

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY
HELD ON TUESDAY, AUGUST 11, 2020, AT 5:00 P.M. IN THE COUNTY
ADMINISTRATIVE EXTENSION OFFICE MEETING ROOM

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

Chair Mullen introduced the first order of business, which was the review of the minutes from the July 14, 2020, meeting. With no comments, Mr. Hinty made a motion, seconded by Mr. Melvin to approve the minutes, as presented. Mr. Mast had not phoned in yet. The roll call vote was:

Chair Mullen: Aye Mr. Mast: Absent Mr. Renalds: Absent
Mr. Hinty: Aye Mr. Melvin: Aye

The next item of Business was the review of the bills for August. 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 \$1,400,978.94, Rural Development 16" Transmission Main Loan payment of \$6,410.00, Rural Development Long Hollow Loan payment of \$2,224.00, the refund of customer deposits in the amount of \$2,395.27 and a customer overpayment refund in the amount of \$11.78.

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 informed the board that the dump truck was delivered last week. While staff were looking it over, they discovered several issues. The dump body would not raise up, the tool box was in the wrong location, the drivers side ladder and strobe light were both missing. The dealer had it picked up so the corrections could be made.

The next Directors Report item was The Route 251 water tank removal progress. The contractor is onsite working on dismantling the top and truss area. The contractor gained permission from a nearby resident to use their driveway for access to the site. This route is preferred over our easement.

The next item was the new billing and accounting software. After reviewing several companies and participating in 4 product demonstrations, staff decided on the PubliQ software package. The product is cloud based which allows for frequent updates that do not require staff participation or down time, backups are automatically performed by the software company twice daily, there is no maximum number of users, and the software can be accessed from home. Since the billing and accounting software are combined it will reduce the amount of manual transfer of data from the billing to accounting software. There are several additional modules that allow for future growth such as purchase orders, asset management and payroll. Staff anticipates the conversion will be complete and we will be able to switch to the new software in the middle of November.

Mrs. Alexander then updated the board on the COVID impacts. She reported that staff are compiling documentation for possible reimbursement for the county COVID relief funds. To date, we have purchased several computers and software to be able to work from home as well as some cleaning and hand sanitizer for the work places. We are also working on an Infectious Disease Prevention plan as required by the Department of Labor. The county approved theirs yesterday and we will be using theirs as a template. We will bring the plan to the next board meeting for approval. Some of the items it covers are: hand washing, self-monitoring, how to handle positive cases, PPE, and travel.

The final item is the temporary suspension on disconnections. At the June meeting, the board put disconnections on hold through August 31st. There is currently no information on the State Corporation Commission regarding another possible extension and it is currently set to expire on August 31st as well. Last we spoke with several other localities; they were leaning to letting their extensions expire. After general conversation, the board opted not to extend the suspension of disconnections.

Chair Mullen moved to the first item of Unfinished Business, the Rt. 60 Sewer Project. Mrs. Alexander began with the pump station work. The building has been delivered and just needs the door to be installed. The door is slated to arrive later this week. The pumps arrived and have been installed. This month they plan on working on SCADA, installing the door, generator and the fence around the generator.

E.C. Pace is working on the line work. The waterline is complete and capped at the end just before the hydrant. They will be filling the line and doing the necessary testing this week before making the final connection. We supplied a meter and the line will be filled slowly at

approximately 80gpm. Once the water is complete, they will return to installing the sewer force main. There is an issue with the line work that is being addressed. The water and sewer lines next to the creek were installed too close together due to the wing walls being extended further than typical. The lines are being installed between the road and the creek and the water line could not be moved further out because it would put it in the creek. The engineer came up with a solution which leaves the water where it is and moves the sewer lines further towards the road under the wing walls. The engineer met with VDOT who has given them the go ahead to go under the wing wall. The engineer is waiting for approval from VDH prior to making the appropriate changes to move the pipe approximately 7.5" apart with the necessary vertical separation too.

There is a possible change order to the road bore along the Rt. 11 bypass ramp. It will shorten the bore by installing 2 forty-five-degree bends and making a shorter bore. It will result in approximately \$54,000 in savings. Mrs. Alexander shared the cost breakdown with the board. Mr. Mast phoned in at this point. Chair Mullen asked our engineers present, if the addition of the bends do anything to the flow characteristics that would cause concern. Jess Littlejohn responded that they could run it through the model to verify that there would be any issues.

The bridge subcontractor is still behind on the submittal process. At the progress meeting, E.C. Pace stated that they have a meeting scheduled with them to discuss the situation. They also conveyed that they have a contingency plan if the subcontractor does not work out. E.C. Pace has experienced crew members that can do the bridge work, if needed. The work is expected to take a month to complete so this is currently not delaying the completion of the overall project. Overall, they are ahead on approximately 90% of the project and are expected to be completed on time, if not earlier.

The final item of Unfinished Business was the Long Hollow Progress. The shop was able to schedule three different mini-excavators to be delivered to the shop for a trial period. After using each on some routine jobs, the staff prefer the John Deere model. They felt it was easier to use, had more leg room and the bucket design. It is listed on the Virginia procurement site so we will not have to put it out to bid. The mini dump truck with a 10 foot bed will be ready to be bid soon.

The first item of New Business was the planning letter from the Maury Service Authority. Mr. Combs, MSA Executive Director, explained that the MSA has hired an engineering firm to perform a facility review. As part of that, they are asking the customers to

inform them of their future expansion plans. Mr. Hinty mentioned the possible expansion to the I-81 interchange and the possibility of Buena Vista joining as a customer.

The final item of New Business was the request to move the September board meeting. Mrs. Alexander explained that with the Labor Day holiday, there is very little time to get the books balanced and all the bills in for the board meeting. She suggested moving it a week to September 15, 2020. On motion of Mr. Hinty, seconded by Mr. Melvin, the board unanimously voted to move the September board meeting to the following week per Mrs. Alexanders recommendation.

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

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

With no further matters, the meeting was adjourned until Tuesday, September 15, 2020, at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

Secretary

Approved by _____
Chair