

AT A REGULAR MEETING OF THE MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY, HELD ON THE 3RD DAY OF JANUARY 2011, 7:00 P.M., COUNTY ADMINISTRATION CONFERENCE ROOM, MONTGOMERY COUNTY GOVERNMENT CENTER, CHRISTIANSBURG, VIRGINIA:

PRESENT:	Gary Creed	-Chair
	James Politis	-Vice Chair
	Mary Biggs	-Secretary-Treasurer
	Annette Perkins	-Member
	William Brown	-Member
	Robert C. Fronk	-PSA Director
	Linda Pendleton	-Secretary to PSA Board
	Craig Meadows	-County Administrator
	Marty McMahon	-County Attorney
	Malvin Wells	-Planning Commission
ABSENT:	John Muffo	-Member
	Doug Marris	-Member

CALL TO ORDER

Chair Creed called the meeting to order and determined that a quorum was present.

PUBLIC ADDRESS SESSION

There were no comments from the public.

CONSENT AGENDA

On a motion by James Politis, seconded by William Brown, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the Consent Agenda, dated January 3, 2011.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
James Politis		John Muffo
William Brown		Annette Perkins
Mary Biggs		Doug Marris
Gary Creed		

**APPROVAL OF MINUTES
DATED DECEMBER 6, 2010**

On a motion by James Politis, seconded by William Brown, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the minutes dated December 6, 2010.

APPROVE WATER AGREEMENT – TOWN OF CHRISTIANSBURG

**R11-01-1
RESOLUTION APPROVING WATER PURCHASE AGREEMENT
BETWEEN THE TOWN OF CHRISTIANSBURG AND THE
MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY**

On a motion by William Brown, seconded by James Politis, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the agreement titled "Water Purchase Agreement between the Town of Christiansburg and the Montgomery County Public Service Authority" to become effective on January 17, 2011 for purchase of water for the Shawsville/Elliston Service Area, Midway/Merrimac and Price Mountain Service Area and the Mud Pike Service Area. The Agreement is hereby attached and made part of this Resolution by reference.

BE IT FURTHER RESOLVED, that the Chair of the Montgomery County Public Service Authority is hereby authorized to execute said agreement on behalf of the Board of Directors.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
James Politis		John Muffo
William Brown		Annette Perkins
Mary Biggs		Doug Marrs
Gary Creed		

APPROVE WASTE WATER TREATMENT AGREEMENT – TOWN OF CHRISTIANSBURG

**R11-01-2
RESOLUTION APPROVING WASTE WATER TREATMENT AGREEMENT
BETWEEN THE TOWN OF CHRISTIANSBURG AND THE
MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY**

On a motion by William Brown, seconded by James Politis, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the agreement titled "Waste Water Treatment Agreement between the Town of Christiansburg and the Montgomery County Public Service Authority" to become effective on January 17, 2011 for sewer treatment for the Midway Service Area, Merrimac/Slate Branch Service Area, Walnut Creek Subdivision Service Area and the Price Mountain Service Area. The agreement is hereby attached and made part of this Resolution by reference.

BE IT FURTHER RESOLVED, that the Chair of the Montgomery County Public Service Authority is hereby authorized to execute said agreement on behalf of the Board of Directors.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
James Politis		John Muffo
William Brown		Annette Perkins
Mary Biggs		Doug Marrs
Gary Creed		

**APPROVAL OF NEW POSITION DESCRIPTIONS – WASTEWATER MANAGER AND PSA
COORDINATOR**

**R11-01-3
RESOLUTION APPROVING NEW POSITION DESCRIPTIONS –
WASTEWATER MANAGER AND PSA COORDINATOR**

On a motion by James Politis, seconded by William Brown, and carried; IT WAS RESOLVED, That the Public Service Authority hereby approves the new position descriptions for the Wastewater Manager and PSA Coordinator; and said position descriptions will be submitted to Human Resources for inclusion in the County Job Descriptions.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
James Politis		John Muffo
William Brown		Annette Perkins
Mary Biggs		Doug Marrs
Gary Creed		

At this time, Ms. Perkins arrived for the PSA meeting.

FINANCIAL REPORT

The financial report for period ending December 31, 2010 was presented for review and discussion.

