

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY
HELD ON TUESDAY, MAY 12, 2020, AT 5:00 P.M. IN THE COUNTY ADMINISTRATIVE
EXTENSION OFFICE MEETING ROOM

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

Chair Mullen began by informing everyone on present that Mr. Renalds, Mr. Mast and Mr. Hinty were participating through electronic means pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 6, 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. Some Board members will be participating remotely, while others choose to participate physically. Staff will be presenting as normal in the Extension Meeting room at 150 S. Main Street, Lexington and while the room will be open to the public, no more than 10 persons, including staff, will be allowed into the room at one time, as per the Board of Supervisor's COVID19 meeting policy.

Chair Mullen introduced the first order of business, which was the review of the minutes from the April 14, 2020, meeting. With no comments, Mr. Melvin made a motion, seconded by Mr. Renalds to approve the minutes, as presented. The vote was unanimous.

The next item of Business was the review of the bills for May. 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. On motion of Mr. Melvin, seconded by Mr. Hinty, the board unanimously approved the payments shown on the revised bills list for \$211,675.92, Rural Development 16" Transmission Main Loan payment of \$6,410.00, Rural Development Long Hollow Loan payment of \$2,224.00, and the refund of customer deposits in the amount of \$644.44.

Chair Mullen then moved to the monthly financial reports. The board had no comments on the financial reports presented.

Chair Mullen asked Mrs. Alexander to give the Director's Report. She began by updating the board on the State Corporation Commission extending the deadline prohibiting the addition

of penalties and disconnections to June 14th. She stated that the penalty revenue that would have been charged for April and May is approximately \$8,600. Staff stopped tracking the disconnection revenue because the number of customers on the list was so large. Staff feels that there are probably some customers that misplaced the bill and will pay next time and several businesses have skipped or made partial payments. There are approximately 120 accounts with balances over 45 days with a combined balance of approximately \$58,000. For the year, the penalties are approximately \$10,000 less than budgeted and the disconnections are approximately \$1,900 less than budgeted. After some discussion, Mr. Renalds moved to extend the penalty and disconnection relief until June 30th. The motion was seconded by Mr. Hinty and the vote was unanimous.

The next Directors Report item was the purchase of two additional laptops for employees to work from home. Once the computers are not needed for working from home, they will be reassigned. Per Mr. Melvin's suggestion, staff is working on a computer use policy.

The next item was the Rt. 251 tank. The final proposal came in verbally and was the lowest at \$14,000. It states once the notice to proceed is issued, work will begin within 15 days with a completion time of 60 days. Once the written copy arrives, the notice to proceed will be promptly issued. Meanwhile, staff will work with the neighbors and contractor to determine the best route to access the area.

Mrs. Alexander presented the final item in the Director's Report which was an update on the operations regarding COVID-19. The PSA received sets of 5 washable cloth masks for each employee from FEMA. FEMA issued them out to water and wastewater employees through the Virginia Section AWWA. The Director requested the county administrator to keep her apprised of his plans to reopen the building. Staff is working on a plan on how we will reduce customer contact and maintain reduced staff the office, once the building reopens. Mrs. Alexander would like to keep some employees working from home to provide greater separation. The May bills had a letter about payment options and an application for automatic draft and e-billing. In Monday and Tuesday's mail, over 20 automatic draft applications were received and over half of them requested to be placed on e-billing, as well.

Chair Mullen moved to the first item of Unfinished Business, the Rt. 60 Sewer Project. Mrs. Alexander began with the construction schedule came in today. The estimated completion time is mid-November. However, the majority of the work is slated to be completed in August and September. The color selection for the pump station is needed. Mrs. Alexander chose the

same colors as the Long Hollow Pump Station and submitted them to the planning department. Since a portion of the building will be visible from the Rt.11 by-pass, the review is required. The first progress meeting was held by conference call due to COVID-19. Since the work done to date is minimal, there was no reason to gather everyone for an in-person meeting. The pump station subcontractor has cleared the lot, set the wet well and completed the backfill. Next, they will be installing the sewer meter vault and then begin on the piping. E. C. Pace has been working on the submittals and VDOT approvals. Next, they will begin on the Flower Lane pressure reducing valve. They will then install the water meter that feeds the Route 60 corridor. Simultaneously, they will continue clearing and drill along the line to determine where blasting will be needed to remove the rock. VDOT has approved the alignment shift which will save approximately \$35,000. The savings is from the reduced traffic control needed due to the shift. The change order for that and the ductile iron pipe change should be in next months packet.

