

# BOARD OF DIRECTORS

February 18<sup>th</sup>, 2020



Bedford  
Regional  
Water Authority



**BEDFORD REGIONAL WATER AUTHORITY**

Providing quality service to everyone.



1723 Falling Creek Road, Bedford, VA 24523-3137



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# MEETING NOTES

**To:** BRWA Board of Directors  
**From:** Brian M. Key, PE; Executive Director  
**Date:** February 13, 2020  
**Re:** Notes for the February 18, 2020 Board of Directors Meeting

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We have a couple of action items at this meeting, and then the usual reports.

Below are a few notes corresponding to the same numbers on the agenda:

- 5.a. The finance committee reviewed the first draft of the budget at their meeting on February 11; a summary of the meeting is included in the packets. We are still working with the Finance Committee to prepare the budget, and the first draft will be reviewed with the board at the March meeting.
- 5.b. **Resolution 2020-02.01** - Advertise Rates: Due to the advertising schedule, the rates need to be approved for advertising at this February meeting; after advertising, the rates can be decreased but they can not be increased.
- 8.b. **Resolution 2020-02.02** – Bylaws Policy: Even though we just changed the policy last month (for who can sign checks), it may be of benefit to change the bylaws again; the proposed changes for your consideration are related to the number of members who can serve on a committee.
9. Our legal counsel has a report which summarizes the status of the legal challenges with Mariners Landing.

If you have any questions about any of the information contained in your board packets, please feel free to contact me prior to the board meeting.

# AGENDA

# NOTICE AND AGENDA

**To:** Board of Directors  
**From:** Brian Key – Executive Director  
**Date:** February 12, 2020  
**Re:** Notice of Board Meeting and Agenda

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A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Authority”) will be held on **Tuesday, February 18, 2020 at 7:00 p.m.** in the **Board Meeting Room** of the Authority located in the **Annex** building at **1723 Falling Creek Road in Bedford County**. The following Agenda is proposed for discussion:

1. Call to Order
  - a. Pledge of Allegiance
  - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: January 21, 2020 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
  - a. Finance Committee Meeting Summary – February 11, 2020
  - b. Resolution 2020-02.01: Advertise Rates
  - c. Customer Service Summary Report
  - d. Financial Statements through month end January 2020
6. Operations Report: Presented by Nathan Carroll
  - a. Work Order Summary
7. Administration Report: Presented by Megan Aubrey
  - a. Public Relations Information
8. Executive Director's Report: Presented by Brian Key
  - a. Projects Summary
  - b. Resolution 2020-02.02: Bylaws Policy
9. Legal Counsel Report
10. Other business not covered on the above agenda
11. Motion to Adjourn



# MINUTES

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**Bedford Regional Water Authority – Board of Directors  
Regular Board Meeting – Minutes  
January 21, 2020**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, January 21, 2020 in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

Members Present:..... Bob Flynn, Chair  
Cynthia Gunnoe, Vice Chair  
Elmer Hodge  
Michael Moldenhauer  
Thomas Segroves  
Walter Siehien  
Carl Wells

Members Absent: ..... None

Staff & Counsel Present: . Brian Key – Executive Director  
Nathan Carroll – Assistant Executive Director  
Jill Underwood – Director of Finance  
Megan Aubrey – Director of Administration  
Sam Darby – Legal Counsel, GFD&G

**1. Call to Order**

The meeting was called to order by the Chair at approximately 7:00pm. The Pledge of Allegiance and a moment of silence were conducted.

**2. Review of Agenda**

The following agenda was reviewed as shown below with *revisions in bold italics*.

1. Call to Order
  - a. Pledge of Allegiance
  - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: December 17, 2019 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
  - a. Finance Committee Meeting Summary January 14, 2020
    - i. Capital Funding Capacity Study by Davenport & Company
    - ii. Resolution 2020-01.01: ESCO project
    - iii. Budget Schedule
    - iv. Resolution 2020-01.02: Bylaws
  - b. Customer Service Statistical Summary
  - c. Financial Statements through month end December 2019
6. Operations Report: Presented by Nathan Carroll
  - a. Work Order Summary
7. Administration Report: Presented by Megan Aubrey
  - a. Public Relations Information
8. Executive Director’s Report: Presented by Brian Key
  - a. Projects Summary

- b. Resolution 2020-01.03: Burnbridge
- 9. Legal Counsel Report
- 10. Other business not covered on the above agenda
  - a. **Low Pressure Connections on Trents Ferry Road**
- 11. Motion to Adjourn

**3. Public Comments**

There were no public comments.

**4. Approval of Minutes: December 17, 2019 Regular Board Meeting**

The regular Board Meeting Minutes from December 17, 2019 were reviewed.

Member Gunnoe made a motion to approve the minutes.

Member Moldenhauer seconded the motion.

- Board member votes:   7   Aye;   0   Nay;   0   Abstain. The motion carried.

**5. Financial Report: Presented by Jill Underwood**

a. Finance Committee Meeting Summary January 14, 2020

The summary was included in the packets; no review was given by the board.

i. Capital Funding Capacity Study by Davenport & Company

Ted Cole of Davenport & Company presented a summary of the Capital Funding Capacity Study contained within the board packet. Topics reviewed included an overview of key utility credit factors, a look at the peer comparative group, a summary of the BRWA's historical and budgeted financial performance, an analysis of the BRWA's financial strengths, weaknesses, and proposed ESCO project, and an initial prospective of capital funding capacity. These models will be given to staff to manipulate as projects progress or change. Mr. Hodge stated he is happy to see the financial position of the Authority and would be pleased to see the ESCO project move forward. The board discussed the goal debt coverage ratio moving above 1.75 after more projects have been completed.

ii. Resolution 2020-01.01: ESCO project

The resolution is to enter into an agreement for an Investment Grade Audit (IGA) with Schneider Electric. This resolution authorizes the IGA only, not a construction agreement for a complete Energy Savings Performance Contract (ESPC). The IGA will determine what the future energy conservation measures should be and quantify the cost and guaranteed savings of those measures; the IGA cost is not to exceed \$175,000. The fee only becomes due if the Authority elects not to proceed with construction under a future ESPC.

The contract is for two phases. Phase one is the evaluation of the Central WWTP, Central Lift Stations (1,2,3,10), Moneta WWTP, and Central WTP for possible energy savings. Phase two applies only to Central WWTP. The agreement authorizes both phases, and if any projects are added to Phase two, the board would need to approve them prior to proceeding. Mr. Segroves asked how measurable the savings methods are with this project. Mr. Carroll and Mr. Barry Wilhelm from Schneider Electric responded about the tracking ability through electric meters and the guarantee that if the savings are not met, Schneider will cover the difference.

At a regular meeting of the Bedford Regional Water Authority ("Authority") Board of Directors, held in the Board Meeting Room at the Authority's Administrative Annex Building on the 21st of January 2020, beginning at 7:00 p.m.

**WHEREAS**, the Authority has received and reviewed a proposed Investment Grade Audit Agreement (“Agreement”) from Schneider Electric Buildings Americas, Inc., a qualified Energy Services Contractor (“ESCO”) in the Commonwealth of Virginia, to perform an Investment Grade Audit (“IGA”) in order to determine the savings that may be realized through the future execution of an Energy Savings Performance Contract (“ESPC”); and, **WHEREAS**, the Code of Virginia 11-34.3.F. requires that an energy performance-based contract shall include the following provision:

1. *A guarantee by the energy performance contractor that annual energy and operational cost savings will meet or exceed the amortized cost of energy conservation measures. The guaranteed energy savings contract shall include a written guarantee of the qualified provider that either the energy or operational cost savings, or both, will meet or exceed within 20 years the costs of the energy and operational savings measures. The qualified provider shall reimburse the contracting entity for any shortfall of guaranteed energy savings projected in the contract.; and,*

**WHEREAS**, the cost of the IGA, which is not to exceed \$175,000, will only become due if the Authority does not elect to proceed with an ESPC within 60 days of receiving the ESPC contract following the conclusion of the IGA; and,

**WHEREAS**, at the regular called meeting on October 15, 2019, the Authority’s Board of Directors received and approved the Finance Committee’s recommendation to request that the Authority’s consultant, Davenport & Company LLC, perform a study and report the impact to the Authority’s debt capacity of the debt required to execute an ESPC within the Financial Study; and,

**WHEREAS**, the Finance Committee discussed the scope of the proposed Agreement for the ESCO to perform an IGA on January 14, 2020; and,

**WHEREAS**, the Executive Director will only execute the Agreement following verification that the Virginia Public Procurement Act’s requirements have been satisfied; and,

**WHEREAS**, at this regular called meeting on January 21, 2020, the Authority’s Board of Directors reviewed the impact of the IGA and proposed ESPC project to the Authority’s debt capacity as shown in the Financial Study; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors does hereby authorize the Executive Director to execute an agreement with ESCO that is substantially similar to the attached agreement.

On behalf of the Finance Committee, Member Gunnoe made a motion to approve this Resolution.

Being a motion from a committee, no second was needed.

- Board Member Votes: 7 Aye 0 Nay 0 Abstain. The motion carried.

iii. Budget Schedule

The budget schedule was included in the board packet. The rate hearing will be held at the April board morning, with the resolution to advertise the rates presented at the February Board meeting.

iv. Resolution 2020-01.02: Bylaws

Due to the increase in volume for invoices and, consequently, checks that need to be signed, it would be helpful to have all board members available to sign checks and to have Nathan authorized to sign checks if Brian was unavailable.

**WHEREAS**, the Bedford Regional Water Authority (the “Authority”) is a public service authority formed and existing in accordance with the provisions of Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended, the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5159 (the “Act”); and,

**WHEREAS**, the Authority desires to have a comprehensive set of policies governing the manner in which the Authority conducts its regular business, and the Authority directs that these policies be grouped together into an operating policy manual; and,

**WHEREAS**, at a meeting that was held on January 14, 2020 the Finance Committee (“Committee”) reviewed changes to Policy 1.30. The Committee has recommended the changes to the policy be presented to and approved by the Board of Directors of the Authority; now,  
**THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bedford Regional Water Authority that the changes to the above noted policy be hereby adopted by the Authority.

On behalf of the Finance Committee, Member Hodge made a motion to approve this Resolution.

Being a motion from a committee, no second was needed.

- Board Member Votes: 7 Aye 0 Nay 0 Abstain. The motion carried.

b. Customer Service Summary Report

Line 20 shows the number of repeated disconnects; for December there were 54 cutoffs (21 repeat: 14 in Town, 2 at Smith Mountain Lake, and 5 in Forest). Customer Service attended a site visit at Mariners Landing with a plumber and a Condominium Association representative to review the remote disconnect meter option.

c. Financial Statements through month end December 2019

Ms. Underwood reviewed some of the details pertaining to the financial reports for the period ending December 2019. The targeted budget goal for December was 50%; operating revenues were 48%, and operating expenditures were 41%. Capital recovery fees received are 44% of the total budgeted amount, with water at 35% and sewer at 75%.

The revenue in account 3903-3275 is for the communication tower at High Point and will be used for the revenue received related to the Broadband project with the County. This revenue is not shared with the County; therefore, it is reported under a separate GL account.

There have been \$20,750 in developer redemptions so far this year; \$18,000 related to the Rucker Road waterline project and \$2,750 for a portion of a water capital recovery fee in Forest.

Ms. Underwood reviewed progress on CIP projects which included the purchase of the skid steer loader, Mariners Landing waterline design, and the Lake Vista PER sewer project.

**6. Operations Report: Presented by Nathan Carroll**

a. Work Order Summary

More work is being cataloged in SEMS, in particular within the Operations department, and the work order summary reflects the increased count. Mr. Carroll will be updating the summary to provide more detailed information later this year. Mr. Carroll explained that the Rucker Road project is delayed due to having to reschedule the wet tap with another contractor after the water main was found to be eight feet deep.

**7. Administration Report: Presented by Megan Aubrey**

a. Public Relations Information

Ms. Aubrey reviewed the articles in the board packet, noted a nomination for the BRWA for the Excellence in Business for the Chamber's annual awards, and updated the board on safety film installation.

## 8. Executive Director's Report: Presented by Brian Key

### a. Projects Summary

The projects summary was included in the packet. No questions were asked by the board.

### b. Resolution 2020-01.03: Burnbridge

At a regular meeting of the Bedford Regional Water Authority ("Authority") Board of Directors, held in the Board Meeting Room at the Authority's Administrative Annex Building on the 21st of January 2020, beginning at 7:00pm

**WHEREAS**, the Authority received a request from Doyle Allen and Thomas E. Scott ("Developers") for prepayment credits in the amount of \$162,000 per the Prepayment Policy 4.40 for the reimbursement of construction expenses for approximately 2,400 linear feet of 8-inch sewer line located adjacent to Burnbridge Road in Forest, Virginia ("Project"); and, **WHEREAS**, on March 25, 2019, the Bedford County Board of Supervisors authorized \$100,000 from the Cellular Lease Revenue Sharing fund to help fund this Project; and, **WHEREAS**, in their regular called meeting on April 4, 2019, the Bedford County Economic Development Authority ("EDA") authorized \$50,000 to help fund this Project; and, **WHEREAS**, the Developers and property owners ("Contributors") adjacent to the sewer line extension are entering into Escrow Agreements with the EDA and contributing funds toward the Project construction in a combined amount of up to \$162,000; and, **WHEREAS**, the Prepayment Policy states that "Each project proposed for reimbursement shall be evaluated by the Board of Directors on a case by case basis...". The Board of Directors, and that the Policies and Projects Committee has reviewed the request at a Committee meeting that took place on December 13, 2018 and the Committee recommended approval of the issuance of the credits requested by the Developers; and, **WHEREAS**, the Prepayment Policy states that "After the Board of Directors gives approval for a project to have prepayment credits issued, the credits must be issued within one (1) year or the agreement will be void"; the Board of Directors authorized the issuance of prepayment credits for the Project on January 15, 2019 in Resolution 2019-01.01 that became void on January 15, 2020; now, **THEREFORE, BE IT RESOLVED**, that the Board of Directors does hereby authorize the Executive Director to execute agreements with the Developers and Contributors of this Project for the issuance of prepayment credits as a reimbursement in a combined amount not to exceed one hundred sixty-two thousand dollars (\$162,000.00).

Member Gunnoe made a motion to approve this Resolution.

Member Moldenhauer seconded the motion.

- Board Member Votes: 7 Aye 0 Nay 0 Abstain. The motion carried.

## 9. Legal Counsel Report

Mr. Darby discussed his retirement with Mr. Key; Mr. Darby recommended that he move to more of a general counsel as needed until he retires in a year.

## 10. Other Business

### a. Low Pressure Connections on Trens Ferry Road

A few homes on Trens Ferry Road have water pressure lower than the Authority's standards due to the homes' locations and the line being a transmission line owned by the City of Lynchburg. The Authority's options are to construct a booster station for the neighborhood at a high cost, to provide small booster pumps in the homes

where it is needed at a lower cost, or not provide any booster service and allow the customers to revert to a well if they would prefer. Staff are looking into the cost and lifespan of booster pumps in the homes. If the Authority were to pay for the booster pumps in the homes, the homeowner and Authority would create a contract outlining the responsibility of the Authority and the customer. A policy would also document this procedure.

Mr. Key also reminded the board to turn in their financial disclosure statements; there is a \$250 fine if they are not turned in to the County by February 3.

**11. Motion to Adjourn:**

There being no further business to discuss, Mr. Wells made a motion to adjourn and Mr. Moldenhauer seconded the motion.

- Board member votes:   7   Aye;   0   Nay;   0   Abstain. The motion carried.

The meeting adjourned at approximately 8:31pm.

Prepared by Megan Aubrey – Director of Administration

Approved: \_\_\_\_\_ 2020



# FINANCIAL REPORT



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# COMMITTEE MEETING SUMMARY

**To:** Finance Committee  
**From:** Jill Underwood, Director of Finance  
**Date:** February 12, 2020  
**Re:** February 11, 2020 Finance Committee Meeting Summary

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A meeting of the Finance Committee of the Bedford Regional Water Authority was held on **February 11, 2020 at 3:00 p.m.** in the **Board Room** of the Authority located in the **Annex** building at **1723 Falling Creek Road in Bedford County**. The following items were discussed:

1. **Call to Order:** The meeting was called to order at 3:00 p.m. In attendance were Elmer Hodge, Tom Segroves, Cynthia Gunnoe, Jill Underwood, Brian Key, and Nathan Carroll.
2. **Review Rates for FY 21:** Mrs. Underwood reviewed the proposed water and sewer rate changes and the dollar value impact on different customer types. The rate study model prepared by Draper Aden is being followed, with rates being equalized in FY 24. A resolution to advertise rates will be included on the meeting agenda for the Board's consideration on February 18, 2020.
3. **Review Draft FY 21 budget:** Operating Revenue overall is projected to have a 4% increase. Other Revenue and Contributions is projected to have a 1% increase; together, these constitute an anticipated increase in total revenue of 3.3%. The Committee asked that the increase in projected revenue from water capital recovery Fees be revisited and, potentially, reduced. Total operating expenditures are proposed to increase 2.9% overall. The Committee reviewed the capital reserve set-asides and agrees with the methodology of incrementally adjusting these amounts annually.
4. **Review Draft FY 21 CIP requests:** The total available for capital projects is \$954,532. The total of FY 2021 CIP requests is \$1,145,600. The Committee would like to spend the funds available on capital this year, since there is a need, and not increase the debt coverage percentage.
5. **Other business:** No other business was discussed.
6. **Motion to Adjourn:** The meeting adjourned at 5:13 p.m.



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# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Jill Underwood; Director of Finance  
**Date:** February 11, 2020  
**Re:** Resolution 2020-02.01 – Advertise Rates

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Enclosed is the above referenced resolution for your consideration; included with the resolution are the proposed rates.

In order for the new rates to be effective on June 1, 2020, as will be seen on all bills sent out after June 30, 2020, we will need to hold a public hearing in April of this year.

There is an advertising period that is required prior to the hearing, and this resolution authorizes the public notice which initiates this process.

The Bedford Regional Water Authority (“BRWA”) will hold a public hearing on April 21, 2020 at 7:00 p.m. at the BRWA’s office at 1723 Falling Creek Road, Bedford, VA for the purpose of receiving comments about the proposed changes of rates as shown herein. A description of the proposed changes can be found at [www.brwa.com](http://www.brwa.com). The rates will not be adopted until after the public hearing. The rates are scheduled to take effect June 1, 2020 and be utilized for all billing statements after June 30, 2020.

Please direct questions to 540-586-7679 or [rates@brwa.com](mailto:rates@brwa.com).

Monthly Usage or Meter Size	Forest, Lakes, Stewartville, and Montvale Service Areas		Center Service Area			
	Water	Sewer	Inside Town of Bedford		Adjacent to Town	
			Water	Sewer	Water	Sewer
<b>Residential Volume Charges per 1000 gallons</b>						
First 3,000	\$5.70	\$7.60	\$4.65	\$5.60	\$4.65	\$5.80
Over 3,000	\$5.70	\$7.60	\$4.65	\$7.00	\$4.65	\$7.80
<b>Commercial Volume Charges per 1000 gallons</b>						
First 3,000	\$5.70	\$7.60	\$4.65	\$5.80	\$5.10	\$8.00
Over 3,000	\$5.70	\$7.60	\$4.65	\$7.70	\$5.10	\$8.30
<b>Industrial: Volume Charges per 1000 gallons</b>						
First 600,000	\$5.30	\$7.00	\$4.55	\$6.70	\$5.30	\$7.00
Over 600,000	\$5.30	\$7.00	\$4.55	\$6.30	\$5.30	\$7.00
<b>Residential: Monthly Base Charges</b>						
5/8"	\$24.00	\$24.00	\$24.00	\$28.00	\$25.00	\$29.00
3/4"	\$34.00	\$30.00	\$34.00	\$35.00	\$36.00	\$36.00
1"	\$52.00	\$46.00	\$52.00	\$54.00	\$55.00	\$56.00
1-1/2"	\$88.00	\$79.00	\$88.00	\$87.00	\$96.00	\$88.00
Cedar Rock 5/8":	\$24.00	\$70.00	Mariners Landing 5/8":		\$24.00	\$33.00
Paradise Pnt. 5/8":	\$47.00	n/a	Mariners Landing 1":		\$52.00	\$63.00
<b>Commercial and Industrial: Monthly Base Charges</b>						
5/8"	\$24.00	\$24.00	\$24.00	\$28.00	\$28.00	\$28.00
3/4"	\$34.00	\$30.00	\$34.00	\$35.00	\$40.00	\$38.00
1"	\$52.00	\$46.00	\$52.00	\$54.00	\$55.00	\$58.00
1-1/2"	\$88.00	\$79.00	\$88.00	\$87.00	\$103.00	\$91.00
2"	\$124.00	\$120.00	\$138.00	\$142.00	\$161.00	\$137.00
3"	\$228.00	\$220.00	\$293.00	\$240.00	\$339.00	\$246.00
4"	\$375.00	\$365.00	\$490.00	\$400.00	\$559.00	\$404.00
6"	\$742.00	\$720.00	\$1,078.00	\$785.00	\$1,095.00	\$790.00
8"	\$1,186.00	\$1,148.00				
10"	\$1,983.00	\$1,915.00				



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**RESOLUTION**

2020-02.01

**Advertise Rates**

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Annex Building on the 18<sup>th</sup> day of February 2020, beginning at 7:00 p.m.:

**WHEREAS**, the Authority is required to advertise and hold a public hearing prior to the approval of any rate changes; and,

**WHEREAS**, the Consolidation Agreement dated October 31, 2012 stated “Within ten (10) years of the Closing, the water and wastewater treatment rates of the Localities are expected to be substantially equalized, provided that equalization only occur through realized cost efficiencies and economies and will not be done through disproportionate increases on Bedford customers.”; and,

**WHEREAS**, the Authority is in the process of preparing a draft budget for the Fiscal Year 2020-2021, and the rates necessary for the proposed revenues to exceed the proposed expenditures are included in the rates being proposed for advertisement; and,

**WHEREAS**, the Authority intends to post notice of the proposed rates on February 26, 2020 and March 11, 2020 in a newspaper of general circulation, to send copy of the notice to the governing bodies of Bedford County and the Town of Bedford, and to hold a public hearing on the new rates on April 21, 2020; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Authority does hereby authorize the Executive Director to post notice of the changes to the rates as shown on the attached document.

