

**AT A REGULAR MEETING OF THE MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY, HELD ON THE 6th DAY OF SEPTEMBER 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
<b>ABSENT:</b> 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 Christopher Tuck, seconded by April DeMotts, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the Consent Agenda, dated August 1, 2016.

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

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

**FINANCIAL REPORT**

Distributed at the meeting

**DIRECTOR'S REPORT**

**1. Monthly Activities Report**

The August 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 for the pump chamber/wet well. So far the project is on schedule with the project completion date of December 20, 2016.

**4. Authority Board Member Compensation Survey**

The Virginia Water and Wastewater Authorities Association (VWWAA) recently polled members to determine compensation for their board members. Twenty VWWAA members responded and the survey results are attached for review.

**5. Plum Creek Water Main Leak**

We experienced a water main leak along Radford Road near the intersection with Fire Tower Road the evening of Sunday August 7, 2016. A service saddle connection on the eight-inch water pipe failed causing the leak. Repairs were completed early the next morning. An estimated 25,000 gallons of water was lost due to the leak.

**6. Summons for Mechanic’s Lien for Highland at Huckleberry Development**

Montgomery County and the PSA were served summons naming them parties to a subcontractor’s claim for non-payment of \$152,976.72 from the project developer, Pinnacle Construction and Development Corporation. This matter was turned over the County Attorney to address. The County Attorney made a request to the court that the PSA be dismissed from the suit.

**7. 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 the attached site plan which includes a site for the PSA.

**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 October 3, 2016.

ATTEST: \_\_\_\_\_  
SECRETARY/TREASURER