



Bedford
Regional
Water Authority



BOARD OF DIRECTORS

June 16th, 2020

BEDFORD REGIONAL WATER AUTHORITY

Providing quality service to everyone.



1723 Falling Creek Road, Bedford, VA 24523-3137



540.586.7679



540.586.5805



www.brwa.com

MEETING NOTES

To: BRWA Board of Directors
From: Brian M. Key, PE; Executive Director
Date: June 10, 2020
Re: Notes for the June 16, 2020 Board of Directors Meeting

We will have the same format this month as we had last month; as board members, you all can either attend in person or join us by Zoom. The room will still be closed to the public, and they can join the Zoom meeting by phone or electronic device.

The agenda is pretty straightforward this month; a few action items, two of which were reviewed by the Finance Committee. Below are some details about a few of the agenda items:

3. I haven't heard of anyone requesting to speak during the public comment period. With our fluoride notification (see agenda item 7.b), someone may choose to address this issue at the meeting.
- 5.c. The Finance Committee met on May 28th, and are recommending a few resolution be considered for approval by the board. **Resolution 2020-06.01** is for the Paradise Point rate, and **Resolution 2020-06.02** is for a group of policy changes (and one new policy).
- 7.b. As mentioned above, we have begun sending notifications to our community to inform our customers that we are getting ready to begin fluoridation at the Central Water Plant and the SML Water Plant. The notice and an FAQ are included in this board packet.
- 8.b. **Resolution 2020-06.03** is to modify policy 5.00 to allow for a single irrigation meter (billed to a POA/HOA) to be able to serve multiple parcels. This has been requested by a POA in Mariners Landing, and staff agrees with the merits of their request. It will need to be approved by VRA before the Authority can implement it, and we hope to have their findings on Friday June 12 (prior to the board meeting).
9. We are working with the County to schedule a joint meeting with the Board of Supervisors; our goal is the first meeting in August. Hopefully we will have a date fixed prior to this BRWA board meeting.

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: June 10, 2020
Re: Notice of Board Meeting and Agenda

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Authority”) will be held on **Tuesday, June 16, 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**.

Due to COVID-19, the meeting room attendees will be limited to board members and staff; the public can provide input and/or join the meeting in the following ways:

- Join the Zoom meeting with **audio/video** by electronic device (computer, phone, tablet):
 - <https://us02web.zoom.us/j/87659874951?pwd=M1VzbG9Qa2FKMURFUGgzdzN5cjJJZz09>
 - Meeting ID: 876 5987 4951
 - Password: 9HtF68
- Join the Zoom meeting with **audio only** by phone:
 - 470-250-9358
 - 470-381-2552
 - 646-518-9805
 - 646-558-8656
 - Meeting ID: 876 5987 4951
 - Password: 460529
- Click on the link to the online meeting on our Facebook page or website
 - www.brwa.com (the meeting link is on one of the banner posts on the front page)
 - <https://www.facebook.com/bedfordwater>

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: May 19, 2020 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Customer Service Summary Report
 - b. Financial Statements through month end May 2020
 - c. Finance Committee Meeting – May 28, 2020
 - i. Resolution 2020-06.01: Rates
 - ii. Resolution 2020-06.02: Policies

To: Board of Directors
From: Brian Key – Executive Director
Date: June 10, 2020
Re: Notice of Board Meeting and Agenda



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6. Operations Report: Presented by Nathan Carroll
 - a. Work Order Summary
 7. Administration Report: Presented by Megan Aubrey
 - a. Public Relations Information
 - b. Fluoride Communications
 8. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
 - b. Resolution 2020-06.03: Overview of Water System Policy 5.00 Revisions
 9. Executive Report: Presented by Brian Key
 - a. Joint meeting with the Board of Supervisors
 10. Legal Counsel Report
 11. Other business not covered on the above agenda
 12. Motion to Adjourn

MINUTES

Bedford Regional Water Authority – Board of Directors

Regular Board Meeting – Minutes

May 19, 2020

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, May 19, 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 (Virtual)
Cynthia Gunnoe
Elmer Hodge (Virtual)
Thomas Segroves
Walter Siehien

Members Absent:..... Carl Wells

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

1. Call to Order

The meeting was called to order by the Chair at approximately 7:00 p.m. Mr. Key explained how the meeting would run with the virtual component. 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: April 21, 2020 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Customer Service Summary Report
 - b. Financial Statements through month end April 2020
6. Executive Director’s Report: Presented by Brian Key
 - a. Finance Committee May 12, 2020 Meeting Summary
 - b. **Resolution 2020-05.01**: Approval of Operating Budget for FY 2020-2021
 - c. **Resolution 2020-05.02**: Mandatory Connection Policy
7. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
 - b. **Resolution 2020-05.03**: Funding Application for Ivy Creek Sewer
8. Operations Report: Presented by Nathan Carroll
 - a. Work Order Summary

9. Administration Report: Presented by Megan Aubrey
 - a. Public Relations Information
10. Legal Counsel Report
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: April 21, 2020 Regular Board Meeting

The regular Board Meeting Minutes from April 21, 2020 were reviewed.

Member Moldenhauer made a motion to approve the minutes.

Member Siehien seconded the motion.

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

5. Financial Report: Presented by Jill Underwood

a. Customer Service Summary Report

Ms. Underwood said that the report shows no disconnects for April since the Authority voluntarily stopped assessing late fees or disconnecting service for non-payment due to the unknown impact of the coronavirus in the community. Since the office has been closed there has been an increase in check payments and a decrease in cash payments. Customers are utilizing the Authority's drop box at the office and are still able to sign up for service by either emailing paperwork or meeting in front of the Administration building.

Based on the April financials there is a slight impact on the revenues but nothing significant thus far. Ms. Gunnoe asked how customers can pay in cash; Ms. Underwood responded that it can be put in the drop box and if it is not exact change the balance will be put towards the next bill. Money orders are also accepted.

b. Financial Statements through month end April 2020

Ms. Underwood reviewed some of the details pertaining to the financial reports for the period ending April 2020. The targeted budget goal for April was 83%; operating revenues were 79%, and operating expenditures were 72%. Capital recovery fees received are 103% of the total budgeted amount, with water at 77% and sewer at 189%.

Mr. Flynn asked when the impact may be felt on revenue from COVID-19. Mr. Key responded that there are two billing cycles that have occurred since the pandemic effected the local community and it may take a few more months to assess if there will be any significant change to revenue. The slight dip in revenue for April could also be due to the area having a wet, cool spring which may have caused irrigation revenue to drop in comparison to April/May 2019.

Mr. Moldenhauer asked how large businesses like Cintas and the hospital have affected revenue. Ms. Gunnoe stated that Cintas has pulled some routes recently. Mr. Key added that this change has not yet been seen in the revenue and that he believed that the hospital revenue would have slightly decreased.

6. Executive Director's Report: Presented by Brian Key

a. Finance Committee May 12, 2020 Meeting Summary

A summary of the meeting was included in the packets, and Mr. Key reviewed the summary with the board.

The revised rate calculations results for Paradise Point were reviewed. Two residents of Paradise Point, Ms. Maas and Mr. Cooke, provided their input on the proposed rates. Mr. Cooke and Ms. Maas both requested that the final rate proposal include the replacement of the existing distribution system; they also requested that the line repairs cost be excluded from the calculations, since it will be a new system. The rate is needed by May 31 for the homeowners association; however, this rate will not be able to be determined by this date. Mr. Key anticipates the rate being presented to the board at the June board meeting.

The Hoover residence on N. Old Moneta Road has a cesspool septic system that is not performing well. The homeowner would like to either build a new drain field or connect to the BRWA's sewer system. VDH will not issue a permit for a new drain field due to public sewer being available and the requirement that the property owner connect per the BRWA's mandatory connection policy. Mr. Key explained that any waivers to the mandatory connection policy would need to be approved by the bond counsel for the Virginia Resources Authority (VRA), as it is not permissible to waive the requirement per the bond covenants. The BRWA's sewer line is on the opposite side of the public roadway, making the connection cost very high; the rate policies state that this must be installed at-cost. Due to the cost of the public connection, coupled with the cost for work on the private side of the proposed sewer service, Mr. Anderson approached the Committee on behalf of his mother-in-law to request financial assistance. Rather than provide financial assistance, the Committee members requested that Mr. Key try to get approval from VRA for an exception that would cover not only this situation, but other high cost sewer connections in the future.

Mr. Key contacted VRA for a waiver; VRA said that this would most likely be allowed. Mr. Key has also included a policy that would allow the Authority to waive mandatory connections that are two times the cost of a regular connection.

Mr. Segroves suggested a flat dollar amount be included in the policy. Mr. Key explained that if he put a calculated number then anytime the rate changed, the policy would also have to be modified. Mr. Key also said that VRA did not seem focused on the dollar amount and were more concerned about how many people could qualify for the waiver. Mr. Key thinks the number would be low. Mr. Flynn asked if there is something in the policy about if a customer had a failing drain field and if they would be eligible for a waiver; at this time there is no instance where this would be waived.

The committee reviewed four FY 2020-2021 budget options as shown.

- Original Budget:
 - Revenue: +3.8% (increase) projected from current FY budget
 - Rates: Included rate changes effective June 1, 2020.
 - Setasides: \$1,370,000 included in budget
 - CIP: \$792,294 available for allocating to capital projects
 - Employees: Slight increase in employee related expenses, and the addition of 2 new positions
- Moderate Change:
 - Revenue: -1.5% (decrease) projected from current FY budget
 - Rates: Included rate changes effective December 1, 2020.
 - Setasides: \$1,370,000 included in budget
 - CIP: \$142,058 available for allocating to capital projects
 - Employees: Less increase for employee related expenses, and the addition of 2 new positions
- Greater Change:

- Revenue: -3.0% (decrease) projected from current FY budget
 - Rates: No rate increase for the FY.
 - Setasides: \$1,303,000 included in budget (cutting only economic development funding)
 - CIP: \$4,374 available for allocating to capital projects (in essence, no CIP)
 - Employees: Same as in Moderate Change
- Significant Change:
 - Revenue: -7.1% (decrease) projected from current FY budget
 - Rates: No rate increase for the FY.
 - CIP: \$22,124 available for allocating to capital projects (in essence, no CIP)
 - Setasides: \$1,005,000 included in budget (cutting economic development funding, vehicles, tank rehab, and sewer replacement).
 - Employees: No increases for employee related expenses; No new employees.