On behalf of the Finance Committee, Member \_\_\_\_\_ made a motion to approve this resolution. Being a motion from a committee, a second motion was not needed.

Board Member Votes: \_\_\_Aye, \_\_\_Nay, \_\_\_Abstain

**CERTIFICATION**

The undersigned secretary of the Bedford Regional Water Authority does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Directors of the Bedford Regional Water Authority, present at a regular meeting of the Board of Directors of the Bedford Regional Water Authority duly called and held **February 18, 2020** at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of the above mentioned meeting.

\_\_\_\_\_  
Brian M. Key, Secretary,  
Bedford Regional Water Authority

(SEAL)

### Tracking Data for Customer Service Department

Description	February '19	March '19	April '19	May '19	June '19	July '19	August '19	September '19	October '19	November '19	December '19	January '20	Running 12 Month Totals
1 Statements Mailed	14,222	14,248	14,293	14,349	14,392	14,386	14,435	14,943	14,870	14,490	14,511	14,491	173,630
2 Statements Sent Electronically	1,085	1,131	602	1,219	1,235	1,267	1,310	1,340	1,380	1,460	1,422	1,427	14,878
3 Total of Payments Received	11,468	12,141	12,192	12,357	11,584	13,170	11,840	11,919	13,171	11,450	13,035	12,507	146,834
4	\$968,617.22	\$1,188,187.79	\$1,061,606.27	\$1,184,046.87	\$1,049,249.82	\$1,335,228.51	\$1,145,845.83	\$1,162,927.08	\$1,382,260.17	\$1,102,608.14	\$1,198,842.39	\$1,249,113.22	\$14,028,533.31
5	2,380	2,513	2,575	2,602	2,376	2,655	2,533	2,438	2,686	2,355	2,619	2,590	30,322
6 Bill Payer Payments	\$135,422.67	\$143,317.58	\$141,892.88	\$149,274.16	\$145,231.76	\$170,602.47	\$164,998.90	\$162,251.19	\$181,932.16	\$153,379.00	\$159,762.75	\$153,100.53	1,861,166
7	20.8%	20.7%	21.1%	21.1%	20.5%	20.2%	21.4%	20.5%	20.4%	20.6%	20.1%	20.7%	20.7%
8	1,989	2,056	1,905	1,191	2,135	2,074	1,989	2,058	2,141	2,140	2,098	2,248	24,024
9 Paymentus Payments	\$177,783.34	\$174,677.15	\$153,007.15	\$157,211.92	\$196,237.35	\$180,341.55	\$175,836.89	\$186,917.39	\$190,835.48	\$194,098.67	\$180,889.55	\$196,219.17	\$2,164,055.61
10	17.3%	16.9%	15.6%	9.6%	18.4%	15.7%	16.8%	17.3%	16.3%	18.7%	16.1%	18.0%	16.4%
11 Automatic Draft Payments (ACH)	1,467	1,470	1,478	1,490	1,502	1,523	1,527	1,532	1,545	1,552	1,571	1,577	18,234
12	\$82,943.70	\$84,786.47	\$80,974.13	\$83,679.27	\$91,547.15	\$94,879.46	\$100,356.19	\$106,461.20	\$105,192.44	\$101,306.31	\$99,730.46	\$92,277.41	\$1,124,134.19
13	12.8%	12.1%	12.1%	12.1%	13.0%	11.6%	12.9%	12.9%	11.7%	13.6%	12.1%	12.6%	12.4%
14 Monthly Budget Billing (requires electronic statements)	16	16	-	-	-	-	-	-	-	-	-	-	32
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
17 Account Transfers	106	147	133	148	153	156	162	127	135	124	135	113	1,639
18 New Customers	13	28	8	20	10	12	8	526	14	11	11	28	689
18 Disconnects for Non-payment	54	42	64	73	97	68	25	44	40	56	54	55	672
19 Customers Still Off for Non-Payment		2	11	10	18	7	4	6	8	11	12	5	94
20 Repeat Disconnected Customers	5	7	7	10	16	26	10	9	11	16	21	9	147
21 Meters Read - Normal and Transfer Readings	13,725	13,739	13,753	13,765	13,780	13,808	13,875	13,892	14,258	14,222	14,230	14,253	167,300
22 Radio Read Meters	10,428	10,476	10,753	11,014	11,304	11,352	11,498	11,598	11,749	11,827	11,863	11,935	135,797
23 Manually Read Meters	3,297	3,263	3,000	2,751	2,476	2,456	2,377	2,294	2,509	2,395	2,367	2,318	31,503
24 Tower Read Meters	2,546	2,711	2,255	2,138	2,012	1,941	1,840	1,964	984	716	1,019	1,086	21,212
25 New Meter Installs	-	-	15	3	17	13	6	25	3	2	1	21	106
26 Broken Meters Replaced	17	18	7	10	4	17	18	11	11	6	25	5	149
27 Meters Changed - Program	10	56	249	239	264	20	141	61	125	85	28	49	1,327
28 Connections paid for but not installed	198	201	204	213	194	182	180	699	685	279	280	287	N/A
29 Remaining Developer's Credits	\$371,234.01	\$371,234.01	\$389,234.01	\$389,234.01	\$389,234.01	\$389,234.01	\$389,234.01	\$386,484.01	\$386,484.01	\$386,484.01	\$368,484.01	\$368,484.01	N/A
30 Bulk Water Sales - New London (Gallons)	9,825	11,345	5,386	20,844	47,149	59,581	24,825	27,400	41,825	8,325	6,324	7,315	270,144
31 Bulk Water Sales - Moneta (Gallons)	300	5,500	400	34,961	56,600	36,950	23,200	25,970	30,140	3,458	-	4,250	221,729
32 Bulk Water Sales - Central Distr (Gallons)	-	-	-	67,300	61,200	9,400	42,000	2,000	3,400	-	-	8,800	194,100
33 Total Bulk Water Sales	\$54.68	\$90.96	\$31.24	\$664.77	\$890.72	\$572.03	\$486.14	\$299.00	\$406.97	\$63.63	\$34.15	\$109.97	\$3,704.25



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# MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Jill W. Underwood, Director of Finance  
**Date:** February 10, 2020  
**Re:** Financial Highlights for January 2020

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## **Customer Service Statistical Report:**

Line 20 shows the # of repeated disconnects:

January 2020: 55 cutoffs (9 are repeat: 4 in Town, 1 at SML and 4 in Forest).

## **Summary of Revenues & Expenses:**

- 1) Budget goal is 58% for the month of January. Revenues are at 56% and expenses are at 50%.
- 2) Capital Recovery fees received so far this FY are 65% of the total budgeted amount, with water at 49% and sewer at 118%.
- 3) In preparing the draft budget, it appears some transactions have been posted to incorrect accounts, resulting in some accounts being over budget. These accounts will be reviewed and corrected.

## **Cash Flow Summary**

The summary is included in your packets.

## **CIP Report**

The report is included in your packets.



Bedford Regional Water Auth.  
Balance Sheet  
For the Seven Months Ending Friday, January 31, 2020

		<u>7/1/2019</u>	<u>Jan 2019</u>
		<u>Beginning</u>	<u>Actual</u>
<b>ASSETS</b>			
1000:1000	Cash	\$5,209,778.27	\$5,776,682.81
1001	Restricted Investments	6,489,539.06	7,164,054.77
1002:1002	Prepaid Expenses	490,856.99	530,906.58
1101:1101	Accounts Receivable	1,986,741.86	1,488,840.24
1102	Accounts Receivable Other	121,361.25	15,203.08
1200	Inventory	364,729.50	775,293.22
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	182,049.61	270,061.69
1301	Tangible Assets- Office	4,173,080.05	4,173,080.05
1302	Tangible Assets - Vehicles	3,298,817.73	3,298,817.73
1400:1500	Tangible Assets - Water	99,331,418.61	99,331,418.61
1700	Tangible Assets - Sewer	60,781,472.42	60,781,472.42
1800	Intangible Assets	714,451.00	714,451.00
1801	Fixed Asset Clearing Account		206,078.04
1900	Depreciation	<u>(60,464,282.23)</u>	<u>(60,464,282.23)</u>
	Total assets	<u>122,683,948.78</u>	<u>124,066,012.67</u>
<b>LIABILITIES</b>			
2000	Accounts Payable	(372,796.83)	(331,949.39)
2001	Customer Liabilities	(482,897.19)	(552,245.37)
2100	Employee Liabilities	(876,799.66)	(814,607.83)
2200	Notes Payable	(45,089,364.29)	(42,538,818.13)
2300	Developer Credits	(441,419.01)	(420,669.01)
2900	Equity		(41,000.00)
2999	Retained Earnings	<u>(75,420,671.80)</u>	<u>(75,420,671.80)</u>
	Total liabilities	<u>(122,683,948.78)</u>	<u>(120,119,961.53)</u>
	Operating Surplus/ (Loss)		3,946,051.14

Bedford Regional Water Auth.  
Balance Sheet  
For the Seven Months Ending Friday, January 31, 2020

		<u>7/1/2019</u>	<u>Jan 2019</u>
		<u>Beginning</u>	<u>Actual</u>
<b>ASSETS</b>			
Cash:			
1000-0000	Change Box for CS	350.00	350.00
1000-0001	Petty Cash	16.57	16.57
1000-0002	SunTrust Checking Account	1,415,951.60	1,990,249.25
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	316,700.04	320,279.78
1000-1000	VA Investment Pool-Capital Projects Reserve	2,457,468.92	2,487,357.06
1000-2000	VA Investment Pool- Operating Reserves	1,019,066.14	1,031,460.15
1000-0005	Cash Suspense Account (for F.A.)		(53,255.00)
	<b>Total Cash</b>	<b>5,209,778.27</b>	<b>5,776,682.81</b>
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	901,477.43	1,151,668.38
1001-0020	Reserve for future capital projects	661,644.10	662,412.43
1001-0021	County Funds for New Projects	184,411.01	206,987.33
1001-0022	SML WTF Depreciation Fund WVWA	134,034.34	134,065.91
1001-0023	BRWA Cell Tower Funds	172,267.12	206,131.60
1001-0024	SML WTF Depreciation Fund- BRWA portion	134,020.40	134,051.97
1001-0025	Vehicle and Equipment Replacement Fund	115,077.53	217,322.53
1001-0030	Information Systems Replacement Fund	163,331.45	155,908.32
1001-0035	Meter Replacement Fund	343,168.33	304,768.33
1001-0040	Sewerline Replacement Fund	384,471.16	536,140.16
1001-0045	Waterline Replacement Fund	465,004.00	552,504.00
1001-0050	Tank Rehab	168,000.00	208,831.00
1001-0055	CIP Crew Startup Fund	2,437.80	2,437.80
1001-1010	VA Investment Pool- Reserve Fund	431,661.55	440,016.50
1001-1020	LGIP Repairs & Maintenance Reserve	24,085.63	24,085.63
1001-1025	VRA Debt Service Reserve Fund- PNC Bank	1,737,570.44	1,737,570.44
1001-1030	VRA 2015 Debt Service Reserve Fund-SNAP	80,427.78	61,703.45
1001-1100	Escrow Account	26,787.34	67,787.34
	<b>Total Restricted Investments</b>	<b>6,489,539.06</b>	<b>7,164,054.77</b>
Prepaid Expenses:			
1002-1000	Prepaid Insurance	39,550.70	116,931.20
1002-1001	Prepaid Dues/Service Contracts	46,134.29	8,803.38
1002-1002	Deferred Outflows of Resources (Pensions)	363,292.00	363,292.00
1002-1003	VRS OPEB Deferred Outflow	43,120.00	43,120.00
1002-1004	VRS OPEB Deferred Outflow	(21,000.00)	(21,000.00)
1002-1005	Local OPEB Deferred Outflows	19,760.00	19,760.00
	<b>Total Prepaid Expenses</b>	<b>490,856.99</b>	<b>530,906.58</b>
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,332,649.85	909,671.09
1101-2000	Budget Billing Accounts Rec.	229.36	229.36
1101-2001	Monthly Statement A/R	(20.00)	(20.00)
1101-2002	Monthly Deferred A/R- holding account	553.47	553.47
1101-2003	AR Credits	(50.00)	(50.00)
1101-3000	Billings Receivable Sewer	903,365.68	692,313.10
1101-3210	Credit Card Convenience Fee AR	855.56	852.08
1101-4000	Allowance for Doubtful Accounts	(486,341.29)	(486,341.29)
1101-4001	Water Penalties- A/R	44,040.42	45,151.32
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	31,749.44	30,400.97
1101-4004	Payment Arrangement AR- Sewer	268.43	268.43
1101-4005	Payment Arrangement AR- Sewer Penalties	94.60	94.60
1101-4006	Payment Arrangement AR- Water Penalties	174.14	174.14
1101-5001	Water Facility Fees A/R	22,479.00	102,479.00

Bedford Regional Water Auth.  
Balance Sheet  
For the Seven Months Ending Friday, January 31, 2020

		<u>7/1/2019</u>	<u>Jan 2019</u>
		<u>Beginning</u>	<u>Actual</u>
1101-5002	Returned Check A/R	763.80	1,007.89
1101-5003	Sewer Facility Fees A/R	10,627.78	75,627.78
1101-5005	Reconnect Fee A/R	29,568.63	28,280.90
1101-6000	Water Account Charge A/R	7,348.53	11,427.03
1101-6003	Sewer Account Charges A/R	4,040.39	6,768.09
1101-7001	Water Deposits A/R	4,946.81	10,420.69
1101-7003	Sewer Deposits A/R	10,033.50	12,718.00
1101-7500	Meter Base Installation Fee A/R	9,744.02	12,744.02
1101-7504	Sewer Pump Maintenance A/R	5,716.39	3,510.80
1101-7505	Service Repairs & Rents A/R	2,504.94	2,504.94
1101-7506	A/R- Septage Dumping Fees	18,298.40	11,449.00
1101-7507	Meter Fee A/R	1,750.00	6,750.00
1101-7508	A/R- Industrial Pretreatment	2,458.86	1,875.51
1101-7510	SGP Review and Inspections A/R	300.00	1,500.00
1101-8000	Misc. Charges Receivable	(1.00)	(1.00)
1101-8002	NSF holding/clearing account	145.88	145.78
1101-8003	Consolidation holding account	(3,761.63)	(3,761.63)
1101-8006	Unauthorized Service A/R	11,595.08	5,595.08
1101-8009	Pending Electronic Payments	20,767.78	4,656.05
	<b>Total Accounts Receivable</b>	<u>1,986,741.86</u>	<u>1,488,840.24</u>
<b>Accounts Receivable Other:</b>			
1102-0001	Miscellaneous Accounts Receivable	121,361.25	15,203.08
	<b>Total Accounts Receivable Other</b>	<u>121,361.25</u>	<u>15,203.08</u>
<b>Inventory:</b>			
1200-0001	Maintenance Inventory	167,403.07	234,365.75
1200-0002	Meter Inventory	197,326.43	540,927.47
	<b>Total Inventory</b>	<u>364,729.50</u>	<u>775,293.22</u>
<b>Loan Related Assets:</b>			
1202-0009	VRA 2014 Cash Account (per docs)	3,934.66	3,934.66
	<b>Total Loan Related Assets</b>	<u>3,934.66</u>	<u>3,934.66</u>
<b>Construction In Progress:</b>			
1250-0381	CIP- Mariners Landing	19,660.00	73,761.42
1250-0383	CIP- Ivy Creek Sewer	41,130.00	45,700.00
1250-0385	CIP- Dawn Drive Project	26,173.42	150,831.79
1250-0386	CIP - Building Renovations	83,186.19	113,915.04
1250-0387	CIP- Rucker Rd. waterline project	11,900.00	36,320.02
1250-0353	CIP- SML WTP & Waterlines		(200,000.00)
1250-0363	BRWA Facility Master Plan & Building		21,342.50
1250-0388	CIP Cedarcrest Waterline		28,190.92
	<b>Total Construction In Progress</b>	<u>182,049.61</u>	<u>270,061.69</u>
<b>Tangible Assets- Office:</b>			
1301-0001	Office Facilities	2,569,710.82	2,569,710.82
1301-0002	Information Systems	1,603,369.23	1,603,369.23
	<b>Total Tangible Assets- Office</b>	<u>4,173,080.05</u>	<u>4,173,080.05</u>
<b>Tangible Assets - Vehicles:</b>			
1302-0001	Vehicles and Equipment	3,298,817.73	3,298,817.73
	<b>Total Tangible Assets - Vehicles</b>	<u>3,298,817.73</u>	<u>3,298,817.73</u>
<b>Tangible Assets - Water:</b>			
1400-1000	SML Water Treatment Facility	16,447,649.90	16,447,649.90

Bedford Regional Water Auth.  
Balance Sheet  
For the Seven Months Ending Friday, January 31, 2020

		<u>7/1/2019</u>	<u>Jan 2019</u>
		<u>Beginning</u>	<u>Actual</u>
1400-2000	Smith Mountain Lake Central	21,532,528.64	21,532,528.64
1400-3000	Stewartsville Water	2,735,076.84	2,735,076.84
1500-1000	Forest Water	35,332,325.64	35,332,325.64
1500-2000	Lakes Water	1,625,458.78	1,625,458.78
1500-3000	Central Water	21,658,378.81	21,658,378.81
	<b>Total Tangible Assets - Water</b>	<u>99,331,418.61</u>	<u>99,331,418.61</u>
<b>Tangible Assets - Sewer:</b>			
1700-0014	Central Sewer	22,402,501.54	22,402,501.54
1700-0015	Moneta Sewer	12,700,512.43	12,700,512.43
1700-0016	Forest Sewer	18,639,632.62	18,639,632.62
1700-1016	BRWA Share Lynchburg Sewer Upgrade	4,983,649.44	4,983,649.44
1700-8000	Montvale Sewer	2,055,176.39	2,055,176.39
	<b>Total Tangible Assets - Sewer</b>	<u>60,781,472.42</u>	<u>60,781,472.42</u>
<b>Intangible Assets:</b>			
1800-0000	Studies & Permits (Feasibility, master studies)	658,040.55	658,040.55
1800-0090	Capitalized Interest (Various projects)	56,410.45	56,410.45
	<b>Total Intangible Assets</b>	<u>714,451.00</u>	<u>714,451.00</u>
<b>Fixed Asset Clearing Account:</b>			
1801-0000	Fixed Asset Clearing Account		206,078.04
	<b>Total Fixed Asset Clearing Account</b>		<u>206,078.04</u>
<b>Depreciation:</b>			
1900-0000	Accumulated Depreciation	(60,464,282.23)	(60,464,282.23)
	<b>Total Depreciation</b>	<u>(60,464,282.23)</u>	<u>(60,464,282.23)</u>
	<b>Total assets</b>	<u>122,683,948.78</u>	<u>124,066,012.67</u>
<b>LIABILITIES</b>			
<b>Accounts Payable:</b>			
2000-1000	Accounts Payable	(369,286.83)	(324,929.39)
2000-1005	Retainage Payable	(3,510.00)	(7,020.00)
	<b>Total Accounts Payable</b>	<u>(372,796.83)</u>	<u>(331,949.39)</u>
<b>Customer Liabilities:</b>			
2001-0000	Customer Credit- Budget Billing accounts	4,956.74	5,068.88
2001-0001	Customer Credits	(196,802.34)	(283,372.31)
2001-0002	Misc. Misposting	(1,520.90)	(1,520.90)
2001-0003	Customer Refunds Payable	16,210.60	6,606.44
2001-1000	Water Deposits	(198,413.42)	(181,212.42)
2001-1555	Fireline Assembly Deposits	(16,308.86)	(16,308.86)
2001-2000	Interest on Deposits (Town accounts)	1,256.47	1,256.53
2001-3000	Sewer Deposits	(92,275.48)	(82,762.73)
	<b>Total Customer Liabilities</b>	<u>(482,897.19)</u>	<u>(552,245.37)</u>
<b>Employee Liabilities:</b>			
2100-0050	Compensated Absences Liability	(119,930.82)	(119,930.82)
2100-0060	Accrued Payroll	(72,633.28)	(0.01)
2100-0250	VRS Employee Contribution Payable	299.88	300.05
2100-0400	Net Pension Liability	(223,404.00)	(223,404.00)
2100-0500	VRS OPEB Liability	(227,000.00)	(227,000.00)
2100-0510	Local OPEB Liability	(228,807.00)	(228,807.00)
2100-0550	Health Insurance Payable- Employee Share	(6,111.30)	(5,506.90)

Bedford Regional Water Auth.  
Balance Sheet  
For the Seven Months Ending Friday, January 31, 2020

		<u>7/1/2019</u> <u>Beginning</u>	<u>Jan 2019</u> <u>Actual</u>
2100-0600	VRS Mandatory Cash Match- Hybrid	1.25	1.25
2100-0750	Optional Life Insurance Payable	29.74	205.54
2100-0800	AFLAC Withholding Payable	1,699.31	1,698.11
2100-0900	Outstanding Payables Checks	(49.83)	(49.83)
2100-1000	Garnishments Payable	(893.61)	(379.98)
2100-0200	State Withholding Payable		(11,734.24)
	<b>Total Employee Liabilities</b>	<u>(876,799.66)</u>	<u>(814,607.83)</u>
<b>Notes Payable:</b>			
2200-0115	Current Maturities Long-Term Debt	(0.20)	(233,722.04)
2200-2000	Accrued Arbitrage Liability	(76,168.98)	(76,168.98)
2200-2001	Accrued Interest Payable	(424,020.01)	(424,020.01)
2200-2020	VRA 2015 Loan	(30,265,000.00)	(29,600,000.00)
2200-2021	VRA 2015 Premium	(285,874.39)	(285,874.39)
2200-2026	VRA Series 2005 Premium	(2,528.40)	(2,528.40)
2200-2027	Series 2009 VRA Loan	(3,715,000.00)	(2,855,000.00)
2200-2028	VRA Series 2009 Premium	(239,467.08)	(239,467.08)
2200-2029	VRA 2009 Series Deferred amount of Refunding	198,467.52	198,467.52
2200-2230	Series 2012 Loan (2005 Refunding)	(3,755,000.00)	(3,075,000.00)
2200-2231	Series 2012 Premium (2005 Refunding)	(473,596.84)	(473,596.84)
2200-2232	VRA 2012 Deferred Amount on refunding	260,469.24	260,469.24
2200-2233	VRA Series 2014 Loan (2005 refunding)	(1,745,000.00)	(1,745,000.00)
2200-2234	VRA Series 2014 Premium (2005)	(185,296.22)	(185,296.22)
2200-2235	VRA 2014 Deferred Amt on Refunding	60,813.67	60,813.67
2200-2500	Assumed Debt from Town	(3,716,993.17)	(3,246,382.17)
2200-3000	Lynchburg Sewer System Loan Payable	(725,169.43)	(616,512.43)
	<b>Total Notes Payable</b>	<u>(45,089,364.29)</u>	<u>(42,538,818.13)</u>
<b>Developer Credits:</b>			
2300-0000	Deferred Revenue Liability	(369,734.01)	(348,984.01)
2300-0002	Prepayments Transfer Clearing account	28,550.00	28,550.00
2300-1000	Deferred Inflows of Resources	(100,235.00)	(100,235.00)
	<b>Total Developer Credits</b>	<u>(441,419.01)</u>	<u>(420,669.01)</u>
<b>Equity:</b>			
2900-0150	Customer Contributions for Line Extensions		(41,000.00)
	<b>Total Equity</b>		<u>(41,000.00)</u>
<b>Retained Earnings:</b>			
2999-0000	Retained Earnings	(75,420,671.80)	(75,420,671.80)
	<b>Total Retained Earnings</b>	<u>(75,420,671.80)</u>	<u>(75,420,671.80)</u>
	<b>Total liabilities</b>	<u>(122,683,948.78)</u>	<u>(120,119,961.53)</u>
	<b>Operating Surplus/ (Loss)</b>		3,946,051.14

