

PULASKI SERVICE AUTHORITY BOARD OF DIRECTORS
April 14, 2015

At a regular meeting of the Public Service Authority Board of Directors held on Tuesday, April 14, 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 include: Karen Thompson, Assistant County Administrator; Diane Newby, Finance Director; Debra Boyd, PSA Collections Clerk; Gena Hanks, Clerk to the Board; Jared Linkous, County Engineer; and Ronnie Nichols, Director of Operations, Maintenance and Transportation.

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 invite Mr. Graham to the May 12, 2015 meeting or arrange for the tokens to be presented to Mr. Graham.

2. Citizen Comments

A. Public Comments

There were no citizen comments.

Dr. Warren shared citizen comments from George Akers, Gloria Mabe and Thomas Harless regarding the cleanliness of the Dora Highway Drop Site, as well as the overall pleasant attitude of the drop site attendant.

B. Town of Pulaski Presentation – Drop Site

Town of Pulaski Mayor Jeff Worrell advised that the Town Council had held a retreat and one of the goals of the Council was to move forward with moving of the Dora Highway drop site to the old "Honeywell" site on Rt. 99. Mayor Worrell advised the Town of Pulaski is willing to clean up the site.

Board members discussed the following: concerns previously expressed by Sheriff Davis to the location of a new drop site behind the new Sheriff's offices; potential for using the site as "brush only" site; security issues of the proposed site; plans by the Town to address the indigent population in the area of the proposed drop site; willingness by

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the Town to install fencing at the site; concerns related to size of proposed property not being sufficient to serve as a drop site; concerns regarding use of a grinder at the site; potential for an attendant at the site; and use of video cameras at the site.

On a motion by Mr. Setliff, seconded by Mr. Dean and carried, the Board approved using the former Honeywell property as a drop site for "brush only", contingent upon concurrence by Sheriff Davis for such use.

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

Voting no: None.

Staff was requested to provide an update at May meeting as to the follow-up discussions with Sheriff Davis.

The PSA Board requested the Town provide an update to the PSA Board of any additional potential alternate sites for use as a drop site.

3. Financial Matters

A. Financial Report

Mr. Huber described the operating expenditures and revenues.

On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the Board accepted the financial report as presented.

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

Voting no: None.

B. FY 16 PSA Budget

Mr. Linkous described the proposed FY 16 budget, noting some additional cuts would be needed to capital items to bring the overall budget in line. Mr. Linkous also described three potential areas of the CIP where cuts could be made and indicated that the proposed budget includes the recommended 5% increase in water and sewer rates, pass through of \$2,149,000 in financing to modify the water intake structure, provides funds for the Community Sewer Projects and a 2% pay increase for employees effective September 1, 2015.

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Mr. Linkous also described discussions with Dublin Town Manager Bill Parker, regarding the Dublin water rate negotiations, at a rate of \$2.73 per 1,000 gallons. Mr. Huber and Mr. Linkous advised the budget submitted was preliminary and staff would continue to work on the overall proposed budget to balance the budget.

Ms. Newby described changes to health insurance which would also decrease the overall expenditures.

Mr. Huber advised a final proposed budget would be included on the May PSA agenda.

Dr. Warren requested the Board contact staff directly with any additional information needed regarding the budget.

4. Follow-up Items

A. Collections Update

Ms. Boyd reported the following progress has been made in the PSA Collections: there have been 91 claims matched from the Set Off Debt Program thus far in the amount of \$18,821.19; there have been no new garbage accounts set up in response to the letters mailed for the month of March; staff is continuing the process of additional billings throughout the County; and additional letters would be sent by April 17th to households for which there is no direct match between a billing address for garbage service and a 911 address.

Ms. Burchett inquired as to the number of letters remaining to be sent. Ms. Boyd estimated the number of letters to be roughly 1,500. Mr. Huber reported there has been a recent report that 7,000 garbage customers were not being billed for garbage service and that while the exact number will be known only after Ms. Boyd finishes the work she is doing in matching households with PSA records, it is known that the 7,000 was inaccurate but was estimated to be about 700.