After reviewing each of the scenarios in detail, the Committee said they would prefer to take the most conservative of these scenarios. The Finance Committee also requested that the budget include an increased contribution to the Authority's share of the health insurance premiums; this request was intended to eliminate any additional cost to the employees for the premium increase for health insurance. The Committee also stated that they felt that the Board should review the financials around mid-fiscal year, to decide if changes can be made to increase some of the funding for the expenditures that were cut from the budget; this may also be a good time to review the CIP budget and determine if projects can be added back in for the year.

Mr. Key did not think that there would be much more data to change the budget projections presented; therefore, a resolution to adopt the budget was included in the packets.

Mr. Hodge said that the committee discussed all the possible variables and due to the lack of information about what the future holds, the committee thought the most conservative approach was the best. If the economy improves throughout the year, changes can be considered at that time. The committee sees this decision in the best interest of the Authority and the community.

b. Resolution 2020-05.01: Approval of Operating Budget for FY 2020-2021

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 19th day of May 2020, beginning at 7:00pm:

WHEREAS, the Board of Directors of the Authority have been presented with the FY 2020-2021 Budget, with a summary indicating Total Revenues in the amount of \$15,952,554 and Cash Operating Expenses in the amount of \$14,948,400 and Total Expenditures (including depreciation) in the amount of \$18,205,877 (the "Operating Budget Summary"); and, **WHEREAS**, in support of the Operating Budget Summary, a Detailed Report of Revenues and Expenditures for FY 2020-2021 (the "Line Item Budget") has been submitted to the Board indicating line item expenditures within the categories contained in the Operating Budget Summary; and,

WHEREAS, the Finance Committee of the Board of Directors has thoroughly reviewed this information and recommends that the Authority approve the Operating Budget as presented; now,

THEREFORE, BE IT RESOLVED, that after careful consideration of the Authority's fiscal position, its anticipated revenues, its necessary expenses, as well as its bond covenants, the Board of Directors of the Bedford Regional Water Authority does hereby:

- 1) approve the Fiscal Year 2020-2021 Line Item Budget, and thereby authorize and appropriate the Total Expenditures contained in the Operating Budget Summary subject to receipt of the Revenues estimated therein; and;

- 2) authorize the Executive Director to move items with discretion within the Operating Budget Summary Categories from line item to line item, consolidate or delete line items, and otherwise spend funds in the Operating Budget Summary categories without further action on the part of the Board; and,
- 3) require that the Executive Director ensure that a report of the Revenues and Expenditures be made to the Board at its regular meetings and more often if requested.

Member Moldenhauer made a motion to approve this resolution.

Member Gunnoe seconded the motion.

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

- Board Member Votes: 6 Aye, 0 Nay, 0 Abstain. The motion carried.

c. **Resolution 2020-05.02: Mandatory Connection Policy**

The resolution will allow a waiver of the mandatory connection due to the high costs. Due to our bond covenants, this policy change will need to be approved by the Virginia Resources Authority before it can be implemented; therefore, there is a contingency included in the resolution.

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 Finance Committee reviewed a sewer connection situation at their meeting on May 12, 2020 whereby the Committee recommended that a waiver be added to the Mandatory Connection Policy 3.10 to prevent overly expensive connections to the public sewer system from being required; and,

WHEREAS, attached to this resolution are the changes proposed to the policy; now, **THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bedford Regional Water Authority that the changes to the above noted policies be adopted by the Authority; and, **BE IT FURTHER RESOLVED** that this adoption of these policy changes be contingent upon written approval from the Virginia Resources Authority, which is necessary due to the bond covenants as set forth in various financing agreements.

Member Segroves made a motion to approve this resolution.

Member Siehien seconded the motion.

- Board Member Votes: 6 Aye, 0 Nay, 0 Abstain. The motion carried.

7. **Engineering Report: Presented by Rhonda English**

a. Projects Summary

Ms. English said that there will most likely be a force main sewer at Burnbridge that should result in service connections serving parcels on the opposite side of the street to be more in line with the cost of a water connection. The participation for the project is there; final costs are now being calculated. There will likely be a prepayment request for the upsizing of a line in Country Club Meadows on Everett Road at next month's meeting.

b. **Resolution 2020-05.03: Funding Application for Ivy Creek Sewer**

The Authority has the opportunity to apply for funding through the Clean Water Revolving Loan Fund, managed by DEQ, for the Ivy Creek Sewer project.

Applications are due between June 1 and July 10, with no obligation to accept the funding, if offered.

The payback period of this funding program does not begin until after construction is completed, which would allow for payments from the 2002 VRA bond to be completely satisfied prior to payments being required towards this project. There has been mention of possible federal stimulus money that could become available as part of the funding program. Determining funding options available to the Authority will enable a more effective review of PPEA submissions for the project. There could be considerable cost savings going this route.

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 19th of May 2020, beginning at 7:00pm

WHEREAS, through Resolution 2020-04.05, the Authority accepted for review an unsolicited proposal ("Proposal") for the Ivy Creek Interceptor ("Interceptor") under the Public-Private Education Facilities and Infrastructure Act ("PPEA") and has advertised for competing proposals in accordance with Authority policies; and,

WHEREAS, the Virginia Clean Water Revolving Loan Fund ("Fund") through the Department of Environmental Quality's ("DEQ") Clean Water Financing and Assistance Program provides for low interest financing during a project with first payment due six months post-construction; and,

WHEREAS, design and construction of the Interceptor is anticipated to take approximately three years for completion; and,

WHEREAS, acceptance of the Fund is not required upon approval; and,

WHEREAS, applications for the Fund are due by July 10, 2020; now,

THEREFORE, BE IT RESOLVED, that the Bedford Regional Water Authority Board of Directors authorize the Director of Engineering to submit an application to DEQ for the Fund in support of the Interceptor project.

Member Gunnoe made a motion to approve this Resolution.

Member Segroves seconded the motion.

- Board Member Votes: 6 Aye 0 Nay 0 Abstain. The motion carried.

8. Operations Report: Presented by Nathan Carroll

a. Work Order Summary

The revised work order report excludes the meter replacement program due to it being included in the Customer Service report. Mr. Flynn asked if Mr. Carroll has seen any changes or trends in the report over the past few years. Mr. Carroll responded that the work orders completed and percentage of hours are continuing to rise due to increased tracking and added staff. A new mobile friendly work order system will be implemented soon that may also increase the work orders and hours reported. Mr. Key stated that he thinks this is the best report to date.

Mr. Carroll said that there are about 60 feet left to install for the Mariners Landing waterline plus the installation of the metering and pressure reducing valve (PRV). Mr. Key added that the team had to work through rock and increased traffic control due to unforeseen challenges. He also said having a CIP team in house allowed the project to have cost savings versus and allowed the waterline to be completed on the Authority's timeframe. Mr. Flynn asked when the wells will be abandoned; Mr. Carroll said that water will be able to flow through the pipes prior to the wells being abandoned. Once the connection is made and the PRV is functional, the wells will be shut down within days although the disconnections may take longer due to valve

functionality. The well abandonment of the wells is the responsibility of Mariners Landing Water and Sewer Company.

9. Administration Report: Presented by Megan Aubrey

a. Public Relations Information

Over the past month the Authority has received quite a bit of positive media attention; one item was the postponing of the approval of a rate change and budget at the April board meeting. Two press releases were sent out in May to inform the public about the closing on Mariners Landing and the near completion of the new waterline with the other press release educating businesses about the need to flush pipes prior to opening. Ms. Aubrey will also work on a press release about the board's decision to approve a conservative budget with no rate increase scheduled at this time.

Ms. Aubrey also stated that Mr. Key released a three phase return to work plan for the Authority based on the Governor's guidelines. Staff are working on policies and changes needed to make this transition while also keeping the new processes that worked during this time period. Remote work continues smoothly with staff; some staff have started to transition to working back in the office.

10. Legal Counsel Report

Mr. Darby reported Mariners Landing closing on May 1. Mr. Darby also thanked Ms. English on all her help to enable the closing to be successful. There is also a FOIA amendment to accommodate virtual public meetings that Mr. Darby's office prepared. Mr. Key added that due to there being a quorum on site, not all the virtual public meeting FOIA items need to be followed, although the Authority will still provide timely and transparent information after the meeting. Mr. Key also spoke on the challenges in regards to Mariners Landing.

11. Other Business

The Bedford County Board of Supervisors is available to meet with the BRWA Board of Directors on June 22 during a work session at 5pm to discuss the Authority's needs, projects, and budget. However, this meeting already has a busy agenda and there is still the possibility of having a limit to the number who can assemble in a room. Another option would be the July 13 work session at 5:00 p.m. Mr. Key also said that there could be the option to meet during the second meeting in July or the first meeting of August and he will check that availability to accommodate the board member's schedules.

12. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:23pm.