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Seven Months Ending Friday, January 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>	
<b>OPERATING REVENUE</b>						
3000-3000 +...	Water Sales	(\$670,439.46)	(\$4,707,584.21)	(\$8,700,869.00)	(\$3,993,284.79)	54%
3100-3000:3...	Sewer Sales	(345,678.83)	(2,416,427.56)	(4,410,678.00)	(1,994,250.44)	55%
3902	Penalties	(5,294.16)	(44,756.49)	(73,000.00)	(28,243.51)	61%
3903-3231:3...	Account Charges	(4,375.00)	(56,465.00)	(53,000.00)	3,465.00	107%
3903-3240:3...	Review Fees	(5,426.00)	(66,833.57)	(42,300.00)	24,533.57	158%
3900-3250:3...	Interest Earned	(7,888.51)	(55,184.92)	(45,000.00)	10,184.92	123%
3903-3245:3...	Sewer Clean Outs	(1,500.00)	(10,900.00)	(5,000.00)	5,900.00	218%
3903-3250 +...	Meter Installation Revenues	(17,250.00)	(76,870.84)	(90,000.00)	(13,129.16)	85%
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(11,145.74)	(15,000.00)	(3,854.26)	74%
3903-3261	Rent/Meter Charges		(5,279.95)	(3,000.00)	2,279.95	176%
3903-3262:3...	Misc	(9,809.08)	(74,845.11)	(106,793.00)	(31,947.89)	70%
3903-3280:3...	Fixed Asset Disposals		(10,292.57)		10,292.57	0%
3901-3211:3...	Account Default Fees	(2,635.00)	(11,545.00)	(23,000.00)	(11,455.00)	50%
3201-3275 +...	Contract Reimbursements		(89,735.30)	(151,000.00)	(61,264.70)	59%
	Revenue from BRWA Operations	<u>(1,071,816.86)</u>	<u>(7,637,866.26)</u>	<u>(13,718,640.00)</u>	<u>(6,080,773.74)</u>	56%
3000-3220 +...	Capital Recovery Fees	(203,000.00)	(620,250.00)	(953,700.00)	(333,450.00)	65%
3903-3265	Cellular Antenna Site Rental-County...	(3,762.72)	(26,339.04)	(44,529.00)	(18,189.96)	59%
3904-3310	BOS Capital Contributions		(1,725,495.93)	(2,000,000.00)	(274,504.07)	86%
3904-3315	Developer Line Contributions			(200,000.00)	(200,000.00)	0%
3202-3276	Contributions from Mariners Landing		(12,808.82)		12,808.82	0%
3903-3330	SML WTF Revenue	(9.08)	(63.14)		63.14	0%
3904-3317	Developer Prepayments Redemptio...		(20,750.00)	(20,000.00)	750.00	104%
	Revenue from Other Sources	<u>(206,771.80)</u>	<u>(2,405,706.93)</u>	<u>(3,218,229.00)</u>	<u>(812,522.07)</u>	75%
	<b>Total Revenue</b>	<b>(1,278,588.66)</b>	<b>(10,043,573.19)</b>	<b>(16,936,869.00)</b>	<b>(6,893,295.81)</b>	<b>59%</b>
<b>OPERATING EXPENSES</b>						
4000 + 4002...	Salaries	298,222.54	2,096,054.86	4,113,172.16	2,017,117.30	51%
4010	General Office Expenses	22,155.17	115,433.11	249,171.00	133,737.89	46%
4100	Employee Benefit & Related Expens...	108,941.07	782,888.98	1,591,749.00	808,860.02	49%
4110	Billing Expenses	12,335.64	90,439.26	178,174.00	87,734.74	51%
4120	Information Systems Expenses	14,352.92	94,644.69	177,174.00	82,529.31	53%
4130	Administration Supplies	84.23	164.22	500.00	335.78	33%
4135	Logistics Coordinator Supplies		6.04	200.00	193.96	3%
4140	Customer Service Supplies	130.19	624.46	1,454.00	829.54	43%
4210	Engineering Expenses	1,823.45	10,004.26	74,434.00	64,429.74	13%
4220 + 4223	Operations Expenses	277.28	277.28	2,500.00	2,222.72	11%
4221	Compliance Program Supplies	51.97	1,521.38	8,650.00	7,128.62	18%
4222	Pretreatment Expenses	613.15	7,990.76	19,600.00	11,609.24	41%
4225-0100	Lab Supplies	2,954.51	13,113.65	24,000.00	10,886.35	55%
4230	Maintenance Expenses	4,356.71	15,246.44	35,802.00	20,555.56	43%
4240	Vehicles & Equipment Expenses	24,192.46	115,121.78	231,835.00	116,713.22	50%
4250	Forest Water Expenses	121,167.80	414,075.11	940,252.00	526,176.89	44%
4260	Well Systems Expenses	1,291.11	16,778.05	40,993.00	24,214.95	41%
4265	SML Central Distribution System Ex...	3,829.33	15,727.01	26,295.00	10,567.99	60%
4270	SML Treatment Expenses	3,063.38	14,459.30	33,068.00	18,608.70	44%
4330	SML WTF Expenses	33,519.53	278,162.66	493,242.00	215,079.34	56%
4275	Central Water Distribution Expenses	15,485.88	65,785.01	253,491.00	187,705.99	26%
4276	Central Water Treatment Expenses	14,592.95	69,969.91	117,901.00	47,931.09	59%
4280	Stewartsville Water Expenses	1,480.22	26,371.20	29,749.00	3,377.80	89%
4290	Forest Sewer Expenses	79,537.62	351,292.14	568,268.00	216,975.86	62%
4291	Central Sewer Collection System Ex...	42,264.70	177,105.39	289,110.00	112,004.61	61%
4293	Central Sewer Treatment Expenses	70,055.03	337,422.51	643,035.00	305,612.49	52%
4292	Moneta Sewer Collection System E...	2,883.07	16,483.83	32,200.00	15,716.17	51%
4294	Moneta Sewer Treatment Expenses	7,744.50	50,415.09	140,284.00	89,868.91	36%
4295	Montvale Sewer Expenses	9,089.36	15,274.02	21,057.00	5,782.98	73%
4340	Mariners Landing Sewer Expenses		892.74	81,123.00	80,230.26	1%
4350	Cedar Rock Sewer Expenses	1,545.97	41,328.17	22,860.00	(18,468.17)	181%
4300 + 4310	Schools Sewer Expenses	4,575.50	19,973.30	42,000.00	22,026.70	48%
4315	Mariners Landing Expenses	1,563.97	6,049.24	28,655.00	22,605.76	21%

Bedford Regional Water Auth.  
 Summary of Revenue & Expenditures  
 For the Seven Months Ending Friday, January 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>
4320 Franklin County Operations	2,922.88	16,940.70	38,000.00	21,059.30	45%
Total Operating Expenditures	907,104.09	5,278,036.55	10,549,998.16	5,271,961.61	50%
4400 Depreciation			3,257,478.00	3,257,478.00	0%
4500-0640 Lynchburg Debt Service Paid			2,920.00	2,920.00	0%
4500-0615 VRA 2005 Trustee Fees			328.00	328.00	0%
4500-0625 2009 VRA Interest		20,762.50	164,031.00	143,268.50	13%
4500-0645 2012 VRA Interest		96,221.88	175,019.00	78,797.12	55%
4500-0660 2014 VRA Interest		38,640.63	77,281.00	38,640.37	50%
4500-0665 2015 VRA Interest		550,359.38	1,083,678.00	533,318.62	51%
4500-0650 Assumed Debt from City	40,444.50	83,630.19	84,273.00	642.81	99%
4500-0670 VRA 2019 Interest		29,870.92		(29,870.92)	0%
Total Interest and Debt Service	40,444.50	819,485.50	1,587,530.00	768,044.50	52%
Total Exp., Depr. and Debt Servi...	947,548.59	6,097,522.05	15,395,006.16	9,297,484.11	40%
Total Revenues Less Oper Expense	(331,040.07)	(3,946,051.14)	(1,541,862.84)	2,404,188.30	256%
Gross Cash Before Capital Exp	(331,040.07)	(3,946,051.14)	(1,541,862.84)	2,404,188.30	256%
Less non-debt Capital Contributions	(9.08)	(33,621.96)	(220,000.00)	(186,378.04)	15%
Earnings/(loss) before BRWA Capit...	(331,030.99)	(3,912,429.18)	(1,321,862.84)	2,590,566.34	296%



Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Seven Months Ending Friday, January 31, 2020

		<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>
<b>OPERATING REVENUE</b>						
<b>Water Sales:</b>						
3000-3000	Water Sales	(670,439.46)	(4,633,529.53)	(8,628,839.00)	(3,995,309.47)	54%
3000-3050	Contract Water Sales		(74,054.68)	(72,030.00)	2,024.68	103%
	<b>Total Water Sales</b>	<u>(670,439.46)</u>	<u>(4,707,584.21)</u>	<u>(8,700,869.00)</u>	<u>(3,993,284.79)</u>	<u>54%</u>
<b>Sewer Sales:</b>						
3100-3000	Sewer Sales	(342,981.14)	(2,398,065.93)	(4,410,678.00)	(2,012,612.07)	54%
3100-3050	Cedar Rock Revenue	(2,697.69)	(18,361.63)		18,361.63	0%
	<b>Total Sewer Sales</b>	<u>(345,678.83)</u>	<u>(2,416,427.56)</u>	<u>(4,410,678.00)</u>	<u>(1,994,250.44)</u>	<u>55%</u>
<b>Penalties:</b>						
3902-3211	Water Penalty Revenue	(3,148.36)	(30,225.94)	(43,000.00)	(12,774.06)	70%
3902-3213	Sewer Penalty Revenue	(2,145.80)	(14,530.55)	(30,000.00)	(15,469.45)	48%
	<b>Total Penalties</b>	<u>(5,294.16)</u>	<u>(44,756.49)</u>	<u>(73,000.00)</u>	<u>(28,243.51)</u>	<u>61%</u>
<b>Account Charges:</b>						
3903-3231	Water Account Charge Revenue	(2,900.00)	(37,440.00)	(35,000.00)	2,440.00	107%
3903-3233	Sewer Account Charge Revenue	(1,475.00)	(19,025.00)	(18,000.00)	1,025.00	106%
	<b>Total Account Charges</b>	<u>(4,375.00)</u>	<u>(56,465.00)</u>	<u>(53,000.00)</u>	<u>3,465.00</u>	<u>107%</u>
<b>Review Fees:</b>						
3903-3240	Engineering Review Fees	(3,626.00)	(60,091.87)	(40,000.00)	20,091.87	150%
3903-3242	Engineering Fire Flow Testing		(2,541.70)	(300.00)	2,241.70	847%
3903-3243	SGP Review and Inspections	(1,800.00)	(4,200.00)	(2,000.00)	2,200.00	210%
	<b>Total Review Fees</b>	<u>(5,426.00)</u>	<u>(66,833.57)</u>	<u>(42,300.00)</u>	<u>24,533.57</u>	<u>158%</u>
<b>Interest Earned:</b>						
3900-3250	Bank Interest Earned	(7,888.51)	(55,184.92)	(45,000.00)	10,184.92	123%
	<b>Total Interest Earned</b>	<u>(7,888.51)</u>	<u>(55,184.92)</u>	<u>(45,000.00)</u>	<u>10,184.92</u>	<u>123%</u>
<b>Sewer Clean Outs:</b>						
3903-3245	Sewer Clean-Out Installation Fee	(1,500.00)	(10,900.00)	(5,000.00)	5,900.00	218%
	<b>Total Sewer Clean Outs</b>	<u>(1,500.00)</u>	<u>(10,900.00)</u>	<u>(5,000.00)</u>	<u>5,900.00</u>	<u>218%</u>
<b>Meter Installation Revenues:</b>						
3903-3250	Meter Fee Revenue	(6,750.00)	(23,300.00)	(40,000.00)	(16,700.00)	58%
3903-3260	Meter Base Installation Revenue	(10,500.00)	(53,570.84)	(50,000.00)	3,570.84	107%
	<b>Total Meter Installation Revenues</b>	<u>(17,250.00)</u>	<u>(76,870.84)</u>	<u>(90,000.00)</u>	<u>(13,129.16)</u>	<u>85%</u>
<b>Industrial Pretreatment Revenue:</b>						
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(11,145.74)	(15,000.00)	(3,854.26)	74%
	<b>Total Industrial Pretreatment Reve...</b>	<u>(1,520.82)</u>	<u>(11,145.74)</u>	<u>(15,000.00)</u>	<u>(3,854.26)</u>	<u>74%</u>
<b>Rent/Meter Charges:</b>						
3903-3261	Service Repairs & Equipment Ren...		(5,279.95)	(3,000.00)	2,279.95	176%
	<b>Total Rent/Meter Charges</b>		<u>(5,279.95)</u>	<u>(3,000.00)</u>	<u>2,279.95</u>	<u>176%</u>
<b>Misc:</b>						
3903-3262	Cellular Antenna Rental- BRWA p...	(5,644.08)	(39,508.56)	(66,793.00)	(27,284.44)	59%
3903-3264	Sewer Pump Maintenance Reven...	(4,165.00)	(26,810.00)	(35,000.00)	(8,190.00)	77%
3903-3270	Miscellaneous Revenue		(7,026.55)	(5,000.00)	2,026.55	141%
3903-3275	Revenue from Communication To...		(1,500.00)		1,500.00	0%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Seven Months Ending Friday, January 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>
Total Misc	(9,809.08)	(74,845.11)	(106,793.00)	(31,947.89)	70%
Fixed Asset Disposals:					
3903-3280 Sales and Disposals		(10,292.57)		10,292.57	0%
Total Fixed Asset Disposals		(10,292.57)		10,292.57	0%
Account Default Fees:					
3901-3211 Reconnect Fee Revenue	(2,250.00)	(14,250.00)	(20,000.00)	(5,750.00)	71%
3901-3212 Return Check Revenue	(385.00)	(1,295.00)	(2,000.00)	(705.00)	65%
3901-3213 Unauthorized Service Revenue		4,000.00	(1,000.00)	(5,000.00)	(400%)
Total Account Default Fees	(2,635.00)	(11,545.00)	(23,000.00)	(11,455.00)	50%
Contract Reimbursements:					
3201-3275 School System Operations		(15,868.54)	(51,000.00)	(35,131.46)	31%
3904-3318 Franklin County Contract Operatio...		(73,866.76)	(100,000.00)	(26,133.24)	74%
Total Contract Reimbursements		(89,735.30)	(151,000.00)	(61,264.70)	59%
Revenue from BRWA Operations	(1,071,816.86)	(7,637,866.26)	(13,718,640.00)	(6,080,773.74)	56%
Capital Recovery Fees:					
3000-3220 Water Capital Recovery Fees	(108,000.00)	(361,750.00)	(734,400.00)	(372,650.00)	49%
3100-3220 Sewer Capital Recovery Fees	(95,000.00)	(258,500.00)	(219,300.00)	39,200.00	118%
Total Capital Recovery Fees	(203,000.00)	(620,250.00)	(953,700.00)	(333,450.00)	65%
Cellular Antenna Site Rental-County portion:					
3903-3265 Cellular Antenna Revenue- Co. po...	(3,762.72)	(26,339.04)	(44,529.00)	(18,189.96)	59%
Total Cellular Antenna Site Rental...	(3,762.72)	(26,339.04)	(44,529.00)	(18,189.96)	59%
BOS Capital Contributions:					
3904-3310 Bedford County Debt Support		(1,725,495.93)	(2,000,000.00)	(274,504.07)	86%
Total BOS Capital Contributions		(1,725,495.93)	(2,000,000.00)	(274,504.07)	86%
Developer Line Contributions:					
3904-3315 Developer Contributions			(200,000.00)	(200,000.00)	0%
Total Developer Line Contributions			(200,000.00)	(200,000.00)	0%
Contributions from Mariners Landing:					
3202-3276 Mariners Landing Contract Operati...		(12,808.82)		12,808.82	0%
Total Contributions from Mariners...		(12,808.82)		12,808.82	0%
SML WTF Revenue:					
3903-3330 SML WTF Revenue	(9.08)	(63.14)		63.14	0%
Total SML WTF Revenue	(9.08)	(63.14)		63.14	0%
Developer Prepayments Redemption Revenue:					
3904-3317 Developer Capital Recovery Fee...		(20,750.00)	(20,000.00)	750.00	104%
Total Developer Prepayments Red...		(20,750.00)	(20,000.00)	750.00	104%
Revenue from Other Sources	(206,771.80)	(2,405,706.93)	(3,218,229.00)	(812,522.07)	75%
Total Revenue	(1,278,588.66)	(10,043,573.19)	(16,936,869.00)	(6,893,295.81)	59%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Seven Months Ending Friday, January 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>	
<b>OPERATING EXPENSES</b>						
<b>Salaries:</b>						
4000-0010	Administration Salaries	57,553.44	399,144.25	805,180.01	406,035.76	50%
4000-0019	IT Oncall Stipend	600.00	2,550.00		(2,550.00)	0%
4000-0020	Administration Overtime		425.08	2,885.47	2,460.39	15%
4002-0010	Customer Service Salaries	24,134.29	180,859.10	327,372.00	146,512.90	55%
4002-0020	Customer Service Overtime	996.34	9,424.77	16,214.78	6,790.01	58%
4003-0010	Engineering Department Salaries	44,545.48	297,386.48	627,883.20	330,496.72	47%
4003-0019	Engineering OnCall Stipend	600.00	4,350.00	7,800.00	3,450.00	56%
4003-0020	Engineering Department Overtime	1,446.15	12,758.16	38,758.22	26,000.06	33%
4004-0010	Maintenance Department Salaries	61,114.92	451,418.14	838,735.20	387,317.06	54%
4004-0019	Maintenance Oncall Stipend Expe...	1,200.00	8,670.00	18,720.00	10,050.00	46%
4004-0020	Maintenance Department Overtime	6,458.67	51,680.43	139,383.62	87,703.19	37%
4005-0010	Operations Department Salaries	91,554.41	639,766.53	1,176,282.40	536,515.87	54%
4005-0020	Operations Department Overtime	8,018.84	37,621.92	113,957.26	76,335.34	33%
	<b>Total Salaries</b>	<b>298,222.54</b>	<b>2,096,054.86</b>	<b>4,113,172.16</b>	<b>2,017,117.30</b>	<b>51%</b>
<b>General Office Expenses:</b>						
4010-0075	Board & Committee Meetings	436.47	453.87	900.00	446.13	50%
4010-0100	Office Supplies	859.67	5,550.42	10,000.00	4,449.58	56%
4010-0103	Public Outreach Expenses	130.64	1,557.33	20,056.00	18,498.67	8%
4010-0110	Building Maintenance Expense	3,828.03	8,380.81	21,000.00	12,619.19	40%
4010-0130	Postage and Shipping Expense	998.54	3,235.98	8,000.00	4,764.02	40%
4010-0140	Commercial Phone Charges	1,243.15	5,631.27	12,600.00	6,968.73	45%
4010-0142	Cellular Phone Service	3,356.77	12,058.64	27,995.00	15,936.36	43%
4010-0150	Building Power and Utilities	3,548.85	12,078.05	20,500.00	8,421.95	59%
4010-0155	Building Fuel Costs	789.49	1,494.65	8,000.00	6,505.35	19%
4010-0170	Advertising	61.27	4,750.75	18,000.00	13,249.25	26%
4010-0175	Bank Service charges	1,294.56	8,900.28	14,000.00	5,099.72	64%
4010-0200	Accounting Services		29,125.00	25,000.00	(4,125.00)	117%
4010-0220	Legal Expenses	3,857.73	9,966.06	18,000.00	8,033.94	55%
4010-0400	Board of Directors Fees	1,750.00	12,250.00	21,000.00	8,750.00	58%
4010-0085	Long Range Planning			20,000.00	20,000.00	0%
4010-0160	Employee Bond			608.00	608.00	0%
4010-0161	Building Insurance			3,512.00	3,512.00	0%
	<b>Total General Office Expenses</b>	<b>22,155.17</b>	<b>115,433.11</b>	<b>249,171.00</b>	<b>133,737.89</b>	<b>46%</b>
<b>Employee Benefit &amp; Related Expenses:</b>						
4100-0030	Payroll Taxes	21,507.42	157,681.61	304,482.00	146,800.39	52%
4100-0040	VRS Retirement and Group Life	23,427.86	160,455.02	297,909.00	137,453.98	54%
4100-0041	VRS Hybrid Disability Program	494.66	3,448.43	6,478.00	3,029.57	53%
4100-0045	Unemployment Payments		2,268.00	6,000.00	3,732.00	38%
4100-0050	Health Insurance	53,727.90	374,432.95	734,548.00	360,115.05	51%
4100-0055	Flexible Spending Account		1,346.22	2,500.00	1,153.78	54%
4100-0060	Worker's Compensation		6,056.00	78,407.00	72,351.00	8%
4100-0065	Employee Testing	309.00	2,613.75	4,785.00	2,171.25	55%
4100-0075	Meetings	47.72	1,877.86	5,625.00	3,747.14	33%
4100-0080	Professional Dues	2,169.00	7,418.92	19,085.00	11,666.08	39%
4100-0085	Training and Education	901.47	15,105.88	44,658.00	29,552.12	34%
4100-0101	Clothing and Uniforms	1,476.54	12,056.51	27,261.00	15,204.49	44%
4100-0102	Employee & Incentive Fund	2,417.98	17,839.34	25,500.00	7,660.66	70%
4100-0103	Safety	2,461.52	20,288.49	34,011.00	13,722.51	60%
4100-0090	Whistle Blower Hotline			500.00	500.00	0%
	<b>Total Employee Benefit &amp; Related...</b>	<b>108,941.07</b>	<b>782,888.98</b>	<b>1,591,749.00</b>	<b>808,860.02</b>	<b>49%</b>
<b>Billing Expenses:</b>						
4110-0091	Bad Debt Expense Water	2,902.17	3,109.18	20,000.00	16,890.82	16%
4110-0093	Bad Debt Expense Sewer	3,766.74	4,127.69	10,000.00	5,872.31	41%
4110-0094	Bad Debt Expense Penalties/Misc.	1,334.46	1,416.25	8,000.00	6,583.75	18%
4110-0097	Collection Agency Expense		704.63	1,200.00	495.37	59%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Seven Months Ending Friday, January 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>	
4110-0110	Bill Processing Services	3,817.53	48,587.03	104,231.00	55,643.97	47%
4110-0120	Customer Service Software Maint...	180.00	30,619.39	27,083.00	(3,536.39)	113%
4110-0175	Courier Service	334.74	1,875.09	3,660.00	1,784.91	51%
4110-0112	Customer Notification Expenses			3,000.00	3,000.00	0%
4110-0115	Meter Testing			1,000.00	1,000.00	0%
	<b>Total Billing Expenses</b>	<b>12,335.64</b>	<b>90,439.26</b>	<b>178,174.00</b>	<b>87,734.74</b>	<b>51%</b>
<b>Information Systems Expenses:</b>						
4120-0100	Information Systems Supplies	30.60	3,699.53	10,250.00	6,550.47	36%
4120-0110	Contracted Services (Network)	9,052.32	57,193.97	22,000.00	(35,193.97)	260%
4120-0115	Continuing Support (Software)	4,905.00	31,196.19	140,544.00	109,347.81	22%
4120-0145	Internet and WAN Communications	365.00	2,555.00	4,380.00	1,825.00	58%
	<b>Total Information Systems Expens...</b>	<b>14,352.92</b>	<b>94,644.69</b>	<b>177,174.00</b>	<b>82,529.31</b>	<b>53%</b>
<b>Adminstration Supplies:</b>						
4130-0100	Administration Supplies	84.23	164.22	500.00	335.78	33%
	<b>Total Adminstration Supplies</b>	<b>84.23</b>	<b>164.22</b>	<b>500.00</b>	<b>335.78</b>	<b>33%</b>
<b>Logistics Coordinator Supplies:</b>						
4135-0100	Logistics Coordinator Supplies		6.04	200.00	193.96	3%
	<b>Total Logistics Coordinator Suppli...</b>		<b>6.04</b>	<b>200.00</b>	<b>193.96</b>	<b>3%</b>
<b>Customer Service Supplies:</b>						
4140-0100	Customer Service Supplies	130.19	624.46	1,454.00	829.54	43%
	<b>Total Customer Service Supplies</b>	<b>130.19</b>	<b>624.46</b>	<b>1,454.00</b>	<b>829.54</b>	<b>43%</b>
<b>Engineering Expenses:</b>						
4210-0100	Engineering Supplies	1,231.70	5,092.61	14,344.00	9,251.39	36%
4210-0141	Locating Notification Tickets	561.75	4,171.65	6,870.00	2,698.35	61%
4210-0240	Construction testing	30.00	740.00	2,820.00	2,080.00	26%
4210-0110	Engineering Reviews			50,400.00	50,400.00	0%
	<b>Total Engineering Expenses</b>	<b>1,823.45</b>	<b>10,004.26</b>	<b>74,434.00</b>	<b>64,429.74</b>	<b>13%</b>
<b>Operations Expenses:</b>						
4220-0100	Wastewater Operations Supplies	277.28	277.28	2,000.00	1,722.72	14%
4223-0100	Water Operations Supplies			500.00	500.00	0%
	<b>Total Operations Expenses</b>	<b>277.28</b>	<b>277.28</b>	<b>2,500.00</b>	<b>2,222.72</b>	<b>11%</b>
<b>Compliance Program Supplies:</b>						
4221-0100	FROG Program Supplies	51.97	1,521.38	8,650.00	7,128.62	18%
	<b>Total Compliance Program Suppli...</b>	<b>51.97</b>	<b>1,521.38</b>	<b>8,650.00</b>	<b>7,128.62</b>	<b>18%</b>
<b>Pretreatment Expenses:</b>						
4222-0100	Pretreatment Supplies/Expenses	613.15	7,990.76	19,600.00	11,609.24	41%
	<b>Total Pretreatment Expenses</b>	<b>613.15</b>	<b>7,990.76</b>	<b>19,600.00</b>	<b>11,609.24</b>	<b>41%</b>
<b>Lab Supplies:</b>						
4225-0100	Lab Supplies	2,954.51	13,113.65	24,000.00	10,886.35	55%
	<b>Total Lab Supplies</b>	<b>2,954.51</b>	<b>13,113.65</b>	<b>24,000.00</b>	<b>10,886.35</b>	<b>55%</b>
<b>Maintenance Expenses:</b>						
4230-0100	Maintenance Supplies	4,356.71	15,246.44	35,802.00	20,555.56	43%
	<b>Total Maintenance Expenses</b>	<b>4,356.71</b>	<b>15,246.44</b>	<b>35,802.00</b>	<b>20,555.56</b>	<b>43%</b>

