

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY  
HELD ON TUESDAY, JUNE 8, 2021, AT 5:00 P.M. IN THE COUNTY ADMINISTRATIVE  
EXTENSION OFFICE MEETING ROOM

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

Chair Mullen introduced the first order of business, which was the Public Hearing on Rates, Fees and Charges for fiscal year 2022. Sandra Stuart commented that they were very fair. With no additional comments from the public, the Chair closed the public hearing.

Chair Mullen introduced the next order of business, which was the review of the minutes from the May 11, 2021 meeting. Mr. Mast made a motion, seconded by Mr. Hinty, to approve the minutes as revised. The vote was unanimous.

The next item of business was the review of the bills for June. 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. Chair Mullen commented that the bills were large this month due to the Raphine/Fairfield bond payment. Mrs. Tomlin, Business Manager, explained that the PSA tracks the amount of availability fees and profits from that area to pay the bond. The shortfall is loaned to the PSA from the county and will be reimbursed next month. Mrs. Alexander added that the payroll also contributed to the increase. She explained that typically the PSA reimburses the county for our payroll in the following month. In June, the PSA pays the county for both May and June payrolls to minimize and simplify the year-end paperwork. On motion of Mr. Melvin, seconded by Mr. Mast, the board unanimously approved the payments shown on the final bills list for \$542487.04 and the refund of customer deposits and overpayments in the amount of \$1,306.29.

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

Chair Mullen asked Mrs. Alexander to give the Director's Report. Mrs. Alexander informed the board that Jacob Dudley turned in his two week' notice today. We will begin advertising as soon as possible.

Mrs. Alexander told the board that the dump truck sold for \$9,700 on GovDeals. Several other smaller items have been added to the site.

The next Directors Report item was an update on the software transition. Staff was finally able to sort out the bank account balances. Staff had to write off \$202 that we were unable to figure out. The accounts receivable is still not balanced but staff plan on working on it next. If needed, the accountant can assist in July during their site visit. This month there was an issue with the processing of the ACH draft payments. We accidentally ran the report incorrectly resulting in a report the bank could not use because it was missing some key information. Once the report is generated, it cannot be redone and the payments are posted on the customers' accounts. To correct the error, staff created adjustments on each account to reverse the payment. Then the report was regenerated and sent to the bank. There have been a few phone calls from customers who noticed the payment had not hit their account but no complaints.

The final item on the Director's Report was the sliplining on Route 11. The company was able to complete both areas in 2 days. They also reported a 1-2 gallon a minute leak that was near the creek. This reconditioning of the pipe will stop this flow resulting in reduced a cost by Maury Service Authority.

Chair Mullen moved to the first item of Unfinished Business, the Rt. 60 Sewer Project. Mrs. Alexander reported that the bypass area has been reseeded. The Maury Service Authority reported that they are repeatedly losing the SCADA signal from the McCorkle pump station. The subcontractor came out to investigate and determined that an antenna with a higher gain is needed. It has been ordered and will be here either late this week or early next week.

Chair Mullen then moved on to the first item of New Business, the adoption of the fiscal year 2022 rates, fees and charges. On motion of Mr. Melvin, seconded by Mr. Mast, the board unanimously voted to approve the rates as advertised in the resolution.

The next item of New Business, Adopt Budget for Fiscal Year 2022. Mr. Hinty asked what was done for the employees. Mrs. Alexander responded that the finance committee included a cost-of-living increase of 3%. Mr. Mast asked what the county was considering. Mrs. alexander responded that at the time of the last committee meeting, they were budgeting 3%. On motion of Mr. Mast, seconded by Mr. Melvin, the board unanimously voted to approve the budget as presented.

The final item of New Business was an added item, write-offs. The write-offs for fiscal year 2021 are mostly due to customers not paying for pool fillings, final bills and foreclosures. The total is \$3,156.57, which broken out is \$2,902.00 for water and \$254.57 for sewer. On

motion of Mr. Mast, seconded by Mr. Melvin, the board unanimously voted to approve the write-offs in the amounts presented.

Chair Mullen asked for Public Comments, and none were received.

Chair Mullen then asked for Board Member's comments. Mr. Hinty expressed his appreciation for the PSA response to an emergency locate when the electric company accidentally hit the gas line near Wal-Mart.

With no further matters, the meeting was adjourned until Tuesday, June 8, 2021, at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

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

\_\_\_\_\_  
Secretary