

AT A REGULAR MEETING OF THE MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY, HELD ON THE 6th DAY OF OCTOBER 3 2016, 7:00 P.M., MULTI PURPOSE ROOM #2, MONTGOMERY COUNTY GOVERNMENT CENTER, CHRISTIANSBURG, VIRGINIA:

PRESENT:

Todd King	-Chair
April DeMotts	-Vice Chair
Gary Creed	-Member
Darrell Sheppard	-Member
Christopher Tuck	-Member
Robert C. Fronk	-PSA Director
Dawn Baker	-PSA Board Secretary
Craig Meadows	-County Administrator
Marty McMahon	-County Attorney
ABSENT: Mary Biggs	-Secretary-Treasurer
Annette Perkins	-Member

CALL TO ORDER

PSA Chair Todd King called the meeting to order and determined that a quorum was present.

CONSENT AGENDA

On a motion by Mary Biggs, seconded by Chris Tuck, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the Consent Agenda, dated September 6, 2016.

The roll call vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
Mary Biggs		
Gary Creed		
April DeMotts		
Annette Perkins		
Darrell Sheppard		
Christopher Tuck		
Todd King		

FINANCIAL REPORT

Distributed at the meeting

DIRECTOR'S REPORT

1. Monthly Activities Report

The September 2016 report is attached for review.

2. Automatic Bank Withdrawal/Payment of PSA Bills

During the August 1, 2016 PSA Meeting, the Director was requested to review the feasibility and procedures to automatically withdraw monthly utility bill payments from customers' bank accounts. The Director discussed this issue with the Montgomery County Finance Director on August 2, 2016. The recently installed accounting software (MUNIS) program revision which includes the utility billing module is currently being updated to work within the internal computer system. A thorough review of the software capabilities and requirements for automatic customer bank withdrawals will be done after the updated MUNIS program is fully functioning.

3. Walnut Creek Sewer Pump Station Replacement Project

The Notice to Proceed for this project was issued with a start date of August 15, 2016. The contractor, W.G. Simmons of Narrows Virginia, started work and has completed the excavation and concrete placement for the pump chamber/wet well. So far the project is on schedule with the project completion date of December 20, 2016.

4. Building Site for PSA Shop

During the August 1, 2016 PSA Meeting, the Director was requested to get with County staff to determine the feasibility of siting a new PSA shop building on the County property behind the Montgomery County Government Center. The Director met with the County Administrator and General Services Director on August 29, 2016 to review.

County staff previously evaluated the development of the property to the rear of the Government Center and developed a site plan which includes a site of approximately 1 acre for the PSA.

The current assessed value of only the land per the Montgomery County GIS webpage is \$424,200 for the 5.656 acre site or \$75,000 per acre.

5. Water Service to Prices Fork Road & Merrimac Road Trash Sites

As requested during the September 4, 2016 PSA Meeting, the Director sent water availability letters on September 12, 2016 to the County General Services Director relative to providing water services to the Prices Fork Road and Merrimac Road Trash Sites. Water service for the Prices Fork site appears to be fairly straightforward while water service for the Merrimac site would require a long service line and either extensive rock removal or crossing of private property.

Credits to the PSA for the fees and service line installation towards the property purchase for the 1 acre PSA shop building site was presented for consideration.

6. Cinnabar Road Development

As requested during the September 4, 2016 PSA Meeting, the Director sent a water and sewer availability letter on September 12, 2016 to the consultant/agent for the site being graded along Cinnabar Road. This letter identified that credits against water facility fees per PSA Regulations may apply for a water main extension to the site from the end of the PSA water system at the intersection of Jennelle and Yellow Sulphur Roads.

7. Inspection Procedure Revisions for Water and Sewer Laterals

On September 23, 2016, PSA staff and the County Building Official met to review inspection procedures for water and sewer laterals in private property. Currently, PSA staff is responsible for inspecting new service laterals installations from the water meter and sewer cleanout at the property line to the building while replacement of existing water and sewer laterals are inspected by the County building inspectors. This procedure causes confusion and on occasion, repairs/replacements are not inspected.

Upon review and discussion, it was agreed that the permitting and inspection procedures should be revised with these activities being performed from this point forward by the County Building Department. The PSA water/sewer availability letters will be revised to document this change.

8. 2016 Draper Aden Water and Sewer Rate Study

The "28th Annual Virginia Water and Wastewater Rate Report 2016" by Draper Aden Associates will be distributed during the PSA meeting. The water section of the report contained 163 complete responses while the sewer section included 159 complete responses.

In the water report, the PSA was 85 (52.2%) in order (smallest to largest) of the number of residential connections with 2,503 while 140 (85.9%) in order of the customer charge for 5,000 gallons of \$44.75. The median monthly customer charge for 5,000 gallons was \$33.66 for water systems with less than 5,000 connections. The average residential water Capital Recovery Charges (facility fee) of the report is \$3,364 with a median of \$2,650 while the PSA's fee is \$2,500.

In the sewer report, the PSA was 71 (44.7%) in order (smallest to largest) of the number of residential connections with 1,338 while 91 (57.2%) in order of the customer charge for 5,000 gallons of \$44.75. The median monthly customer charge for 5,000 gallons was \$43.27 for sewer systems with less than 5,000 connections. The average residential sewer facility fee of the report is \$4,123 with a median of \$3,500 while the PSA's fee is \$3,000.

AUTHORITY MEMBERS' REPORT

Vice Chair DeMotts – No Report
Secretary Biggs – No Report
Member Perkins- No Report
Member Creed – No Report
Member Sheppard - No Report
Member Tuck - No Report
Chair King- No Report

ADJOURNMENT

There being no further business, the Chair adjourned this meeting to the next meeting scheduled for November 7, 2016.

ATTEST: _____
SECRETARY/TREASURER