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	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>	
<b>Vehicles &amp; Equipment Expenses:</b>						
4240-0100	Vehicles and Equipment Supplies	1,078.93	16,183.25	32,350.00	16,166.75	50%
4240-0110	Vehicles and Equipment Contract...	14,742.54	46,886.47	81,600.00	34,713.53	57%
4240-0155	Vehicles & Equipment Fuel Costs	8,370.99	52,052.06	90,000.00	37,947.94	58%
4240-0162	Vehicles and Equipment Insurance			27,885.00	27,885.00	0%
	<b>Total Vehicles &amp; Equipment Expe...</b>	<b>24,192.46</b>	<b>115,121.78</b>	<b>231,835.00</b>	<b>116,713.22</b>	<b>50%</b>
<b>Forest Water Expenses:</b>						
4250-0100	Forest Water Supplies	324.39	11,929.26	35,000.00	23,070.74	34%
4250-0110	Forest Water Contracted Services	5,669.50	25,455.25	19,400.00	(6,055.25)	131%
4250-0115	Forest Water System Repairs & I...	269.49	269.49	3,500.00	3,230.51	8%
4250-0140	Forest Water Communications	48.38	166.60	300.00	133.40	56%
4250-0150	Forest Water Power	368.54	1,324.76	5,400.00	4,075.24	25%
4250-0240	Forest Water Sampling and Testing	155.00	12,395.38	9,000.00	(3,395.38)	138%
4250-0300	Forest Water Purchased	114,332.50	338,064.12	771,228.00	433,163.88	44%
4250-0410	Forest Water VDH Fees		24,470.25	24,355.00	(115.25)	100%
4250-0101	Forest Water Meter Installations			56,000.00	56,000.00	0%
4250-0105	Forest Water Chemicals			750.00	750.00	0%
4250-0161	Forest Water Insurance			15,319.00	15,319.00	0%
	<b>Total Forest Water Expenses</b>	<b>121,167.80</b>	<b>414,075.11</b>	<b>940,252.00</b>	<b>526,176.89</b>	<b>44%</b>
<b>Well Systems Expenses:</b>						
4260-0100	Well Systems Supplies	134.64	7,644.60	12,500.00	4,855.40	61%
4260-0105	Well Systems Chemicals		1,016.89	4,000.00	2,983.11	25%
4260-0110	Well Systems Contracted Services		2,087.50	10,000.00	7,912.50	21%
4260-0150	Well Systems Power	765.07	3,064.64	5,500.00	2,435.36	56%
4260-0240	Well Systems Sampling and Testi...	391.40	2,288.87	5,000.00	2,711.13	46%
4260-0410	Well Systems VDH Fees		675.55	676.00	0.45	100%
4260-0101	Well Systems Meter Installations			500.00	500.00	0%
4260-0115	Well Systems Repairs & Improve...			2,000.00	2,000.00	0%
4260-0161	Well Systems Insurance			817.00	817.00	0%
	<b>Total Well Systems Expenses</b>	<b>1,291.11</b>	<b>16,778.05</b>	<b>40,993.00</b>	<b>24,214.95</b>	<b>41%</b>
<b>SML Central Distribution System Expenses:</b>						
4265-0100	SML Central Supplies	667.89	4,184.18	10,000.00	5,815.82	42%
4265-0110	SML Central Contracted Services	1,650.50	1,650.50	3,000.00	1,349.50	55%
4265-0240	SML Central Sampling & Testing	1,510.94	6,585.38	2,500.00	(4,085.38)	263%
4265-0410	SML Central VDH Fees		3,306.95	3,295.00	(11.95)	100%
4265-0101	SML Central Meter Installations			6,500.00	6,500.00	0%
4265-0115	SML Central Repairs & Improvem...			1,000.00	1,000.00	0%
	<b>Total SML Central Distribution Sys...</b>	<b>3,829.33</b>	<b>15,727.01</b>	<b>26,295.00</b>	<b>10,567.99</b>	<b>60%</b>
<b>SML Treatment Expenses:</b>						
4270-0100	SML Treatment Supplies		1,097.67	3,000.00	1,902.33	37%
4270-0110	SML Treatment Contracted Services		2,572.38	3,550.00	977.62	72%
4270-0150	SML Treatment Water Power	1,632.39	9,342.76	16,200.00	6,857.24	58%
4270-0155	SML Treatment Fuel Costs	598.99	598.99	2,000.00	1,401.01	30%
4270-0240	SML Treatment Sampling and Te...		15.50		(15.50)	0%
4270-0371	SML Treatment Road Maintenanc...	832.00	832.00	920.00	88.00	90%
4270-0105	SML Treatment Chemicals			1,000.00	1,000.00	0%
4270-0161	SML Treatment Insurance			6,398.00	6,398.00	0%
	<b>Total SML Treatment Expenses</b>	<b>3,063.38</b>	<b>14,459.30</b>	<b>33,068.00</b>	<b>18,608.70</b>	<b>44%</b>
<b>SML WTF Expenses:</b>						
4330-0100	SML WTF Supplies	3,190.41	19,492.57	25,000.00	5,507.43	78%
4330-0105	SML WTF Chemicals	5,836.50	24,490.64	45,000.00	20,509.36	54%
4330-0110	SML WTF Contracted Services	6,725.64	88,849.37	125,000.00	36,150.63	71%
4330-0140	SML WTF Communications		212.76	492.00	279.24	43%
4330-0150	SML WTF Power	17,582.22	128,443.25	225,000.00	96,556.75	57%

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	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>	
4330-0155	SML WTF Fuel Costs	76.40	2,000.00	1,923.60	4%	
4330-0240	SML WTF Sampling & Testing	184.76	9,097.67	30,902.33	23%	
4330-0300	SML Water Quality Monitoring		7,500.00		100%	
4330-0161	SML WTF Property Insurance		14,450.00	14,450.00	0%	
4330-0370	SML WTF Raw Water Fee		8,800.00	8,800.00	0%	
	<b>Total SML WTF Expenses</b>	<b>33,519.53</b>	<b>278,162.66</b>	<b>493,242.00</b>	<b>215,079.34</b>	<b>56%</b>
<b>Central Water Distribution Expenses:</b>						
4275-0100	Central Water Supplies	2,943.81	13,247.95	37,500.00	24,252.05	35%
4275-0110	Central Water Contracted Services	10,347.83	29,622.85	141,600.00	111,977.15	21%
4275-0240	Central Water Sampling & Testing	2,194.24	11,969.71	15,000.00	3,030.29	80%
4275-0410	Central Water VDH Fees		10,944.50	10,891.00	(53.50)	100%
4275-0101	Central Water Meter Installations			3,750.00	3,750.00	0%
4275-0115	Central Water Repairs & Improve...			44,500.00	44,500.00	0%
4275-0155	Central Water Fuel Purchases			250.00	250.00	0%
	<b>Total Central Water Distribution E...</b>	<b>15,485.88</b>	<b>65,785.01</b>	<b>253,491.00</b>	<b>187,705.99</b>	<b>26%</b>
<b>Central Water Treatment Expenses:</b>						
4276-0100	Central Water Treatment Supplies	1,413.91	12,048.64	16,000.00	3,951.36	75%
4276-0105	Central Water Treatment Chemica...	6,405.73	32,087.36	40,000.00	7,912.64	80%
4276-0110	Central Water Treatment Contract...	2,574.84	8,603.52	8,000.00	(603.52)	108%
4276-0140	Central Water Treatment Commun...	83.27	553.94	1,020.00	466.06	54%
4276-0150	Central Water Treatment Power	4,115.20	16,676.45	34,000.00	17,323.55	49%
4276-0155	Central Water Treatment Fuel			2,000.00	2,000.00	0%
4276-0161	Central Water Treatment Property...			16,881.00	16,881.00	0%
	<b>Total Central Water Treatment Ex...</b>	<b>14,592.95</b>	<b>69,969.91</b>	<b>117,901.00</b>	<b>47,931.09</b>	<b>59%</b>
<b>Stewartsville Water Expenses:</b>						
4280-0100	Stewartsville Water Supplies		983.39	1,000.00	16.61	98%
4280-0110	Stewartsville Water Contracted Se...		4,936.25	2,700.00	(2,236.25)	183%
4280-0140	Stewartsville Water Communicatio...	48.38	166.60	300.00	133.40	56%
4280-0150	Stewartsville Water Power		102.14	240.00	137.86	43%
4280-0240	Stewartsville Water Sampling and...	31.00	469.24	1,500.00	1,030.76	31%
4280-0300	Stewartsville Water Purchased	1,400.84	19,300.58	20,000.00	699.42	97%
4280-0410	Stewartsville Water VDH Fees		413.00	404.00	(9.00)	102%
4280-0101	Stewartsville Meter Installations			500.00	500.00	0%
4280-0115	Stewartsville Water Repairs & Imp...			2,500.00	2,500.00	0%
4280-0161	Stewartsville Water Insurance			605.00	605.00	0%
	<b>Total Stewartsville Water Expenses</b>	<b>1,480.22</b>	<b>26,371.20</b>	<b>29,749.00</b>	<b>3,377.80</b>	<b>89%</b>
<b>Forest Sewer Expenses:</b>						
4290-0100	Forest Sewer Supplies	747.97	61,863.41	65,000.00	3,136.59	95%
4290-0105	Forest Sewer Chemicals	9,056.10	38,422.83	87,000.00	48,577.17	44%
4290-0110	Forest Sewer Contracted Services	12,701.52	77,249.23	100,000.00	22,750.77	77%
4290-0115	Forest Sewer Repairs & Improvem...	863.28	863.28	2,000.00	1,136.72	43%
4290-0140	Forest Sewer Communications	215.64	2,351.71	3,000.00	648.29	78%
4290-0150	Forest Sewer Power	5,953.11	20,541.68	37,200.00	16,658.32	55%
4290-0350	Forest Sewer Treatment Costs	50,000.00	150,000.00	264,000.00	114,000.00	57%
4290-0155	Forest Sewer Fuel Expense			5,000.00	5,000.00	0%
4290-0161	Forest Sewer Insurance			4,568.00	4,568.00	0%
4290-0240	Forest Sewer Testing			500.00	500.00	0%
	<b>Total Forest Sewer Expenses</b>	<b>79,537.62</b>	<b>351,292.14</b>	<b>568,268.00</b>	<b>216,975.86</b>	<b>62%</b>
<b>Central Sewer Collection System Expenses:</b>						
4291-0100	Central Sewer Supplies	4,349.17	22,919.57	70,000.00	47,080.43	33%
4291-0110	Central Sewer Coll System Contra...	3,027.50	75,526.84	82,860.00	7,333.16	91%
4291-0115	Central Sewer Repairs & Improve...	34,888.03	50,990.53	64,000.00	13,009.47	80%
4291-0150	Central Sewer Power		24,434.99	70,000.00	45,565.01	35%
4291-0155	Central Sewer Fuel Costs		3,233.46	2,000.00	(1,233.46)	162%
4291-0240	Central Sewer Sampling & Testing			250.00	250.00	0%



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	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>
Total Central Sewer Collection Sy...	42,264.70	177,105.39	289,110.00	112,004.61	61%
Central Sewer Treatment Expenses:					
4293-0100 Center Sewer Treatment Supplies	17,084.92	59,844.00	73,000.00	13,156.00	82%
4293-0105 Center Sewer Treatment Chemicals	18,293.36	75,018.72	127,000.00	51,981.28	59%
4293-0110 Center Sewer Treatment Contract...	191.79	27,504.49	95,000.00	67,495.51	29%
4293-0115 Center Sewer Sludge Tipping Fees	2,742.95	17,073.81	45,000.00	27,926.19	38%
4293-0140 Center Sewer Treatment Commun...	528.49	3,854.75	7,200.00	3,345.25	54%
4293-0150 Center Sewer Treatment Power	27,412.09	135,839.82	250,000.00	114,160.18	54%
4293-0240 Center Sewer Treatment Samplin...	3,801.43	9,092.92	21,260.00	12,167.08	43%
4293-0411 Center Sewer DEQ Charges		9,194.00	9,030.00	(164.00)	102%
4293-0155 Central Sewer Fuel			1,500.00	1,500.00	0%
4293-0161 Center Sewer Treatment Property...			14,045.00	14,045.00	0%
Total Central Sewer Treatment Ex...	70,055.03	337,422.51	643,035.00	305,612.49	52%
Moneta Sewer Collection System Expenses:					
4292-0100 Moneta Sewer Supplies	1,172.54	6,348.03	10,250.00	3,901.97	62%
4292-0105 Moneta Sewer Chemicals		1,533.49		(1,533.49)	0%
4292-0110 Moneta Sewer Contracted Services	352.76	1,652.76	3,050.00	1,397.24	54%
4292-0150 Moneta Sewer Power	1,357.77	6,767.72	14,400.00	7,632.28	47%
4292-0155 Moneta Sewer Fuel Costs		181.83	3,500.00	3,318.17	5%
4292-0115 Moneta Sewer Repairs & Improve...			400.00	400.00	0%
4292-0240 Moneta Sewer Sampling & Testing			600.00	600.00	0%
Total Moneta Sewer Collection Sy...	2,883.07	16,483.83	32,200.00	15,716.17	51%
Moneta Sewer Treatment Expenses:					
4294-0100 Moneta Sewer Treatment Supplies	583.47	16,036.86	15,400.00	(636.86)	104%
4294-0105 Moneta Sewer Treatment Chemic...	2,682.76	4,596.16	9,000.00	4,403.84	51%
4294-0110 Moneta Sewer Contracted Services	210.94	980.85	36,120.00	35,139.15	3%
4294-0115 Moneta Sewer Sludge Tipping Fees	275.30	2,659.50	10,000.00	7,340.50	27%
4294-0140 Moneta Sewer Treatment Commu...	132.60	810.72	1,980.00	1,169.28	41%
4294-0150 Moneta Sewer Treatment Power	3,308.91	18,955.47	43,200.00	24,244.53	44%
4294-0240 Moneta Sewer Treatment Samplin...	550.52	3,550.53	15,600.00	12,049.47	23%
4294-0411 Moneta Sewer DEQ Charges		2,825.00	2,800.00	(25.00)	101%
4294-0155 Moneta Sewer Fuel			350.00	350.00	0%
4294-0161 Moneta Sewer Treatment Property...			5,834.00	5,834.00	0%
Total Moneta Sewer Treatment Ex...	7,744.50	50,415.09	140,284.00	89,868.91	36%
Montvale Sewer Expenses:					
4295-0100 Montvale Sewer Supplies	8,972.74	9,954.47	4,000.00	(5,954.47)	249%
4295-0105 Montvale Sewer Chemicals		696.47	1,500.00	803.53	46%
4295-0110 Montvale Sewer Contracted Servi...	39.30	1,960.50	10,000.00	8,039.50	20%
4295-0140 Montvale Communications	48.38	166.60	300.00	133.40	56%
4295-0150 Montvale Sewer Power	28.94	168.78	360.00	191.22	47%
4295-0240 Montvale Sewer Sampling & Testi...		67.20	1,000.00	932.80	7%
4295-0411 Montvale Sewer DEQ charges		2,260.00	2,220.00	(40.00)	102%
4295-0155 Montvale Sewer Fuel Costs			250.00	250.00	0%
4295-0161 Montvale Sewer Insurance			1,427.00	1,427.00	0%
Total Montvale Sewer Expenses	9,089.36	15,274.02	21,057.00	5,782.98	73%
Mariners Landing Sewer Expenses:					
4340-0100 Mariners Landing Sewer Supplies		892.74	10,000.00	9,107.26	9%
4340-0105 Mariners Landing Sewer Chemicals			4,500.00	4,500.00	0%
4340-0110 Mariners Landing Sewer Contract...			20,000.00	20,000.00	0%
4340-0115 Mariners Landing Sewer Sludge Ti...			8,400.00	8,400.00	0%
4340-0140 Mariners Landing Sewer Commun...			300.00	300.00	0%
4340-0150 Mariners Landing Sewer Power			27,723.00	27,723.00	0%
4340-0155 Mariners Landing Sewer Fuel Costs			4,200.00	4,200.00	0%
4340-0161 Mariners Landing Sewer Property...			1,400.00	1,400.00	0%
4340-0240 Mariners Landing Sewer Sampling...			2,400.00	2,400.00	0%