Prepared by Megan Aubrey – Director of Administration

Approved: _____ 2020

FINANCIAL REPORT

Tracking Data for Customer Service Department

Description		June '19	July '19	August '19	September '19	October '19	November '19	December '19	January '20	February '20	March '20	April '20	May '20	Running 12 Month Totals
1	Statements Mailed	14,392	14,386	14,435	14,943	14,870	14,490	14,511	14,491	14,466	14,551	14,600	15,017	175,152
2	Statements Sent Electronically	1,235	1,267	1,310	1,340	1,380	1,460	1,422	1,427	1,479	1,518	1,552	1,613	17,003
3	Total of Payments Received	11,584	13,170	11,840	11,919	13,171	11,450	13,035	12,507	12,203	12,695	12,456	11,757	147,787
4		\$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	\$1,213,904.31	\$1,175,968.85	\$1,118,132.30	\$1,166,857.67	\$14,300,938.29
5		2,376	2,655	2,533	2,438	2,686	2,355	2,619	2,590	2,432	2,588	2,600	2,516	30,388
6	Bill Payer Payments	\$145,231.76	\$170,602.47	\$164,998.90	\$162,251.19	\$181,932.16	\$153,379.00	\$159,762.75	\$153,100.53	\$148,328.91	\$148,845.01	\$153,214.88	\$174,925.19	1,916,573
7		20.5%	20.2%	21.4%	20.5%	20.4%	20.6%	20.1%	20.7%	19.9%	20.4%	20.9%	21.4%	20.6%
8		2,135	2,074	1,989	2,058	2,141	2,140	2,098	2,248	2,214	2,049	2,216	1,982	25,344
9	Paymentus Payments	\$196,237.35	\$180,341.55	\$175,836.89	\$186,917.39	\$190,835.48	\$194,098.67	\$180,889.55	\$196,219.17	\$190,474.47	\$173,978.03	\$192,068.19	\$181,547.19	\$2,239,443.93
10		18.4%	15.7%	16.8%	17.3%	16.3%	18.7%	16.1%	18.0%	18.1%	16.1%	17.8%	16.9%	17.1%
11	Automatic Draft Payments (ACH)	1,502	1,523	1,527	1,532	1,545	1,552	1,571	1,577	1,592	1,603	1,620	1,629	18,773
12		\$91,547.15	\$94,879.46	\$100,356.19	\$106,461.20	\$105,192.44	\$101,306.31	\$99,730.46	\$92,277.41	\$96,016.58	\$92,411.16	\$91,204.25	\$93,358.28	\$1,164,740.89
13		13.0%	11.6%	12.9%	12.9%	11.7%	13.6%	12.1%	12.6%	13.0%	12.6%	13.0%	13.9%	12.7%
14	Account Transfers	153	156	162	127	135	124	135	113	127	130	134	136	1,632
15	New Customers	10	12	8	526	14	11	11	28	16	22	16	14	688
16	Disconnects for Non-payment	97	68	25	44	40	56	54	55	34	19	-	-	492
17	Customers Still Off for Non-Payment	18	7	4	6	8	11	12	5	7	-	-	-	78
18	Repeat Disconnected Customers	16	26	10	9	11	16	21	9	6	5	-	-	129
19	Meters Read - Normal and Transfer Readings	13,780	13,808	13,875	13,892	14,258	14,222	14,230	14,253	14,264	14,277	14,289	14,315	169,463
20	Radio Read Meters	11,304	11,352	11,498	11,598	11,749	11,827	11,863	11,935	12,103	12,341	12,515	12,595	142,680
21	Manually Read Meters	2,476	2,456	2,377	2,294	2,509	2,395	2,367	2,318	2,161	1,936	1,774	1,720	26,783
22	Tower Read Meters	2,012	1,941	1,840	1,964	984	716	1,019	1,086	910	1,054	1,071	1,283	15,880
23	New Meter Installs	17	13	6	25	3	2	1	21	6	9	11	7	121
24	Broken Meters Replaced	4	17	18	11	11	6	25	5	12	5	13	-	127
25	Meters Changed - Program	264	20	141	61	125	85	28	49	173	209	150	78	1,383
26	Connections paid for but not installed	194	182	180	699	685	279	280	287	289	290	286	281	N/A
27	Remaining Developer's Credits	\$389,234.01	\$389,234.01	\$389,234.01	\$386,484.01	\$386,484.01	\$386,484.01	\$368,484.01	\$368,484.01	\$368,480.01	\$368,484.01	\$368,484.01	\$368,484.01	N/A
28	Bulk Water Sales - New London (Gallons)	47,149	59,581	24,825	27,400	41,825	8,325	6,324	7,315	1,410	14,969	58,475	23,485	321,083
29	Bulk Water Sales - Moneta (Gallons)	56,600	36,950	23,200	25,970	30,140	3,458	-	4,250	600	2,700	8,610	12,200	204,678
30	Bulk Water Sales - Central Distr (Gallons)	61,200	9,400	42,000	2,000	3,400	-	-	8,800	3,000	-	-	400	130,200
31	Total Bulk Water Sales	\$890.72	\$572.03	\$486.14	\$299.00	\$406.97	\$63.63	\$34.15	\$109.97	\$27.05	\$95.41	\$362.26	\$194.86	\$3,542.19

MEMORANDUM

To: BRWA Board of Directors
From: Jill W. Underwood, Director of Finance
Date: June 9, 2020
Re: Financial Highlights for May 2020

Customer Service Statistical Report:

The report is included. We have not assessed late fees or disconnected accounts for non-payment since March. We will begin this process again in July, we have developed a payment plan arrangement to help those customers get their accounts current and will not charge a reconnect fee if they sign up for a payment plan.

Summary of Revenues & Expenses:

- 1) Budget goal is 92% for the month of May. Revenues are at 87% and expenses are at 78%.
- 2) Capital Recovery fees received so far this FY are 117% of the total budgeted amount, with water at 87% and sewer at 217%. We continue to receive fees, with 8 received in one day during the week of June 1st!

Cash Flow Summary

The summary is included in your packets.

CIP Report

The report is included in your packets.

FY2020 Audit- We are beginning to work on the list of items requested from the auditors. The auditors are scheduled to be onsite the third week of August and this may change to them be virtually onsite. Most items can be submitted electronically and this should not pose a problem for completing the audit.

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2020

		<u>7/1/2019</u> <u>Beginning</u>	<u>May 2020</u> <u>Actual</u>
	ASSETS		
1000:1000	Cash	\$5,209,778.27	\$5,781,130.02
1001	Restricted Investments	6,489,539.06	8,114,746.95
1002:1002	Prepaid Expenses	490,856.99	462,627.99
1101:1101	Accounts Receivable	1,986,741.86	1,579,516.75
1102	Accounts Receivable Other	121,361.25	26,738.59
1200	Inventory	364,729.50	844,645.61
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	182,049.61	483,392.68
1301	Tangible Assets- Office	4,173,080.05	4,173,080.05
1302	Tangible Assets - Vehicles	3,298,817.73	3,299,407.73
1400:1500	Tangible Assets - Water	99,331,418.61	98,984,369.65
1700	Tangible Assets - Sewer	60,781,472.42	60,781,687.42
1800	Intangible Assets	714,451.00	714,451.00
1801	Fixed Asset Clearing Account		250,231.64
1900	Depreciation	<u>(60,464,282.23)</u>	<u>(60,607,210.21)</u>
	Total assets	122,683,948.78	124,892,750.53
	LIABILITIES		
2000	Accounts Payable	(372,796.83)	(162,299.01)
2001	Customer Liabilities	(482,897.19)	(601,154.82)
2100	Employee Liabilities	(876,799.66)	(834,990.21)
2200	Notes Payable	(45,089,364.29)	(42,305,095.69)
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	(122,683,948.78)	(119,785,880.54)
	Operating Surplus/ (Loss)		5,106,869.99

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2020

		<u>7/1/2019</u> <u>Beginning</u>	<u>May 2020</u> <u>Actual</u>
ASSETS			
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	1,949,932.89
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	316,700.04	321,934.36
1000-1000	VA Investment Pool-Capital Projects Reserve	2,457,468.92	2,497,319.75
1000-2000	VA Investment Pool- Operating Reserves	1,019,066.14	1,035,591.45
1000-0005	Cash Suspense Account (for F.A.)		(24,240.00)
	Total Cash	5,209,778.27	5,781,130.02
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	901,477.43	1,505,675.46
1001-0020	Reserve for future capital projects	661,644.10	662,674.17
1001-0021	County Funds for New Projects	184,411.01	226,042.11
1001-0022	SML WTF Depreciation Fund- WWA	134,034.34	252,075.23
1001-0023	BRWA Cell Tower Funds	172,267.12	234,713.78
1001-0024	SML WTF Depreciation Fund- BRWA portion	134,020.40	252,061.30
1001-0025	Vehicle and Equipment Replacement Fund	115,077.53	277,841.54
1001-0030	Information Systems Replacement Fund	163,331.45	159,496.17
1001-0035	Meter Replacement Fund	343,168.33	404,219.33
1001-0040	Sewerline Replacement Fund	384,471.16	622,808.16
1001-0045	Waterline Replacement Fund	465,004.00	602,504.00
1001-0050	Tank Rehab	168,000.00	232,163.00
1001-0055	CIP Crew Startup Fund	2,437.80	
1001-1010	VA Investment Pool- Reserve Fund	431,661.55	449,922.15
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	43,445.49
1001-1100	Escrow Account	26,787.34	67,787.34
	Total Restricted Investments	6,489,539.06	8,114,746.95
Prepaid Expenses:			
1002-1000	Prepaid Insurance	39,550.70	12,896.11
1002-1001	Prepaid Dues/Service Contracts	46,134.29	44,559.88
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
	Total Prepaid Expenses	490,856.99	462,627.99
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,332,649.85	986,969.02
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	727,128.46
1101-3210	Credit Card Convenience Fee AR	855.56	847.58
1101-4000	Allowance for Doubtful Accounts	(486,341.29)	(486,341.29)
1101-4001	Water Penalties- A/R	44,040.42	39,675.10
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	31,749.44	25,492.97
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	92,479.00

