

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

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

Chair Mullen began by informing everyone present that Mr. Mast and Mr. Hinty 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 February 9, 2021 meeting. Mr. Renalds made a motion, seconded by Mr. Melvin, to approve the minutes as revised. The vote was unanimous.

The next item of business was the review of the bills for March. 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. Renalds inquired about the custom envelopes and if we had received the mini excavator. Mrs. Tomlin explained the envelopes are used for correspondence and for mailing the customer bills. Mrs. Alexander responded that the mini excavator has been received and put to use already. On motion of Mr. Melvin, seconded by Mr. Renalds, the board unanimously approved the payments shown on the final bills list for \$396,902.27 and the refund of customer overpayments in the amount of \$415.63.

Chair Mullen then moved to the monthly and quarterly financial reports. Mrs. Alexander explained that staff is still working with the new software company to get January software totals to balance with the bank account totals. The company sent a manager to Lexington to assist with the process, and progress was made. The difference is currently only \$69.00. Mr. Melvin asked if we could do a journal entry to correct the imbalance since it is a small amount. Mrs.

Alexander responded that staff is willing to do so but would like to make sure that it is not the result of an issue that will keep happening. The plan is to begin working on February tomorrow.

Chair Mullen asked Mrs. Alexander to give the Director's Report. Mrs. Alexander began with the Route 251 water tank. She met with Mr. Swenson to discuss the exchange and Mr. Black met with him on site. They both discussed with him what needed to be done before the property could be transferred. The vault needs smashed in and the ring wall needs to be removed. The work can be done with the mini excavator; so, there will no longer be the need to rent equipment. Mr. Swenson indicated that we could cross his property to do the work and that he is not in a hurry for the work to be completed. Staff will schedule the work to be done around the normal day to day operations.

The next item was the new Maintenance Supervisor. Jacob Dudley accepted the position and will start on Monday, March 15<sup>th</sup>. He has a year to obtain his waterworks license and several other certifications required for the position.

The next Directors Report item was the software transition. Over the past month, there have been a few issues that came up and were dealt with. Aside from balancing problems, the biggest issue was the ACH payments being returned by several banks. Our name and the format with the new software are slightly different and was therefore flagged as suspicious or possible fraud. Staff worked with the bank and the software company to correct the issue and get everyone's payments successfully drafted.

The office staff is beginning to transition to working in the office full time. The county has already brought staff back to in-person work full time. The county recently rented the former Peebles building for a vaccination clinic location. Hopefully, staff will be able to be vaccinated soon.

The final item on the Director's Report was a couple of bids. The mowing bid was advertised with a mandatory pre-bid tour of the sites. One company showed up for the tour. Bids are due later this month. Staff is also preparing to re-bid the uniform contract. Mrs. Alexander and staff are investigating some options that would incorporate reflective safety stripes for working in the VDOT right-of-way. Mr. Renalds stated towing companies working on the interstate are not allowed to wear the safety stripes incorporated in the uniform, that it has to be a separate vest and/or pants. Mr. Alexander stated that Mr. Black was researching the VDOT requirements.

Chair Mullen moved to the first item of Unfinished Business, the Rt. 60 Sewer Project. Mrs. Alexander began by informing the board that she had received a call from a concerned citizen. While he was walking on the Chessie Trail, he noticed that the tape on the insulation on the new sewer mains under the bridge was coming down. The engineer informed the contractor, and the repairs were being made within a week's time. When it was installed, the inspector warned that it may be a warranty item because it was installed in extremely cold weather. The contractor redid the tape on the entire bridge rather than just correcting the spots that were not adhering properly. The engineer did not submit a pay request this month. There is a bit of final restoration that is scheduled to be done between mid-March and mid-April when the weather is warmer. If it is completed early, the final pay application will be next month. Otherwise it will be in May. There is also a final change order that will be incorporated in the final pay application.

The final item of Unfinished Business was the Long Hollow Progress. Mrs. Alexander stated that the mini excavator has been received and is on this month's bills list. Staff can now submit the requisition to Rural Development for reimbursement. We are now just waiting on the dump truck to finish out the project.

Being no New Business on the agenda, Chair Mullen asked for Public Comments. Ms. Moore asked about the cost and size of the mini excavator. Mrs. Alexander responded that it was \$59,900 and was a 35G.

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

With no further matters, the meeting was adjourned until Tuesday, April 13, 2021, at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

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Secretary

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