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	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>
4340-0411	Mariners Landing Sewer DEQ Per...		2,200.00	2,200.00	0%
	Total Mariners Landing Sewer Exp...	892.74	81,123.00	80,230.26	1%
Cedar Rock Sewer Expenses:					
4350-0100	Cedar Rock Sewer Supplies	385.61	3,430.93	(330.93)	111%
4350-0110	Cedar Rock Sewer Contracted Ser...	500.00	32,568.00	(27,568.00)	651%
4350-0140	Cedar Rock Sewer Communication	59.05	59.05	240.95	20%
4350-0150	Cedar Rock Sewer Power	584.51	2,026.27	3,133.73	39%
4350-0240	Cedar Rock Sewer Sampling & Te...	16.80	983.92	1,416.08	41%
4350-0411	Cedar Rock Sewer DEQ Permit F...		2,260.00	(60.00)	103%
4350-0105	Cedar Rock Sewer Chemicals		700.00	700.00	0%
4350-0115	Cedar Rock Sewer Sludge Tipping...		2,000.00	2,000.00	0%
4350-0155	Cedar Rock Sewer Fuel Costs		600.00	600.00	0%
4350-0161	Cedar Rock Sewer Property Insur...		1,400.00	1,400.00	0%
	Total Cedar Rock Sewer Expenses	1,545.97	41,328.17	(18,468.17)	181%
Schools Sewer Expenses:					
4300-0100	Schools Operations Supplies		4,768.21	5,231.79	48%
4300-0105	Schools Chemicals	119.25	3,431.77	6,568.23	34%
4300-0110	Schools Contracted Services	3,485.00	7,277.50	7,722.50	49%
4300-0240	Schools Sampling and Testing	971.25	4,495.82	2,504.18	64%
	Total Schools Sewer Expenses	4,575.50	19,973.30	22,026.70	48%
Mariners Landing Expenses:					
4315-0100	Mariners Landing Water Expenses	207.96	2,746.20	4,121.80	40%
4315-0105	Mariners Landing Water Chemicals	739.80	739.80	(739.80)	0%
4315-0110	Mariners Landing Water Contracte...		150.00	1,850.00	8%
4315-0140	Mariners Landing Water Communi...	59.05	59.05	240.95	20%
4315-0240	Mariners Landing Sampling Expen...	557.16	2,354.19	45.81	98%
4315-0150	Mariners Landing Water Power		11,925.00	11,925.00	0%
4315-0155	Mariners Landing Water Fuel Costs		2,800.00	2,800.00	0%
4315-0161	Mariners Landing Water Insurance		1,200.00	1,200.00	0%
4315-0410	Mariners Landing Water VDH Fees		1,162.00	1,162.00	0%
	Total Mariners Landing Expenses	1,563.97	6,049.24	22,605.76	21%
Franklin County Operations:					
4320-0100	Franklin County Supplies	699.97	4,205.84	2,794.16	60%
4320-0105	Franklin County Chemicals	1,546.95	5,518.78	481.22	92%
4320-0240	Franklin County Sampling & Testi...	675.96	7,216.08	17,783.92	29%
	Total Franklin County Operations	2,922.88	16,940.70	21,059.30	45%
	Total Operating Expenditures	907,104.09	5,278,036.55	10,549,998.16	50%
Depreciation:					
4400-0810	Office Depreciation		151,840.00	151,840.00	0%
4400-0811	Information Systems Depreciation		48,933.00	48,933.00	0%
4400-0812	Vehicles and Equipment Depreciat...		147,568.00	147,568.00	0%
4400-0813	Forest Water Depreciation		573,566.00	573,566.00	0%
4400-0814	Lakes Water Depreciation		26,316.00	26,316.00	0%
4400-0815	SML Central Depreciation		329,609.00	329,609.00	0%
4400-0816	Stewartsville Water Depreciation		48,895.00	48,895.00	0%
4400-0817	Forest Sewer Depreciation		511,568.00	511,568.00	0%
4400-0818	Montvale Sewer Depreciation		80,336.00	80,336.00	0%
4400-0819	Amortization Expense		1,000.00	1,000.00	0%
4400-0820	Studies Depreciation Expense		35,410.00	35,410.00	0%
4400-0821	Moneta Sewer Depreciation		444,330.00	444,330.00	0%
4400-0822	Central Sewer Depreciation		415,564.00	415,564.00	0%
4400-0823	Center Water Depreciation		438,551.00	438,551.00	0%
4400-0824	SML Water Treatment Facility Dep...		3,992.00	3,992.00	0%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Seven Months Ending Friday, January 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 58%</u>
Total Depreciation			3,257,478.00	3,257,478.00	0%
Lynchburg Debt Service Paid:					
4500-0640 Lynchburg Sewer Interest			2,920.00	2,920.00	0%
Total Lynchburg Debt Service Paid			2,920.00	2,920.00	0%
VRA 2005 Trustee Fees:					
4500-0615 VRA Trustee Fees			328.00	328.00	0%
Total VRA 2005 Trustee Fees			328.00	328.00	0%
2009 VRA Interest:					
4500-0625 VRA 2009 (2002A Refunding)		20,762.50	164,031.00	143,268.50	13%
Total 2009 VRA Interest		20,762.50	164,031.00	143,268.50	13%
2012 VRA Interest:					
4500-0645 VRA 2012 Interest (2005 refunding)		96,221.88	175,019.00	78,797.12	55%
Total 2012 VRA Interest		96,221.88	175,019.00	78,797.12	55%
2014 VRA Interest:					
4500-0660 VRA 2014 Interest (2005 Refundin...		38,640.63	77,281.00	38,640.37	50%
Total 2014 VRA Interest		38,640.63	77,281.00	38,640.37	50%
2015 VRA Interest:					
4500-0665 VRA 2015 Interest		550,359.38	1,083,678.00	533,318.62	51%
Total 2015 VRA Interest		550,359.38	1,083,678.00	533,318.62	51%
Assumed Debt from City:					
4500-0650 Assumed Debt from Town- Interest	40,444.50	83,630.19	84,273.00	642.81	99%
Total Assumed Debt from City	40,444.50	83,630.19	84,273.00	642.81	99%
VRA 2019 Interest:					
4500-0670 VRA 2019 Refunding Interest		29,870.92		(29,870.92)	0%
Total VRA 2019 Interest		29,870.92		(29,870.92)	0%
Total Interest and Debt Service	40,444.50	819,485.50	1,587,530.00	768,044.50	52%
Total Exp., Depr. and Debt Servi...	947,548.59	6,097,522.05	15,395,006.16	9,297,484.11	40%
Total Revenues Less Oper Expense	(331,040.07)	(3,946,051.14)	(1,541,862.84)	2,404,188.30	256%
Gross Cash Before Capital Exp	(331,040.07)	(3,946,051.14)	(1,541,862.84)	2,404,188.30	256%
Less non-debt Capital Contributions	(9.08)	(33,621.96)	(220,000.00)	(186,378.04)	15%
Earnings/(loss) before BRWA Capit...	(331,030.99)	(3,912,429.18)	(1,321,862.84)	2,590,566.34	296%

**BRWA Cash Flow Analysis- SunTrust Checking Account**

Description	July-19	August-19	September-19	October-19	November-19	December-19	January-20	February-20	March-20	April-20	May-20	June-20	YTD Total
<b>Starting Balance</b>	\$ 1,415,951.60	\$ 2,049,949.18	\$ 2,046,822.35	\$ 1,885,957.03	\$ 1,706,281.89	\$ 1,875,538.49	\$ 1,846,008.29						
<b>DEBITS</b>													
<b>Debits from Operations</b>													
Capital Contributions/Asset Sales and Dispos	\$ 30,015.00	\$ 2,146.57	\$ 33,600.00	\$ 32,281.00	\$ 6,500.00	\$ -	\$ -						\$ 104,542.57
Cash From Operations	\$ 1,476,073.45	\$ 1,174,854.86	\$ 1,213,045.68	\$ 1,471,218.72	\$ 1,119,427.52	\$ 1,200,973.80	\$ 1,268,404.02						\$ 8,923,998.05
<b>Total Cash from Operations:</b>	\$ 1,506,088.45	\$ 1,177,001.43	\$ 1,246,645.68	\$ 1,503,499.72	\$ 1,125,927.52	\$ 1,200,973.80	\$ 1,268,404.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,028,540.62
<b>Debits from Non-Operating Sources</b>													
County CIP Debt Service	\$ -	\$ -	\$ 1,725,495.93	\$ -	\$ -	\$ -	\$ -						\$ 1,725,495.93
Transfers from Reserve Accounts	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -	\$ -						\$ -
Transfers from SNAP Project Fund	\$ -	\$ -	\$ -	\$ 18,724.33	\$ -	\$ -	\$ -						\$ 18,724.33
Transfers from Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Transfers from Capital & Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,730.14	\$ -						\$ 137,730.14
Transfers in Deposit Refund Program Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Other transfers in	\$ 200,000.00	\$ 10,332.81	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -						\$ 214,332.81
Transfers In Debt Service Fund	\$ -	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -						\$ 1,000,000.00
<b>Total Cash from Non Operating:</b>	\$ 200,000.00	\$ 10,332.81	\$ 2,725,495.93	\$ 18,724.33	\$ 4,000.00	\$ 137,730.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,096,283.21
<b>Total Debits (Oper. and Non-Oper.)</b>	\$ 1,706,088.45	\$ 1,187,334.24	\$ 3,972,141.61	\$ 1,522,224.05	\$ 1,129,927.52	\$ 1,338,703.94	\$ 1,268,404.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,124,823.83
<b>CREDITS</b>													
<b>Credits for Operating Expenditures</b>	\$ 767,695.26	\$ 880,610.70	\$ 824,386.32	\$ 1,332,965.77	\$ 606,350.03	\$ 1,005,117.34	\$ 803,679.65						\$ 6,220,805.07
<b>Credits for Non-Operating Expenditures</b>													
Payments on Capital Projects	\$ 83,114.32	\$ 29,517.05	\$ 6,652.40	\$ 39,419.36	\$ 69,416.73	\$ 153,710.00	\$ 27,698.55						\$ 409,528.41
Payments on Debt Service	\$ 40,444.50	\$ 116,657.50	\$ 2,940,855.31	\$ 642.58	\$ -	\$ -	\$ -						\$ 3,098,599.89
Transfers to Debt Service Account	\$ 100,000.00	\$ 100,000.00	\$ 250,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00						\$ 1,250,000.00
Transfers to Capital Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Transfers to Replacement Fund	\$ 80,836.79	\$ 54,269.02	\$ 85,799.30	\$ 100,871.48	\$ 68,997.36	\$ -	\$ 83,378.06						\$ 474,152.01
Transfers to Deposit Refund Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Transfers to Investment Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Transfers to Escrow Account	\$ -	\$ -	\$ 6,500.00	\$ 28,000.00	\$ 6,500.00	\$ -	\$ -						\$ 41,000.00
Transfers to SML WTF Depreciation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Payments/Transfers to Economic Development Fund	\$ -	\$ 9,406.80	\$ 18,813.60	\$ -	\$ 9,406.80	\$ 9,406.80	\$ 9,406.80						\$ 56,440.80
<b>Total Non-Operating Expenditures:</b>	\$ 304,395.61	\$ 309,850.37	\$ 3,308,620.61	\$ 368,933.42	\$ 354,320.89	\$ 363,116.80	\$ 320,483.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,329,721.11
<b>Total Credits (Oper. and Non-Oper.)</b>	\$ 1,072,090.87	\$ 1,190,461.07	\$ 4,133,006.93	\$ 1,701,899.19	\$ 960,670.92	\$ 1,368,234.14	\$ 1,124,163.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,550,526.18
<b>Ending Cash Balance</b>	\$ 2,049,949.18	\$ 2,046,822.35	\$ 1,885,957.03	\$ 1,706,281.89	\$ 1,875,538.49	\$ 1,846,008.29	\$ 1,990,249.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Capital Improvement Projects (CIP) Tracking

ID	Task Name	Duration	Start	Finish	Budget	Spent	Remaining	% Done	Notes	2020			
										Q3	Q4	Q1	Q2
0	<b>Total Active CIP Projects</b>				<b>\$4,272,394.00</b>	<b>\$1,461,977.42</b>	<b>\$2,810,416.58</b>	<b>32%</b>					
1	<b>FY 2017-2018 CIP</b>												
2	Central WWTP conversion from chlorine gas	66 wks	Mon 8/28/17	Fri 11/30/18	\$943,250.00	\$920,202.00	\$23,048.00	100%	Construction is Complete				
3	Additional design	16 wks	Mon 8/28/17	Fri 12/15/17	\$75,000.00	\$67,408.00	\$7,592.00	100%	Complete.				
4	Construction	36.6 wks	Wed 3/21/18	Fri 11/30/18	\$868,250.00	\$852,794.00	\$15,456.00	100%	Complete.				
5	Cameras at Central WWTP	22 wks	Mon 5/21/18	Fri 10/19/18	\$20,144.00	\$9,186.00	\$10,958.00	100%	Cameras installed, project complete. Waiting for invoices.				
6	<b>FY 2018-2019 CIP</b>												
7	Mariners Waterline Connection- Design	16 wks	Mon 7/2/18	Fri 10/19/18	\$45,000.00	\$22,700.00	\$22,300.00	95%	Design Complete. Construction is #39 below.				
8	Country Estates Neighborhood Line Extension	79.4 wks	Mon 12/24/18	Tue 6/30/20	\$108,000.00	\$0.00	\$108,000.00	5%	Survey complete; design pending internal walk through				
9	Office Improvements- Parking Lot Design	91 wks	Mon 7/2/18	Fri 3/27/20	\$50,000.00	\$41,108.00	\$8,892.00	22%	Consultant preparing drawings for north-west side of offices.				
10	Office Improvements- Parking Lot Construction and Storm water Facilities. Funding increased with #21 below.	30 wks	Mon 12/3/18	Fri 10/2/20	\$200,000.00	\$0.00	\$200,000.00	10%	Will bid parking improvements for north side lot pending design approvals due to high bids on south side option.				
11	Lake Vista Sewer Line Extension- Preliminary Engineering Report (PER)	20 wks	Mon 12/3/18	Fri 4/19/19	\$60,000.00	\$41,130.00	\$18,870.00	95%	Final report due week of 2/10.				
12	Office Improvements- Admin Building- Flooring and Painting	26.8 wks	Mon 1/28/19	Thu 8/1/19	\$70,000.00	\$90,586.00	(\$20,586.00)	100%	Includes cost of moving and setting up new mobile units from Forest Middle School. Also added security cameras, and office furniture..				
13	Purchase Track Skid Steer Loader	8.6 wks	Wed 7/17/19	Fri 9/13/19	\$70,000.00	\$69,417.00	\$583.00	95%	Skid steer delivered, broom attachment ordered.				
14	<b>FY 2019-2020 CIP</b>		Sat 7/1/17		<b>\$2,706,000.00</b>	<b>\$267,648.42</b>	<b>\$2,438,351.58</b>	<b>17%</b>					
15	<b>Supplies and Tools</b>		Sat 7/1/17		<b>\$45,000.00</b>	<b>\$9,515.00</b>	<b>\$35,485.00</b>	<b>7%</b>					
16	Customer Service Gateway antennae's	2 wks	Tue 8/13/19	Mon 8/26/19	\$15,000.00	\$9,515.00	\$5,485.00	50%	Purchased, still need to install it.				
17	Vehicle for Water Operations	12 wks	Wed 4/1/20	Tue 6/23/20	\$30,000.00	\$0.00	\$30,000.00	0%	Vehicle ordered				
18	<b>Site Upgrades</b>				<b>\$658,000.00</b>	<b>\$38,640.00</b>	<b>\$619,360.00</b>	<b>15%</b>					
19	Main Office	63.8 wks	Tue 8/13/19	Fri 10/30/20	\$181,000.00	\$0.00	\$181,000.00	5%					
20	Engineering Assistant Manager desk	37.2 wks	Mon 9/2/19	Mon 5/18/20	\$6,000.00	\$0.00	\$6,000.00	2%	Design Complete. Procuring with #22 below.				
21	Additional funding for Parking Lot Construction (in addition to item #10 above)	16 wks	Mon 7/13/20	Fri 10/30/20	\$100,000.00	\$0.00	\$100,000.00	0%	Comments issued on site plan, waiting for revisions.				
22	Annex Cubicles and chairs	40 wks	Tue 8/13/19	Mon 5/18/20	\$75,000.00	\$0.00	\$75,000.00	10%	Design Finalized. Procuring cubicles and chairs				
23	Central Water Treatment Plant	2 wks	Tue 8/13/19	Mon 8/26/19	\$140,000.00	\$0.00	\$140,000.00	3%					
24	Central Water Control Valve replacements	12 wks	Mon 11/4/19	Fri 1/24/20	\$80,000.00	\$0.00	\$80,000.00	0%					
25	Design for booster station & finished line for customers served by Central WTP	23.4 wks	Mon 1/20/20	Tue 6/30/20	\$60,000.00	\$0.00	\$60,000.00	5%	Meeting has been scheduled with Hurt & Proffitt to review site				
26	Central Wastewater Treatment Plant	2 wks	Tue 8/13/19	Mon 8/26/19	\$217,000.00	\$38,640.00	\$178,360.00	32%					
27	Patch and Seam asphalt	14 wks	Mon 3/16/20	Fri 6/19/20	\$30,000.00	\$0.00	\$30,000.00	0%					
28	PLC Controls- sand filter	10.6 wks	Mon 2/24/20	Wed 5/6/20	\$34,000.00	\$0.00	\$34,000.00	0%					
29	Central WWTP VFD's for EQ	31.8 wks	Tue 8/20/19	Fri 3/27/20	\$16,000.00	\$6,900.00	\$9,100.00	10%	VFD'S were received waiting on Maintenance to install.				
30	Replace roof in Control room & lab	9.8 wks	Tue 8/20/19	Fri 10/25/19	\$25,000.00	\$19,140.00	\$5,860.00	100%	Installation complete				
31	Heat and AC for Office in Shop	9 wks	Fri 8/30/19	Thu 10/31/19	\$6,000.00	\$7,800.00	(\$1,800.00)	100%	Installation complete				
32	HVAC for Control Room	9 wks	Fri 8/30/19	Thu 10/31/19	\$6,000.00	\$4,800.00	\$1,200.00	100%	Installation complete				
33	200 HP blower with VFH control	12 wks	Wed 4/1/20	Tue 6/23/20	\$100,000.00	\$0.00	\$100,000.00	0%	May become part of the Energy Audit				
34	Central Sewer Lift Stations	2 wks	Tue 8/13/19	Mon 8/26/19	\$120,000.00	\$0.00	\$120,000.00	0%					
35	Central Sewer PS 1- soft starts and control panel	12 wks	Wed 4/1/20	Tue 6/23/20	\$50,000.00	\$0.00	\$50,000.00	0%	May become part of the Energy Audit				
36	Central Sewer Pump Stations Upgrades- Planning	12 wks	Wed 4/1/20	Tue 6/23/20	\$70,000.00	\$0.00	\$70,000.00	0%	May become part of the Energy Audit				
37	<b>Residual 2015 Bond Funding</b>				<b>\$2,003,000.00</b>	<b>\$219,493.42</b>	<b>\$1,783,506.58</b>	<b>22%</b>					
38	Control Valves (in process- pending invoice from Sunapsys)	38.8 wks	Mon 2/4/19	Thu 10/31/19	\$180,000.00	\$167,432.00	\$12,568.00	85%	Valves have been installed; there are still some modifications needed.				
39	Mariners Landing Waterline Connection	26 wks	Mon 9/30/19	Fri 3/27/20	\$180,000.00	\$51,061.42	\$128,938.58	6%	Materials onsite. Started laying 12" c-900 pipe.				
40	SML WTF Pump Station	42 wks	Mon 2/10/20	Fri 11/27/20	\$1,200,000.00	\$0.00	\$1,200,000.00	2%	Approved plans sent to contractor for pricing; requested by 3/1				
41	SML WTF Projects	12 wks	Tue 10/1/19	Mon 12/23/19	\$300,000.00	\$1,000.00	\$299,000.00	0%	Began testing polymer; likely to start SCADA integration soon.				
42	Mariners Landing WWTP upgrades	26.2 wks	Wed 4/1/20	Wed 9/30/20	\$103,000.00	\$0.00	\$103,000.00	0%	Will begin after ownership has transferred to BRWA.				
43	Mariners Landing Pump Stations 1&2 SCADA connection	17.2 wks	Wed 4/1/20	Wed 7/29/20	\$40,000.00	\$0.00	\$40,000.00	0%	Will begin after ownership has transferred to BRWA.				