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2020

		<u>7/1/2019</u> <u>Beginning</u>	<u>May 2020</u> <u>Actual</u>
1101-5002	Returned Check A/R	763.80	889.75
1101-5003	Sewer Facility Fees A/R	10,627.78	67,627.78
1101-5005	Reconnect Fee A/R	29,568.63	27,139.72
1101-6000	Water Account Charge A/R	7,348.53	11,477.03
1101-6003	Sewer Account Charges A/R	4,040.39	6,693.09
1101-7001	Water Deposits A/R	4,946.81	4,257.06
1101-7003	Sewer Deposits A/R	10,033.50	21,699.25
1101-7500	Meter Base Installation Fee A/R	9,744.02	15,744.02
1101-7504	Sewer Pump Maintenance A/R	5,716.39	3,871.50
1101-7505	Service Repairs & Rents A/R	2,504.94	2,504.94
1101-7506	A/R- Septage Dumping Fees	18,298.40	8,335.00
1101-7507	Meter Fee A/R	1,750.00	4,500.00
1101-7508	A/R- Industrial Pretreatment	2,458.86	1,833.32
1101-7510	SGP Review and Inspections A/R	300.00	900.00
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	7,845.08
1101-8009	Pending Electronic Payments	20,767.78	10,470.18
	Total Accounts Receivable	<u>1,986,741.86</u>	<u>1,579,516.75</u>
Accounts Receivable Other:			
1102-0001	Miscellaneous Accounts Receivable	121,361.25	26,738.59
	Total Accounts Receivable Other	<u>121,361.25</u>	<u>26,738.59</u>
Inventory:			
1200-0001	Maintenance Inventory	167,403.07	268,604.55
1200-0002	Meter Inventory	197,326.43	576,041.06
	Total Inventory	<u>364,729.50</u>	<u>844,645.61</u>
Loan Related Assets:			
1202-0009	VRA 2014 Cash Account (per docs)	3,934.66	3,934.66
	Total Loan Related Assets	<u>3,934.66</u>	<u>3,934.66</u>
Construction In Progress:			
1250-0381	CIP- Mariners Landing	19,660.00	204,885.23
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	117,281.15
1250-0387	CIP- Rucker Rd. waterline project	11,900.00	58,983.56
1250-0353	CIP- SML WTP & Waterlines		(200,000.00)
1250-0363	BRWA Facility Master Plan & Building		43,260.11
1250-0388	CIP Cedarcrest Waterline		28,286.29
1250-0389	CIP- Country Estates Waterline		8,940.00
1250-0390	CIP- SML Pump Station		9,910.80
1250-0391	CIP- Turkey Mtn Booster Station		15,313.75
	Total Construction In Progress	<u>182,049.61</u>	<u>483,392.68</u>
Tangible Assets- Office:			
1301-0001	Office Facilities	2,569,710.82	2,569,710.82
1301-0002	Information Systems	1,603,369.23	1,603,369.23
	Total Tangible Assets- Office	<u>4,173,080.05</u>	<u>4,173,080.05</u>
Tangible Assets - Vehicles:			
1302-0001	Vehicles and Equipment	3,298,817.73	3,299,407.73
	Total Tangible Assets - Vehicles	<u>3,298,817.73</u>	<u>3,299,407.73</u>

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2020

		<u>7/1/2019</u> <u>Beginning</u>	<u>May 2020</u> <u>Actual</u>
Tangible Assets - Water:			
1400-1000	SML Water Treatment Facility	16,447,649.90	16,447,649.90
1400-2000	Smith Mountain Lake Central	21,532,528.64	21,185,479.68
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
	Total Tangible Assets - Water	<u>99,331,418.61</u>	<u>98,984,369.65</u>
Tangible Assets - Sewer:			
1700-0014	Central Sewer	22,402,501.54	22,402,716.54
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
	Total Tangible Assets - Sewer	<u>60,781,472.42</u>	<u>60,781,687.42</u>
Intangible Assets:			
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
	Total Intangible Assets	<u>714,451.00</u>	<u>714,451.00</u>
Fixed Asset Clearing Account:			
1801-0000	Fixed Asset Clearing Account		250,231.64
	Total Fixed Asset Clearing Account		<u>250,231.64</u>
Depreciation:			
1900-0000	Accumulated Depreciation	(60,464,282.23)	(60,607,210.21)
	Total Depreciation	<u>(60,464,282.23)</u>	<u>(60,607,210.21)</u>
	Total assets	122,683,948.78	124,892,750.53
LIABILITIES			
Accounts Payable:			
2000-1000	Accounts Payable	(369,286.83)	(162,299.01)
2000-1005	Retainage Payable	(3,510.00)	
	Total Accounts Payable	<u>(372,796.83)</u>	<u>(162,299.01)</u>
Customer Liabilities:			
2001-0000	Customer Credit- Budget Billing accounts	4,956.74	5,068.88
2001-0001	Customer Credits	(196,802.34)	(323,008.06)
2001-0002	Misc. Misposting	(1,520.90)	(1,520.90)
2001-0003	Customer Refunds Payable	16,210.60	8,592.74
2001-1000	Water Deposits	(198,413.42)	(186,972.67)
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)	(88,262.48)
	Total Customer Liabilities	<u>(482,897.19)</u>	<u>(601,154.82)</u>
Employee Liabilities:			
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	300.40
2100-0400	Net Pension Liability	(223,404.00)	(223,404.00)

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2020

		<u>7/1/2019</u> <u>Beginning</u>	<u>May 2020</u> <u>Actual</u>
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)	(8,768.37)
2100-0600	VRS Mandatory Cash Match- Hybrid	1.25	1.25
2100-0750	Optional Life Insurance Payable	29.74	212.99
2100-0800	AFLAC Withholding Payable	1,699.31	1,697.39
2100-0900	Outstanding Payables Checks	(49.83)	(49.83)
2100-1000	Garnishments Payable	(893.61)	
2100-0200	State Withholding Payable		(29,242.21)
	Total Employee Liabilities	(876,799.66)	(834,990.21)
Notes Payable:			
2200-0115	Current Maturities Long-Term Debt	(0.20)	0.40
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)
	Total Notes Payable	(45,089,364.29)	(42,305,095.69)
Developer Credits:			
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)
	Total Developer Credits	(441,419.01)	(420,669.01)
Equity:			
2900-0150	Customer Contributions for Line Extensions		(41,000.00)
	Total Equity		(41,000.00)
Retained Earnings:			
2999-0000	Retained Earnings	(75,420,671.80)	(75,420,671.80)
	Total Retained Earnings	(75,420,671.80)	(75,420,671.80)
	Total liabilities	(122,683,948.78)	(119,785,880.54)
	Operating Surplus/ (Loss)		5,106,869.99

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

		<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
OPERATING REVENUE						
3000-3000 +...	Water Sales	(\$715,873.83)	(\$7,408,767.90)	(\$8,700,869.00)	(\$1,292,101.10)	85%
3100-3000:3...	Sewer Sales	(360,408.09)	(3,791,212.05)	(4,410,678.00)	(619,465.95)	86%
3902	Penalties	47.48	(45,383.21)	(73,000.00)	(27,616.79)	62%
3903-3231:3...	Account Charges	(5,400.00)	(75,340.00)	(53,000.00)	22,340.00	142%
3903-3240:3...	Review Fees	(1,742.43)	(88,538.33)	(42,300.00)	46,238.33	209%
3900-3250:3...	Interest Earned	(2,982.78)	(81,188.28)	(45,000.00)	36,188.28	180%
3903-3245:3...	Sewer Clean Outs		(15,400.00)	(5,000.00)	10,400.00	308%
3903-3250 +...	Meter Installation Revenues	(15,500.00)	(125,870.84)	(90,000.00)	35,870.84	140%
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(17,020.69)	(15,000.00)	2,020.69	113%
3903-3261	Rent/Meter Charges		(10,418.03)	(3,000.00)	7,418.03	347%
3903-3262:3...	Misc	(12,308.89)	(120,207.79)	(106,793.00)	13,414.79	113%
3903-3280:3...	Fixed Asset Disposals	(1,201.00)	67,522.28		(67,522.28)	0%
3901-3211:3...	Account Default Fees	(140.00)	(19,585.00)	(23,000.00)	(3,415.00)	85%
3201-3275 +...	Contract Reimbursements		(180,820.18)	(151,000.00)	29,820.18	120%
	Revenue from BRWA Operations	<u>(1,117,030.36)</u>	<u>(11,912,230.02)</u>	<u>(13,718,640.00)</u>	<u>(1,806,409.98)</u>	<u>87%</u>
3000-3220 +...	Capital Recovery Fees	(136,000.00)	(1,117,250.00)	(953,700.00)	163,550.00	117%
3903-3265	Cellular Antenna Site Rental-County...	(5,209.82)	(44,033.82)	(44,529.00)	(495.18)	99%
3904-3310	BOS Capital Contributions		(2,000,000.00)	(2,000,000.00)		100%
3904-3315	Developer Line Contributions			(200,000.00)	(200,000.00)	0%
3904-3316 +...	Contributions from WVWA		(118,000.00)		118,000.00	0%
3202-3276	Contributions from Mariners Landing	(10,124.00)	(34,161.22)		34,161.22	0%
3904-3311	Contributions from Schools		(162.70)		162.70	0%
3903-3330	SML WTF Revenue		(81.79)		81.79	0%
3904-3317	Developer Prepayments Redemptio...		(20,750.00)	(20,000.00)	750.00	104%
3904-3320	Customer Line Contributions	<u>(771.85)</u>	<u>(771.85)</u>		<u>771.85</u>	<u>0%</u>
	Revenue from Other Sources	<u>(152,105.67)</u>	<u>(3,335,211.38)</u>	<u>(3,218,229.00)</u>	<u>116,982.38</u>	<u>104%</u>
	Total Revenue	(1,269,136.03)	(15,247,441.40)	(16,936,869.00)	(1,689,427.60)	90%
OPERATING EXPENSES						
4000 + 4002...	Salaries	294,360.61	3,422,782.71	4,113,172.16	690,389.45	83%
4010	General Office Expenses	14,624.53	192,804.43	249,171.00	56,366.57	77%
4100	Employee Benefit & Related Expens...	107,544.30	1,271,178.60	1,591,749.00	320,570.40	80%
4110	Billing Expenses	9,714.85	149,099.06	178,174.00	29,074.94	84%
4120	Information Systems Expenses	4,668.30	141,088.02	177,174.00	36,085.98	80%
4130	Adminstration Supplies	20.00	184.22	500.00	315.78	37%
4135	Logistics Coordinator Supplies		6.04	200.00	193.96	3%
4140	Customer Service Supplies		746.65	1,454.00	707.35	51%
4210	Engineering Expenses	11,891.31	36,017.71	74,434.00	38,416.29	48%
4220 + 4223	Operations Expenses		1,322.56	2,500.00	1,177.44	53%
4221	Compliance Program Supplies		3,042.27	8,650.00	5,607.73	35%
4222	Pretreatment Expenses	54.50	14,893.11	19,600.00	4,706.89	76%
4225-0100	Lab Supplies	3,410.18	19,949.38	24,000.00	4,050.62	83%
4230	Maintenance Expenses	1,210.76	20,444.22	35,802.00	15,357.78	57%
4240	Vehicles & Equipment Expenses	11,531.74	206,626.29	231,835.00	25,208.71	89%
4250	Forest Water Expenses	72,781.49	657,889.52	940,252.00	282,362.48	70%
4260	Well Systems Expenses	1,681.12	21,654.33	40,993.00	19,338.67	53%
4265	SML Central Distribution System Ex...	956.92	22,151.90	26,295.00	4,143.10	84%
4270	SML Treatment Expenses	2,211.50	26,955.15	33,068.00	6,112.85	82%
4330	SML WTF Expenses	17,678.75	393,143.18	493,242.00	100,098.82	80%
4275	Central Water Distribution Expenses	1,672.25	94,691.58	253,491.00	158,799.42	37%
4276	Central Water Treatment Expenses	7,867.68	112,692.90	117,901.00	5,208.10	96%
4280	Stewartsville Water Expenses	2,756.89	35,165.52	29,749.00	(5,416.52)	118%
4290	Forest Sewer Expenses	31,988.81	474,263.72	568,268.00	94,004.28	83%
4291	Central Sewer Collection System Ex...	4,033.93	139,751.22	289,110.00	149,358.78	48%
4293	Central Sewer Treatment Expenses	41,437.73	493,760.52	643,035.00	149,274.48	77%
4292	Moneta Sewer Collection System E...	1,383.58	32,208.48	32,200.00	(8.48)	100%
4294	Moneta Sewer Treatment Expenses	11,156.41	83,072.47	140,284.00	57,211.53	59%
4295	Montvale Sewer Expenses	5,632.24	36,081.70	21,057.00	(15,024.70)	171%
4340	Mariners Landing Sewer Expenses	263.08	1,155.82	81,123.00	79,967.18	1%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