Mr. Huber offered the following information to support the number: "according to the 2013 Census, there are a total of 14,874 households in Pulaski County including the Town of Pulaski and Town of Dublin. Of these households, PSA is billing approximately 8,256 residential garbage customers. Town of Pulaski is billing approximately 3,358 and Town of Dublin is billing approximately 2,583 for a total of 14,197 households being billed for garbage. This leaves a difference of 677 not counting a

number of apartment complexes and mobile home parks where there is one commercial account being used by a number of residential customers. Thus the estimate of 700 customers is likely to be the maximum number of customers being missed.”

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 and is expecting to have that quote by the end of April. Mr. Setliff also advised the completion date of the project continues to be late summer 2016.

5. Action Items

A. Authorization to Advertise a 5% Water and Sewer Rate Increase

Mr. Linkous described a draft advertisement for a 5% water and sewer rate increase and shared a copy of the Code section pertaining to utility rates.

Staff recommended proceeding with the advertisement as provided. Mr. Linkous advised the 5% rate increase is part of a multi-year effort to address water intake issues, address a long-standing subsidy of the sewer system by other customers and provide for future growth of the water and sewer utility systems.

Ms. Burchett inquired regarding the purpose for increasing connection fees. Mr. Linkous described the actual costs associated with standard residential connections, noting Pulaski County was very low compared to surrounding localities.

Mr. Dean inquired if the County engineer could provide an estimate on the costs associated with water/sewer installation for a residential customer where the property is over 30 feet. Mr. Linkous advised he was able to provide estimates upon inquiry; however, circumstances varied depending upon the location of the residence. Mr. Linkous described the advertising requirements set forth in the Code of Virginia, noting the proposed advertisement met those guidelines.

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On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the PSA Board approved proceeding with advertising for a public hearing to be held on Monday, May 11, 2015 at 7:00 p.m. in the Board Room of the County Administration Building.

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

Voting no: None.

B. Service Award Policy Revisions

Mr. Huber described a proposed amendment to the policy to reflect that credit will be given to employees from other localities or agencies only when it applies to the collaboration of joint services, as would be included in specific collaboration agreements.

Ms. Burchett clarified that the amendment would only apply to an employee through a joint collaboration or joint services area.

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the Board approved amendments to the Service Awards Policy with the following policy including all said amendments:

J1. SERVICE AWARDS POLICY AND OTHER RECOGNITION

Purpose

The purpose of the Service Awards Program is:

1. to commend faithful service performed by County employees;
2. to emphasize that each individual plays a key role in the County's progress;
3. to recognize that an employee's contribution grows with each additional year of service; and
4. to encourage career employment with the County.

I. Basis for Awards

A. Determination of Awards

Service Awards will be based on continuous service (as defined below) by eligible employees.

B. Continuous Service

Any break in service for a period of thirty (30) or more consecutive calendar days shall destroy the continuity of service. However, authorized leaves of absence such

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as vacation leave, annual leave, military training leave and approved sick leave shall not destroy continuity of service and credit for the time will be granted; nor shall military duty leave, approved education leave and other approved leaves of absence destroy continuity of service.

C. Dismissal

No credit shall be given for employment with the County terminated by a dismissal. Any employee who is dismissed and is later re-employed with the County shall not receive credit for previous employment with the County.

D. Transfer

The actual employment date employed by any branch of the County shall be used for service awards given to transferred employees by the County from the School Board, PSA and REMSI employees or employees from other localities or agencies only when it applies to the collaboration of joint services as would be included in specific collaboration agreements.

E. Seasonal & Part-Time Employees

Seasonal & part-time employees will be recognized but with certificates of service only (no monetary awards). Permanent part-time employees will receive prorated monetary awards. Part-time employment will count towards full-time credit if there has been no more than a 30 day break of service.

II. Awards

The following awards/recognition are awarded to Pulaski County/PSA employees as follows:

1. SERVICE RECOGNITION: An employee will be given a Service Recognition Certificate and a gift with each five years of continuous employment with the County.