Project: Total Active Date: Thu 2/13/20	Task  Project Summary Split  External Tasks Milestone  External Milestone Summary  Inactive Task	Inactive Milestone  Inactive Milestone Inactive Summary  Inactive Summary Manual Task  Manual Task	Duration-only  Duration-only Manual Summary Rollup  Manual Summary Rollup Manual Summary  Manual Summary Start-only  Start-only	Finish-only  Finish-only External Tasks  External Tasks External Milestone  External Milestone Progress  Progress	Deadline  Deadline External Tasks  External Tasks External Milestone  External Milestone Progress  Progress
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# **OPERATIONS REPORT**



## Work Order Summary All Departments

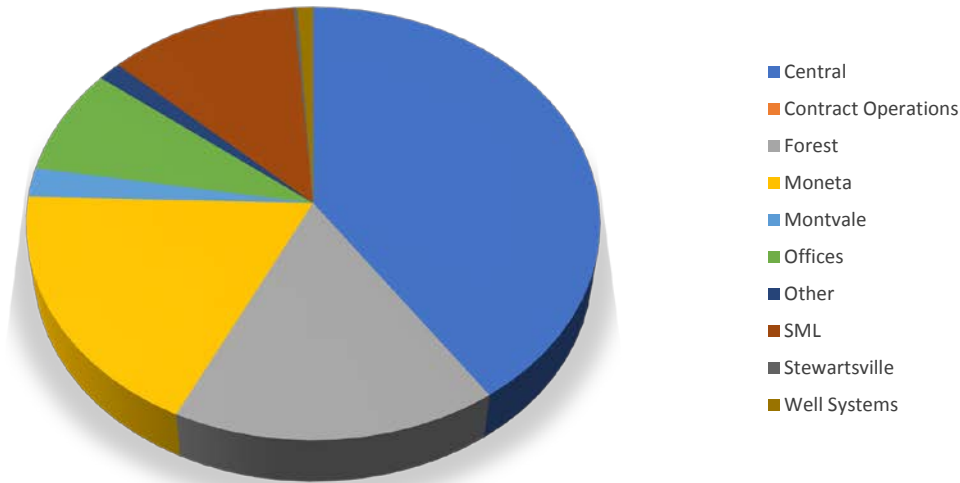
Time Period: Beginning  
1/1/2020 Ending  
1/31/2020

**Total Work Orders Completed for Period: 416**

Work Orders Completed by Service Area	Water	Sewer	Total	% of Total
Central	44	124	168	40.4%
Contract Operations	0	0	0	0.0%
Forest	59	11	70	16.8%
Moneta	0	76	76	18.3%
Montvale	0	9	9	2.2%
Offices	0	0	33	7.9%
Other	0	0	6	1.4%
SML	49	0	49	11.8%
Stewartsville	1	0	1	0.2%
Well Systems	4	0	4	1.0%
<b>Totals:</b>	<b>157</b>	<b>220</b>	<b>416</b>	<b>100.0%</b>

New Services Installed	Water	Sewer
Central	0	0
Forest	2	0
Moneta	0	0
Montvale	0	0
SML	4	0
Stewartsville	0	0
Well Systems	0	0
<b>Totals:</b>	<b>6</b>	<b>0</b>

**% of Work Orders Completed by Service Area - Current Month**

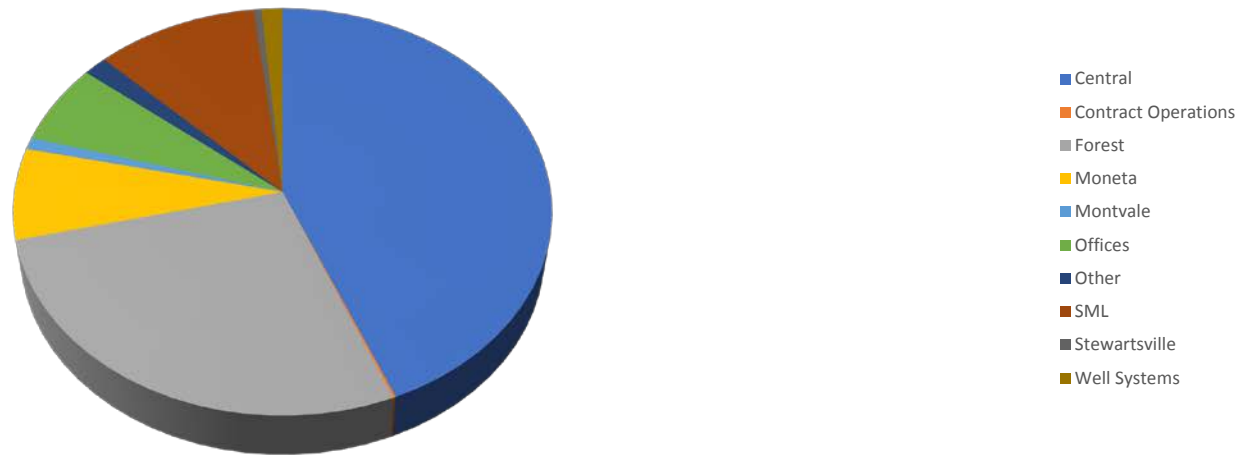




## Work Order Summary All Departments Running Totals Tracking Sheet

Service Area	February '19	March '19	April '19	May '19	June '19	July '19	August '19	September '19	October '19	November '19	December '19	January '20	Running Total	Running Total %
Central	55	120	60	77	59	81	134	144	144	151	253	168	1446	43.7%
Contract Operations	1	3	0	0	0	0	0	0	0	0	1	0	5	0.2%
Forest	65	114	59	74	58	82	87	66	81	65	83	70	904	27.3%
Moneta	7	2	1	5	1	2	2	4	39	30	71	76	240	7.3%
Montvale	0	2	1	4	1	1	2	1	2	4	4	9	31	0.9%
Offices	11	17	15	12	10	13	33	14	17	6	30	33	211	6.4%
Other	5	7	6	5	5	2	0	4	2	5	5	6	52	1.6%
SML	24	27	18	16	32	15	35	34	42	29	33	49	354	10.7%
Stewartsville	1	1	0	2	0	5	2	2	1	1	1	1	17	0.5%
Well Systems	3	4	3	3	5	3	9	1	3	1	7	4	46	1.4%
<b>Monthly Totals:</b>	172	297	163	198	171	204	304	270	331	292	488	416	3306	100.0%

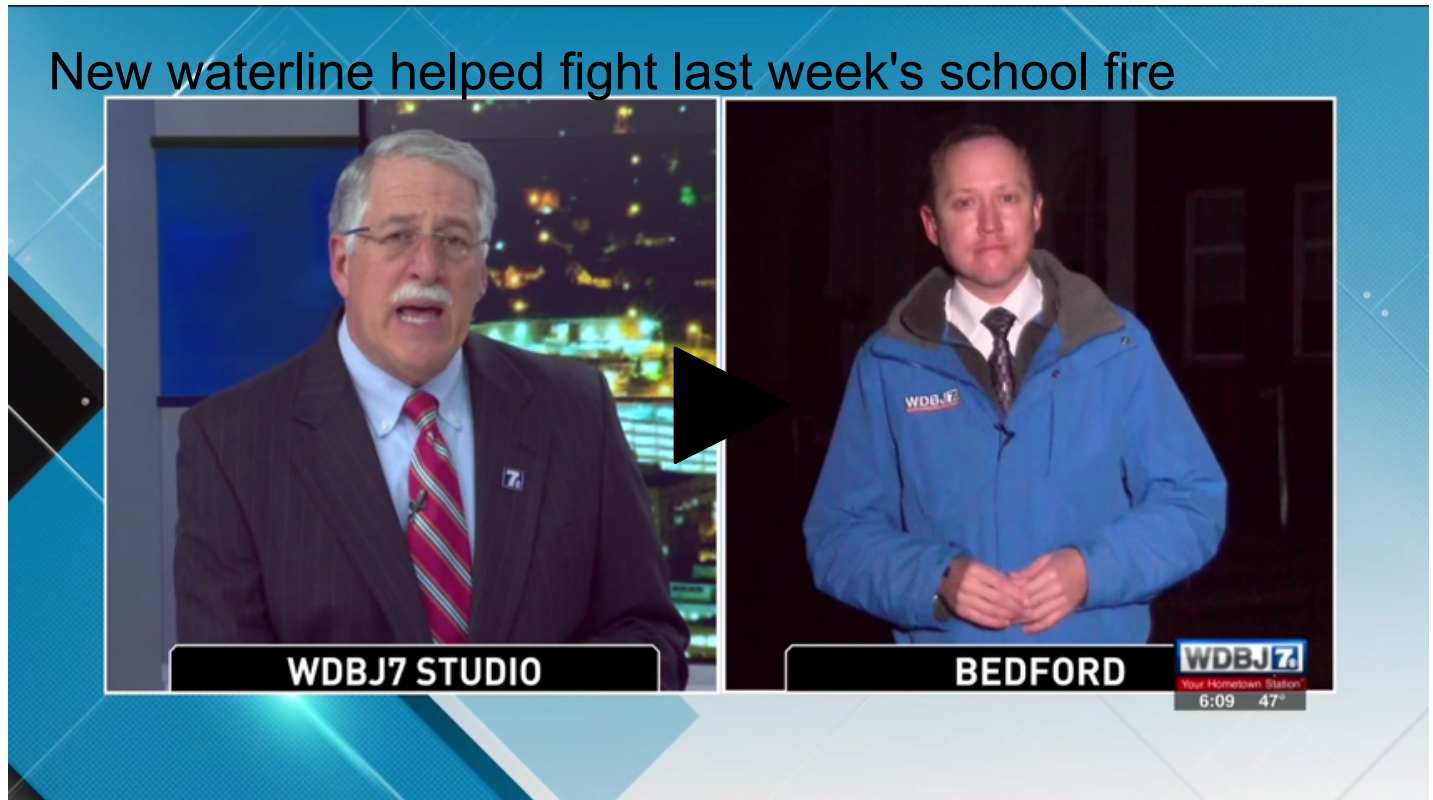
**% of Work Orders Completed - Running Total**



# ADMINISTRATION REPORT



# New line allowed Bedford to meet increased water demand during fire



By Tim Saunders | Posted: Mon 6:24 PM, Jan 27, 2020 | Updated: Tue 8:49 AM, Jan 28, 2020

**BEDFORD, Va. (WDBJ7)** Last week's fire at the old Bedford Middle School put a strain on the town's water supply.

The Bedford Regional Water Authority says more than one million gallons of water were used to fight the fire in just seven hours.

Thanks to a new waterline installed a few years ago between Bedford and Smith Mountain Lake, the town was able to meet the increased demand. At 5 a.m. Thursday, the water authority started drawing an additional 150 to 200 gallons per minute from Smith Mountain Lake.

"We never really lost a lot of volume in our tanks," said Megan Aubrey, director of administration for the Bedford Regional Water Authority. "Our customers had water, the fire had water, so we were able to provide all of the water that the situation was demanding at the time."

Before the new line was built to draw water from the lake, the town of Bedford was only able to produce around 500,000 gallons of water per day; less than half of what was used to fight the fire alone.

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Old Bedford Middle School developer wants to stay transparent with the community

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DELIVER SINGING  
VALENTINE

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NOVEL BRINGS  
WWII LOVE  
STORY TO LIFE

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STAUNTON RIVER  
TAKES DOWN  
JEFFERSON FOREST

Page 5

*"The Lake Newspaper" since 1985*

# SMITH MOUNTAIN

\*\*\*\*\*5-DIGIT 24523  
1810 01/31/2022 0009A  
BEDFORD CO SERVI CE AUTH  
1723 FALLING CREEK RD  
BEDFORD VA 24523-3137



SMITH MOUNTAIN LAKE, VIRGINIA ■ WEDNESDAY, February 5, 2020

## New water line from SML helped fight Bedford fire

**C.E. ADAMS**  
Smith Mountain Eagle

With the help of a water-line installed a few years ago between Smith Mountain Lake and Bedford, firefighters in Bedford were able to put out the recent fire at the former Bedford Middle School building.

The fire at 503 Longwood Avenue was reported at 2:53 a.m. Jan. 23, and arson is suspected as the reason.

Megan Aubrey, director of administration for the

Bedford Regional Water Authority, said that the Smith Mountain Lake line was installed in the spring of 2017, and this incident was the first time it was tested to its fullest.

"The line is only a few years old, and its purpose was to provide a redundant system for our customers just because water is so essential to everyday use, and especially in emergencies," Aubrey said. "This is exactly

See **WATER**, Page 16



Responding Fire/Contributed

A ladder from a firetruck stretches over the former Bedford Middle School building Jan. 23 as firefighters try to extinguish the blaze.



# Water

Continued from Page 1

one of the reasons that it was so important for us to put in the new line. And we were, we were pleased that it was able to handle the capacity that was needed for the fire.”

Aubrey said that the Bedford Regional Water Authority was alerted about the fire early in the morning and was able to start producing extra water from our Smith Mountain Lake plant beginning at 5 a.m. They were sending about 150 to 200 extra gallons per minute from Smith Mountain Lake to the town of Bedford.

They also started their Bedford plant earlier than normal at 6:15 a.m., which usually starts at 8 a.m., and shut down water being sent from Smith Mountain Lake to Forest, Virginia, so they can send that water to Bedford.

The Smith Mountain Lake plant produces 1.74 million gallons of water a day and usually sends about half a million to the town every day. The amount sent to the town on Jan. 23 was doubled. The normal production for the Bedford County plant is

about half a million gallons for the entire day.

After increasing water production all around, they provided more than a million gallons of water in seven hours to help fight the fire, Aubrey said.

“(Without water from Smith Mountain Lake), that would have left us out halfway through that fire not having water for anyone,” Aubrey said.

The new line allowed customers to continue having water service and the firefighters to have enough water to use at nearby hydrants.

Because of the high water usage, the only impact that customers in Bedford may have experienced would have been dirty or cloudy water or low pressure, but the Bedford Regional Water Authority didn’t receive any calls from customers concerning this, Aubrey said. Smith Mountain Lake customers wouldn’t have been impacted.

Aubrey said that the new line and plan in place for emergencies was successful during this tragic incident.

“It was able to provide the needs of our community at that time. ... We were very grateful that (the

line allowed us) to provide the firefighters all that they needed during that time and our customers as well,” Aubrey said.

Without the water line, Aubrey said, they wouldn’t have had enough water to provide for fighting the fire.



Moneta Volunteer Rescue Squad/  
Contributed

Shown is the aftermath of the Jan. 23 fire at the former Bedford Middle School building. According to the Moneta Rescue Squad, the fire will go down as one of the biggest fires involving a historical building in the Town of Bedford’s history.



# EXECUTIVE DIRECTOR'S REPORT

# Current Projects

# Bedford Regional Water Authority

<b>Job #</b>	2012001	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Central County/Bedford City	<b>Last updated on:</b>	
<b>Job Name</b>	Harmony in Bedford Site 1						9/24/2018
<b>Description</b>	49.47 AC in County & 9.61 AC in City. Concept for proposed subdivision for 58 single family lots, 181 TH's & 5 commercial lots (EXCLUDING the US Army Corps of Eng Site).						
<b>Status</b>	TRC 1/12/12. Design Plan 01 & \$350 Review Fee rec'd 8/30/12. Courtesy comments issued 10/12/12. 2nd submittal rec'd 12/11/12 - not to PSA stds. Courtesy comments 02 issued 12/12/12. SWF/RBE met w/ Norm Walton 12/13/12. As-built 01 rec'd 11/13/13. 7/5/17 - Steve called George Aznavorian for 'annual' check on status. George was of the opinion all is done and he is willing to sign BOSQC & to contact Tom Hall with questions; stated that Tom Hall or P&O could provide as-builts if still outstanding. George also disclosed plans for a hotel coming in Fall 2017 (60-65 units). 7/17/17 - Shannell & Steve walked Phase 1 & went through project files to determine outstanding items & will compile comprehensive list w/in next three weeks as requested by RBE. "Annual" letter to be sent to Developer with comprehensive list of outstanding items in early August 2017. As-Built 02 rec'd 11/9/17. Esmt Exhibit 01 Comments issued 12/6/17. As-Built 03 rec'd 1/17/18. 9/24/18 reached out to developer via email with outstanding project close out items.						
<b>Job #</b>	2012041	<b>Job Type:</b>	Fire Flow Meter	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Jefferson Commons Commercial Lot 2						11/8/2019
<b>Description</b>	Rezoning entrance for Gables of Jefferson Commons - Lot 2.						
<b>Status</b>	TRC 5/24/12. Site Plan 01 rec'd 10/4/12. Initial Review Fee & signed Dev. Agree. rec'd 11/26/12. Site Plan 02 rec'd 3/29/13. Site Plan 03 rec'd 4/18/13. Site Plan 04 rec'd 7/23/13. Rec'd Revised Site Plan from Planning "For Your Records" 8/13/13. Site Plan 06 rec'd 10/2/13. Shop Drawings 01 rec'd 3/21/19. Surety LOC #345 rec'd 4/22/19. Shop Drawings 02 rec'd 4/22/19. Shop Drawings approved 4/23/19. Previous Developers Agrmt VOIDED due to Change in Developer 4/24/19. New Developers Agrmt Signed & Executed 4/24/19. Pre-Con meeting held. Construction began 10/15/19.						
<b>Job #</b>	2012059	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Jefferson Commons Public Sewerline Relocation						9/5/2019
<b>Description</b>	Design for relocation of existing public sewerline related to the two commercial lots at Jefferson Commons. See site plans for commercial lot 1 (2012-015) and commercial lot 2 (2012-041).						
<b>Status</b>	Final Design Plans rec'd 4/17/13. Shop Drawings 01 rec'd 3/21/19. Surety LOC# 344 rec'd 4/22/19. Shop Drawings 02 rec'd 4/22/19. Shop Drawings Approved 4/23/19. Previous Developers Agrmt VOIDED due to Change in Developer 4/24/19. New Developers Agrmt Signed & Executed 4/24/19. Pre-Con meeting held. Construction began 9/3/19.						
<b>Job #</b>	2013086.2	<b>Job Type:</b>	Other	<b>Location</b>	Central - Bedford	<b>Last updated on:</b>	
<b>Job Name</b>	Route 43 - Stoney Creek Bridge VDOT Improvement						4/5/2019
<b>Description</b>	VDOT improvements to bridge over Stoney Creek. VDOT project 0043-009-738. VDOT Structure 1010. Near Pump Station 6 and Big Otter River Intake. Affects wells for Central system. See 2013086.1 for Big Otter crossing at Pump Station 6						
<b>Status</b>	Plans received 3/10/17. Relocation of sewer lines as part of the project. Easement documents executed and returned 7/31/17. Plan revision 2 returned for comments on 8/29/17. Final Easement drawing rec'd 10/2/17. Final plans received for review 1/3/18. Executed Agmts mailed to VDOT 2/26/18. Project advertised Spring 2018. Sewer line relocation began 10/18/2018. Construction halted due to stream crossing permit requirements (fish study results). Construction planned to resume June 2019. Construction and testing complete. Punchlist to be completed once bridge and grading complete.						
<b>Job #</b>	2015058	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Corporate Park Drive Extension - Design						8/22/2019
<b>Description</b>	Proposed extension of Corporate Park Drive to connect to Route 221 (Forest Rd) at Elkton Farm Road intersection. Reference Forest Square Offsite Sewer 2003122, and Forest Square Sewerage Facilites plans dated 1-1994						
<b>Status</b>	Rhonda met with County and H&P on 7/8/15 to discuss impacts to existing sewer lines affected by the proposed roadway and grading. Dsgn 01 rec'd 11/15/16. Meeting held 11/20/17 to discuss comments and rerouting of sewer for maintenance ability under proposed VDOT roadway. Dsgn 02 rec'd 4/5/18. Comments emailed to engineer 4/20/18. Dsgn 03 rec'd 8/28/2018. Comments emailed to Engineer 9/18/2018. Dsgn 04 rec'd 10/15/2018. Plans ready for approval and Developers Agreement sent to Bedford County 10/31/2018. Dsgn 05 rec'd 11/27/18. Shop Drawings 01 rec'd 2/13/19. Shop Drawings 02 rec'd 3/28/19. Developers Agreement Executed 4/24/19. Met with County, VDOT & H&P 5/24/19 to discuss rock issues and sewer redesign; redesign rec'd 5/24 and comments issued 6/3. Redesign approved 7/2/19 pending easement and limited access acknowledgement if casing not used at driveway entrance. Esmts recorded 8/22/19. Construction complete. Completed testing of the 12" sanitary sewermain from manhole "E", "I", "J", and "H". Manhole J03 removed 10/15/219 and existing sanitary sewer is now connected to new sanitary sewer alignment. Additional testing to be scheduled at a later date.						
<b>Job #</b>	2016062	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Kitsmont Subdivision - Design						1/30/2020
<b>Description</b>	New construction of approximately 4,100 LF of WL and appurtenances for 52 lots.						
<b>Status</b>	TRC 8/11/16; rec'd 8/4/16. TRC 5/11/17; rec'd 5/5/17. FF Test Fee rec'd 5/15/17. Design 01 rec'd 6/21/17. Base Review Fee rec'd 6/22/17. Design 01 comments & Dev Pkg issued 7/5/17. Dsgn 02 rec'd 10/2/17. Dev Agmt & Review Fees rec'd 11/29/17. Dsgn 02 comments issued 11/30/17. Dsgn 03 rec'd 3/2/18. Re-Review Fee rec'd 3/23/18. Review 03 comments issued 3/27/18. Dsgn 04 rec'd 6/12/18; Re-Review Fee rec'd 6/19/18. Comments issued 7/23/18. Dsgn 05 rec'd 3/4/19. Awaiting \$200.00 Re-review fee 3/4/19. Dsgn 05 formally withdrawn, next submittal will be treated as Dsgn 05. Re-Review fee for submittal 5 received 3/15/19. Revised Design submittal 05 rec'd 3/18/15. Design 05 & Calc 03 submittal review comments issued 5/10/19. Design & Calc submittal 06 rec'd 10/3/19. \$200.00 Re-review feed rec'd 10/4/19. Comments issued 10/16/19. Met w/ Surveyor & Engineer to go over comments 10/21/19. Re-review fee rec'd 1/29/20. Dsgn 07 rec'd 1/30/20.						

**Job #** 2017058 **Job Type:** Fire Flow Meter **Location** Forest **Last updated on:**  
**Job Name** Forest Enterprises LLC - Site Plan 10/31/2019  
**Description** Develop a 30,000 SF commercial warehouse building with parking.  
**Status** TRC 7/27/17. Site Plan 01 rec'd 2/8/18. Comments issued 3/2/18. Site Plan 02 rec'd 4/4/18. Comments & Dev Pkg issued 5/3/18. Re-Review & FF Test Fees rec'd 5/14/18. Site Plan 03 rec'd 7/10/18. Review complete - no further comments. Need 3 additional copies for C2C purposes. Approval pending receipt of Agmt & Fees. 3 additional copies rec'd 7/22/19. Signed Agmt & Fees rec'd 7/29/19. Comments released 7/30/19 & status e-mail issued 7/30/19. Contractor to be CL Garbee, Cost Estimate rec'd, Surety Amount required sent to Developer 8/30/19. Surety rec'd 9/23/19 - LOC# 19-192. C2C issued 10/31/19. Developers Agmt executed 10/31/19.

