

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY
HELD ON TUESDAY, SEPTEMBER 14, 2021, AT 5:00 P.M. IN THE COUNTY
ADMINISTRATIVE EXTENSION OFFICE MEETING ROOM

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

Chair Mullen called the meeting to order and informed everyone present that Mr. Mast would be participating through electronic means pursuant to the Continuity of Government Ordinance originally adopted by the Board of Supervisors on April 6, 2020, and was granted extensions on May 26, 2020, September 28, 2020 and April 5, 2021, due to the threats posed by the COVID-19 pandemic to the health, safety, and welfare of the public, and in accordance with the recommendations, guidelines and requirements of federal, state and local authorities.

Chair Mullen then introduced the first order of business, which was the review of the minutes from the August 10, 2021 meeting. Mr. Mast commented that the last meeting ran smoothly and efficiently. Mr. Renalds 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 September. 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. Tomlin noted that the Rt. 60 Debt Service payment is in this month's bills list, and it has been submitted to the county for reimbursement. On motion of Mr. Melvin, seconded by Mr. Renalds, the board unanimously approved the payments shown on the final bills list for \$128,350.17 and the refund of customer deposits and overpayments in the amount of \$729.24.

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

Chair Mullen asked Mrs. Alexander to give the Director's Report. Mrs. Alexander began an update on the pandemic. This week the county sent out a notice that an employee in the building had tested positive. Human Resources also sent out a memo with updated guidelines on testing and quarantining. The county has reinstated the afternoon cleaning of the frequently touched surfaces in the building.

The next Directors Report item was the South River Fire Department fire hydrant installation. We have received most of the materials and will be scheduling the tap on the water main in the upcoming weeks.

The next item was the auditors visit. The auditor team spent a couple of days onsite reviewing our records in preparation of the audit. Everything went well and we should receive the draft in a few months.

The Raphine manhole replacement draft was reviewed and we have submitted our comments and questions to the engineer. Final plans target date is October 8th.

We have decided to submit the operations supervisor position advertisement to the News-Gazette to appear for two weeks. We will also begin advertising for the Customer Service Representative in October. Mrs. Rankin will be retiring effective December 1st.

The final item on the Director's Report is the upcoming disconnections. We have put inserts in both the original and penalty bills informing customers that we have resumed disconnections for nonpayment and informing them that they can sign up for a payment plan. We also included notices provided by RARA of their assistance program. Staff is currently reaching out to each customer who has not paid and informing them that we are reinstating disconnections and of the payment plan options. Per the Governor's guidelines, our payment plans have to be a minimum of 6 months and a maximum of 24 months. So far, no one has opted for a payment plan. We plan to repeat the bill inserts, and calls with the customers billed on the other side.

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

Chair Mullen then asked for Board Member's Comments. Mr. Renalds inquired about the work VDOT is performing at the Raphine interchange. Mrs. Alexander responded that they submitted plans. The PSA relinquished the old well site on Oakland Circle back to VDOT. It was obtained from them for the well site and the deed stated that it would revert to them when it was no longer needed. It had not been used in several years because the health department deemed it under the influence of surface water. VDOT will be relocating the portion of the water line that runs under the north off ramp. The new line will be in casing and built to our standards. Mr. Renalds then inquired about the dump trucks. Mrs. Alexander responded that the new dump truck is doing well since the last repairs and the mini dump truck is slated to be built in September.

With no further matters, the meeting was adjourned until Tuesday, October 12, 2021,
at 5:00 p.m., subject to the call of the Chair.

Respectfully submitted,

Secretary

Approved by _____
Chair