

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY
HELD ON TUESDAY, JULY 20, 2021, AT 5:00 P.M. IN THE COUNTY ADMINISTRATIVE
EXTENSION OFFICE MEETING ROOM

PRESENT: MEMBERS: GRIGG MULLEN, JAY MELVIN, DAVID HINTY,
EXECUTIVE DIRECTOR: MELISSA ALEXANDER
ABSENT: RICK MAST AND 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 8, 2021 meeting. Mr. Hinty made a motion, seconded by Mr. Melvin, to approve the minutes as presented. The vote was unanimous.

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. She noted that the increase from the list provided in the packet was largely due to the quarterly bills from the Maury Service Authority (MSA). Mr. Hinty asked if the bills reflected the MSA's new rates and Mrs. Alexander responded that they are still the old rates for fiscal year 2021. Mrs. Tomlin, Business Manager, explained that there will be a refund from the county for payroll that was overpaid in June due to an employee unexpectedly leaving during the month. Mr. Hinty inquired about the large amount of leachate on the MSA bill. Mrs. Alexander explained that the quantity was not abnormal for 3 months of usage. On motion of Mr. Melvin, seconded by Mr. Hinty, the board unanimously approved the payments shown on the final bills list for \$530,209.03 and the refund of customer deposits and overpayments in the amount of \$2,877.54.

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 began with changes in the legislature to the overtime rules. Beginning July 1st, the Virginia Overtime Wage Act went into effect. It basically removes the ability to compensate employees with comp time instead of money for overtime hours worked. She stated that she explained the new act to staff and has instructed the supervisors to minimize any planned overtime. Most of the overtime hours earned are from employees being called out after hours for emergencies. The legislature is planning on revisiting the act when they return to session in August. If the act is not changed, staff will bring a draft amended budget, with funds for overtime, to the board for approval.

The next Directors Report item was a request by the director to change the customer deposits and overpayments procedures. Currently, when a customer closes an account and staff refunds a customer deposit or overpayment, the paperwork is dated that day, but the check is not issued until the next month's board meeting. This causes two major issues: 1-the customer has to unnecessarily wait for their money to be returned and 2-the way the software handles the different dates makes it difficult to balance the accounts at the end of the month. Mrs. Alexander and Mrs. Tomlin spoke with our accountant about the situation. She suggested that since the checks are refunding customer's funds and are not true expenses of the authority, the board could authorize Mrs. Alexander to be the sole signatory to allow the checks to be processed on the day of the final bill and not have to cross months. Mr. Hinty expressed concern about removing the second signature requirement being removed from the process. Chair Mullen asked what the largest amount of the checks typically ranges. Mrs. Alexander and Mrs. Tomlin replied that the typical water and sewer deposit is \$250 while the water hauler deposit is \$600. Chair Mullen then suggested putting a cap on the dollar amount of the check that the director could sign. Mr. Melvin asked how the software was causing the issue and Mrs. Tomlin explained the issues that were plaguing the staff. Mrs. Alexander stated that staff could supply the board with a report showing the checks that were issued. Mr. Hinty suggested that two people in the office sign the checks. Mrs. Alexander suggested that Mrs. Tomlin be added to just the customer deposit account as a signatory. Mr. Melvin stated that adding Mrs. Tomlin as a signatory and supplying a report made sense. On motion of Mr. Hinty, seconded by Mr. Melvin the board unanimously authorized the director and business manager to sign the refund and overpayment checks issued from the customer deposit checking account and to supply the board with a summary report in the board packet.

The next item was the Natural Bridge Extension to the Natural Bridge State Park and hotel area. Mrs. Alexander reported that she has received a couple of inquiries about the availability and cost to extend water from Fanny Barger Lane to the intersection of Rt. 11 and Rt. 130. Mrs. Alexander had an engineer assist with a rough updated figure based on an old estimate and has supplied it to those that asked. She added that she is concerned about the capacity of the PSA wells and storage should the line be extended. The current system serving the park and hotel is older and has been known to have a lot of water loss, making it hard to determine an actual usage figure.