**Job #** 2017060 **Job Type:** Sewer **Location** Forest **Last updated on:**  
**Job Name** Burnbridge Sewer Extension - Design 2/7/2020  
**Description** Discussions of sewer extension along Burnbridge Road to serve commercial lots and allow for development of the area and expansion of existing development.  
**Status** Meetings held with County, Doyle Allen and Tom Scott to discuss gaining interest and financial support from property owners, as well as potential financial contribution from EDA. Desire to have prepayment credit to offer property owners for their contribution. Public meeting held by County on 8/29/17 to discuss with adjoining property owners. Most interested in contributing if gravity available. Met with Doyle & Tom 10/18/17 to discuss alignment & funding assistance options; Tom & Doyle preparing requests for Board review. Sent info on 3/27/18, 5/22/18, & 7/2/18 regarding next steps & what to include in prepayment & funding assistance request. Rec'd draft request on 9/24/18 and returned comments; Board reviewed draft request at October 2018 meeting and remanded to committee to review once final request is received. Final request rec'd 11/27/18, to P&P Committee on 12/13/18. Board approved prepayment at 1/2019 Board meeting; D. Allen informed on 1/24/19. Meetings held 4/12, 4/24, and 5/1 to discuss administering of project; T. Scott will manage with EDA collecting funds through Escrow Agreements and reimbursing costs through the project. Dsgn Plan 01 rec'd 5/7/19. Comments emailed 5/23/2019. Dsgn Plan 02 rec'd 5/31/19. Comments emailed 6/13/2019. Developers Agmt rec'd 6/17/19. Dsgn 03 & Calcs rec'd 7/24/19. Comments emailed 8/6/19. Dsgn 04 & Calcs rec'd 9/12/2019. Comments emailed 9/18/2019. Public meeting held 11/6 to discuss status & funding; escrow payments & easements due 12/6. EDA received agreement from Aldridge to provide easement along with \$91k from property owners. Prepayment approval expired 1/15/20; resolution passed by Board in Jan for re-approval. H&P working with Aldridge consultant on alignment through property; prepayment agreements will be issued upon easement being received from Aldridge.

**Job #** 2017075 **Job Type:** Water **Location** Forest **Last updated on:**  
**Job Name** Country Estates 2017 NLE 2/7/2020  
**Description** Request to extend water along Country Estates Drive.  
**Status** David Oneil of 1350 Country Estates Dr requested an NLE Package on 9/7/17 for his property along with 5 other houses. NLE package mailed 9/8/17. Petition received in 1/2018 from all property owners. Project was reviewed with Policies & Projects Committee in 2/2018. Proposed rates and CIP funds for project to be reviewed by Board in April/May 2018. Separate rates not established - 5/3/18. CIP funding approved for 2018-19; will work with legal counsel to prepare property owner agreements necessary for project commitment & liens. EMLed Sam for AOI revisions 8/17/18; revisions rec'd 8/31/18. Verified portion for additional property owner funding to be the remaining amount after consideration of Capital Recovery Fees; rough monthly cost given to S. Hodge on 11/30/18 of \$30/month for 11 property owners. EMLed additional AOI revisions to Sam on 2/1/19; last revisions sent to Sam on 3/18/19. Draft documents reviewed by S. Hodge; to be updated and sent to property owners to execute. AOI & Lien documents mailed 9/4/19. Rec'd 9 agreements (90%) & 7 payments (70%) as of 11/6/19 with only 10 participating lots; Rec'd 10 agreements (100%) & 7 payments (70%) as of 11/19/19 with only 10 participating lots. Project Go letters mailed 12/3/19 to property owners. H&P completed survey. Internal walk-through scheduled 2/12/20 in preparation of design.

**Job #** 2017076 **Job Type:** Water & Sewer **Location** Forest **Last updated on:**  
**Job Name** Brentwood Church - Site Plan 9/24/2019  
**Description** New church facility & associated grading, utilities, landscaping & stormwater management for Brentwood Community Church.  
**Status** TRC 9/14/17. FF Test Fee rec'd 10/6/17. Site/Dsgn Plan 01 rec'd 12/6/17. Comments 01, Dev Pkg & Farmington PS Capacity LTR issued 2/8/18. Site/Dsgn 02 rec'd 4/11/18. Draft comments posted 5/15/18 - will "Finalize" upon receipt of Agmt & Dev Fees. Dev Agmt & Review Fee rec'd 6/8/18. Re-review Fee rec'd 8/24/18. Site/Dsgn 03 rec'd 8/29/18. Comments issued 9/18/18; Revised Project Fees sent to Ms. Dupin 9/18/18. Review & Inspection Fees rec'd 9/27/18. Site/Design Courtesy Review & Re-review fee for next submittal rec'd 10/24/18. Courtesy Review Comments issued 11/2/18. Calculations approved. Site/Design Plan 04 rec'd 12/7/18. Submittal 04 Approvable - comments posted 1/17/19. Revised Cost Est rec'd and in review. 4 Approved Copies of Site/Design Plan rec'd 2/27/19. Shop Drawings 01 rec'd 4/26/19. Shop Drawings approved 5/10/2019. Water Cert prepared and ready to finalize/sign upon plan approval for construction. Surety LOC#7401764016 rec'd 5/1/19. C2C approved to be issued 5/15/19. Water Cert completed 5/16/19. Awaiting Pre-Con meeting. Pre-Con held 9/20/19. Construction began 9/24/19.

**Job #** 2018023      **Job Type:** Internal      **Location** Lakes      **Last updated on:**  
**Job Name** Mariners Landing Water and Sewer System Transfer      2/7/2020  
**Description** Request to purchase water and sewer systems. (See 2019043 and 2019044 for related plats)  
**Status** Request discussed with Policy & Projects Committee with resolution to board on 2/20/18. Board approved drafting an agreement for further review. Draft agreement received from legal counsel. Initial research of property data completed. Met with J. Burdette 9/27/18 to review current data; rec'd 2017 financial/asset data and current customer list. 12/5/18-discussed options with M. White to provide bulk water purchase or continue contract water operations until the public waterline extension is complete rather than transfer well and treatment assets. Information given to owner regarding facility easements and parcels which may be subdivided and transferred with the system; responded rec'd 2/7/19. GFDG, MLWS and BRWA worked on edits to final transfer agreement and transaction summary. Two plats executed related to lots being created for transfer. SCC petition filed 5/23/19. Additional info sent to SCC on 6/13 to complete the application. MLWS obtained additional easements necessary for transfer. 11/12/19-Assignment clause found in agreement between MLWS and Mariners Village requiring MV written approval; closing pending resolution with MV. Demo of remote shutoff valve rec'd 1/10 for plumber's reference with MV. BRWA attending MV Board meeting 2/15/20 to discuss metering.

**Job #** 2018023.1      **Job Type:** Water      **Location** Lakes / Huddleston      **Last updated on:**  
**Job Name** Mariners Landing System Transfer - Waterline Extension      1/10/2020  
**Description** Waterline extension along SML Parkway to connect Mariners Landing water system to public system.  
**Status** Proposal approved 8/9/18 for survey and design of waterline extension. Preliminary alignment reviewed 10/10/18 with H&P. Plans rec'd 2/13/19, comments returned 6/19. Will not require County SRP submission. Plans rec'd 8/13/2019. Plans emailed to VDOT & Natural Resources 8/20/19. Natural Resources LDP Application form & approval rec'd 8/28/19 Comments emailed 8/29/19. Comments received from VDOT. Dsgn 03 rec'd 10/28/19. Preconstruction meeting held with VDOT & Natural resources, permits rec'd. Maintenance has ordered materials and secured laydown area.

**Job #** 2018034      **Job Type:** Other      **Location** Forest / Goode      **Last updated on:**  
**Job Name** VDOT Everett Rd Bridge Replacement      3/19/2018  
**Description** Replacement of railroad bridge past Canary Street, involving grading work over existing waterline (from JN 2001-151). Additional fill over parts of waterline as well as a ditchline cut over a portion. 12" waterline & a service line present in work area.  
**Status** VDOT emailed preliminary drawings identifying potential grading concerns. BRWA to verify depth of waterline in areas of concern.

**Job #** 2018042      **Job Type:** Sewer      **Location** Forest      **Last updated on:**  
**Job Name** Ivy Creek Sewer Line      2/7/2020  
**Description** To evaluate the costs associated with gravity sewer into Lynchburg to eliminate the Lake Vista Lift Station (Ivy Creek 5 and 6 Sewer Lines)  
**Status** Met with the City on 4/11/18 to review the costs of Ivy 5 (in the City) & the WWTP capacity. Contract executed with Wiley|Wilson in 10/2018 for PER. Customer and pump station data gathered to assist with research. Environmental due diligence review completed by ECS. Meeting held with Lynchburg on 2/13/19 to discuss capacity purchase. Two road crossings discussed with VDOT on 2/28/19, with Cottontown bridge replacement to be complete end of 2020. Met with W|W to review draft PER on 6/27/19. Followed up with W|W on 8/29 and received final draft on 9/5/19. Discussed capacity purchases for study on 10/4/19. Final study received 10/31. Reviewed with W|W 11/20/19. Capacity discussions with W|W on 2/7; final report forthcoming.

**Job #** 2018046      **Job Type:** Water      **Location** Lakes      **Last updated on:**  
**Job Name** Rucker Road Waterline Extension      2/7/2020  
**Description** Extension from Old Moneta Road to serve two Centra Health facilities on Rucker Road.  
**Status** Preliminary estimate with relevant policies sent to H&P in Jan 2018. Meeting with H&P & Centra on 4/19/18 to review potential extension. Discussed with George Aznavorian in May & 7/9/18. Centra, EDA, and County held meeting 8/30/18 to discuss project with BMK. Pre-payment approved at February Board Meeting. 3rd payment rec'd 4/24; NTP issued for design on 4/25. Design Plan 01 & Water Calculations rec'd 4/26/19. Comments emailed to the engineer 5/20/2019. Design Plan 02 rec'd 5/28/19. Plans approvable pending VDOT & Bedford County Special Review - Comments emailed 6/11/2019. Plans do not require special review. Plans approvable by VDOT 7/11/19. Esmt #190008852 recorded 9/24/19. Esmt 19009277 recorded 10/4/19. Tree removal completed 12/3/2019. Maintenance completed most of construction; will finish upon contractor completing tap and road bore.

**Job #** 2018062.1      **Job Type:** Other      **Location** Central Bedford      **Last updated on:**  
**Job Name** BRWA Administration Parking Lot - South      2/7/2020  
**Description** Addition of a parking lot at the south side of the BRWA administration facilities. Design will include stormwater provisions for future 2-story building; only parking lot to be constructed in 2018-2019 fiscal year.  
**Status** Design contract executed with Wiley|Wilson. Design underway. Reviewed 50% plans with W|W on 9/24/18. Reviewed 65% plans with W|W on 11/2/18. Plans submitted to County on 1/28/19; Revisions sent 3/18/19 and under agency review. Project advertised 3/31/19, bids due 4/11/19 - no bids rec'd. Rebid through eVA with 2 bids, both over budget. Low bid unable to provide significant cost reduction; working with term contractor and other agency to obtain alternate pricing. Awaiting County and VDOT approvals; SWMA submitted to County 6/5; VDPEs permit issued 7/22/19. Alternate layout being drafted to meet immediate needs at lesser cost. See 2018062.2. PROJECT TO BE WITHDRAWN FROM COUNTY PLANNING REVIEW. Approvals from Planning would only be valid for 6 months.



**Job #** 2018062.2 **Job Type:** Internal **Location** Bedford Central - BRWA Of **Last updated on:**  
**Job Name** BRWA Administration Parking Lot - North 2/7/2020  
**Description** Addition of a parking lot at the north side of the BRWA administration facilities.  
**Status** Concept drawing received from W|W 7/19/2019; awaiting approval of additional land from County. Design proposal received 7/24/19, revised 8/16, executed 8/26. Survey completed week of 8/26/19. Design concept rec'd 11/14/19, comments sent 12/3. County approved transfer of land, including a revised 150' strip where 115' previously added to lease. Additional revisions sent to W|W 1/10 in reference to additional land and parking. Area graded for mobile unit will be surveyed with information sent to W|W to incorporate into final design.

**Job #** 2018086 **Job Type:** Sewer **Location** Forest **Last updated on:**  
**Job Name** Sewer Force Main for TM# 118-A-6A - Design 12/9/2019  
**Description** Sanitary Force Main Plan and Profile for TM# 118-A-6A.  
**Status** Dsgn01 rec'd 7/19/18 - Withdrawn 7/20/18 per Engineer. Treat next submittal as Dsgn01. Dsgn01 rec'd 8/13/18. Base Review Fee rec'd 8/16/18. Comments issued 8/27/18. Current design does not meet BRWA criteria for being public. Dsgn02 rec'd 10/30/18. 11/8/18 SWF Met w/ Norm and Tommy to discuss submittal. No formal review comments being issued for submittal 02. P&O will revise and resubmit per meeting discussion. Dsgn03 rec'd 11/15/18 with hard copies of calculations. When plans were opened on 11/29/18 they were exactly the same as previous submittal. Dsgn 03 was voided and an e-mail sent to Engineer requesting revised submittal. Dsgn 04 rec'd 11/29/18. Dsgn 04 comments issued 12/5/18; Calc 02 comments issued 12/6/18. Dev Pkg issued 12/6/18. Met w/ Engineer & Developer 12/6/18. BRWA soliciting necessary Easements. Dsgn 05 rec'd 5/6/19. Comments emailed to engineer 5/28/2019. Dsgn 06 & Re-review fee rec'd 6/5/19. Slip sheets rec'd 6/10/19. Dsgn 06 Comments issued 6/13/19. Signed Developers Agrmt & Review & Inspection fees rec'd 7/3/19. Dsgn 07 & Re-Review Fee rec'd 8/19/19. Plans approvable. VDOT LUP App submitted to VDOT. Finalizing calcs w/ P&O and Liberty. Cost Est received from P&O 11/20/19 in review. Cost Est comments issued 12/9/19. FM Calcs approved 12/9/19;

**Job #** 2018092 **Job Type:** Internal **Location** Boonsboro **Last updated on:**  
**Job Name** Blackburn Subdivision Water System Inquiry 4/8/2019  
**Description** Private water system serving 6 lots with master meter and booster pump station at the end of Fox Hollow Road. Property owners inquiring about BRWA taking over system, including aged and failing booster station.  
**Status** Met with Dunstan & Riley on 6/5/18 to view system in field. Contacted Falwell on 8/3/18 to get plans for the system. Can offer submetering now; can discuss possible contract operation only upon rebuild of booster pump station & waterline information received. 1/4/19: meeting scheduled for 3/4/19 with BRWA and Falwell to review system again for upgrades needed. Falwell did not attend; property owners requesting list of upgrades needed for BRWA to consider contract operation or acceptance.

**Job #** 2018106 **Job Type:** Site Plan w/Proposed Utilitie **Location** Forest **Last updated on:**  
**Job Name** NLBTC Lot 7 EDA Shell Building - Site/Design Plan 8/7/2019  
**Description** Subdiving for a Shell building proposed industrial facility.  
**Status** Concept plan rec'd 9/19/18. Site/Design Plan 01 rec'd 12/17/18. Comments posted 1/17/19. Developer Package issued 1/30/19. Dev Agmt and Review & Inspection Fees rec'd 3/21/19. Site/Design Plan 02 & Sanitary Sewer Calcs rec'd 4/10/19. Site/Design Plan 02 comments posted 4/15/2019. Shop Dwgs 01 rec'd 5/29/19. Shop Dwgs 02 rec'd 8/7/19. Construction and testing complete. Substantial walk-thru scheduled for week of 11/11/2019.

**Job #** 2019034 **Job Type:** Water & Sewer **Location** Forest **Last updated on:**  
**Job Name** Westyn Village Townhomes 2019 - Site/Design 2/7/2020  
**Description** Proposed (8) 9 unit residential townhomes and (3) 8 unit Townhomes with private road  
**Status** Site/Dsgn rec'd 3/12/19. Awaiting \$400 review fee. Comments & Dev Pkg issued 4/8/19. Met w/ Russ Orrison to discuss review & PS analysis 4/12/19. Requested flow data from CS 4/29/19; Site/Dsgn Plan 02 rec'd 8/29/19. CS water consumption data sent to Russ Orrison 8/29/19. Updated Plans rec'd 9/9/19 prior to review of the set rec'd 8/29. Replaced as Submittal 02 rec'd 9/9/19. Review & Inspection Fees rec'd 9/10/19. Review 02 comments issued 9/17/19. Re-review fee rec'd 11/06/19. Site/Desgn 03 rec'd 11/7/19. Signed Dev Agmt rec'd 11/22/19. Site Plan 03 approved pending matching plat submittal and approval. Requested 3 additional copies for construction purposes. Calcs approved 12/2/19. 3 copies of revised Plans rec'd 12/20/19; Comments issued 1/21/20. Design 04 rec'd 1/27/20. Re-review feed rec'd 2/7/20.

**Job #** 2019037 **Job Type:** Water & Sewer **Location** Forest **Last updated on:**  
**Job Name** Boonsboro Meadows Section 2 Roadway, Water & Sanitary - Design 2/4/2020  
**Description** Roadway, Water & Sanitary Design for Boonsboro Meadow Section 2.  
**Status** Dsgn 01 & Water Calculations rec'd 3/13/19. Base Review Fee rec'd 3/19/19. Dev Pkg not issued yet due to number of review comments. Dsgn 01 and water & sewer calcs 01 comments issued 4/19/19. Road, Water & Sewer Design 02 rec'd 7/23/19. Comments & Dev Pkg issued 8/28/19. Signed Developer Agrmt & Review fees rec'd 10/29/19. Design 03 rec'd 11/20/19 ( Re-review fee not rec'd). Plan review comments issued 12/30/19 & Calc Comments to be issued separately - need 2 re-review fees prior to accepting further submittals. 1 Re-review Fee rec'd 1/8/20. Re-review fee rec'd 1/22/20 for awaited 04 submittal. Design 04 rec'd 1/27/20 - comments issued 2/4/20. Plans approvable - need FM calcs and revised water calcs. Need matching Plat.

<b>Job #</b>	2019041	<b>Job Type:</b>	Sewer	<b>Location</b>	Town TM#'s 192-A-10T, 19	<b>Last updated on:</b>	
<b>Job Name</b>	6 C's Sewer Replacement						9/5/2019
<b>Description</b>	Replace and relocate existing 6" sewerline that runs beneath 6 C's shopping center building.						
<b>Status</b>	Locators continuing field investigations with Preventative Maintenance to verify sewer infrastructure and locations in the area before design can be completed.						
<b>Job #</b>	2019049	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	NLBTC Lot 7 EDA Meade Road Extension - Design Plan						11/26/2019
<b>Description</b>	Proposed waterline extension down Meade Road.						
<b>Status</b>	Dsgn 01 rec'd 3/29/19. Base Review Fee rec'd 4/1/19. Comments posted 4/3/2019. Inspection Fees rec'd 4/18/19. Review Fees rec'd 5/10/19. Dsgn 02 rec'd 7/2/19. Comments emailed to the engineer 7/12/19. FF Test Fee rec'd 7/22/19. Dsgn 03 rec'd 9/25/2019. Comments emailed to the engineer 10/1/2019. Dsgn 04 rec'd 11/21/19. Plans Approved, waiting on Shop Drawings 11/26/2019.						
<b>Job #</b>	2019050	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Country Club Meadows Phase 1 Waterline Extension - Design						12/20/2019
<b>Description</b>	Waterline extension along Everett Road to serve future Country Club Meadows.						
<b>Status</b>	Dsgn 01 rec'd 4/2/19. Awaiting \$400.00 Base Review Fee 4/2/19. Base Review Fee rec'd 4/4/19. Comments emailed to engineer 5/6/2019 Developer package issued 5/6/2019. Dsgn 02 rec'd 6/5/19. Review completed 7/2/19 and comments will be released upon receipt of Agreement & Fees. Met w/ Engineer to discuss Dsgn 02 comments 7/3/19. Review & Inspection Fees rec'd 9/16/19. Dsgn 03 rec'd 10/3/19. Comments issued 10/21/19. Signed Dev Agmt rec'd 11/22/19. Dsgn 04 & Re-review fee rec'd 11/25/19. Plans are ok (12/10) - Requested 2 additional copies rec'd 12/20/19.						
<b>Job #</b>	2019056	<b>Job Type:</b>	Site Plan w/Proposed Utilitie	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	King of Kings Church - Site Plan						10/10/2019
<b>Description</b>	Proposed 8757 SQFT building.						
<b>Status</b>	TRC 5/14/19. Concept 01 rec'd 5/8/19. Site Plan 01 rec' 10/10/19. Comments Posted to County 10/11/19.						
<b>Job #</b>	2019061	<b>Job Type:</b>	Internal	<b>Location</b>	Central, Lakes	<b>Last updated on:</b>	
<b>Job Name</b>	Energy Performance Study and Improvements						2/7/2020
<b>Description</b>	Evaluation of existing facilities and upgrades that can be made that reduce energy costs to create savings greater than or equal to the cost of upgrade.						
<b>Status</b>	A meeting was held 5/13/19 with Scheider Electric to discuss their basic review of improvements to the Central WWTP that could be made. DMME presented the public process on 5/14/19 and provided template documents for the initial process. Schneider will review the proposed project with the Finance Committee on 9/12/19. Project included in financial study. Board resolution passed in Jan to execute IGA upon verification of procurement processes.						
<b>Job #</b>	2019078	<b>Job Type:</b>	Internal	<b>Location</b>	BRWA Offices - Annex	<b>Last updated on:</b>	
<b>Job Name</b>	Annex Furniture Additions						12/4/2019
<b>Description</b>	Addition of cubicles and other office furniture to accommodate additional personnel in the Annex Building. Part of FY2019-2020 CIP.						
<b>Status</b>	Inventoried available parts that can be used towards 2 additional cubicles in main office area. Parts list and layout given for procurement. Some flat files, cabinets and bookshelves moved in preparation. Procurement underway for 6 cubicles; no bids rec'd from eVA, proceeding directly with local vendor. File cabinets to be moved to Board Room 12/12; will assemble 1st 2 cubicles in December.						
<b>Job #</b>	2019081	<b>Job Type:</b>	Internal	<b>Location</b>	Lakes	<b>Last updated on:</b>	
<b>Job Name</b>	Paradise Point Water System Transfer Request						2/7/2020
<b>Description</b>	Owner is requesting BRWA take ownership of water system. Water system serves 24 customers. Treatment includes orthophosphate, soda ash, and chlorine.						
<b>Status</b>	Met with system operator, J. Hughes, to review plant and system on 7/31/19. Financial analysis reviewed with Jean Maas on 9/16/19. Additional info received from Maas on 9/26, and financial analysis updated and sent on 9/27. Maas approached WVWA 10/2019. Rec'd financial comments from Maas on 11/12 & responded 11/15. Inquiry rec'd 2/4/20 regarding contract repairs.						
<b>Job #</b>	2019088	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	The Stables On Coffee Subdivision - Design						1/31/2020
<b>Description</b>	Proposed 15 lot residential subdivision with public roadway & water line. Comments Emailed to County 12/31/19.						
<b>Status</b>	TRC 8/27/19. Dsgn 01 rec'd 12/10/19. Review Comments submitted to County & Engineer 12/31/19. Base Review Fee, Review Fee & Signed Developers Agmt rec'd 1/7/20. FFTR sent to Engineer on 1/21/2020. Dsgn 02 rec'd 1/31/20.						