Any other awards/recognition which may be implemented by the County Administrator.

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

Voting no: None

C. Purchase of Bypass Pump

Mr. Linkous described a recommendation for use of contingency funds for the purchase of a new bypass pump for use in addressing sewer blockages.

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Board members discussed the following: potential for sharing umps from other localities; rental options vs. purchasing; availability of funds for purchasing pump; and longevity of pump.

On a motion by Mr. Setliff, seconded by Mr. dean and carried, the Board approved an expenditure of \$60,501 for purchase of a new bypass pump.

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

Voting no: None.

D. New PSA Billing Office

Mr. Huber reported a signed purchase agreement was received this week from First Bank, noting First Bank is being requested to confirm their interest in reinstalling the ATM that was located in the front of the building. Mr. Huber advised this arrangement would provide PSA customers with ATM access, the PSA with some rental income and avoid the need for closing in the hole in the front of the building. Mr. Huber also advised the closing on the purchase of this property is scheduled for April 15th with the assistance of Sam Campbell and a check to his trust account in the amount of \$150,000 has been authorized. Mr. Huber shared that the Information Technology and General Properties staff have been asked to prepare for wiring the building, as well as to see if we have any used security cameras that we could use at this facility.

Ms. Burchett requested consideration to the use of the seal inside of the facility, or on the door, as well as consideration to placement of flagpoles in front of the facility, along with the County flag, assuming costs are reasonable.

Mr. Setliff suggested there may be a secondary use for the vault door and offered to search out marketing opportunities.

On a motion by Mr. Dean, seconded by Ms. Burchett and carried, the Board reaffirmed its previous approval to proceeding with renovations to facility, with the County engineer designated as overseer of the project.

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

Voting no: None

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E. PSA Sewer Cost Payment Reconciliation

Mr. Huber and Mr. Linkous described the charges by the Town of Dublin to reconcile the Town of Dublin's payment of PSA's sewer costs to Pepper's Ferry Wastewater Treatment Authority, specifically as it relates to the sewer connections from the Wal-Mart Shopping Center. Mr. Linkous also described in detail the pumping procedures and the challenges faced in this area with sewer flows.

Board members expressed concern over future similar occurrences and discussed with staff preventative measures that could be put in place to avoid future similar occurrences.

Mr. Huber advised that staff recommended paying the invoice in full.

On a motion by Mr. Dean, seconded by Dr. Streff and carried, the Board approved paying invoice from Town of Dublin in the amount of \$59,741.18.

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

Voting no: None

F. Request for Dusk to Dawn Light

Mr. Huber described a request from Rosanne Hale of 7576 Old Pepper's Ferry Loop for a dusk to dawn light. Mr. Huber advised that Ms. Hale is requesting said light be bought, paid for by the PSA. Mr. Huber advised the PSA was able to obtain better pricing for installation of street lights; however, it was the PSA policy that the customer would be required to pay for all costs associated with the installation of said light through billing to the customer by the PSA.

Staff was requested to contact Ms. Hale and advise of the PSA procedures regarding street lighting and share with Ms. Hale that all costs associated with light would be borne by the resident(s) (per PSA policy).

G. VML/VACo AEP Steering Committee

Mr. Huber described the VML/VACo AEP Steering Committee work to negotiate rates with AEP for local governments.

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On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the Board approved payment of an invoice from VML/VACo AEP Steering Committee in the amount of \$1, 836.00.

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

Voting no: None

H. Pulaski/Dublin/Radford (PDR) Funds

Mr. Huber advised the Board is being requested to accept the bid from Simpson Construction for Phase II for the Dublin drop site improvements. Mr. Huber described use of PDR funds towards the project and Mr. Linkous described the plans for the drop site.

Mr. Huber reminded the Board that PDR funds are excess funds for closing of the landfills and that the New River Resource Authority has been collecting the money for the PSA. Mr. Huber advised an estimated \$249,060 remained in PDR funds. Mr. Huber also advised that approximately \$120,000 in PDR funding was used for the interior work at the garage with an equal amount of funding being recommended to be contributed to the drop site improvements by the Board of Supervisors.