		<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
4350	Cedar Rock Sewer Expenses	764.64	50,116.01	22,860.00	(27,256.01)	219%
4300 + 4310	Schools Sewer Expenses	32.82	23,799.32	42,000.00	18,200.68	57%
4315	Mariners Landing Expenses	1,016.07	9,522.87	28,655.00	19,132.13	33%
4320	Franklin County Operations	796.72	27,715.89	38,000.00	10,284.11	73%
	Total Operating Expenditures	665,143.71	8,215,977.37	10,549,998.16	2,334,020.79	78%
4400	Depreciation		380,961.09	3,257,478.00	2,876,516.91	12%
4500-0640	Lynchburg Debt Service Paid	2,920.48	2,920.48	2,920.00	(0.48)	100%
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		175,018.76	175,019.00	0.24	100%
4500-0660	2014 VRA Interest		77,281.26	77,281.00	(0.26)	100%
4500-0665	2015 VRA Interest		1,083,678.13	1,083,678.00	(0.13)	100%
4500-0650	Assumed Debt from City		84,272.77	84,273.00	0.23	100%
4500-0670	VRA 2019 Interest		99,699.05		(99,699.05)	0%
	Total Interest and Debt Service	2,920.48	1,543,632.95	1,587,530.00	43,897.05	97%
	Total Exp., Depr. and Debt Servi...	668,064.19	10,140,571.41	15,395,006.16	5,254,434.75	66%
	Total Revenues Less Oper Expense	(601,071.84)	(5,106,869.99)	(1,541,862.84)	3,565,007.15	331%
	Gross Cash Before Capital Exp	(601,071.84)	(5,106,869.99)	(1,541,862.84)	3,565,007.15	331%
	Less non-debt Capital Contributions	(10,895.85)	(173,927.56)	(220,000.00)	(46,072.44)	79%
	Earnings/(loss) before BRWA Capit...	(590,175.99)	(4,932,942.43)	(1,321,862.84)	3,611,079.59	373%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

		<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
OPERATING REVENUE						
Water Sales:						
3000-3000	Water Sales	(703,895.95)	(7,283,896.70)	(8,628,839.00)	(1,344,942.30)	84%
3000-3050	Contract Water Sales	(11,977.88)	(124,871.20)	(72,030.00)	52,841.20	173%
	Total Water Sales	(715,873.83)	(7,408,767.90)	(8,700,869.00)	(1,292,101.10)	85%
Sewer Sales:						
3100-3000	Sewer Sales	(357,699.94)	(3,762,391.48)	(4,410,678.00)	(648,286.52)	85%
3100-3050	Cedar Rock Revenue	(2,708.15)	(28,820.57)		28,820.57	0%
	Total Sewer Sales	(360,408.09)	(3,791,212.05)	(4,410,678.00)	(619,465.95)	86%
Penalties:						
3902-3211	Water Penalty Revenue	47.48	(30,544.99)	(43,000.00)	(12,455.01)	71%
3902-3213	Sewer Penalty Revenue		(14,838.22)	(30,000.00)	(15,161.78)	49%
	Total Penalties	47.48	(45,383.21)	(73,000.00)	(27,616.79)	62%
Account Charges:						
3903-3231	Water Account Charge Revenue	(3,675.00)	(50,090.00)	(35,000.00)	15,090.00	143%
3903-3233	Sewer Account Charge Revenue	(1,725.00)	(25,250.00)	(18,000.00)	7,250.00	140%
	Total Account Charges	(5,400.00)	(75,340.00)	(53,000.00)	22,340.00	142%
Review Fees:						
3903-3240	Engineering Review Fees	(1,067.43)	(78,571.63)	(40,000.00)	38,571.63	196%
3903-3242	Engineering Fire Flow Testing	(75.00)	(2,766.70)	(300.00)	2,466.70	922%
3903-3243	SGP Review and Inspections	(600.00)	(7,200.00)	(2,000.00)	5,200.00	360%
	Total Review Fees	(1,742.43)	(88,538.33)	(42,300.00)	46,238.33	209%
Interest Earned:						
3900-3250	Bank Interest Earned	(2,982.78)	(81,188.28)	(45,000.00)	36,188.28	180%
	Total Interest Earned	(2,982.78)	(81,188.28)	(45,000.00)	36,188.28	180%
Sewer Clean Outs:						
3903-3245	Sewer Clean-Out Installation Fee		(15,400.00)	(5,000.00)	10,400.00	308%
	Total Sewer Clean Outs		(15,400.00)	(5,000.00)	10,400.00	308%
Meter Installation Revenues:						
3903-3250	Meter Fee Revenue	(3,500.00)	(39,100.00)	(40,000.00)	(900.00)	98%
3903-3260	Meter Base Installation Revenue	(12,000.00)	(86,770.84)	(50,000.00)	36,770.84	174%
	Total Meter Installation Revenues	(15,500.00)	(125,870.84)	(90,000.00)	35,870.84	140%
Industrial Pretreatment Revenue:						
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(17,020.69)	(15,000.00)	2,020.69	113%
	Total Industrial Pretreatment Reve...	(1,520.82)	(17,020.69)	(15,000.00)	2,020.69	113%
Rent/Meter Charges:						
3903-3261	Service Repairs & Equipment Ren...		(10,418.03)	(3,000.00)	7,418.03	347%
	Total Rent/Meter Charges		(10,418.03)	(3,000.00)	7,418.03	347%
Misc:						
3903-3262	Cellular Antenna Rental- BRWA p...	(7,814.74)	(66,050.74)	(66,793.00)	(742.26)	99%
3903-3264	Sewer Pump Maintenance Reven...	(4,410.00)	(44,345.00)	(35,000.00)	9,345.00	127%
3903-3270	Miscellaneous Revenue	(84.15)	(8,312.05)	(5,000.00)	3,312.05	166%
3903-3275	Revenue from Communication To...		(1,500.00)		1,500.00	0%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
Total Misc	(12,308.89)	(120,207.79)	(106,793.00)	13,414.79	113%
Fixed Asset Disposals:					
3903-3280 Sales and Disposals	(1,201.00)	(11,493.57)		11,493.57	0%
3903-3281 Gain / Loss on Fixed Assets		79,015.85		(79,015.85)	0%
Total Fixed Asset Disposals	(1,201.00)	67,522.28		(67,522.28)	0%
Account Default Fees:					
3901-3211 Reconnect Fee Revenue		(16,450.00)	(20,000.00)	(3,550.00)	82%
3901-3212 Return Check Revenue	(140.00)	(2,135.00)	(2,000.00)	135.00	107%
3901-3213 Unauthorized Service Revenue		(1,000.00)	(1,000.00)		100%
Total Account Default Fees	(140.00)	(19,585.00)	(23,000.00)	(3,415.00)	85%
Contract Reimbursements:					
3201-3275 School System Operations		(35,202.70)	(51,000.00)	(15,797.30)	69%
3904-3318 Franklin County Contract Operatio...		(145,617.48)	(100,000.00)	45,617.48	146%
Total Contract Reimbursements		(180,820.18)	(151,000.00)	29,820.18	120%
Revenue from BRWA Operations	(1,117,030.36)	(11,912,230.02)	(13,718,640.00)	(1,806,409.98)	87%
Capital Recovery Fees:					
3000-3220 Water Capital Recovery Fees	(74,000.00)	(641,750.00)	(734,400.00)	(92,650.00)	87%
3100-3220 Sewer Capital Recovery Fees	(62,000.00)	(475,500.00)	(219,300.00)	256,200.00	217%
Total Capital Recovery Fees	(136,000.00)	(1,117,250.00)	(953,700.00)	163,550.00	117%
Cellular Antenna Site Rental-County portion:					
3903-3265 Cellular Antenna Revenue- Co. po...	(5,209.82)	(44,033.82)	(44,529.00)	(495.18)	99%
Total Cellular Antenna Site Rental...	(5,209.82)	(44,033.82)	(44,529.00)	(495.18)	99%
BOS Capital Contributions:					
3904-3310 Bedford County Debt Support		(2,000,000.00)	(2,000,000.00)		100%
Total BOS Capital Contributions		(2,000,000.00)	(2,000,000.00)		100%
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 WVWA:					
3904-3316 Contributions from WVWA		(118,000.00)		118,000.00	0%
Total Contributions from WVWA		(118,000.00)		118,000.00	0%
Contributions from Mariners Landing:					
3202-3276 Mariners Landing Contract Operati...	(10,124.00)	(34,161.22)		34,161.22	0%
Total Contributions from Mariners...	(10,124.00)	(34,161.22)		34,161.22	0%
Contributions from Schools:					
3904-3311 Schools Utility Locating Revenue		(162.70)		162.70	0%
Total Contributions from Schools		(162.70)		162.70	0%
SML WTF Revenue:					
3903-3330 SML WTF Revenue		(81.79)		81.79	0%
Total SML WTF Revenue		(81.79)		81.79	0%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
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%
Customer Line Contributions:					
3904-3320 Customer contributions for Line Ex...	(771.85)	(771.85)		771.85	0%
Total Customer Line Contributions	(771.85)	(771.85)		771.85	0%
Revenue from Other Sources	(152,105.67)	(3,335,211.38)	(3,218,229.00)	116,982.38	104%
Total Revenue	(1,269,136.03)	(15,247,441.40)	(16,936,869.00)	(1,689,427.60)	90%

