and carried,
the Board approved accounts payable for checks numbered 8003473
through 8003621, subject to audit.

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Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White,
Dr. Warren,

Voting no: none.

Not present: Mr. Conner

h. Provision of Generators at Water Treatment Plant

As reported in the Board packet, the county engineer provided cost estimates ranging from \$40,000 for installing connection points at the Water Treatment Plant to \$300,000 for installing dedicated generators.

i. Vista Subdivision Update

As reported in the Board packet, TJ's Truck and Auto Service, Inc. was required to move several storage trailers off of the portion of his property through which a sewer line had to be installed. Payment of \$1,800 is recommended as the owner was not fully aware of the location of the line prior to installation. In addition, a private water line across this property was not marked prior to installation and was cut by the contractor. As a result of the break, a water pump overcharged a pressure tank located on the upper floor of his office building. The resulting water damage will cost \$3,000 to fix. Staff recommends treating both expenses as a project cost with payment of \$4,800 to be made to TJ's Truck and Auto Service. This amount would be charged to the project cost and financed with the remainder of project costs.

Also as provided in the Board packet, Lane Penn reports that he, the engineer for Anderson and Associates, Paula Moore, and E. C. Pace made a substantial completion inspection of Vista subdivision. While there were a couple of corrections needing to be made by the contractor, residents can now begin making connection after purchasing a building permit.

Mr. Loyd questioned the procedure for obtaining easements. Mr. Huber advised the PSA does not generally offer payment towards easements.

On a motion by Mr. Crawford, seconded by Mr. White and carried, the Board approved payment of \$4,800 to TJ's Truck and Auto Service for damages resulting from the water line being cut.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White,
Dr. Warren,

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Voting no: none.
Not present: Mr. Conner

j. Streetlight at Route 99 Entrance to Moose Lodge

As reported in the Board packet, Appalachian Power Company has provided the following estimate for installing a streetlight at the corner of Count Pulaski Drive (Route 99) and McAdam Crossing Drive (Route 769). A 9,500 Lumen (100 Watt) High Pressure Sodium light placed on the existing pole number 547-602 at the entrance to McAdam Crossing Drive would require a transformer to be installed and cost \$1,599.27 for the installation and \$6.18 per month. It is recommended that the PSA offer to either serve as a straight pass through with a 10% administrative charge on the monthly payments or finance the initial cost with a higher monthly fee to cover long term financing of the initial cost. The Moose Lodge is asking that the County subsidize this cost since a number of other residents would be served by the streetlight

Mr. Loyd questioned if all other similar issues had been addressed by the PSA as a pass through. Mr. Huber confirmed previous arrangements were treated as pass throughs.

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board approved the PSA serving as a straight pass through with a 10% administrative charge on monthly payments.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White,
Dr. Warren,

Voting no: none.

Not present: Mr. Conner

k. 2011 Draft Budget

Mr. Huber presented a draft of the proposed FY 11 budget for the Public Service Authority. He advised staff continued to work on the FY 11 budget and would place additional budget information on the May PSA agenda, with consideration for adoption at the June PSA meeting.

l. Sale of Rear Load Trash Truck

As reported in the Board packet, with the purchase of a new rear load trash trucks, staff recommends the sale of a 1993 White with unknown amount of miles due to failure of the odometer. With this

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sale, the rear load fleet will include eight trucks for daily use, two rear-load trucks used in the drop centers and three trucks used serving as back-ups when the daily use or drop-center trucks are in the garage for maintenance or repair. Other PSA trucks include two front-load trucks, four primary and 1 backup roll-off trucks, and two boom trucks.

On a motion by Mr. Loyd, seconded by Mr. Crawford and carried, the Board approved the sale of the 1993 White trash truck, with staff to examine the need for two drop center and three back up trucks beyond the daily use.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White,
Dr. Warren,

Voting no: none.

Not present: Mr. Conner

Mr. Loyd advised he had observed a boom truck with brush parked behind a roll off recently with garbage being removed from the roll off and transferred to the boom truck. Mr. Nichols advised the only explanation would be that the roll off load may have been too high (above the container).

m. Burned Front-Load Truck

As reported in the Board packet, staff has not been able to find a replacement cab but did find three similar burned units. In addition, there is a concern with how to replace the wiring on this vehicle. For these reason, staff recommended removal of any useful parts such as the transmission, rear axles, rear wheels and tires, and perhaps the packer body and scrapping the remaining vehicle.

On a motion by Mr. White, seconded by Mr. Dean and carried, the Board approved removing useful parts such as transmission, rear axles, rear wheels and tires, and perhaps the packer body and scrapping the remaining vehicle.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White,
Dr. Warren,

Voting no: none.

Not present: Mr. Conner

3. Operations

a. Minutes of Previous Meeting

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On a motion by Mr. Dean, seconded by Mr. Loyd and carried, the Board approved the March 9, 2010 minutes.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White,
Dr. Warren,

Voting no: none.

