

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY
HELD ON TUESDAY, JANUARY 12, 2021, AT 5:00 P.M. IN THE COUNTY
ADMINISTRATIVE EXTENSION OFFICE MEETING ROOM

PRESENT: MEMBERS: GRIGG MULLEN, DAVID HINTY, JAY MELVIN,
AND DAVID RENALDS
EXECUTIVE DIRECTOR: MELISSA ALEXANDER
ABSENT: RICK MAST

Chair Mullen introduced the first order of business, which was the election of officers. Chair Mullen asked for nominations. Mr. Hinty moved to nominate Dr. Mullen to continue as Chair. Mr. Renalds seconded the motion, and with no other nominations, the members voted unanimously to elect Dr. Mullen to another term as Chair. Mr. Renalds moved to nominate Mr. Melvin to continue as Treasurer. Mr. Hinty seconded the motion and with no other nominations, the members voted unanimously to elect Mr. Melvin to another term as Treasurer. Mr. Hinty moved to nominate Mr. Mast as Vice-Chair. Mr. Renalds seconded the motion, and with no other nominations, the members voted unanimously to elect Mr. Mast as Vice-Chair. Mr. Hinty moved to nominate Mrs. Alexander to continue as Secretary. Mr. Renalds seconded the motion, and with no other nominations, the members voted unanimously to elect Mrs. Alexander to another term as Secretary.

Chair Mullen introduced the next item of business, which was the review of the minutes from the December 8, 2020, meeting. Mr. Hinty made a motion, seconded by Mr. Renalds, to approve the minutes as revised. The vote was unanimous.

The next item of Business was the review of the bills for January. Mrs. Alexander presented the updated bills list to account for bills received since the original list was sent, a copy of which was provided to each member, and made available to the public. Mr. Melvin asked about the additional stormwater charge from the Maury Service Authority. Mrs. Alexander explained that was the additional charges, over the regular sewer charge, for treating the stormwater pond contents for the Devils Backbone Brewery. The brewery has an upcoming meeting with the DEQ, which hopefully will allow the pond to go back to discharging into the creek. Mrs. Alexander explained that the payroll for November and December are on this month's bills list because November was not included on last month's bills list due to a clerical error. Mrs. Tomlin explained a few of the changes in the bills list that were necessary as a result of the change in accounting software. On motion of Mr. Melvin, seconded by Mr. Renalds, the

board unanimously approved the payments shown on the final bills list for \$638,984.09, the refund of customer deposits in the amount of \$879.10, and the refund of customer overpayments in the amount of \$199.99.

Chair Mullen then moved to the monthly and quarterly financial reports. Mrs. Alexander explained that the quarterly board reports were not in the board packet. Due to the software switch, the reports were not able to be printed accurately. Staff plans on including them in next month's board packet. The board had no comments on the financial reports presented.

Chair Mullen asked Mrs. Alexander to give the Director's Report. Mrs. Alexander began with an update on the software switch in the office. The accounting software was formally switched-on January 1st. This month's bills were entered and the checks were produced by the new program. The billing portion is set to go live on Thursday. A trainer from the company will be onsite beginning Wednesday to assist with the transition. On Friday, a representative from the meter company will come by to ensure that the new software works with the handhelds, which are used to read the meters.

The next Directors Report item was the COVID Relief Funds. Yesterday, we were informed that the deadline to return any unused funds to the state had been extended to December 31, 2021. Staff will review the applications received and continue to encourage customers to apply for assistance. The county will release the funds to us now instead of waiting and only releasing what has been spent. Since it may cross fiscal years, it could create some accounting complications for them to hold it that long. Plus, given the new extended time, it is more likely that it will all be used to assist customers.

Mrs. Alexander then informed the board that she has received a set of plans for a new subdivision and received an inquiry about a couple of large apartment buildings.

The final item on the Director's Report was the Rt. 251 sand under the tank has been removed. The vault still needs to be demolished. We will either need to rent a piece of equipment or wait for the mini-excavator that is about to be bid to arrive. Since we are waiting on more information from the lawyer on disposing of the property and keeping our necessary easements, we are temporarily holding off on renting the equipment. The work will take approximately 2 days.

Chair Mullen moved to the first item of Unfinished Business, the Rt. 60 Sewer Project and asked Matt Gross, PE to update the board. He stated that the 8" failed to pass the pressure test and the contractor is working to determine where the issue is located. Last Thursday, the

pumps were started up and the water was simply circulated back to the wet well. This was done because the SCADA subcontractor is running slightly behind due to COVID exposures. Mrs. Alexander stated that she inquired and was told that no one in the PSA building or around our employees was exposed. The contractor has requested the 14 accumulated weather days and a 30-day extension. The extension was needed due to the SCADA delay and some additional delays that resulted from requests for additional information from the engineer. Mr. Gross stated that they undercounted the weather days and recommended granting the 30-day extension as part of the next change order. Mrs. Alexander added that the next change order would include a deduction in both the 6" and 8" pipe. The bid documents included the pipe that was under the bridge in both the bridge crossing items and in the quantity of pipe. This will result in approximately \$100,000 in savings. The contractor has notified the engineer that they will be back in the spring to repave the road crossing, reseed any areas that did not grow, and mulch the rock flower bed. They will meet with the gardeners that maintain the garden to ensure they are satisfied with the final product. The City of Lexington maintains the road and has agreed to the road being repaved in the spring.

The final item of Unfinished Business was the Long Hollow Progress. Mrs. Alexander stated that the equipment bids were submitted to Rural Development and approved. The bids have been posted with a due date of January 28th. Staff has sent it to several vendors, we are aware of, that sell these types of equipment.

The only item of New Business was the fiscal year 2020 audit. Mrs. Alexander apologized that she sent it out a bit too soon. What was included in the board packet is correct. It is just missing a supporting table. The table is the breakout required by Rural Development of the Long Hollow revenues and expenses. The accountant and auditor are working on the additional information and it will be included in next month's board packet for approval.

Chair Mullen then asked for Public Comments. Mrs. Stuart asked where the stormwater was going to be released once DEQ removes the consent order and what is being released into the PSA system. Mrs. Alexander stated that the stormwater will be discharged into Mill Creek like it was prior to the order. Mrs. Alexander stated that they were no longer discharging any bad beer into the system. Once DEQ lifts the consent order, only normal sewage will be discharged by the brewery into the PSA system.

Chair Mullen then asked for Board Member's comments, and none were received.

With no further matters, the meeting was adjourned until Tuesday, February 9, 2021,

at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

Secretary

Approved by _____
Chair