OPERATING EXPENSES

Salaries:					
4000-0010 Administration Salaries	57,262.20	656,920.92	805,180.01	148,259.09	82%
4000-0019 IT Oncall Stipend	600.00	5,250.00		(5,250.00)	0%
4000-0020 Administration Overtime		524.37	2,885.47	2,361.10	18%
4002-0010 Customer Service Salaries	25,076.68	293,605.00	327,372.00	33,767.00	90%
4002-0020 Customer Service Overtime	466.32	12,307.97	16,214.78	3,906.81	76%
4003-0010 Engineering Department Salaries	47,898.41	516,793.29	627,883.20	111,089.91	82%
4003-0019 Engineering OnCall Stipend	600.00	7,050.00	7,800.00	750.00	90%
4003-0020 Engineering Department Overtime	1,596.36	19,237.61	38,758.22	19,520.61	50%
4004-0010 Maintenance Department Salaries	61,716.06	723,938.22	838,735.20	114,796.98	86%
4004-0019 Maintenance Oncall Stipend Expe...	1,200.00	14,070.00	18,720.00	4,650.00	75%
4004-0020 Maintenance Department Overtime	5,039.71	74,192.64	139,383.62	65,190.98	53%
4005-0010 Operations Department Salaries	90,966.17	1,050,820.38	1,176,282.40	125,462.02	89%
4005-0020 Operations Department Overtime	1,938.70	48,072.31	113,957.26	65,884.95	42%
Total Salaries	294,360.61	3,422,782.71	4,113,172.16	690,389.45	83%

General Office Expenses:					
4010-0075 Board & Committee Meetings		604.36	900.00	295.64	67%
4010-0085 Long Range Planning		16,293.10	20,000.00	3,706.90	81%
4010-0100 Office Supplies	336.13	6,600.01	10,000.00	3,399.99	66%
4010-0103 Public Outreach Expenses	70.00	2,191.21	20,056.00	17,864.79	11%
4010-0110 Building Maintenance Expense	1,486.15	16,639.52	21,000.00	4,360.48	79%
4010-0130 Postage and Shipping Expense	59.49	4,862.04	8,000.00	3,137.96	61%
4010-0140 Commercial Phone Charges	1,952.13	11,279.41	12,600.00	1,320.59	90%
4010-0142 Cellular Phone Service		16,996.90	27,995.00	10,998.10	61%
4010-0150 Building Power and Utilities	1,415.01	18,505.10	20,500.00	1,994.90	90%
4010-0155 Building Fuel Costs		2,869.44	8,000.00	5,130.56	36%
4010-0160 Employee Bond	42.33	465.63	608.00	142.37	77%
4010-0161 Building Insurance	263.42	2,897.62	3,512.00	614.38	83%
4010-0170 Advertising	203.00	5,615.35	18,000.00	12,384.65	31%
4010-0175 Bank Service charges	1,436.25	14,664.29	14,000.00	(664.29)	105%
4010-0200 Accounting Services		29,585.00	25,000.00	(4,585.00)	118%
4010-0220 Legal Expenses	5,610.62	23,485.45	18,000.00	(5,485.45)	130%
4010-0400 Board of Directors Fees	1,750.00	19,250.00	21,000.00	1,750.00	92%
Total General Office Expenses	14,624.53	192,804.43	249,171.00	56,366.57	77%

Employee Benefit & Related Expenses:					
4100-0030 Payroll Taxes	21,223.30	253,583.91	304,482.00	50,898.09	83%
4100-0040 VRS Retirement and Group Life	24,240.99	257,331.75	297,909.00	40,577.25	86%
4100-0041 VRS Hybrid Disability Program	512.32	5,491.91	6,478.00	986.09	85%
4100-0045 Unemployment Payments		2,268.00	6,000.00	3,732.00	38%
4100-0050 Health Insurance	54,628.50	593,199.55	734,548.00	141,348.45	81%
4100-0055 Flexible Spending Account		2,417.18	2,500.00	82.82	97%
4100-0060 Worker's Compensation	4,436.08	54,852.88	78,407.00	23,554.12	70%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

