

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY  
HELD ON TUESDAY, FEBRUARY 9, 2021, AT 5:00 P.M. IN THE COUNTY  
ADMINISTRATIVE EXTENSION OFFICE MEETING ROOM

PRESENT: MEMBERS: GRIGG MULLEN, DAVID HINTY, JAY MELVIN,  
DAVID RENALDS, AND RICK MAST (VIA  
PHONE)  
EXECUTIVE DIRECTOR: MELISSA ALEXANDER  
ABSENT: NONE

Chair Mullen began by informing everyone present that Mr. Mast will be participating through electronic means pursuant to the Continuity of Government Ordinance originally adopted by the Board of Supervisors on April 6, 2020 and was granted an extension on May 26, 2020, due to the threats posed by the COVID-19 pandemic to the health, safety and welfare of the public, and in accordance with the recommendations, guidelines, and requirements of federal, state and local authorities.

Chair Mullen called the meeting to order and introduced the first order of business, which was the review of the minutes from the January 12, 2021, meeting. Mr. Renalds made a motion, seconded by Mr. Hinty, to approve the minutes as revised. The vote was unanimous.

The next item of Business was the review of the bills for February. 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. Mrs. Alexander and Mrs. Tomlin explained the overpayment refund. On motion of Mr. Melvin, seconded by Mr. Hinty, the board unanimously approved the payments shown on the final bills list for \$553,169.90 and the refund of customer overpayments in the amount of \$3,843.03.

Chair Mullen then moved to the monthly and quarterly financial reports. Mrs. Alexander explained that the quarterly board reports from last month were included in the board packet. Due to the software switch, balancing the general checking bank account to the accounting software was difficult. The software company is diligently working with us to get the issues solved. Mrs. Alexander also explained some of the advantages of the new billing software for customers, such as consolidated billing, usage graphs, and an online portal. The board had no comments on the financial reports presented.

Chair Mullen asked Mrs. Alexander to give the Director's Report. The first item was the new truck. Staff recently took delivery of the 2021 Chevrolet Colorado pickup truck that was in

this year's budget. It replaces the 2010 Ford Ranger. The Ranger will be included in this year's surplus list and then sold.

The next item was the new dump truck. The dump truck apparently had wiring for the trailer that came with the truck and then additional wiring was added when the dump body was installed. So, the company picked it up to make the necessary corrections. Meanwhile, staff will continue to use the old dump truck. Once the issues are worked out, the old dump truck will be surplus and sold. Mrs. Alexander has asked the county if they can use it and was told no.

The next Directors Report item was the COVID Relief Funds. Mrs. Alexander and Mrs. Tomlin reviewed the applications for the COVID relief funds. They were able to assist everyone that applied and the entire amount of money received, \$10,688.14, was disbursed. The funds went to 10 residential and 3 business customers.

The final item on the Director's Report was the slip lining projects. The repair and replacement budget has \$30,000 for the slip lining of sewer mains. The area to be sliplined is the line near the Motel 6 leading to the Deep Hole pump station. There is a large parcel of land near the sewer main that is being marketed to a hotel and has 3 outparcels for additional businesses, most likely food establishments. Staff has obtained one quote for \$24,600 and is currently seeking two additional quotes for the job to meet the procurement policy. Mrs. Alexander asked the board to consider an additional \$30,000 to be spent this year on slip lining. The area from the Crossings Car Wash in front of Lowes to Mill Creek is very deep and is asbestos cement pipe. There is currently savings in the repair and replacement account from the Long Hollow grant paying for the mini excavator. So, the overall amount budgeted for the year will not increase with the additional slip lining project. On the motion of Mr. Hinty, seconded by Mr. Melvin, the board unanimously voted to use the mini excavator savings for additional slip lining of the sewer main.

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 reported that the pump station went online and the leak was located on the north side of the bridge. They were able to finally locate it due to an area of the blacktop that was sinking. When it was uncovered, there was an approximately inch-long pinhole in the pipe. Sunapsys is still wrapping up some minor issues. The contractor requested substantial completion on Feb 8. The engineer is currently working on creating the full punch list. The restoration and seeding will wait until March or April due to the weather. The pay request in this month's bills list will be the final one other than the retainage. There will

be a final change order for a negative amount to reduce the final quantities. As a whole, the project is almost 10% under the bid amount. Mr. Melvin asked why the project went so well. Mr. Gross responded that there were a lot of little savings that added up and the contractor was good to work with. Some of the larger savings were due to the contractor being able to avoid the asbestos cement pipe, not encountering a lot of rock, and switching the bore to an open cut.

The final item of Unfinished Business was the Long Hollow Progress. Mrs. Alexander stated that the equipment bids were received and approved by Rural Development. The low bid for the mini dump truck was \$55,800 by Mid-State Equipment. The winning award for the mini excavator went to James River Equipment for \$59,900. James River was not the lowest bid but was the only bid that met the specifications in the bid documents. The total comes to \$115,700, and the remaining grant funds are \$102,119.86, leaving a balance to be paid by the PSA of \$13,580.14. The balance will be paid out of funds budgeted for the mini excavator in the repair and replacement account. The delivery times are 3-5 months. Rural Development will reimburse us for the purchases once they have arrived and been paid for by the PSA. Mr. Renalds inquired about a trailer. Mrs. Alexander replied that staff will begin working on the trailer purchase which is in this year's budget.

The only item of New Business was the fiscal year 2020 audit. Mrs. Alexander informed the board that the draft audit included in this month's board packet included the missing table. The table is the breakout required by Rural Development for the Long Hollow project. On motion of Mr. Hinty, seconded by Mr. Melvin, the board unanimously voted to approve the audit as presented.

Chair Mullen then asked for Public Comments. Mr. Gross commented that the project has gone well.

Mr. Hinty moved that the Rockbridge County Public Service Authority Board convene in closed session pursuant to Virginia Code 2.2-3711(A)(3), a matter involving: disposition of publicly held real property, where discussion in an open meeting would adversely affect the county's bargaining position or negotiating strategy. The motion was seconded by Mr. Melvin and the vote was unanimous.

Mr. Hinty moved that the board certify that, in the closed session just concluded, nothing was discussed except the mater or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provision of the Freedom

of Information Act cited in that motion. The motion was seconded by Mr. Melvin and the vote was unanimous.

On motion of Mr. Hinty, seconded by Mr. Renalds, the board unanimously voted to give Mrs. Alexander the authority to negotiate with Mr. Swenson on a swap of the tank parcel for all the necessary easements. She is to ensure that the PSA maintains and acquires all the necessary easements needed to maintain the system and provide for possible future connections. Mr. Hinty stated that he will reach out to Mr. Swenson to let him know that Mrs. Alexander will be reaching out to him regarding the situation.

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

With no further matters, the meeting was adjourned until Tuesday, March 9, 2021, at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

---

Secretary

Approved by \_\_\_\_\_  
Chair