

**PATRICK COUNTY PUBLIC SERVICE AUTHORITY**  
**Business Meeting Minutes**  
**Monday, November 1, 2021**

Members Present: Scott Eutsler, Chairman; Clayton Kendrick, BOS Liaison; Darrell Cockerham

Members Absent: 2 Vacant Seats - Smith River District and Mayo River District

Others Present: Mark Vernon, Executive Director; Ruth Russell; Bryce Simmons and Chris Corbett, Town of Stuart

At 6:00 p.m., with a quorum present, the meeting was called to order by Mr. Vernon

**Organization of the Board for FY 2021-2022**

**Election of Chairman**

On motion by Scott Eustler to elect Darrell Cockerham as Chairman of the Patrick County Public Service Authority seconded by Clayton Kendrick and carried unanimously.

Mr. Vernon turned the meeting over to Darrell Cockerham, Chairman

**Election of Vice-Chairman**

On motion by Clayton Kendrick to elect Scott Eustler as Vice-Chairman of the Patrick County Public Service Authority seconded by Darrell Cockerham and carried unanimously.

**Election of Secretary/Treasurer**

On Motion by Scott Eustler to elect Ruth Russell as Secretary/Treasurer of the Patrick County Public Service Authority seconded by Clayton Kendrick and carried unanimously.

**Meeting Schedule**

On motion by Scott Eustler to approve the 2021-2022 meeting schedule seconded by Darrell Cockerham and carried unanimously.

On motion by Clayton Kendrick to approve the meeting minutes from April 15, 2021 seconded by Scott Eustler and carried unanimously.

**Public Comment**

None.

## **New Business**

Mark Vernon gave the financial reports for usage and revenue as follows

### **FY 2020-2021 – Water Fund and Sewer Funds**

	WATER	SEWER
Beginning Balance as of 7/1/2020	\$ 58,957.56	\$ 25,658.91
Ending Balance as of 6/30/2021	\$ 162,574.41	\$ 47,195.14
Yearly Revenues	\$ 103,616.85	\$ 21,536.23
Yearly Expenditures	\$ 58,967.33	\$ 17,749.00
P/L	\$ 44,649.52	\$ 3,787.23

Water and Sewer rates will remain the same as FY 2020-2021.

Mark presented a report that the PSA has been being billed considerably more gallons for water and sewer than we have billed our customers. This could be due to a leak in the system or the master meter needs calibrated. Mark will schedule Core and Main as soon as possible to conduct the calibration and will coordinate this with Bryce Simmons. If this does not solve the problem, we will proceed to look for leaks in the system and do necessary repairs. Bryce Simmons stated that if meter testing reveals that the meter is inaccurate that the Town of Stuart can issue credits for over-billed water usage.

## **Adoption of Rules and Regulations**

### **By-Laws**

An amendment to Article II.1.A Memberships to change voting members from 5 to 7 one from each election district and two at-large (One of the at-large members shall be a member of the Board of Supervisors and any qualified citizen to be at-large member.

On motion by Scott Eustler to hold a Public Hearing during the January 25, 2022 Patrick County Public Service Authority business meeting and voting to adopt the amended By-Laws seconded by Darrell Cockerham and carried unanimously.

A copy of the Business Rules and Regulations was given to each member and Bryce Simmons, Town Manager to review and get back to Mark Vernon with any revisions by January 25, 2021 and will be presented at the April 26, 2022 meeting for approval to adopt.

On motion by Scott Eustler to consider Business Rules/Regulations be adopted at a later meeting seconded by Clayton Kendrick and carried unanimously.

**Old Business**

**GIS Overlay**

Vendor has completed the files for Phase 2, and will schedule a training session with Mark Vernon and Teresa McCormick as soon as possible. This will allow us to have access of water/sewer lines on the County GIS.

**Delinquent accounts update**

Mark and Ruth have been reviewing the accounts monthly and have started sending letters to delinquent customers requesting payment or legal action will be taken. We have had good response to these letters and will continue to monitor accounts.

**Lien Update**

We have liens in place for 6 availability customers and 1 on a user account at this time. We had 2 customers that have agreed to hook up to the water and/or sewer and we have agreements in place for that to happen within 90 days.

**The Next meeting of the Patrick County Public Service Authority will be held on Tuesday, January 25, 2022 at 6:00 P.M.**

**Adjourn**

On motion by Scott Eustler to adjourn seconded by Clayton Kendrick was carried unanimously.



**Mr. Darrel Cockerham, Chairman**