Mr. Linkous advised an additional \$40,000 was being requested from the PSA, depending upon the status of contingency funding. Mr. Linkous also described the stormwater management for the area.

Board members discussed the various phases of the project.

Ms. Burchett advised it was her understanding that PDR funds could only be used for refuse related purposes and therefore not for funding of the garage expansion. Ms. Burchett expressed concern over the following issues related to the PDR funds being used for the garage expansion: lack of approval from the PSA Board for use of PDR funds towards the garage expansion; the need for confirmation from the NRRRA as to what the PDR funds can be spent on; and indicated that the PSA pays the County \$40,000 a month for services. Ms. Burchett requested a plan be prepared by staff allowing for the PSA to pay for PSA assets and the County to pay for County assets. Ms. Burchett also requested a detailed listing of PDR funds spent to date, as well as clarification on how PDR funds can be used.

Board members discussed the process by which invoices are paid by the NRRRA.

Ms. Burchett expressed concerns related to current accounting practices by the PSA and requested the County reimburse the PSA for those expenditures paid to date on the garage expansion for which PDR funds were used, with said expenditures estimated to be \$93,000. Ms. Burchett suggested tabling action on the matter until information could be provided by staff to include the amount of PDR funds spent to date, as well as a plan which allows for improvements to these assets being paid by the appropriate entity practices.

Mr. Dean asked Mr. Huber for a staff recommendation. Mr. Huber recommended accepting the low bid for Phase II of the drop center in Dublin and allocating \$40,000 from contingency. Mr. Huber also advised the PDR funds are being used for the benefit of the citizens and would allow for a drop site in a central location in the County.

Dr. Streff described the need for a grinder at the site, as well as the PSA's desire to have a drop site that is usable, accessible and provides a benefit to County citizens.

Mr. Linkous provided a history of PSA Board action related to the matter, specifically sharing excerpts from minutes of the PSA from November and December, 2012 meetings.

Ms. Burchett advised using PDR funds for the purchase of a grinder was appropriate. Ms. Burchett advised of being opposed to using PDR funds for any projects not solely for refuse related projects, as well as expressed concerns over the current approval process for expenditures of the PDR funds.

Board members scheduled a special meeting of the PSA Board for Tuesday, April 21, 2015 at 8:00 a.m. to discuss the PDR funding matter and requested staff provide a summary of the project at that meeting.

6. Consent Items

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the Board approved the following remaining items of consent as noted:

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

A. Minutes of Previous Meeting

The Board approved the minutes of the March 10, 2015 PSA Board meeting, with corrections as noted by Dr. Streff to the placement of three paragraphs.

B. Balance Due and Lien Reports

The Board accepted the following balance due and lien reports:

Balance Due	1/5/2015	2/2/2015	3/2/2015	4/1/2015
Current Balance	-504,152.65	601,543.62	627,461.98	725,732.35
Over 30 Days	70,233.17	216,531.64	69,248.76	55,713.03
Over 60 Days	60,524.42	27,106.54	74,817.57	67,796.22
Over 90 Days	1,124,981.77	1,135,602.73	1,135,285.45	1,122,840.47
Total	751,586.71	1,980,784.53	1,906,813.76	1,972,082.07
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	\$ 73,153.03	\$ 59,663.69	\$ 757,750.87	\$ 890,567.59
Commercial	\$ 2,407.40		\$ 53,890.61	\$ 56,298.01
Nonuser	\$ 175,974.87			\$ 175,974.87
Total	\$ 251,535.30	\$ 59,663.69	\$ 811,641.48	\$ 1,122,840.47

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

	Inactive	Non User	Active	Total
Residential Water	\$ 61,062.23	\$ 31,351.62	\$ 12,090.80	\$ 104,504.65
Commercial Water	\$ 2,340.09		\$ 67.31	\$ 2,407.40
Residential Garbage	\$ 60,884.02	\$ 14,398.30	\$ 696,866.85	\$ 772,149.17
Commercial Garbage	\$ 42,836.67		\$ 11,053.94	\$ 53,890.61
Sewer	\$ 15,206.31	\$ 1,553.38	\$ 44,457.38	\$ 61,217.07
Penalty		\$ 12,945.81		\$ 12,945.81
Interest		\$ 115,725.76		\$ 115,725.76
Total	\$ 182,329.32	\$ 175,974.87	\$ 764,536.28	\$ 1,122,840.47

C. Budget Adjustments

There were no budget adjustments presented.