<b>Job #</b>	2019090	<b>Job Type:</b>	Sewer	<b>Location</b>	117-A-144A	<b>Last updated on:</b>	
<b>Job Name</b>	Jefferson Commons Lot 2 Non-Authority Owned Sewerline Extension						11/8/2019
<b>Description</b>	195' Non-Authority Owend sewer line extension project to exten sewer through the parking lot of Jefferson Commons Lot 2 to serve adjacent lots. Sewer line is intended to be taken over by the BRWA at a later date.						
<b>Status</b>	With the counties approval of the prior approved Jefferson Commons Lot 2 Site Plan to change 2 parking spots, the Developer and Engineer agree to perform the project as a seperate Non-Authority Owned Developer Project. Plans submitted 9/5/19. Review & Inspection Fees, copy of Dev Agmt & Shop Dwg rec'd 9/30/19. Pre-Con held 10/07/19. Construction completed 11/07/19.						
<b>Job #</b>	2019094	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Boonsboro / Lynchburg	<b>Last updated on:</b>	
<b>Job Name</b>	Huntingwood Apartments Expansion						9/18/2019
<b>Description</b>	Expansion of 6 new apartment buildings in the County and 3 new buildings in the City.						
<b>Status</b>	Concept drawing received by email from Lynchburg on 9/13/19. County will require rezoning.						
<b>Job #</b>	2019095	<b>Job Type:</b>	Internal	<b>Location</b>	Countywide	<b>Last updated on:</b>	
<b>Job Name</b>	Capital Improvement Plan (CIP) 2020						2/7/2020
<b>Description</b>	Listing of proposed projects and purchases for the 2020-2021 fiscal year.						
<b>Status</b>	Initial long-term priority listing discussed with Finance Committee on 10/1/19. Preliminary capital project listing for FY 20-21 compiled with manager input for review with Finance Committee on 2/11/20.						
<b>Job #</b>	2019105	<b>Job Type:</b>	Site Plan w/ Existing Utilities	<b>Location</b>		<b>Last updated on:</b>	
<b>Job Name</b>	Halesford Harbour Marine & RV Repair - Site Plan						11/14/2019
<b>Description</b>	Proposed building for Halesford Harbour RV & Marine Service, recreational vehicle sales & service.						
<b>Status</b>	Site Plan 01 rec'd 11/6/19.Comments Posted to County 11/14/2019.Comments posted to County 11/14/19.						
<b>Job #</b>	2019106	<b>Job Type:</b>	Water	<b>Location</b>	Stewartsville	<b>Last updated on:</b>	
<b>Job Name</b>	Hardy Road Waterline Extension						11/7/2019
<b>Description</b>	Proposed waterline extension to serve Hardy Road mobile home park. VDH requesting EPA WIIN grant towards water system repairs or public line extension.						
<b>Status</b>	Conference call with J Wells to discuss on 11/7/10; preparing cost estimates for line extension options.						
<b>Job #</b>	2019108	<b>Job Type:</b>	Water	<b>Location</b>	164-A-46A	<b>Last updated on:</b>	
<b>Job Name</b>	1906 Bunker Hill Loop Waterline Extension						12/4/2019
<b>Description</b>	DEQ requesting a possible waterline extension to serve the 1906 Bunker Hill Loop						
<b>Status</b>	11/18/19 DEQ request for Cost Estimate. Estimates emailed 11/22/19; response from DEQ was cost was too high for consideration. Looking for cost savings opportunities.						
<b>Job #</b>	2019113	<b>Job Type:</b>	Internal	<b>Location</b>	SML (Bridgewater Bay Deve	<b>Last updated on:</b>	
<b>Job Name</b>	Bridgewater Bay Water Pressure Issues						12/5/2019
<b>Description</b>	11/18/19 - BRWA Engineering was made aware of ongoing high water pressure issues in Bridgewater Bay since about mid 2019 resulting in 13 +/- individual PRV failures.						
<b>Status</b>	Engineering contacted Mr. Harmon to gather as much backgroudn info as possible. WO's were issued to Preventive Maintenance (PM) 11/20/19 to set up pressure recorders to collect pressure data. First round of pressure recorder data rec'd from PM 12/5/19.						
<b>Job #</b>	2019114	<b>Job Type:</b>	Site Plan w/Proposed Utilitie	<b>Location</b>	Central	<b>Last updated on:</b>	
<b>Job Name</b>	Cardinal Senior Living - Site Plan						12/23/2019
<b>Description</b>	Proposed Senior Living Center						
<b>Status</b>	Site Plan 01 rec'd 12/06/19.Conference Call with Enginner 12/11/19. FF test check rec'd 12/23/2019.						
<b>Job #</b>	2019117	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Westin Village Condotels - Site/Design						1/31/2020
<b>Description</b>	Proposed 24 Condotel & 6 36 unit Condotel with a clubhouse.						
<b>Status</b>	Site/Design 01 rec'd 12/06/19. Comments & Dev Pkg issued 1/31/20.						

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**Job #** 2019118      **Job Type:** Site Plan w/ Existing Utilities      **Location** Forest      **Last updated on:**  
**Job Name** St. Paul Baptist Church Addition - Site Plan      12/20/2019  
**Description** Proposed expansion of the existing church and the reconfiguration of the existing parking lot.  
**Status** Site Plan 01 rec'd 12/9/19. Comments 01 emailed 12/20/19.

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**Job #** 2020006      **Job Type:** Internal      **Location** Forest      **Last updated on:**  
**Job Name** Forest Middle School Pump Station Modeling      2/7/2020  
**Description** Modeling of sewer drainage area flowing into the Forest Middle School pump station. Model will be used to prepare upgrade design of pump station.  
**Status** Proposal received from WRA to update the existing sewer model for the selected drainage area into and including the pump station. Work underway.

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**Job #** 2020008      **Job Type:** Water      **Location** Bedford Central      **Last updated on:**  
**Job Name** Turkey Mountain Booster Station      2/7/2020  
**Description** Booster station and distribution lines to serve customers currently directly connected to WTP and dependent upon the plant being in operation. Part of FY 19-20 CIP  
**Status** Site reviewed with H&P on 1/21; proposal received 2/6. VDH to require full review and approval.

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**Job #** 2020012      **Job Type:** Sewer      **Location** Montvale      **Last updated on:**  
**Job Name** Montvale VFD Sewer Extension      1/22/2020  
**Description** Proposed sewer extension.  
**Status** Working with VDOT to change the sewer line from private to public, so that the VFD would be able to be served.

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**Job #** 2020016      **Job Type:** Water & Sewer      **Location** Smith Mountain Lake      **Last updated on:**  
**Job Name** Eastlake Village Roadway, Water & Sanitary - Design      1/27/2020  
**Description** 14 lot subdivision with roadway, water & sewer.  
**Status** Dsgn 01 rec'd 1/27/20. (Needs \$400.00 base review fee).

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**Job #** 2020020      **Job Type:** Water      **Location** Forest      **Last updated on:**  
**Job Name** Country Club Meadows Phase 1 - Design      2/3/2020  
**Description** Road & waterline plan & profile for Country Club Meadows (single family development).  
**Status** Dsgn 01 rec'd 2/03/20. (Need \$400.00 base review fee).

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**Job #** 2020023      **Job Type:** Sewer      **Location** Lakes      **Last updated on:**  
**Job Name** Bridgewater Bay Sewer Inquiry      2/7/2020  
**Description** Bridgewater Bay HOA inquiring for BRWA to accept sewer system, and as to BRWA's responsibility for upgrades necessary to meet BRWA standards.  
**Status** Responsibility inquiry passed to Sam Vance for legal opinion on 11/25/19; response rec'd 12/13/19 that firm was in conflict. Sent information to GFDG on 2/6/20; gathering additional info requested for legal opinion to be made.



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# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Brian Key; Executive Director  
**Date:** February 12, 2020  
**Re:** Resolution 2020-02.02 – Policy Revision

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After the Committee assignments were made, it was brought to the attention of our Chairman that both member of the Finance Committee are serving their last year on the board; as such, the Chairman would like to appoint a third member to the Committee to ensure continuity next year.

The current policy states that no more than two members can be on any committee; the revised policy states that a minimum of two members much be on any committee. The proposed changes are shown on the attached markups of policy 1.30 Bylaws

## BYLAWS

### ARTICLE I: OFFICES

1. The principal office of the Authority shall be located in the Bedford Regional Water Authority Building, 1723 Falling Creek Road, Bedford, Virginia 24523. The Authority may have such other offices as the members of the Authority may determine or as the members of the Authority may require from time to time.

### ARTICLE II: MEETINGS

1. Regular Meetings:
  - a. The regular meeting of the members of the Authority shall be held on the third Tuesday of each month, at 7:00pm, for the transaction of such business as may come before the Authority. If the date fixed for the regular meeting shall be a legal holiday in the State of Virginia, such regular meeting shall be held on the next succeeding business day.
  - b. The members of the Authority may provide by resolution for the holding of additional meetings of the Authority without other notice than such resolution.
  - c. When it is anticipated that a quorum will not be present at a meeting, or when there are no action items for the agenda, or in an emergency situation, the regular board meeting may be cancelled. The decision to cancel the board meeting must be made by two representatives of the Authority holding one of the following positions: the Chairman, the Vice-Chairman, and the Executive Director. If a meeting is cancelled, notice of the cancellation should be posted in the same manner as the posting of the regular agendas.
2. Special Meetings:
  - a. Special meetings of the members of the Authority may be called by or at the request of the Chairman of the Authority or any two members. A person or persons authorized to call special meetings of the Authority may fix any place, either within or outside the County of Bedford, as a location for holding any special meeting.
  - b. Notice of any special meeting of the members of the Authority shall be given to each of the members at least two (2) days previously thereto by written notice delivered personally or sent by mail or fax or email to the location as shown by the records of the Authority. Any member may waive notice of any meeting by signing a waiver before or after any meeting. The attendance of a member at any meeting shall constitute a waiver of notice, except where a member attends for the express purpose of objecting to the holding of the meeting.
3. Quorum:
  - a. A majority of the members of the Authority shall constitute a quorum for the transaction of business at any meeting of the Authority but if less than the majority of the members are present at said meeting, a majority of the members present may, by election, adjourn the meeting from time to time.
  - b. Any vacancy occurring in the membership shall not impair the right of a quorum to exercise or perform the duties and rights of the Authority.
4. Manner of Acting:
  - a. The vote of the majority of the members of the Authority shall be necessary for any action taken by the Authority even though there is a quorum present.

## BYLAWS

### ARTICLE III: MEMBERS

1. Appointment:
  - a. The Authority members shall be appointed, and vacancies filled, as specified in the Authority's Articles of Incorporation.
  - b. Any vacancy occurring in the membership shall not impair the right of a quorum to exercise or perform duties and rights of the Authority.
2. Terms:
  - a. The terms of each member are as specified in the Authority's Articles of Incorporation.
  - b. Any appointed member may be removed by the Locality appointing or the Localities approving such member for malfeasance in office.
3. Attendance:
  - a. Each member shall strive to attend in person every meeting possible.
  - b. Except under unusual circumstances, as determined by a majority vote of the members, each member should miss no more than two meetings in a row, not to exceed three meetings within any twelve month period. In the event that such attendance requirements are not met, it shall be considered a neglect in duty and thus that member may be removed from office by the Locality appointing or the Localities approving such member without limitation. In such an event, a successor shall be appointed by the Locality appointing or the Localities approving such member for the unexpired portion of the term of the member who has been removed.
4. Expenses and fees:
  - a. The Authority shall provide for the payment of expenses incurred by members and liaisons in the performance of their official duties.
  - b. The Authority shall pay each member \$250 per month for their services. The members will be salaried employees of the Authority, and withholdings will be made according to federal, state, and local tax regulations.
  - c. No benefits, other than those listed above, will be provided to the members.
5. Duties:
  - a. The members shall conduct all business to ensure that:
    - i. The Authority operates in a manner such that it adheres to the Authority's adopted mission statement
    - ii. The Authority fulfills the purpose of the Authority as set forth in the Article of Incorporation.
  - b. The members shall hire an Executive Director to oversee and manage the daily operation of the Authority.
  - c. The members shall adopt an annual budget, with a fiscal year running from July 1 through June 30, prior to the close of the previous fiscal year. The members shall review the financial statements at least monthly to ensure adherence to the adopted budget.
  - d. The members shall review and act upon committee recommendations.

### ARTICLE IV: OFFICERS

1. Requirements:
  - a. The officers of the Authority shall be a Chair, Vice-Chair, Secretary and Treasurer, and such assistant secretaries and treasurers as shall be convenient to the conduct of the Authorities'

## BYLAWS

- business. Such officers shall be elected in accordance with the provisions of this article. The Secretary and Treasurer and such assistants as shall be needed need not be members of the Authority and the office of the Secretary and Treasurer may be combined if such is the vote of the majority of the members of the Authority.
2. Election and Term of Office:
    - a. The officers of the Authority shall be elected annually by the members of the Authority at the regular monthly meeting of the Authority held in the month of December of each year and shall take office the first day of the following month. If the election of officers shall not be held as of such meeting, such election shall be held as soon thereafter as it conveniently may be done. Each officer shall hold office until his or her successor shall have been duly elected.
  3. Removal of Officers:
    - a. Any officer elected or appointed by the members of the Authority may be removed by the members of the Authority whenever in its judgment the best interest of the Authority would be served thereby, but such removal shall be without prejudice to the contract rights of any of the officers so removed.
  4. Chair:
    - a. The Chair shall be the principal executive officer of the Authority and shall in general supervise and control all the business and affairs of the Authority.
    - b. He or she shall preside at all meetings of the members.
    - c. He or she may sign, with the Secretary or any other proper officer of the Authority, authorized by the members of the Authority, any deeds, mortgages, bonds, contracts, or other instruments which the members of the Authority have authorized to be executed, except in cases where the signing and the execution thereof shall be expressly delegated by the members of the Authority or by these bylaws or by statute to some other officer or agent of the Authority.
    - d. He or she shall in general perform all duties incident to the office of the chairman and such other duties as may be prescribed by the members of the Authority from time to time.
    - e. The Chair shall appoint the committees, both special and/or standing.
  5. Vice-Chair:
    - a. The Vice-Chair shall preside and assume the duties of the Chair in the absence of the Chair or the inability of the Chair to act.
  6. Treasurer:
    - a. The Treasurer shall have charge and custody of and be responsible for all bonds and securities of the Authority, receive and give receipts for monies due and payable to the Authority from any source whatsoever, and deposit all such monies in the name of the Authority in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these bylaws; and in general perform all the duties incumbent to the office of the Treasurer and such other duties as from time to time may be assigned to him or her by the Chairman or by the members of the Authority.
  7. Secretary:
    - a. The Secretary shall keep the minutes of the meetings of the members of the Authority; said minutes may be kept in one or more books provided for that purpose, or may be posted on a website for public viewing. The Secretary shall see that all required notices are duly given; by custodian of the corporate records and of the seal of the Authority and see that the seal of the Authority is affixed to all necessary documents, the execution of which on behalf of the Authority under its seal is duly authorized in accordance with the provisions of these bylaws;



## BYLAWS

and in general perform all duties incumbent to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chairman or by the members of the Authority.

### ARTICLE V: COMMITTEES

1. Standing Committees:
  - a. The Chair will assign members to the standing committees at or before the first meeting after having taken the office of Chair from the previous month elections.
  - b. Each of the standing committees shall have at least two members assigned to them; other members may be requested by the Chairman to join a committee on an "ad hoc" basis or as needed.
  - ~~b.c.~~ The Authority shall have at least the following three standing committees that will make recommendations to the board, with their primary duties being shown as follows:
    - i. Personnel committee ~~to review staff related issues:~~
      - A. To review policies directly related to employment and the employees
      - B. To review staff related issues with the Executive Director.
      - C. To perform an annual evaluation of the Executive Director.
      - D. To hear board appeals from the staff.
    - ii. Finance committee:
      - A. To assist in the preparation of the annual budget.
      - B. To review financial policies.
      - C. To provide financial guidance to the Executive Director.
    - iii. Policies and Projects committee:
      - A. To review all policies other than those assigned to the Finance committee or Personnel committee.
      - B. To identify and review proposed construction projects.
      - C. To hear board appeals from the public.
  - ~~e. Each of the standing committees shall have two members assigned to them, one of which may be drawn from the other members on an "ad hoc" basis by the chairman.~~
2. Special Committees:
  - a. The Chair shall appoint or disband any special committees as deemed necessary by the Chair.
3. Committee Attendance:
  - a. Each committee member shall strive to attend in person every meeting possible.
  - b. The chair may remove and reappoint any member from a standing or special committee if deemed necessary due to attendance, availability, conflicts, or other issues as deemed appropriate by the Chair.

### ARTICLE VI: CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

1. Contracts:
  - a. The Authority may authorize any officer or officers, agent or agents of the Authority, in addition to the officers so authorized by the bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific instruments.

## BYLAWS

2. Checks, etc.:
  - a. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Authority, shall be signed by:
    - i. Any member of the Authority. In addition, such officer or officers, agent or agents of the Authority as shall from time to time be designated by resolution of the Authority; and,
    - ii. Each such instrument shall also be signed by either the Treasurer, the Executive Director, the Assistant Executive Director, or the Chairman.
  - b. Electronic payment of invoices, statements, and routine accounts payable may be made provided that two (2) officers sign a form to approve of the payment(s) being made in that manner.
3. Deposits:
  - a. All funds shall be deposited as directed by the Authority.
4. Gifts:
  - a. The Authority may accept on behalf of the Authority any contribution, gift, bequest, or otherwise for the general purposes or for any special purpose of the Authority.

## ARTICLE VII: BOOKS AND RECORDS

1. The Authority shall keep all books and records of the Authority at the principle office or on the Authority web page so that they may be inspected by any member for any proper purpose at any reasonable time. The records shall include:
  - a. a complete set of records of accounts and financial statements
  - b. minutes of the meetings of the members of the Authority
  - c. a record giving the names and addresses of the members entitled to vote.

## ARTICLE VIII: YEAR

1. The fiscal year of the Authority shall begin on the first day of July in each year and end on the last day of June the next calendar year.

## ARTICLE IX: SEAL

1. Members of the Authority shall provide a corporate seal, which shall have inscribed thereon the name of the Authority.

## ARTICLE X: WAIVER OF NOTICE

1. When any notice is required to be given under the provisions of the Virginia statute or under the provisions of the articles of incorporation, or under the provisions of these bylaws, a waiver thereof in writing signed by the member or members entitled to such notice, either before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## BYLAWS

### ARTICLE XI: AMENDMENT TO BYLAWS

1. These Bylaws may be altered, amended, repealed and new Bylaws may be adopted by a majority of the members at any regular meeting or at any special meeting, provided that written notice of the proposed changes have been provided to the members in advance with the regular notice of the meeting.

### ARTICLE XII: REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on December 18, 2013.
- B. This policy was modified with the following amendments:
  1. Approved July 23, 2013, effective July 24, 2013:
    - a. Article II 1.a was modified to change the meeting date from the fourth Tuesday to the third Tuesday of each month.
  2. Approved August 23, 2016, effective August 24, 2016:
    - a. Article III 1. was modified to provide information on meeting cancellations.
  3. Approved January 21, 2020, effective January 22, 2020:
    - a. Article VI 2. was modified to allow any board member to sign checks, and to allow the Assistant Executive Director or the Executive Director to be the second signatory for checks, in the absence of the Treasurer.
  4. Approved February 18, 2020, effective February 19, 2020:
    - a. Article V.1. was modified to allow more than two members assigned to a committee.



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**RESOLUTION**  
2020-02.02  
**Bylaw Policy**

**WHEREAS**, the Bedford Regional Water Authority (the “Authority”) is a public service authority formed and existing in accordance with the provisions of Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended, the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5159 (the “Act”); and,

**WHEREAS**, the Authority desires to have a comprehensive set of policies governing the manner in which the Authority conducts its regular business, and the Authority directs that these policies be grouped together into an operating policy manual; and,

**WHEREAS**, the Board of Directors of the Authority would like to modify the Bylaws policy 1.30 to allow for more than two members to serve on a committee; now,

**THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bedford Regional Water Authority that the changes to the above noted policy be hereby adopted by the Authority.

Member \_\_\_\_\_ made a motion to approve this resolution.

Member \_\_\_\_\_ seconded the motion.

Board Member Votes: \_\_\_Aye, \_\_\_Nay, \_\_\_Abstain

**CERTIFICATION**

The undersigned secretary of the Bedford Regional Water Authority does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Directors of the Bedford Regional Water Authority, present at a regular meeting of the Board of Directors of the Bedford Regional Water Authority duly called and held February 18, 2020 at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of the above mentioned meeting.

(SEAL)

\_\_\_\_\_  
Brian M. Key, Secretary,  
Bedford Regional Water Authority

**LEGAL COUNSEL  
REPORT**

Memorandum: February 18, 2020

To: Board of Directors, BRWA  
From: Sam Darby  
Re: Status of Mariners Landing Water System Conveyance

There hasn't been much progress on the legal end of this transaction since December 23 when Randy Purdue (representing Mariners Landing) acknowledged what our title search had revealed: there are several liens on the various utility properties being conveyed to the BRWA. He had indicated that "substantially all" of the Mariners Landing properties were under contract to be sold, and that the liens would be released at that time. At this point no closing has been scheduled. We will need to check the individual parcels coming over to the BRWA after that sale to confirm that the liens have been released.

Randy didn't pursue my suggestion that Mariners Landing convey the systems to the BRWA leaving out Mariners Village and ceasing operations, putting pressure on Mariners Village to apply to the BRWA for service.

Randy told me this morning that BRWA and Mariners are looking into creative ways to accommodate Mariners Village's metering issue with remote shut-off technology and possibly substantial savings on certain fees if the CUOA would agree to be responsible for payment of service through a master meter, sub-billing the residences. There is a meeting February 15 to review the options with the CUOA board.