
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
March 17, 2020**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, March 17, 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
Michael Moldenhauer, Vice Chair
Cynthia Gunnoe
Elmer Hodge
Thomas Segroves
Walter Siehien
Carl Wells

Members Absent: None

Staff & Counsel Present: . Brian Key – Executive Director
Sam Darby – Legal Counsel, GFD&G

1. Call to Order

Due to the COVID-19 crisis, only Mr. Key and Mr. Flynn were on site for this meeting; all other board members were teleconferenced into the meeting.

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

Mr. Key explained there were four files in Dropbox for the board to review: the board packet, a summary of the Finance Committee meeting containing the draft 2020-2021 budget, the Mariners Landing encumbrances provided by legal counsel, and the staff salary worksheet for review in closed session.

Due to the number of members joining the meeting by teleconference, Mr. Key asked the board to state their name prior to speaking so that they could identify themselves to the other members during the meeting.

2. Review of Agenda

The following agenda was reviewed as shown below.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: February 18, 2020 – Regular Board Meeting
5. Financial Report: Presented by Brian Key
 - a. Customer Service Summary Report
 - b. Financial Statements through month end February 2020
6. Operations Report: Presented by Brian Key
 - a. Work Order Summary
7. Administration Report: Presented by Brian Key

- a. Public Relations Information
8. Executive Director's Report: Presented by Brian Key
 - a. Projects Summary
 - b. Resolution 2020-03.01: Health Insurance Renewal
9. Legal Counsel Report
10. Closed Session pursuant to Section 2.2-3711 A.1 of the Code of Virginia, 1950, as amended, to discuss personnel matters; this includes employee compensation and the annual evaluation of the Executive Director. Board action is not anticipated upon the conclusion of the closed session.
11. Other business not covered on the above agenda
12. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: February 18, 2020 Regular Board Meeting

The regular Board Meeting Minutes from February 18, 2020 were reviewed.

Member Moldenhauer made a motion to approve the minutes.

Member Gunnoe seconded the motion.

- Board member votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Brian Key

a. Customer Service Summary Report

The summary report was included in the packets. This reference sheet has proved useful for inquiries from outside organizations as well. No questions were asked by the board.

b. Financial Statements through month end February 2020

Mr. Key reviewed some of the details pertaining to the financial reports for the period ending February 2020. The targeted budget goal for February was 67%; operating revenues were 63%, and operating expenditures were 55%. Capital recovery fees received are 82% of the total budgeted amount, with water at 60% and sewer at 157%.

The capital recovery fees were slow to come in during the beginning of this fiscal year; due to this pattern, the Finance Committee has proposed a conservative approach for capital recovery fees for the upcoming budget. However, capital recovery fees have increased this month, even during the time period when the front lobby was closed to the public due to COVID-19.

6. Operations Report: Presented by Brian Key

a. Work Order Summary

This reports shows the increase of departments reporting work via work orders. There were 507 in February and 416 in January.

Carl Wells joined the meeting at this time.

Mike Moldenhauer asked if it would be possible to see how many work orders are issued by location, rather than just by service area. In particular, he asked if it would be possible to see how many work orders are performed at each of the Authority's treatment facilities. Mr. Key said that he would have to review this with Nathan Carroll, and that he would see if this could be accomplished.

7. Administration Report: Presented by Brian Key

a. Public Relations Information

The summary report was included in the packets. Mr. Key reviewed the “We are Bedford” fundraiser which was covered by the media outlets as shown in the packets; he praised the Authority’s Human Resources Manager Melissa Meador for her work on representing the Authority’s employees with the fundraiser.

No questions were asked by the board.

8. Executive Director’s Report: Presented by Brian Key

a. Projects Summary

Mr. Key reviewed the status of the progress with the Broadband Authority negotiations; he explained that the McGhee Road and Wheats Valley agreement were complete, and that the Authority was waiting on information from Blue Ridge Towers in order to complete the New London Tank. The board inquired about the resolution of the frequency conflict at the tank, and Mr. Key explained that they were close to finding an acceptable solution for all parties involved.

Mr. Key explained that the Ivy Creek sewer project in Forest may be well suited for being undertaken as a design build project; he explained that the Authority may be receiving an unsolicited proposal in the near future for this project. Mr. Key requested a joint meeting with the Board of Supervisors in the near future, and suggested that this project should be discussed with them. Two potential dates were suggested for a meeting with the Board of Supervisors at a 5pm work session; Mr. Key will work with the County Administrator to determine if May 26th or June 8th would be acceptable for them, and he will then reach out to the Board of Directors to confirm the date. The Board of Directors discussed the potential meeting, and they confirmed that they would like to meet with the Supervisors as soon as possible and that the Ivy Creek sewer project should be reviewed with them.

b. Resolution 2020-03.01: Health Insurance Renewal

Included in the packet is the resolution and a table that outlines the health insurance rates for the Authority and its employees. The rates proposed reflect a 4.8% increase. Due to the number of employees having switched away from the family plan, the Authority is actually projected to save money on health insurance.

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 17th day of March 2020, beginning at 7:00pm:

WHEREAS, it is recognized by the Board that the provision of quality and affordable health insurance is a very important benefit to Authority employees; and,

WHEREAS, the Authority received the health insurance program renewal documentation from The Local Choice in March 2020, and included in the renewal are the proposed rates for Fiscal Year 2020-2021; and,

WHEREAS, attached to this resolution is the data showing the proposed rates which indicate that the costs to the Authority to provide health insurance coverage for each employee will increase in FY 2020-2021; and,

WHEREAS, if the Authority is going to proceed with renewing the health insurance coverage with the Local Choice for the next fiscal year, action needs to be taken by the Board before April 1, 2020; now,

THEREFORE, BE IT RESOLVED, that the Executive Director of the Authority is authorized to execute the necessary documents to renew the health insurance contract with The Local Choice program.

Member Moldenhauer made a motion to approve this Resolution.

Member Wells seconded the motion.

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

9. Legal Counsel Report

Mr. Darby updated the board on the proceedings to take over Mariners Landing; he explained that there were a number of liens that needed to be cleared in order for the Authority to get clear title at the time of transfer. Mr. Key requested that Mr. Darby contact the legal counsel for Mariners Landing Water and Sewer Company to resolve the issue of the liens, such that the Authority could proceed with the purchase of the Mariners Landing Water and Sewer Company's assets; Mr. Darby stated that he would contact Randall Purdue, their legal counsel, in order to find a resolution.

10. Closed Session pursuant to Section 2.2-3711 A.1 of the Code of Virginia, 1950, as amended, to discuss personnel matters; this includes employee compensation and the annual evaluation of the Executive Director. Board action is not anticipated upon the conclusion of the closed session.

Mr. Wells moved that the Board of Directors go into Closed Meeting pursuant to Section 2.2-3711 A.1 of the Code of Virginia (1950), as amended, to discuss personnel matters. Ms. Gunnoe seconded the motion.

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

- The board entered into closed session at approximately 7:57pm. Mr. Key remained in the closed session until approximately 8:26pm, at which point he was requested to leave the room for the board to review his annual evaluation.

At approximately 8:52 pm Mr. Hodge moved that the board exit closed session and return to open session. Mr. Flynn seconded the motion.

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

Mr. Flynn moved that the Board of Directors take a roll call vote certifying that to the best of the member's knowledge only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

- Board member votes:
 - Aye: Bob Flynn, Michael Moldenhauer, Thomas Segroves, Walter Siehien, Carl Wells, Elmer Hodge, Cindy Gunnoe
 - Nay: None
 - The motion passed.

11. Other Business

No other business was discussed.

12. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:54pm.