

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY  
HELD ON TUESDAY, JULY 19, 2022, AT 5:00 P.M. IN THE COUNTY ADMINISTRATIVE  
EXTENSION OFFICE MEETING ROOM

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

Chair Mullen called the meeting to order and introduced the first order of business, which was the review of the minutes from the June 14, 2022, meeting presented to the board. The Chair asked for any corrections or comments. No comments were made. On motion of Mr. Mast, seconded by Mr. Melvin, the board unanimously approved the minutes as presented.

The next item of business was the review of the bills for July. 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. Mrs. Alexander explained that the bills list this month had 2 sections, one for June and one for July expenses. This simplifies the year end process for staff and the accountants. This process will only occur in July. She explained that the refund of hookup fees was due to the request of the land owner, who decided not to build on these two lots. All the fees except the account charge were refunded and will need to be paid again when someone decided to build on the lots. On motion of Mr. Melvin, seconded by Mr. McDaniel, the board unanimously approved the payments shown on the final bills list for \$545,737.71, customer deposits refunds in the amount of \$713.77, and refund of hookup fees in the amount of \$17,850.00.

Chair Mullen then moved to the monthly financial reports. Mrs. Alexander stated that the quarterlies are not given in July because the accountant and auditors have not completed their portions. No board member comments were received.

Chair Mullen asked Mrs. Alexander to give the Director's Report. She explained that the accountants were able to gather their information virtually this year. Staff blocked out two days to gather and sent the requested information to the accountants. By the end of the second day, the accountant had completed the first set of journal entries and staff had entered them in the software. The auditors are scheduled to be here at the beginning of September.

The last item on the Director's report was the Water and Wastewater Professional Day picnic. A total of 16 members of staff and some colleagues had a nice time at the cook out held at the maintenance facility.

Chair Mullen then moved to Unfinished Business, the capacity studies. Mrs. Alexander explained that staff met with the engineers and Brandy Flint to discuss the status. The engineers went over the preliminary findings. For each area, we discussed the current capacity and what it could realistically be increased to with some additional work to the system. The engineers requested some additional information for the model which staff is working on getting for them.

The final item of Unfinished Business was the Econo Lane Project. Mrs. Alexander explained that the original estimate for delivery of the pipe was 20 weeks. After the last meeting, we placed the order, and our sales representative contacted us because he was able to get the pipe much earlier than expected. It arrived and was installed by the maintenance staff last week. It is not connected yet because it needs to be pressure tested and sampled. Staff will meet with the contractor and engineer for the new hotel going in on Econo Lane. The contractor's plans call for them to replace some of the main line and make the connection to the existing line near the insurance agency. PSA staff will coordinate with the contractor and make the connection at the Motel 6 end of the replacement. Staff contacted Dunkin' to inquire about our installing the fitting for their fire hydrant on the main. Dunkin' agreed to reimburse us for time and materials. Our installing it saves them time and money and installing the fitting during installation is preferable to adding it later.

With no New Business, the Chair moved to Public Comments. Sandra Stuart mentioned the possibility for a zero-mass water source for the citizens of the Riverbend subdivision. The panels absorb water vapor from the air.

Chair Mullen then moved to Board member comments. Mr. McDaniel asked if there had been any discussions with Susan Hammond of VDOT on the project in Arnolds Valley. Mrs. Alexander replied that she had not heard from her and would reach out.

With no further matters, the meeting was adjourned until Tuesday, August 9, 2022, at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

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

\_\_\_\_\_  
Secretary