

**AT A REGULAR MEETING OF THE MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY, HELD ON THE 7<sup>TH</sup> DAY OF MARCH 2011, 7:00 P.M., COUNTY ADMINISTRATION CONFERENCE ROOM, MONTGOMERY COUNTY GOVERNMENT CENTER, CHRISTIANSBURG, VIRGINIA:**

<b>PRESENT:</b>	Gary Creed	-Chair
	John Muffo	-Vice Chair
	Mary Biggs	-Secretary-Treasurer
	James Politis	-Member
	William Brown	-Member
	Doug Marrs	-Member
	Robert C. Fronk	-PSA Director
	Linda Pendleton	-Secretary to PSA Board
	Craig Meadows	-County Administrator
	Marty McMahan	-County Attorney
	Malvin Wells	-Planning Commission
<b>ABSENT:</b>	Annette Perkins	-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 William Brown, seconded by James Politis, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the Consent Agenda, dated March 7, 2011.

The vote on the foregoing motion is as follows:

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

**APPROVAL OF MINUTES  
DATED FEBRUARY 7, 2011**

On a motion by William Brown, seconded by James Politis, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the minutes dated February 7, 2011.

## **INTO WORK SESSION**

On a motion by Mary Biggs, seconded by William Brown, and carried; IT WAS RESOLVED, that the Public Service Authority hereby enters into Work Session for the purpose of discussing the following:

FY 2012 Budget

The vote on the foregoing motion is as follows:

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

## **OUT OF WORK SESSION**

On a motion by James Politis, seconded by William Brown, and carried; IT WAS RESOLVED, that the Public Service Authority hereby ends their Work Session to return to regular session.

The vote on the foregoing motion is as follows:

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

## **FINANCIAL REPORT**

The financial report for period ending February 28, 2011 was presented for review and discussion.

## **DIRECTOR'S REPORT**

The Director's Report included the following items:

1. Monthly Activities Report  
The February 2011 report was presented for review and discussion.
2. Adjustments for Water Leaks  
The PSA has a bill adjustment policy for water leaks in the customer's water lines. The policy requires the customer to make timely repairs after becoming aware of the leak. The adjusted water bill is based upon a historical average bill amount and the PSA's cost of the water for the volume above the customer's historical average. The policy allows one adjustment per year, unless the entire service line is replaced.

Several customers, mostly mobile home parks have requested multiple adjustments in the same year. The private water systems serving the mobile home parks tend to have recurring leaks of their water lines possibly due to substandard materials and maintenance. The current policy may require review relative to processing requests for multiple leak adjustment. *After review and discussion, it was the consensus of the Board of Directors to strictly enforce the current provisions of the PSA Regulations.*

3. Charges for Water Meter Calibrations

The PSA has received several requests from customers for water meter calibrations as the customers questioned the water meter accuracy. The PSA Regulations currently include a provision for a water meter re-read (Section E 1.n); *“When customer requests their meter to be re-read, the customer shall be billed an additional \$25.00 re-read fee for the extra reading. No fee shall be charged if a determination is made by the Director that an error was made during the reading of meters.”*

We use the same logic with requests for a water meter calibration and bill \$50.00 which is for 2 trip fees as we must travel to the site twice to remove the current meter and install a replacement meter and then to re-install the original meter if the calibration tests verifies the meter accuracy. The meter is sent to our water meter supplier for the calibration test. The customer would not be charged if the water meter test results are not within industry accuracy standards. Also their billing would be adjusted accordingly. The PSA may want to consider including a provision in the PSA Regulations relative to water meter calibrations.

4. Virginia Department of Health (VDH) Grant and Loan Program

The Director attended a seminar on the 2011 VDH Grant and Loan Program on February 18, 2011 in Lexington. VDH will have very limited grants but will have low interest loans available under the program.

5. Senior Program Assistant

The PSA received 86 applications and interviewed 10 candidates for the Senior Program Assistant position that will be vacated due to the May 31, 2011 retirement of Linda Pendleton. It is hoped that we will be able to hire a person and have them start sometime in March 2011 so that they can train with Linda for several months prior to her retirement. Interviews were held on February 22 and 25, 2011 by a panel of three and all were in agreement on the top three candidates. An offer has been made and accepted by Ms. Karri Cridlin. Ms. Cridlin will start March 21, 2011.