Not present: Mr. Conner

b. Inmate Availability Report

Staff reported the PSA generally had use of two inmates per day for the month of March.

c. Refuse Department Report

Staff reported pickups pending as follows: 5 bush; 0 large items; 0 tires; 0 refrigerator.

d. Drop Site Total & County Landfill Tonnage Report

Staff reported the following drop site total and county landfill tonnage:

**DROP SITE TOTAL
FOR THE MONTH OF MARCH 2010**

Site	Trips	Tons	Tons per haul
Dora Highway	41	99.14	2.42
Dublin	31	117.21	3.78
Fairlawn	4	17.56	4.39
Totals	76	309.91	4.08

County Landfill Tonnage

(County customers & Refuse Department Haulers)
(for the Month of March 2010)

Commercial	Residential	Tires	Brush
1438.24	1026.71	829	89.54

Mr. Dean inquired as to the hours of operation of the Dublin and Dora Highway sites and questioned the reasoning for the extended Dublin hours of operation. Mr. Nichols advised it was due to Dublin having a larger volume in the containers resulting in more trips.

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e. Personnel Changes

The Board reviewed an updated report on recent personnel changes, as prepared by Norma Spence.

f. Progress Reports – Water and Sewer Utilities

Staff provided a summary of the March 2010 project meetings on water and sewer utilities.

g. SERCAP Funding for Subdivision Sewer Projects

As reported in the Board packet, notice was received from SERCAP of its intent to award Pulaski County a grant up to \$40,000 for sewer projects in Dublin. These funds may be used to pay for PSA connection fees and the cost of private laterals connections between residences and collection lines for low-income residents. It was the consensus of the Board that this funding be accepted.

h. Projection of Water Treatment Plant Production

As provided in the Board packet, Board members reviewed a chart illustrating the ongoing increase in water produced by the Water Treatment Plant. Mr. Coake indicated this chart, along with the limitations of the 8-inch water line between Dublin and Fairlawn and the dangers of relying on a single source of water, were key factors in the decision by the PSA Board to join with the City of Radford in using the Radford water treatment plant as an additional source.

i. Job Opening

As reported in the Board packet, a job opening for refuse truck driver had been advertised internally.

Dr. Warren acknowledged the impact and importance of trash truck drivers and the responsibility given to drivers by entrusting drivers with expensive equipment.

j. Testing of Meters

Mr. Huber reviewed information related to a significant slippage between the amount of water being produced at the Water Treatment Plant and the amount being billed and ongoing evaluation of meter

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calibrations, accuracy of billings, and review of the experience of the Town of Pulaski in replacing existing meters with new "radio head" units. Staff was requested to provide an update at future meeting.

k. Comm. of Va. Et al. v. J-M Manuf. Co. d/b/s JM Eagle & Formosa Plastics Corp.

Mr. Huber advised County Engineer Ron Coake and County Attorney Tom McCarthy were attending a hearing related to the manufacture and sale of defective PVC pipe. He advised staff would provide updates to the Board as they occur.

l. Household Hazardous Waste Collection Day

Mr. Huber advised the New River Resource Authority has arranged a regional household hazardous waste recovery day at Pulaski County High School on Saturday, April 17, 2010.

m. Personnel Matters

Mr. Huber provided a detailed summary of personnel issues relative to the Freedom of Information act, a copy of which is filed with the records of this meeting.

Dr. Warren presented a letter from William "Morgan" Morris addressed to Dr. Warren as Chairman of the Public Service Authority. Dr. Warren indicated he would respond to Mr. Morris in writing, with the response to include information that all personnel related matters needed to be processed through proper channels, including utilization of the Grievance Policy by employees, if appropriate. Dr. Warren also described recent meetings between himself and Board member Hollis Loyd with several citizens in the county.

Board members inquired of staff as to how many employees were utilized by the PSA where the employee had previously retired from the county and returned to work for the PSA. Mr. Huber advised only one employee was currently working under those circumstances.

By consensus, Board members expressed concern that citizens were allowed to speak on behalf of PSA employees, without the benefit of the employee being present. Board members confirmed that any concerns related to personnel matters needed to be processed through proper channels including utilization of the Grievance Policy by employees, if appropriate.

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4. Current Authorized Projects (Staff "to do" list)

The Board noted the following current authorized projects:

- a. Construction of water and sewer service to mobile home parks
- b. Construction of Rolling Hills, Orchard Hills, Vista, and Highland Park sewer
- c. Skyview/NRV Fairgrounds sewer engineering and environmental reports
- d. Commerce Park Utility engineering, easement acquisition and construction
- e. Evaluation of "radio read" water meter option
- f. Lakewood Estates emergency management plan
- g. Drop Center location serving South side of Claytor Lake

5. Other Matters

Mr. Huber advised additional requests for information under the Freedom of Information Act had been received related to surplus properties.

6. Adjournment

On a motion by Mr. Crawford, seconded by Mr. Loyd and carried, the Board adjourned its regular March meeting. The next regular meeting of the PSA Board is scheduled for Tuesday, May 11, 2010 at 9:00 a.m. in the Central Conference Room of the County Administration Building, 143 Third Street, N. W., in the own of Pulaski.

Voting yes: Mr. Crawford, Mr. Dean, Mr. Loyd, Mr. White, Dr. Warren,
Voting no: none.
Not present: Mr. Conner

Douglas Warren, Chairman

Hollis Loyd, Secretary/Treasurer