D. Billing Adjustments

The Board reviewed and accepted billing adjustments totaling a net credit of \$28,781.65.

E. Accounts Payable

The Board approved accounts payable for checks numbered 8011756 through 8011873, 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 March 2015.

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

Drop Site Totals
for the Month of March 2015

Site	Trips	Tons	Tons per haul
Dora Highway	13	34.15	2.63
Dublin	19	89.43	4.71
Fairlawn	6	27.82	4.64
Totals	38	151.40	3.99

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

Commercial 4410.93	Residential 1132.65	Tires 1158.00	Brush 1.79
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3. Cut Off List

Staff reported there were 51 cutoffs for the month of March due to the inclement weather.

4. Personnel Changes

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

B. Danville Water

Staff shared a link provided by Mr. Setliff to a story on WDBJ7 related to water in Danville.

C. Blacksburg Water and Sewerage Rate Proposal

Staff shared information provided by Mr. Setliff related to Blacksburg's water and sewerage rate proposal.

D. Roanoke Council Article

Staff shared information provided by Mr. Setliff regarding a Roanoke Council proposal to implement a solid waste collection fee.

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Mr. Linkous described the PSA's connection fees in comparison to connection fees of Blacksburg noting the fees in Blacksburg were much higher for the same services as those provided by the PSA.

E. 2014 Excellence in Waterworks Operations/ Performance Award

Staff shared a letter from the Department of Health announcing the PSA as a recipient of the 2014 Excellence in Waterworks Operations/Performance Award.

Mr. Linkous advised that Dr. Warren would be attending the event, along with Jay Goad, as Chief Operator of the Water Treatment Plant.

F. Upcoming Webinars

Staff shared various upcoming webinars related to Small Water Systems.

G. Information on Fluoride

Staff shared information provided by Garland Campbell related to fluoride.

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 - Mr. Linkous provided an update, noting data was being gathered and processed and he was fielding requests for data
- g. Water Master Plan - Mr. Setliff requested costs associated with the plan
- h. Change Exist at Fairlawn Drop Site
- i. Pulaski Drop Site

9. Other Matters

Mr. Dean described a complaint from a citizen that the Dublin drop site area is very muddy, particularly during and following heavy rains and suggested

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gravel be placed at the site. Mr. Dean also expressed concern over the piling up of appliances and brush, as well concerns over the difficulty in putting cardboards in the small containers, particularly for elderly citizens. Mr. Huber advised the drop site keeps box cutters on site to allow for breaking down of boxes.

10. Closed Session- 2.2-3711(A)1

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

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- Reorganization

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 Mr. Dean and carried, that the Board return to regular session.

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

Voting no: None.

Certification of Conformance with Virginia Freedom of Information Act

On a motion by Ms. Burchett, seconded by Mr. Setliff and carried, the PSA Board of Directors adopted 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:

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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.

On a motion by Dr. Streff, seconded by Mr. Setliff and carried, the Board approved wage adjustments as proposed by Jared Linkous. The Board also requested an overall review of wages.

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

Voting no: None.


11. Adjournment

On a motion by Ms. Burchett, seconded by Dr. Streff and carried, the Board adjourned its regular meeting to a special meeting scheduled for Tuesday, April 21, 2015 at 8:00 a.m. in the Board Room of the County Administration Building to review information related to Pulaski/Dublin/Radford (PDR) funding. The next regular meeting of the PSA Board is scheduled for Tuesday, May 12, 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.


Douglas D. Warren
Doug Warren, Chairman


Nancy M. Burchett, Secretary/Treasurer