		<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
4100-0065	Employee Testing		3,422.75	4,785.00	1,362.25	72%
4100-0075	Meetings		2,342.08	5,625.00	3,282.92	42%
4100-0080	Professional Dues	83.00	9,986.92	19,085.00	9,098.08	52%
4100-0085	Training and Education	356.00	21,141.01	44,658.00	23,516.99	47%
4100-0090	Whistle Blower Hotline		497.00	500.00	3.00	99%
4100-0101	Clothing and Uniforms	802.78	16,038.45	27,261.00	11,222.55	59%
4100-0102	Employee & Incentive Fund	(315.00)	19,949.90	25,500.00	5,550.10	78%
4100-0103	Safety	1,576.33	28,655.31	34,011.00	5,355.69	84%
	Total Employee Benefit & Related...	107,544.30	1,271,178.60	1,591,749.00	320,570.40	80%
Billing Expenses:						
4110-0091	Bad Debt Expense Water	194.66	3,519.95	20,000.00	16,480.05	18%
4110-0093	Bad Debt Expense Sewer	96.45	4,443.20	10,000.00	5,556.80	44%
4110-0094	Bad Debt Expense Penalties/Misc.		1,420.45	8,000.00	6,579.55	18%
4110-0097	Collection Agency Expense		704.63	1,200.00	495.37	59%
4110-0110	Bill Processing Services	1,667.91	90,054.50	104,231.00	14,176.50	86%
4110-0120	Customer Service Software Maint...		38,044.39	27,083.00	(10,961.39)	140%
4110-0125	Credit Card Processing Fees	7,425.75	7,425.75		(7,425.75)	0%
4110-0175	Courier Service	330.08	3,486.19	3,660.00	173.81	95%
4110-0112	Customer Notification Expenses			3,000.00	3,000.00	0%
4110-0115	Meter Testing			1,000.00	1,000.00	0%
	Total Billing Expenses	9,714.85	149,099.06	178,174.00	29,074.94	84%
Information Systems Expenses:						
4120-0100	Information Systems Supplies	575.05	10,996.40	10,250.00	(746.40)	107%
4120-0110	Contracted Services (Network)	908.50	61,067.91	22,000.00	(39,067.91)	278%
4120-0115	Continuing Support (Software)	2,819.75	65,008.71	140,544.00	75,535.29	46%
4120-0145	Internet and WAN Communications	365.00	4,015.00	4,380.00	365.00	92%
	Total Information Systems Expens...	4,668.30	141,088.02	177,174.00	36,085.98	80%
Adminstration Supplies:						
4130-0100	Administration Supplies	20.00	184.22	500.00	315.78	37%
	Total Adminstration Supplies	20.00	184.22	500.00	315.78	37%
Logistics Coordinator Supplies:						
4135-0100	Logistics Coordinator Supplies		6.04	200.00	193.96	3%
	Total Logistics Coordinator Suppli...		6.04	200.00	193.96	3%
Customer Service Supplies:						
4140-0100	Customer Service Supplies		746.65	1,454.00	707.35	51%
	Total Customer Service Supplies		746.65	1,454.00	707.35	51%
Engineering Expenses:						
4210-0100	Engineering Supplies	901.24	7,677.39	14,344.00	6,666.61	54%
4210-0110	Engineering Reviews	9,531.62	19,716.32	50,400.00	30,683.68	39%
4210-0141	Locating Notification Tickets	1,458.45	7,644.00	6,870.00	(774.00)	111%
4210-0240	Construction testing		980.00	2,820.00	1,840.00	35%
	Total Engineering Expenses	11,891.31	36,017.71	74,434.00	38,416.29	48%
Operations Expenses:						
4220-0100	Wastewater Operations Supplies		894.97	2,000.00	1,105.03	45%
4223-0100	Water Operations Supplies		427.59	500.00	72.41	86%
	Total Operations Expenses		1,322.56	2,500.00	1,177.44	53%
Compliance Program Supplies:						
4221-0100	FROG Program Supplies		3,042.27	8,650.00	5,607.73	35%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
Total Compliance Program Suppli...		3,042.27	8,650.00	5,607.73	35%
Pretreatment Expenses:					
4222-0100 Pretreatment Supplies/Expenses	54.50	14,893.11	19,600.00	4,706.89	76%
Total Pretreatment Expenses	54.50	14,893.11	19,600.00	4,706.89	76%
Lab Supplies:					
4225-0100 Lab Supplies	3,410.18	19,949.38	24,000.00	4,050.62	83%
Total Lab Supplies	3,410.18	19,949.38	24,000.00	4,050.62	83%
Maintenance Expenses:					
4230-0100 Maintenance Supplies	1,210.76	20,444.22	35,802.00	15,357.78	57%
Total Maintenance Expenses	1,210.76	20,444.22	35,802.00	15,357.78	57%
Vehicles & Equipment Expenses:					
4240-0100 Vehicles and Equipment Supplies	778.78	25,865.88	32,350.00	6,484.12	80%
4240-0110 Vehicles and Equipment Contract...	3,151.57	74,386.59	81,600.00	7,213.41	91%
4240-0155 Vehicles & Equipment Fuel Costs	5,104.06	78,903.19	90,000.00	11,096.81	88%
4240-0162 Vehicles and Equipment Insurance	2,497.33	27,470.63	27,885.00	414.37	99%
Total Vehicles & Equipment Expe...	11,531.74	206,626.29	231,835.00	25,208.71	89%
Forest Water Expenses:					
4250-0100 Forest Water Supplies	2,358.09	17,759.33	35,000.00	17,240.67	51%
4250-0110 Forest Water Contracted Services	7,291.00	50,718.25	19,400.00	(31,318.25)	261%
4250-0115 Forest Water System Repairs & I...		580.24	3,500.00	2,919.76	17%
4250-0140 Forest Water Communications		239.10	300.00	60.90	80%
4250-0150 Forest Water Power	930.96	4,232.01	5,400.00	1,167.99	78%
4250-0161 Forest Water Insurance	1,241.69	13,658.59	15,319.00	1,660.41	89%
4250-0240 Forest Water Sampling and Testing	646.00	14,231.38	9,000.00	(5,231.38)	158%
4250-0300 Forest Water Purchased	60,313.75	532,000.37	771,228.00	239,227.63	69%
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%
Total Forest Water Expenses	72,781.49	657,889.52	940,252.00	282,362.48	70%
Well Systems Expenses:					
4260-0100 Well Systems Supplies	167.49	8,277.21	12,500.00	4,222.79	66%
4260-0105 Well Systems Chemicals	650.00	2,426.69	4,000.00	1,573.31	61%
4260-0110 Well Systems Contracted Services	300.00	2,387.50	10,000.00	7,612.50	24%
4260-0150 Well Systems Power	470.41	4,293.04	5,500.00	1,206.96	78%
4260-0161 Well Systems Insurance	62.22	684.42	817.00	132.58	84%
4260-0240 Well Systems Sampling and Testi...	31.00	2,909.92	5,000.00	2,090.08	58%
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%
Total Well Systems Expenses	1,681.12	21,654.33	40,993.00	19,338.67	53%
SML Central Distribution System Expenses:					
4265-0100 SML Central Supplies	726.92	6,174.41	10,000.00	3,825.59	62%
4265-0110 SML Central Contracted Services		3,358.84	3,000.00	(358.84)	112%
4265-0240 SML Central Sampling & Testing	230.00	9,311.70	2,500.00	(6,811.70)	372%
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%
Total SML Central Distribution Sys...	956.92	22,151.90	26,295.00	4,143.10	84%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
SML Treatment Expenses:					
4270-0100 SML Treatment Supplies	16.99	1,240.64	3,000.00	1,759.36	41%
4270-0110 SML Treatment Contracted Services	680.00	3,252.38	3,550.00	297.62	92%
4270-0150 SML Treatment Water Power	1,087.05	14,906.49	16,200.00	1,293.51	92%
4270-0155 SML Treatment Fuel Costs	58.33	2,647.71	2,000.00	(647.71)	132%
4270-0161 SML Treatment Insurance	369.13	4,060.43	6,398.00	2,337.57	63%
4270-0240 SML Treatment Sampling and Te...		15.50		(15.50)	0%
4270-0371 SML Treatment Road Maintenanc...		832.00	920.00	88.00	90%
4270-0105 SML Treatment Chemicals			1,000.00	1,000.00	0%
Total SML Treatment Expenses	2,211.50	26,955.15	33,068.00	6,112.85	82%
SML WTF Expenses:					
4330-0100 SML WTF Supplies	3,357.55	33,095.36	25,000.00	(8,095.36)	132%
4330-0105 SML WTF Chemicals		37,266.79	45,000.00	7,733.21	83%
4330-0110 SML WTF Contracted Services		97,490.85	125,000.00	27,509.15	78%
4330-0140 SML WTF Communications	88.20	434.01	492.00	57.99	88%
4330-0150 SML WTF Power	12,431.69	188,113.29	225,000.00	36,886.71	84%
4330-0155 SML WTF Fuel Costs	431.03	507.43	2,000.00	1,492.57	25%
4330-0161 SML WTF Property Insurance	1,132.42	12,456.62	14,450.00	1,993.38	86%
4330-0240 SML WTF Sampling & Testing	237.86	16,278.83	40,000.00	23,721.17	41%
4330-0300 SML Water Quality Monitoring		7,500.00	7,500.00		100%
4330-0370 SML WTF Raw Water Fee			8,800.00	8,800.00	0%
Total SML WTF Expenses	17,678.75	393,143.18	493,242.00	100,098.82	80%
Central Water Distribution Expenses:					
4275-0100 Central Water Supplies	87.25	21,874.10	37,500.00	15,625.90	58%
4275-0110 Central Water Contracted Services		40,111.82	141,600.00	101,488.18	28%
4275-0115 Central Water Repairs & Improve...		2,018.23	44,500.00	42,481.77	5%
4275-0240 Central Water Sampling & Testing	1,585.00	19,742.93	15,000.00	(4,742.93)	132%
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%
4275-0155 Central Water Fuel Purchases			250.00	250.00	0%
Total Central Water Distribution E...	1,672.25	94,691.58	253,491.00	158,799.42	37%
Central Water Treatment Expenses:					
4276-0100 Central Water Treatment Supplies	1,651.27	18,993.53	16,000.00	(2,993.53)	119%
4276-0105 Central Water Treatment Chemica...	1,480.00	40,331.54	40,000.00	(331.54)	101%
4276-0110 Central Water Treatment Contract...	899.01	11,720.24	8,000.00	(3,720.24)	147%
4276-0140 Central Water Treatment Commun...	69.70	800.82	1,020.00	219.18	79%
4276-0150 Central Water Treatment Power	2,918.64	31,507.11	34,000.00	2,492.89	93%
4276-0161 Central Water Treatment Property...	849.06	9,339.66	16,881.00	7,541.34	55%
4276-0155 Central Water Treatment Fuel			2,000.00	2,000.00	0%
Total Central Water Treatment Ex...	7,867.68	112,692.90	117,901.00	5,208.10	96%
Stewartsville Water Expenses:					
4280-0100 Stewartsville Water Supplies		983.39	1,000.00	16.61	98%
4280-0110 Stewartsville Water Contracted Se...	160.00	5,096.25	2,700.00	(2,396.25)	189%
4280-0140 Stewartsville Water Communicatio...		239.10	300.00	60.90	80%
4280-0150 Stewartsville Water Power	34.46	291.24	240.00	(51.24)	121%
4280-0161 Stewartsville Water Insurance	46.63	512.93	605.00	92.07	85%
4280-0240 Stewartsville Water Sampling and...	183.50	867.24	1,500.00	632.76	58%
4280-0300 Stewartsville Water Purchased	2,332.30	26,762.37	20,000.00	(6,762.37)	134%
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%
Total Stewartsville Water Expenses	2,756.89	35,165.52	29,749.00	(5,416.52)	118%
Forest Sewer Expenses:					
4290-0100 Forest Sewer Supplies	999.02	81,625.78	65,000.00	(16,625.78)	126%
4290-0105 Forest Sewer Chemicals	1,722.00	50,008.83	87,000.00	36,991.17	57%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

		<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
4290-0110	Forest Sewer Contracted Services	550.00	84,692.46	100,000.00	15,307.54	85%
4290-0115	Forest Sewer Repairs & Improvem...		1,178.28	2,000.00	821.72	59%
4290-0140	Forest Sewer Communications	132.76	2,907.50	3,000.00	92.50	97%
4290-0150	Forest Sewer Power	3,209.80	31,383.64	37,200.00	5,816.36	84%
4290-0161	Forest Sewer Insurance	375.23	4,127.53	4,568.00	440.47	90%
4290-0350	Forest Sewer Treatment Costs	25,000.00	218,339.70	264,000.00	45,660.30	83%
4290-0155	Forest Sewer Fuel Expense			5,000.00	5,000.00	0%
4290-0240	Forest Sewer Testing			500.00	500.00	0%
	Total Forest Sewer Expenses	31,988.81	474,263.72	568,268.00	94,004.28	83%
Central Sewer Collection System Expenses:						
4291-0100	Central Sewer Supplies	566.16	28,991.98	70,000.00	41,008.02	41%
4291-0110	Central Sewer Coll System Contra...	2,716.08	11,943.54	82,860.00	70,916.46	14%
4291-0115	Central Sewer Repairs & Improve...		70,459.66	64,000.00	(6,459.66)	110%
4291-0150	Central Sewer Power	751.69	27,994.78	70,000.00	42,005.22	40%
4291-0155	Central Sewer Fuel Costs		361.26	2,000.00	1,638.74	18%
4291-0240	Central Sewer Sampling & Testing			250.00	250.00	0%
	Total Central Sewer Collection Sy...	4,033.93	139,751.22	289,110.00	149,358.78	48%
Central Sewer Treatment Expenses:						
4293-0100	Center Sewer Treatment Supplies	402.01	66,639.51	73,000.00	6,360.49	91%
4293-0105	Center Sewer Treatment Chemicals	11,470.68	109,880.66	127,000.00	17,119.34	87%
4293-0110	Center Sewer Treatment Contract...	769.61	26,910.66	95,000.00	68,089.34	28%
4293-0115	Center Sewer Sludge Tipping Fees	3,403.75	29,286.62	45,000.00	15,713.38	65%
4293-0140	Center Sewer Treatment Commu...	1,091.99	6,473.62	7,200.00	726.38	90%
4293-0150	Center Sewer Treatment Power	21,479.18	220,129.96	250,000.00	29,870.04	88%
4293-0161	Center Sewer Treatment Property...	1,051.01	11,561.11	14,045.00	2,483.89	82%
4293-0240	Center Sewer Treatment Samplin...	1,769.50	13,684.38	21,260.00	7,575.62	64%
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%
	Total Central Sewer Treatment Ex...	41,437.73	493,760.52	643,035.00	149,274.48	77%
Moneta Sewer Collection System Expenses:						
4292-0100	Moneta Sewer Supplies	59.99	10,442.08	10,250.00	(192.08)	102%
4292-0105	Moneta Sewer Chemicals		1,786.76		(1,786.76)	0%
4292-0110	Moneta Sewer Contracted Services	160.00	8,226.45	3,050.00	(5,176.45)	270%
4292-0150	Moneta Sewer Power	1,115.00	11,522.77	14,400.00	2,877.23	80%
4292-0155	Moneta Sewer Fuel Costs		181.83	3,500.00	3,318.17	5%
4292-0240	Moneta Sewer Sampling & Testing	48.59	48.59	600.00	551.41	8%
4292-0115	Moneta Sewer Repairs & Improve...			400.00	400.00	0%
	Total Moneta Sewer Collection Sy...	1,383.58	32,208.48	32,200.00	(8.48)	100%
Moneta Sewer Treatment Expenses:						
4294-0100	Moneta Sewer Treatment Supplies	6,366.56	23,129.75	15,400.00	(7,729.75)	150%
4294-0105	Moneta Sewer Treatment Chemic...		6,574.26	9,000.00	2,425.74	73%
4294-0110	Moneta Sewer Contracted Services	283.00	1,374.25	36,120.00	34,745.75	4%
4294-0115	Moneta Sewer Sludge Tipping Fees	258.90	4,587.55	10,000.00	5,412.45	46%
4294-0140	Moneta Sewer Treatment Commu...	265.20	1,473.72	1,980.00	506.28	74%
4294-0150	Moneta Sewer Treatment Power	3,027.38	31,099.21	43,200.00	12,100.79	72%
4294-0161	Moneta Sewer Treatment Property...	456.59	5,022.49	5,834.00	811.51	86%
4294-0240	Moneta Sewer Treatment Samplin...	498.78	6,986.24	15,600.00	8,613.76	45%
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%
	Total Moneta Sewer Treatment Ex...	11,156.41	83,072.47	140,284.00	57,211.53	59%
Montvale Sewer Expenses:						
4295-0100	Montvale Sewer Supplies		12,257.65	4,000.00	(8,257.65)	306%
4295-0105	Montvale Sewer Chemicals		1,196.34	1,500.00	303.66	80%
4295-0110	Montvale Sewer Contracted Servi...	5,514.14	18,886.24	10,000.00	(8,886.24)	189%
4295-0140	Montvale Communications		239.10	300.00	60.90	80%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

