

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY
HELD ON TUESDAY, APRIL 14, 2020, AT 5:00 P.M. IN THE COUNTY
ADMINISTRATIVE EXTENSION OFFICE MEETING ROOM

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

Chair Mullen began by informing everyone on present that Mr. Renalds was participating through electronic communication due to a personal matter that prevented his physical attendance at the meeting.

Chair Mullen introduced the first order of business, which was the review of the minutes from the March 10, 2020, meeting. With no comments, Mr. Mast made a motion, seconded by Mr. Melvin to approve the minutes, as presented. The vote was unanimous. Chair then asked for comments on the March 19, 2020 Emergency called meeting. With no comments, Mr. Melvin made a motion, seconded by Mr. Mast to approve the minutes, as presented. The vote was unanimous.

The next item of Business was the review of the bills for April. 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. Mast, seconded by Mr. Melvin, the board unanimously approved the payments shown on the revised bills list for \$500,770.70, 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 \$811.71.

Chair Mullen then moved to the monthly and quarterly financial reports. The board had no comments on the financial reports presented. Chair Mullen asked Megan Tomlin, Business Manager to give a brief update on the financial impact to date of board action to not impose penalty or reconnection fees. Mrs. Tomlin stated that the penalty fees for April would have been applied to 191 accounts and been approximately \$7,500. There are still 17 outstanding turnoffs that haven't paid which equates to \$935.00 in lost revenue. Chair Mullen asked what the overall effect is on the budget. Mr. Melvin replied that it was a small percentage and that he had recently asked the director to stress the upcoming budget that is being developed to address this situation.

Chair Mullen asked Mrs. Alexander to give the Director's Report. She began by informing the board that the State Corporation Commission has extended their relief of water and sewer disconnections through June 14th. The PSA relief ends May 31st. She stated she would bring the topic back next month for discussion.

The next Directors Report item was a request by the Maury Service Authority (MSA) to use an old vault that belongs to the PSA. The vault is located near the Houston Street water tank owned by the City of Lexington. It was originally installed to provide additional fire flow to Lowe's. The MSA water loop made it obsolete and the equipment has been removed. The City and the MSA have been working together to install a new meter to the Houston tank and the vault is larger than the current one and would allow for a better installation. The maintenance staff has confirmed that the PSA will not have any future needs for this vault. The board agreed that the MSA can have the vault for the new Houston Street tank.

The next item was the Rt. 251 tank. Staff is still waiting on the last quote. The contractor has visited the site but not submitted the estimate yet. Mrs. Alexander asked if the board would like to wait for the last quote or approve a not to exceed amount based on the current lowest quote. On motion of Mr. Mast, seconded by Mr. Melvin, the board unanimously voted to approve the expenditure of up to \$20,000 on the removal of the tank.

Mrs. Alexander presented the next item in the Director's Report which was an update on the operations since COVID-19. The office staff has begun working from home as much as possible. When staff go to the office to print bills, open mail or other things that cannot be done at home, the goal is for only one person to be there at a time. Software was purchased for \$320 for the year that allows remote access to the computers in the office that hold the billing and accounting software. Staff can access the computers and even print to their printers. A new laptop that was budgeted for this year purchased for the Business Manager. The other two office employees are using their home computers. The office phones go to voicemail which is then relayed to us by email. All the office staff have access to that email. Staff has also been utilizing the Teams software that is part of the Microsoft suite. It allows for improved communication though video conferencing and a chat feature. There is a drop box that the county installed at the front of the building. A letter was included in the April bill and will go in the May bill that detailed the payment options and included an application for receiving bills electronically and automatic draft payments. The maintenance staff have been switched to four 10-hour days. The days are staggered to minimize contact. The staff decided to come in early rather than stay later

