

AT A MEETING OF THE ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY  
HELD ON TUESDAY, SEPTEMBER 15, 2020, AT 5:00 P.M. IN THE COUNTY  
ADMINISTRATIVE EXTENSION OFFICE MEETING ROOM

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

Vice Vice Chair Mast introduced the first order of business, which was the review of the minutes from the August 11, 2020, meeting. With no comments, 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. Mr. Melvin asked about the reissued check. Mrs. Alexander explained that it was the deposit required on hydrant meter accounts. The customer had lost the check and requested we reissue it. On motion of Mr. Melvin, seconded by Mr. Renalds, the board unanimously approved the payments shown on the revised bills list for \$520,757.10, Rural Development 16” Transmission Main Loan payment of \$6,410.00, Rural Development Long Hollow Loan payment of \$2,224.00, Route 60 Sewer Bond payment of \$36,157.10, the refund of customer deposits in the amount of \$1,421.70 and a reissued customer deposit refund in the amount of \$600.00.

Vice Vice Chair Mast then moved to the monthly financial reports. Mr. Melvin asked about an outstanding check. Staff explained that the check was for the Rt.60 project and that it had been held until the Maury Service Authority portion had been received. The board had no additional comments on the financial reports presented.

Vice Vice Chair Mast asked Mrs. Alexander to give the Director’s Report. She informed the board that the dump truck was delivered last week. While staff were looking it over, they discovered several issues. The dump body would not raise up, the tool box was in the wrong location, the driver’s side ladder and strobe light were both missing. The dealer had it picked up so the corrections could be made.

The next Directors Report item was an update on staffing. The Accounting Specialist has moved her retirement date from December 31<sup>st</sup> to October 31<sup>st</sup>. Mrs. Alexander and Mrs. Tomlin have been preparing for the departure. The job description, application, and job title have all

been reviewed and updated. The advertisement has been posted on the website, the Chamber of Commerce newsletter and in the local newspaper. The new hire will begin just as staff are being trained on the new billing and accounting software. Vice Vice Chair Mast asked what was being done for the upcoming retirees. Mrs. Alexander replied that there is a policy that has specified guidelines and that she plans to reach out for guidance on how the county handles this situation.

The next item dealt with the reinstated disconnections. Mrs. Alexander explained that staff is reviewing the list of potential accounts to be disconnected and contacting each one either by email or by phone. Payment plans are being offered to those who may need them. It does not appear that there will be very many more than usual disconnected.

Mrs. Alexander then updated the board on the Rt. 251 tank. The contractor that is doing the work had to temporarily stop working onsite to handle an emergency. He should be back onsite to resume the work. To date, the top and approximately 6 feet of the side wall have been removed.

The next item is the dump truck ordered last spring. It finally arrived; however, staff has not had a chance to give it a thorough inspection. Due to the delay in delivery and staff not having sufficient time to inspect, the invoice will appear on next month's bills list for approval.

The final item on the Directors Report is a customer complaint. Recently, a contractor complained about the bi-monthly fees that he will have to pay during construction. He then reached out to several board members to discuss the issue. Mrs. Alexander gave the history on how the fees evolved over the last decade. She also explained that any customer that has their water turned off for a period of time for any reason would also have to continue to pay the bi-monthly fees. The fees continue to reserve the customers capacity in our system. After some general discussion, Mr. Renalds told the board that he would return the customers call and explain that the board considered his request and did not elect to make any changes to the existing policy.

Vice Vice Chair Mast moved to the first item of Unfinished Business, the Rt. 60 Sewer Project. Mrs. Alexander began with an update on the water main portion. The line has been tied into the existing Maury Service Authority (MSA) 16-inch water main. The appropriate pressure and bacteria tests have been performed and passed. The line was put into service by the MSA.

E.C. Pace is working on sewer main creek crossing correction. It will be pressure tested and once it passes, will be tied into the existing force main pipe on each end. They plan on

moving to the Old Buena Vista Road section soon in hopes of having it completed before school begins.

The pump station subcontractor installed the culvert, set the generator, ran the conduit for the power service and installed the doors and the water service to the building. They are currently working on the fence that goes around the generator.

The bridge subcontractor has begun to provide some of the submittals and has asked the engineer for some additional information. The submittals are being forwarded to VDOT for their final approval before work can begin.

The project is currently still slated to be completed by the end of this year.

The final item of Unfinished Business was the Long Hollow Progress. Mrs. Alexander reported that the bid documentation for the mini dump truck and the eVA information for the mini excavator will be submitted to Rural Development soon.

The only item of New Business was the Infectious Disease Prevention Plan. Mrs. Alexander explained that the plan follows the county plan. It covers self-monitoring for signs of COVID, wearing of personal protective equipment, cleaning surfaces regularly, testing and the Families First Corona Response Act. Vice Chair Mast inquired if any employees had expressed any uneasiness with the working environment. Mrs. Alexander reported that staff has been given the proper PPE, some work is still being done from home and the maintenance department is working four 10-hour days to cut down on exposure. She went on to state that no one had expressed any concerns.

Vice Chair Mast then asked for Public Comments. Citizens were given the opportunity to send their comments by email or in person and none were received.

Vice Chair Mast then asked for Board Member comments and none were received.

With no further matters, the meeting was adjourned until Tuesday, October 13, 2020, at 5:00 p.m., subject to the call of the Vice Chair.

Respectfully submitted,

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Secretary

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