The next item of Unfinished Business was the Long Hollow Progress. The project is approximately \$102,000 under budget on the project. Since they are grant funds, they need to be spent or they will be lost. They cannot be used to pay down the debt service. In this situation, Rural Development will typically allow the purchase of equipment or inventory needed for the system. Mrs. Alexander worked with the maintenance staff to determine what the best purchases would be that would benefit the Long Hollow system. They would like to purchase a new service truck. The current truck is over 18 years old and is a bit small for our current needs. They would also like to purchase a 5ton mini excavator. Both are in our repair and replacement schedule to be replaced in the next few years. They are estimated to cost approximately \$65,000 each. I sent an email to Rural Development and they have responded requesting additional information. The extra funds needed to finish out the purchases could come from the repair and replacement account. Mrs. Alexander then proposed to taking the \$102,000 out of the repair and replacement account and set it aside to assist in paying off the Long Hollow debt service. Paying off the debt service is needed before the next phase of the project. Mr. Renalds stated that he feels that the mini excavator is a great idea as it is much easier to maneuver in tight spaces than the backhoe. He suggested looking into a smaller trailer that can be pulled by the service truck instead of having to always use the dump truck. Mrs. Alexander stated that there are funds in next year's budget for a new trailer for the backhoe. She also stated that there are a couple other trailers that may be suitable for the mini excavator. Mrs. Alexander stated that we will send the information to Mr. Renalds and Mr. Hinty for their review.

The final item of Unfinished Business was the Devils Backbone Stormwater and discharged beer issue. Mr. Combs, Maury Service Authority Director, discussed the billing to the PSA and agreed that the bills will be due at the same time as our other quarterly bills. Mrs. Alexander stated that she be sending a bill to Devils Backbone by the end of the week. The brewery has been taking samples of the pond and submitting them to the MSA. Mr. Combs is highly confident that the MSA will be reducing the rate to leachate at the beginning of the 2021 fiscal year.

The only item of New Business was the rate resolution for fiscal year 2021. Mrs. Alexander stated that staff worked really hard to keep rates as low as possible. The bi-monthly and other miscellaneous fees did not increase. The water rate increased by \$0.32 which is the same amount the MSA increased our wholesale rate. The Long Hollow water rate went up \$0.10 and the Rivermont and Riveria water rates went up \$0.50 because the Buena Vista rates are advertised to go up \$1.00. The sewer rate increased by \$0.45 which is half of the amount the MSA increased our wholesale rate. Mrs. Alexander stated she also created a stormwater rate at \$25.00. Mr. Melvin asked about some of the scenarios that had been discussed in the finance committee meeting. Mr. Melvin asked that Mrs. Alexander communicate the large increase from the MSA with the county administrator and it's impact on PSA rates. On motion of Mr. Melvin, seconded by Mr. Hinty, the board unanimously approved the following resolution:

WHEREAS, the Rockbridge County Public Service Authority must set rates, fees and charges that are fair and reasonable; and

WHEREAS, the Authority must maintain its water and sewage systems in good condition to protect health and safety and to comply with all laws and regulations; and

WHEREAS, the Authority is cognizant of the current condition of the economy;

THEREFORE, BE IT RESOLVED that the Rockbridge County Public Service Authority approves the preliminary rate schedule specified below and authorizes the publication of a public hearing to be held pursuant to §15.2-5136 of the Code of Virginia, 1950, as amended, on June 16, 2020 at 5:00 pm in the second-floor Extension Office Meeting Room of the Rockbridge County Administrative Office Building, 150 S. Main St., Lexington, Virginia.

WATER		SEWER	
Bi-monthly Charges:		Bi-monthly Charges:	
5/8"x3/4" Meter \$ 22.68		5/8"x3/4" Meter \$ 34.87	
1" Meter	\$ 49.58	1" Meter	\$ 72.13
1.5" Meter	\$ 84.64	1.5" Meter	\$ 120.71
2" Meter	\$133.75	2" Meter	\$ 188.72
3" Meter	\$273.98	3" Meter	\$ 382.99
Long Hollow*	\$ 45.00	Extra Service Units	\$ 7.74
*includes 2,200 gallons usage		Sewer usage per 1,000 gal.:	\$ 10.20
Extra Service Units:	\$ 6.57	SEPTAGE	
Fire Line:	\$ 13.35	Bi-monthly Charge:	\$ 34.87
Water usage per 1,000 gal.:		Usage per 1,000 gal.:	\$ 90.00
Long Hollow	\$ 9.95	LEACHATE	
Rivermont Heights	\$ 8.65	Bi-Monthly Charge:	\$ 34.87
Riveria	\$ 8.65	Usage per 1,000 gal.:	\$ 21.00
All Other Areas	\$ 6.03	STORMWATER	
		Bi-Monthly Charge	\$ 34.87
		Usage per 1,000 gal.:	\$ 25.00

Chairman

ATTEST:

Secretary

Chair Mullen asked for Public Comments. Citizens were giving the opportunity to send their comments by email or in person and none were received.

Chair Mullen then asked for Board Member comments. Mr. Hinty expressed his appreciation for the staff and all that they do especially during this difficult time.

With no further matters, the meeting was adjourned until Tuesday, June 16, 2020, at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

Secretary

Approved by _____
Chair