6. Freedom of Information Act Requests

Ronald Vaughn, 3851 Mud Pike, submitted two letters (copies attached) with requests for information. These requests were processed as Freedom of Information Act (FOIA) and a copy was presented for review. Mr. Vaughn recently had a high water bill/water leak that he claimed was an issue with the water meter that was resolved by tapping the water meter box. Mr. Vaughn also made a request to adjust the water meter box. Upon field review, the issue with the water meter box appeared to be the result of recent work done by Mr. Vaughn's contractor. A letter was sent to Mr. Vaughn to document the situation.

7. Security Seminar

The Director attended a seminar titled “Security: A County Government Perspective” on February 24, 2011 in Roanoke. VACo sponsored this seminar.

8. PSA Director Annual Performance Evaluation

The PSA Director annual evaluation is due April 3, 2011. A blank copy of the evaluation form for the PSA Director was presented for completion by Board members.

9. Brabham/Ironto Waterline Extension Project

The Director informed the Board that there may be some delays in the project due to an easement that had not been obtained from the Department of Conservation and Recreation.

After the Director's report was discussed, the following resolution was approved:

**R11-03-1  
RESOLUTION APPROVING THE DIRECTOR TO  
ADVERTISE A NEW PROPOSED  
WATER METER CALIBRATION FEE OF \$50.00**

On a motion by Mary Biggs, seconded by James Politis and carried; IT WAS RESOLVED, that the Public Service Authority hereby authorizes the Director to include a new proposed Water Meter Calibration Fee of \$50 in the public hearing advertisement along with the other fees and rates.

The vote on the foregoing motion is as follows:

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

**SETTING PRELIMINARY RATE SCHEDULE AND AUTHORIZING PUBLIC HEARING**

**R11-03-2  
RESOLUTION SETTING PRELIMINARY RATE SCHEDULE  
AND AUTHORIZING PUBLIC HEARING**

On a motion by Mary Biggs, seconded by James Politis, and carried; IT WAS RESOLVED, that the Montgomery County Public Service Authority does hereby agree to set the following proposed preliminary schedule fixing and classifying rates, fees and charges for water and sewer service:

**SEWER RATE**

Proposed 2% Increase From: \$6.96 to \$7.10 per 1,000 gallons

**SERVICE FEE**

Proposed Increase from \$4.50 Each Water and Sewer  
to \$6.50 Each Water and Sewer

**PROPOSED NEW FEE**

Water Meter Calibration Fee: \$50.00

BE IT FURTHER RESOLVED, by the Montgomery County Public Service Authority, that the Public Service Authority hereby authorizes the Director to advertise a public hearing in accordance with Section 15.2-5136G of the Code of Virginia, 1950, as amended, to be held on June 6, 2011, at 7:00 p.m. in the Montgomery County Government Center, 755 Roanoke Street, 2<sup>nd</sup> Floor County Administration Conference Room, in order to receive citizen comments on the preliminary schedule fixing and classifying rates, fees and charges for water and sewer service.

The vote on the foregoing motion is as follows:

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

**AUTHORITY MEMBERS' REPORT**

There were no reports from Board member reports.

**INTO CLOSED MEETING**

**(In at 8:00 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 discussion of the following:

- |                  |     |  |
|------------------|-----|--|
| Section 2.2-3711 | (7) | Consultation with Legal Counsel and Briefings by Staff Members or Consultants Pertaining to Actual or Probable Litigation, Where Such Consultation or Briefing in Open Meeting Would Adversely Affect the Negotiating or Litigating Posture of the Public Body; and Consultation with Legal Counsel Employed or Retained by a Public Body Regarding Specific Legal Matters Requiring the Provision of Legal Advice by Such Counsel |
|                  | 1.  | Joinder Study  |

The vote on the foregoing motion is as follows:

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

**OUT OF CLOSED MEETING**

**(Out at 8:15 p.m.)**

On a motion by James Politis, seconded by William Brown, 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
John Muffo		Annette Perkins
James Politis		
William Brown		
Doug Marrs		
Mary Biggs		
Gary Creed		

**CERTIFICATION OF CLOSED MEETING**

On a motion by Mary Biggs, seconded by William Brown, 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
John Muffo		Annette Perkins
James Politis		
William Brown		
Doug Marrs		
Mary Biggs		
Gary Creed		

**ADJOURNMENT**

There being no further business, the Chair adjourned this meeting to the next meeting scheduled for April 4, 2011.