

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY
HELD ON TUESDAY, JUNE 14, 2022, AT 5:00 P.M. IN THE COUNTY ADMINISTRATIVE
EXTENSION OFFICE MEETING ROOM

PRESENT: MEMBERS: GRIGG MULLEN, JAY MELVIN, DAVID
RENALDS, AND DAVID MCDANIEL
EXECUTIVE DIRECTOR: MELISSA ALEXANDER
ABSENT: RICK MAST

Chair Mullen called the meeting to order and opened the Public Hearing on the Rates, Fees and Charges for Fiscal Year 2023. Upon hearing no public comments, Chair Mullen closed the public hearing.

Chair Mullen then introduced the first order of business, which was the review of the minutes from the May 10, 2022, meeting presented to the board. The Chair asked for any corrections or comments. No comments were made. On motion of Mr. Renalds, seconded by Mr. Melvin, the board unanimously approved the minutes as presented.

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. Mr. MelvinR asked about the increase in the Buena Vista bill for Long Hollow. Mrs. Alexander explained that the first bill was for the meter charge only because the meter stopped working. Buena Vista estimated the usage based on the previous 3 months and revised the bill. She went on to explain that in June we pay the county for both May and June payroll to minimize year end accounting and the Raphine/Fairfield debt service. There was also another check issued for the trailer. Due to an accounting error, the first check was issued for an incorrect amount. On motion of Mr. Melvin, seconded by Mr. Renalds, the board unanimously approved the payments shown on the final bills list for \$524,341.07, customer deposits refunds in the amount of \$1,838.57, and reissuance of a lost check in the amount of \$43.61.

Chair Mullen then moved to the monthly financial reports. No comments were received.

Chair Mullen asked Mrs. Alexander to give the Director's Report. She began with an update on the Raphine/Fairfield debt service payments. This year, we had to borrow \$212,991.93 from the county, which a little over \$50,000 less than we had estimated we would need. To date, we have borrowed \$4,052,893.62 from the county which we will begin paying

back once the debt payments end in 2027. The PSA has made payments totaling \$6,638,267.36 and the remaining loan balance is \$3,105,585.74.

The next Directors Report item was a picnic hosted by the county using funds from the health insurance company. Staff also participated in some trainings hosted by the county.

Mrs. Alexander informed the board that the surplus items placed on GovDeals have been doing well. This year we have received over \$1,000.00 for items sold that would otherwise be scrapped. Two of the items were large saws that were sold to another utility.

The next item was the upcoming Water and Wastewater Professionals Day. We will be having the annual cook out on June 30th at the maintenance facility and the board is invited to attend.

The last item on the Director's report was some recent damages to the Explorer. Mrs. Alexander stated that the vehicle was supposed to be replaced this year but it was put off due to low mileage. However, there have been several recalls over the years and recently several cosmetic items are beginning to surface. Mrs. Alexander spoke with Steve Kingery, when the windshield was replaced, and he thought it may be worth replacing in the next year or two. We will look at it deeper during next years budget process.

Chair Mullen then moved to Unfinished Business, the capacity studies. Mrs. Alexander told the board that both engineers are actively preparing the models and we have a meeting planned for June 30th to review the initial capacity findings. We will then decide as a group what the goals are for the different areas so that the engineers can determine what improvements will be needed to meet the increased capacity goals.

The first item of New Business was the Fiscal Year 2023 Rates, Fees & Charges. The rates were published for two consecutive weeks in the News-Gazette. Chair Mullen asked if any of the board had any questions or discussion on the new rates. None were received. On motion of Mr. McDaniel seconded by Mr. Renalds, the board voted to adopt the fiscal year 2023 rates, fees and charges as advertised. The roll call vote was:

Chair Mullen	Aye	Mr. Melvin	Aye	Mr. McDaniel	Aye
Vice-Chair Mast	Absent	Mr. Renalds	Aye		

The next item of New Business was the Fiscal Year 2023 Budget. Mrs. Alexander stated that the budget included a 5% salary increase, increases in several line items due to supply chain issues and inflation. She explained that the Natural Bridge debt service was paid off this year and no longer in the budget. Chair Mullen asked the board for any discussion. On motion of Mr.

Melvin, seconded by Mr. Renalds, the board voted to approve the fiscal year 2023 budget as presented. The roll call vote was:

Chair Mullen	Aye	Mr. Melvin	Aye	Mr. McDaniel	Aye
Vice-Chair Mast	Absent	Mr. Renalds	Aye		

The next item of New Business was the write offs for 2022. Mrs. Alexander explained that staff had made multiple attempts to collect from the customers on the list. Most of them were renter's final bills, deceased customers and sold or foreclosed homes. The total was \$3,196.77 - \$2,197.74 water and \$999.03 sewer. On motion of Mr. Renalds, seconded by Mr. McDaniel, the board voted to approve the write-offs as presented. The roll call vote was:

Chair Mullen	Aye	Mr. Melvin	Aye	Mr. McDaniel	Aye
Vice-Chair Mast	Absent	Mr. Renalds	Aye		

The final item of New Business was the Econo Lane Project. Mrs. Alexander explained that the proposed project is to replace approximately 320 feet of asbestos cement (ac) pipe on Econo Lane, between the State Farm building and the Motel 6. Several years ago, 36 feet was installed at the hotel end under the road because of Dominion Power's substation construction. She explained that the pipe has become very deep in the center because of the fill dirt that has been applied over the years. The land is being divided into several lots for commercial development. Currently, there are up to 3 fast food restaurants and a hotel looking at the property that will be connecting to the water main. If there is a main break once the new businesses are in, it would be more costly to repair given the asphalt, landscaping and curbs that will be installed. It would also be more dangerous given the depth. Staff estimated the cost to replace the ac pipe and fittings would be approximately \$12,000 and the current lead time on pipe is 20 weeks. Mrs. Alexander stated that she would like to use capital improvement funds to pay for the project. If we order the pipe now, we should be able to complete the project before the construction of the restaurants or hotel begins. On motion of Mr. Renalds, seconded by Mr. Melvin, the board voted to proceed with the project. The roll call vote was:

Chair Mullen	Aye	Mr. Melvin	Aye	Mr. McDaniel	Abstain
Vice-Chair Mast	Absent	Mr. Renalds	Aye		

Chair Mullen asked for Public Comments. None were received.

Chair Mullen then moved to Board member comments. Mr. McDaniel said that he was working with VDOT to widen the intersection of Arnolds Valley Road and James River Road to be wide enough for the campers and other large vehicles to make the turn. There is an existing

water line running under the edge of the road. There are also a couple of valve boxes in that area. Mrs. Alexander explained that the only issue that may come up is the height of the valve boxes. Mr. McDaniel asked that we coordinate with VDOT to ensure a smooth project. Mr. Renalds asked Mr. Combs what was being done as a result of the MSA water facilities study. Mr. Combs stated they were making progress and that several preliminary engineering reports are in the works. They also submitted an application for funding.

With no further matters, the meeting was adjourned until Tuesday, July 12, 2022, at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

Secretary

Approved by

Chair