The next item was a possible capacity study. Brandy Flint, Rockbridge County Business Development Assistant, frequently inquires about the water and sewer capacity for new businesses. Our existing water models are outdated and there are no sewer models of the systems. Mrs. Flint and Mrs. Alexander are working with Jess Littlejohn, with Hurt & Proffitt, on an estimate to update the water models and create sewer models for our North Lexington and Natural Bridge systems.

The accountant team were here last week and everything went smoothly. She was very pleased with the reports from the new software. She stated that they will make both her and the auditor's job easier.

The next item was the addition of a fire hydrant at the South River Fire Department building. Currently, there is a water line running under the parking lot to a small hydrant near the side of the building that is used to wash and fill the fire trucks and vehicles. The hydrant and line are owned by the PSA. Recently, the pressure reducing valve on the line went bad. After discussions with Nathan Ramsey, Fire and Rescue Chief, it was decided that the most beneficial option for both the fire department and the PSA would be to abandon the current line and install a fire hydrant near the road. This would allow the fire department to fill the trucks faster and cut down on the amount of service line owned by the PSA. There are funds budgeted for new hydrants that will be used.

The next item on the Director's Report was a manhole near the Days Inn in Raphine. The manhole is part of the old Koogler system that the PSA took over during the Raphine/Fairfield project. During the project, the manhole was rehabbed with a liner. The liner is peeling off and the manhole is in very bad shape. This manhole is approximately 10 feet deep and has a force main coming from the Pilot truck stop along with the discharge line from the hotel. Mrs. Alexander asked Paula Moore with WRA for a cost to develop construction details and recommendation on a coating for the new manhole to deter corrosion from the sewer gasses. Her estimate is \$8,620 and the cost for the manhole and installation from a contractor was approximately \$10,000 several years ago. Mr. Hinty inquired about the possibility of that area being backfilled in the future. Mrs. Moore was concerned about the proximity of the manhole to the building if the area were backfilled. Mr. Melvin suggested that the project be paid for from the Repair and Replacement funds.

The next item was the write-offs for the fiscal year 2021. Mrs. Alexander informed the board that after the write-offs were approved last month, we were contacted by an agency about

the balance. They stated the property was in foreclosure and the bill was to be paid. Therefore, the amount of the bill, \$1,734.50, was removed from the write-offs.

Mrs. Alexander informed the board that the PSA credit card was hacked over the holiday weekend. Approximately \$500 worth of charges were on the recent statement. Mrs. Tomlin contacted the company and closed the card. They informed her that we would not be liable for the charges. We should receive the new card by the end of the week.

The final item on the Director's Report was disconnections. Since the state of emergency for the pandemic ended on June 30th, we have to wait 60 days before we can resume disconnections. Mrs. Alexander and Mrs. Tomlin are beginning to prepare information to reach out to customers and to be placed on the website informing customers. We will also include information on payment plans. There have been several inquiries by customers on when the moratorium will end.

Chair Mullen moved to the first item of Unfinished Business, the Rt. 60 Sewer Project. Mrs. Alexander reported that she received a report of a small sinkhole on Old Buena Vista Road near where the new pipe connected to the existing sewer. The contractor was informed and within 48 hours there was a crew out fixing the hole. The contractor has also done some additional clean up along the line.

Mrs. Alexander reported that she is going to contact Rural Development about the purchase of the dump truck. The dump truck has been significantly delayed due to Ford cancelling all the orders. We believe the cancellation was due to them switching to producing PPE for the pandemic and the chip shortage. She plans on looking into ending the dump truck contract and spending the grant funds on something different.

With no New Business items, Chair Mullen asked for Public Comments, and none were received.

Chair Mullen then asked for Board Member's comments and none were received.

With no further matters, the meeting was adjourned until Tuesday, August 10, 2021, at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

Secretary

Approved by _____
Chair