DIRECTOR'S REPORT

The Director's Report included the following items:

1. Monthly Activities Report
The December 2010 report was presented for review and discussion.
2. Refinancing of PSA Debt
There has not been any additional action on the refinancing issue during December, 2010. The Director read an email he received from Courtney Rogers concerning the increase in rates.
3. Processing Walk-in Payments
Starting January 1, 2011, the Montgomery County Treasurer's Office will no longer be accepting payments for the PSA. Customers wanting to make in-person payments at the Government Center will be directed to the Finance Office. A drop box has been placed on the first floor of the Government Center outside of the Treasurer's Office to receive customer payments. The drop box outside of the Government Center will continue to be available for customer to drop payments. A copy of a notice that was sent with the December 2010 water/sewer bills informing customers of changes was presented for review.
4. Customer Damage Claim and Warrant in Debt
Curtis Linkous, 1531 Oilwell Road, made a claim that the PSA did not close the water meter lid during reading operations which resulted in damage to his lawn mower. The original complaint for \$185.00 was turned into our insurance provider, VACo, who after review denied the claim. Mr. Linkous filed a Warrant in Debt claim for a total of \$241.00 (\$56.00 court cost added) with the preliminary hearing date held October 7, 2010. VACo has assigned an attorney to defend the PSA in this claim.
The trial scheduled for December 16, 2010 for this matter was cancelled due to snow and has been rescheduled for January 21, 2011. Several PSA employees may need to testify during the trial.

5. Article on Water Conservation and Billing Issues
The Director presented an article from the November 2010 Public Works Magazine titled "Solving the Conservation Conundrum." This article reviews reductions in water usage and associated utility revenues in 2 local governments. The decline in water usage is attributed to low-flow appliances such as toilets, showerheads and clothes washers. Strategies to offset revenue reductions included increasing monthly service fees and implementing annual rate increases.
6. RAAP – ATK Water System Improvements
On December 13, 2010, the PSA experienced a water supply problem as the Prices Fork Water Tank level dropped to a critical level. Staff conferred with ATK personnel relative to the issue, and they indicated the issue was the result of numerous water system leaks within RAAP. ATK started up their new 3 million gallons per day (MGD) water treatment facility and were able to bring the tank level up to the normal level within 24 hours. ATK personnel indicated that they plan to keep one water treatment facility on-line with the second in a standby state throughout the winter and plan to operate the second plant as needed during high water demand periods.
7. PSA Position Advertisements
On December 19 and 26, 2010, the PSA advertised in the Current Section of the Roanoke Times for two Utility Operator positions in the wastewater section. The PSA plans to move as quickly as possible to fill these positions as it may require several months to train new hires so that they could be placed in the weekend duty rotation. The Director made a request for a meeting with the Hiring Committee to request filling the Senior Program Assistant position to be vacated due to the retirement of Linda Pendleton. It is hoped that the PSA will be able to hire a person so that they could train with Linda for several months prior to her retirement. The Director informed the Board that the Hiring Committee gave him permission to advertise and fill the position of Senior Program Assistant.

AUTHORITY MEMBERS' REPORT

There were no reports from members of the Authority.

INTO CLOSED MEETING (In at 7:10 p.m.)

On a motion by James Politis, seconded by Mary Biggs, and carried; IT WAS RESOLVED, that the Public Service Authority hereby enters into Closed Meeting for the discussion of the following:

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| Section 2.2-3711 | (1) | Discussion, Consideration, or Interviews of Prospective Candidates for Employment; Assignment, Appointment, Promotion, Performance, Demotion, Salaries, Disciplining or Resignation of Specific Officers, Appointees or Employees of Any Public Body |
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1. Personnel

The vote on the foregoing motion is as follows:

AYE James Politis Annette Perkins William Brown Mary Biggs Gary Creed	NAY	ABSENT John Muffo Doug Marrs
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OUT OF CLOSED MEETING (Out at 7:15 p.m.)

On a motion by Mary Biggs, seconded by James Politis, and carried; IT WAS RESOLVED, that the Public Service Authority ends their Closed Meeting to return to Regular Session.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
James Politis		John Muffo
Annette Perkins		Doug Marrs
William Brown		
Mary Biggs		
Gary Creed		

CERTIFICATION OF CLOSED MEETING

On a motion by James Politis, seconded by Mary Biggs, and carried; IT WAS RESOLVED, that the Public Service Authority of Montgomery County has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Public Service Authority does hereby agree, that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the meeting to which this certification resolution applies; and (ii) only public business matters as were identified in the motion conveying the Closed Meeting were heard, discussed or considered by the Authority.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
James Politis		John Muffo
Annette Perkins		Doug Marrs
William Brown		
Mary Biggs		
Gary Creed		

ADJOURNMENT

There being no further business, the Chair adjourned this meeting to the next meeting scheduled for February 7, 2011.