in the day. Staff are taking separate vehicles to work sites. The shop has been rearranged to allow more space. Staff is being given solo tasks as much as possible and any maintenance tasks that require close contact are being postponed. Mr. Melvin asked about the security of the remote access program. Mrs. Alexander explained that it was one of the ones recommended by the county IT department which they may be getting ready to use too. Mrs. Tomlin signed up for several free trials to determine which would work best for us. Mrs. Tomlin added that this company has one of the best security. The main risk is that two employees are accessing the PSA computers from their home computers. The county does not have any extra laptops that can be loaned out. Mrs. Alexander stated that the maintenance staff both have laptops as well. She stated that she could purchase two additional computers if needed. Mr. Melvin asked how much the last laptop cost. Mrs. Alexander stated that it was about \$2,000 and that there are funds in the repair and replacement account that could be used for two new computers. Mr. Melvin stated that the cost is worth knowing that the security is there. Mrs. Alexander stated that one of them could then be used to replace one that is due to be replaced next year and the other would be extra. The board instructed her to make the purchases.

Mrs. Alexander stated the final item on the Director's list was the budget. Mrs. Alexander informed the board that due to the recent changes as a result of the pandemic, that the budget is behind schedule. She went on to inform the board that also meant the resolution for next fiscal year was not available for approval at this meeting. The Code of Virginia dictates the advertising needed of the resolution before the public hearing can be held. The resolution will be ready for the May meeting and that delay will require the board to either have a second June meeting or the June meeting will have to be moved further in the month. On motion of Mr. Mast, seconded by Mr. Melvin, the board unanimously voted to move the June meeting one week to June 16, 2020.

Chair Mullen moved to the first item of Unfinished Business, the Rt. 60 Sewer Project. Mrs. Alexander began with the contractor and VDOT meeting held last week. The contractor was requesting VDOT to reconsider allowing the infrastructure to be further away from McCorkle Road. Shifting it towards the center of the median would avoid the expense and additional work of traffic control for that section of the project. VDOT agreed to look at revised plans and the contractor has estimated the savings are around \$36,000.

Mrs. Alexander spoke with the lawyer regarding the easement required from the City of Lexington for the portion of the project that is not in the VDOT right of way. After explaining

the alignment may shift again, it was decided to ask the city if the easement could be done after the project is complete. Mrs. Alexander spoke with the City Public Works Director and he was agreeable to this course of action.

This past month the contractor has been turning in material submittals, applied for the building permit and has begun clearing the pump station site. The contractor has also suggested a cost saving measure. If the pipe is changed from class 52 to class 350, there would be a savings just under \$53,000 for the project. The sewer portion is estimated at \$36,776.55. Matt Gross, Hurt and Proffitt engineer, explained the difference in more detail for the board and assured them that the difference was minor and the change would not be an issue for this project. Mrs. Alexander went on to say that both types of pipe are currently in the PSA system and staff is familiar with working with it. Mrs. Alexander stated that the change order would be brought back to the board for approval later. She requested approval now so that the contractor can begin acquiring the pipe for the project. On motion of Mr. Mast, seconded by Mr. Melvin, the board unanimously voted to approve the change in pipe to class 350.

The next item of Unfinished Business was the Long Hollow Progress. With both contractors complete, there are still grant funds that have not been spent. Staff is working with Rural Development on what the funds can be used for and what needs to be done to close out the project.

The final item of Unfinished Business was the Devils Backbone Stormwater issue. The MSA board agreed with the billing plan submitted by their director, Jordan Combs. Mr. Combs will be submitting a bill to the PSA soon. Mrs. Alexander stated that she will then calculate and send a bill to Devils Backbone. As of now, we are omitting the period of time that the stormwater was not metered and requesting proof. Mrs. Alexander stated that industry standard is to use the usage from the same time period from the prior year. The amount that the brewery estimated is substantially less than what was pumped the year before. Mrs. Alexander stated that if they can show that there was substantially less rainfall than the prior year that she would be open to a lesser number. After some discussion, Mr. Melvin stated that the PSA should bill for the entire amount and then reduce it, if the amount is proven to be less. The brewery is no longer dumping beer because they have found another method of disposing of it.

With no New Business, Chair Mullen asked for Public Comments. There were none.

Chair Mullen then asked for Board Member comments. None were received.

With no further matters, the meeting was adjourned until Tuesday, May 12, 2020,

at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

Secretary

Approved by _____
Chair