

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY
HELD ON TUESDAY, JANUARY 14, 2019, AT 5:00 P.M. IN THE COUNTY
ADMINISTRATIVE EXTENSION OFFICE MEETING ROOM

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

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

The next item of business was the review of the minutes from the December 17, 2019, meeting. With no comments, Mr. Renalds made a motion, seconded by Mr. Mast to approve the minutes, as presented. The vote was unanimous.

Chair Mullen then deviated from the agenda to allow a member of the public to address the board. Chair Mullen asked Heather Hamilton, from H&K Properties, Inc., to proceed. Ms. Hamilton manages rental homes and one of the homes has had some problems with leaks. The home has had 2 major leaks in the underground service line in the last year or so. The line is fairly lengthy and old. The owner replaced half of the waterline after the first leak and the remainder of the line after the second leak. The office issued a credit per policy after the first leak and it does not qualify for a second credit for another 4 years. Ms. Hamilton requested a second credit since the line has now been entirely replaced and the bill is very high. A general discussion on the history of credits, the credit policy and prior similar discussions followed.

On motion of Mr. Melvin, seconded by Mr. Mast, the board unanimously voted to allow a one-time deviation from the policy and allow a second credit, which will be calculated per the policy procedures.

The next item of New 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. On motion of Mr. Melvin, seconded by Mr. Renalds, the board unanimously approved the payments shown on the revised bills list for \$429,283.16, 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 \$277.12.

Chair Mullen then moved to the monthly and quarterly 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 reminding the board that the financial disclosures that they received in the mail are due by February 1st. The Business Manager can assist with forms, if needed.

The next Directors Report item was the dump truck invitation for bid. Staff has issued the bid which is due January 28th. Staff is now looking at procuring a pickup truck budgeted for this year. Chevy Colorado's are on the state procurement site and the PSA currently has 2 in the fleet. Mrs. Alexander is also interested in the possibility of a Ford Ranger. The PSA has used them in the past and there is a local dealer for service.

The next item was the SCADA upgrade. Staff from Sunapsys came today to obtain information from our system to use in building the new one. Staff is looking forward to being able to easily access the program from their home and cell phones. This upgrade has also prompted some decluttering and reorganizing in the maintenance facility.

Mrs. Alexander presented the next item in the Directors Report, the insurance inspection. John Bolling, Senior Public Safety Specialist with VACORP came out and did an inspection of the shop. Most of the comments were minor. Staff has already begun making the corrections and expect to have the list completed in the next several months. While onsite, he also reviewed our training schedule and made some suggestions. Staff prepared a schedule of trainings to be held during the monthly staff meetings, typically videos or PowerPoints. One training is geared toward all employees and a second for the maintenance staff. Staff also receive trainings from

outside agencies and combine with the county to receive some from the insurance provider. Overall, he was very impressed with the condition of the shop and thoroughness of our training.

The next item in the Director's Report was an update on the Devils Backbone situation. Mrs. Alexander reported that the MSA, PSA and brewery representatives have not been able to coordinate a meeting yet. The brewery has begun discharging the stormwater again on an as needed basis. Each time it needs to be pumped, the brewery requests permission and gives us the meter reading for billing purposes. Since a rate has not been established, the stormwater has not yet been billed. Mr. Melvin inquires as to if the brewery is aware a large bill will be coming. Mrs. Alexander stated that she has discussed it with the brewery representative. At this point, DEQ still will not allow them to dump it in the creek. The brewery is also taking some samples of the stormwater being discharged to assist in the determination of the cost.

Mrs. Alexander stated the final item on the Director's list was that staff has been diligently working on evaluations and budgets for next fiscal year.

Chair Mullen moved to the first item of Unfinished Business, the Rt. 60 Sewer Project. VDOT has been reviewing the water portion of the project and has determined it is a maintenance project not a new construction project. This means it will not have to go through the formal lengthy review process. The sewer portion of the project was previously reviewed and approved by VDOT. Mrs. Alexander is working on a memo to Mr. Suter and the Board of Supervisors detailing the shortage and requesting the shortfall be paid by the county. Mr. Suter has indicated that he will present it at the next meeting on January 27th. The MSA approved the waterline portion of the project. Mr. Melvin inquired what determines a project to be a maintenance project. Jess Littlejohn, Engineer, responded that it is typically replacing a current pipe with the same size pipe in the same location. This is a larger size pipe but it is the smallest section of pipe, 12", in the 16" loop. It has also been modeled as a 16" loop. So, it is maintaining the loop by removing the area of deficiency and making it all the same size.

The next item of Unfinished Business was the Long Hollow Progress. Mrs. Alexander explained that there have been a couple of issues with the pumps and SCADA system at the pump station. Sunapsys was onsite today to troubleshoot. Staff is working with the health department to get the pump station inspected and added into our system. The engineer is working with Atkins on some quantity differences in the asphalt. Mr. Renalds asked if the landowner with some issues has been satisfied. Mrs. Alexander responded that she knows some work was done but was not sure if it was completed and that she would look into it.

With no New Business, Chair Mullen asked for Public Comments.

Chair Mullen asked for Board Member comments and Mr. Hinty stated that now was a good time to look into getting the water tower on Rt. 251 removed. Mrs. Alexander stated that she would have staff discuss it with a local company who may do this type of work. If not, he may be able to recommend someone. It will most likely have to be bid but he may be able to give us an idea of the cost and companies that do this type of work.

With no further matters, the meeting was adjourned until Tuesday, February 11, 2020, at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

Secretary

Approved by _____
Chair

DRAFT