		<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
4295-0150	Montvale Sewer Power	27.61	280.58	360.00	79.42	78%
4295-0161	Montvale Sewer Insurance	73.69	810.59	1,427.00	616.41	57%
4295-0240	Montvale Sewer Sampling & Testi...	16.80	151.20	1,000.00	848.80	15%
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%
	Total Montvale Sewer Expenses	5,632.24	36,081.70	21,057.00	(15,024.70)	171%
Mariners Landing Sewer Expenses:						
4340-0100	Mariners Landing Sewer Supplies		892.74	10,000.00	9,107.26	9%
4340-0240	Mariners Landing Sewer Sampling...	263.08	263.08	2,400.00	2,136.92	11%
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 Communi...			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%
4340-0411	Mariners Landing Sewer DEQ Per...			2,200.00	2,200.00	0%
	Total Mariners Landing Sewer Exp...	263.08	1,155.82	81,123.00	79,967.18	1%
Cedar Rock Sewer Expenses:						
4350-0100	Cedar Rock Sewer Supplies	300.00	4,210.32	3,100.00	(1,110.32)	136%
4350-0105	Cedar Rock Sewer Chemicals		126.63	700.00	573.37	18%
4350-0110	Cedar Rock Sewer Contracted Ser...		38,493.72	5,000.00	(33,493.72)	770%
4350-0140	Cedar Rock Sewer Communication	43.12	121.91	300.00	178.09	41%
4350-0150	Cedar Rock Sewer Power	404.72	3,835.51	5,160.00	1,324.49	74%
4350-0240	Cedar Rock Sewer Sampling & Te...	16.80	1,067.92	2,400.00	1,332.08	44%
4350-0411	Cedar Rock Sewer DEQ Permit F...		2,260.00	2,200.00	(60.00)	103%
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	764.64	50,116.01	22,860.00	(27,256.01)	219%
Schools Sewer Expenses:						
4300-0100	Schools Operations Supplies		5,691.27	10,000.00	4,308.73	57%
4300-0105	Schools Chemicals		3,971.64	10,000.00	6,028.36	40%
4300-0110	Schools Contracted Services		8,027.50	15,000.00	6,972.50	54%
4300-0240	Schools Sampling and Testing	32.82	6,108.91	7,000.00	891.09	87%
	Total Schools Sewer Expenses	32.82	23,799.32	42,000.00	18,200.68	57%
Mariners Landing Expenses:						
4315-0100	Mariners Landing Water Expenses		3,016.86	6,868.00	3,851.14	44%
4315-0105	Mariners Landing Water Chemicals		2,030.44		(2,030.44)	0%
4315-0110	Mariners Landing Water Contracte...		150.00	2,000.00	1,850.00	8%
4315-0140	Mariners Landing Water Communi...	43.87	122.64	300.00	177.36	41%
4315-0150	Mariners Landing Water Power	781.18	781.18	11,925.00	11,143.82	7%
4315-0240	Mariners Landing Sampling Expen...		3,230.73	2,400.00	(830.73)	135%
4315-0410	Mariners Landing Water VDH Fees	191.02	191.02	1,162.00	970.98	16%
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%
	Total Mariners Landing Expenses	1,016.07	9,522.87	28,655.00	19,132.13	33%
Franklin County Operations:						
4320-0100	Franklin County Supplies	451.22	6,024.84	7,000.00	975.16	86%
4320-0105	Franklin County Chemicals		9,896.21	6,000.00	(3,896.21)	165%
4320-0240	Franklin County Sampling & Testi...	345.50	11,794.84	25,000.00	13,205.16	47%
	Total Franklin County Operations	796.72	27,715.89	38,000.00	10,284.11	73%
	Total Operating Expenditures	665,143.71	8,215,977.37	10,549,998.16	2,334,020.79	78%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
Depreciation:					
4400-0810 Office Depreciation		13,024.52	151,840.00	138,815.48	9%
4400-0811 Information Systems Depreciation		5,049.13	48,933.00	43,883.87	10%
4400-0812 Vehicles and Equipment Depreciat...		25,923.98	147,568.00	121,644.02	18%
4400-0813 Forest Water Depreciation		58,133.30	573,566.00	515,432.70	10%
4400-0814 Lakes Water Depreciation		2,781.73	26,316.00	23,534.27	11%
4400-0815 SML Central Depreciation		33,507.13	329,609.00	296,101.87	10%
4400-0816 Stewartsville Water Depreciation		4,074.60	48,895.00	44,820.40	8%
4400-0817 Forest Sewer Depreciation		43,788.07	511,568.00	467,779.93	9%
4400-0818 Montvale Sewer Depreciation		6,824.15	80,336.00	73,511.85	8%
4400-0819 Amortization Expense		47.22	1,000.00	952.78	5%
4400-0820 Studies Depreciation Expense		2,958.62	35,410.00	32,451.38	8%
4400-0821 Moneta Sewer Depreciation		37,686.69	444,330.00	406,643.31	8%
4400-0822 Central Sewer Depreciation		41,975.13	415,564.00	373,588.87	10%
4400-0823 Center Water Depreciation		37,424.62	438,551.00	401,126.38	9%
4400-0824 SML Water Treatment Facility Dep...		67,762.20	3,992.00	(63,770.20)	1,697%
Total Depreciation		380,961.09	3,257,478.00	2,876,516.91	12%
Lynchburg Debt Service Paid:					
4500-0640 Lynchburg Sewer Interest	2,920.48	2,920.48	2,920.00	(0.48)	100%
Total Lynchburg Debt Service Paid	2,920.48	2,920.48	2,920.00	(0.48)	100%
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)		175,018.76	175,019.00	0.24	100%
Total 2012 VRA Interest		175,018.76	175,019.00	0.24	100%
2014 VRA Interest:					
4500-0660 VRA 2014 Interest (2005 Refundin...		77,281.26	77,281.00	(0.26)	100%
Total 2014 VRA Interest		77,281.26	77,281.00	(0.26)	100%
2015 VRA Interest:					
4500-0665 VRA 2015 Interest		1,083,678.13	1,083,678.00	(0.13)	100%
Total 2015 VRA Interest		1,083,678.13	1,083,678.00	(0.13)	100%
Assumed Debt from City:					
4500-0650 Assumed Debt from Town- Interest		84,272.77	84,273.00	0.23	100%
Total Assumed Debt from City		84,272.77	84,273.00	0.23	100%
VRA 2019 Interest:					
4500-0670 VRA 2019 Refunding Interest		99,699.05		(99,699.05)	0%
Total VRA 2019 Interest		99,699.05		(99,699.05)	0%
Total Interest and Debt Service	2,920.48	1,543,632.95	1,587,530.00	43,897.05	97%
Total Exp., Depr. and Debt Servi...	668,064.19	10,140,571.41	15,395,006.16	5,254,434.75	66%
Total Revenues Less Oper Expense	(601,071.84)	(5,106,869.99)	(1,541,862.84)	3,565,007.15	331%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2020

	<u>Month</u>	<u>FY 19-20 YTD</u>	<u>FY 19-20 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
Gross Cash Before Capital Exp	(601,071.84)	(5,106,869.99)	(1,541,862.84)	3,565,007.15	331%
Less non-debt Capital Contributions	(10,895.85)	(173,927.56)	(220,000.00)	(46,072.44)	79%
Earnings/(loss) before BRWA Capit...	(590,175.99)	(4,932,942.43)	(1,321,862.84)	3,611,079.59	373%

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
Starting Balance	\$ 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	\$ 1,990,249.25	\$ 1,944,591.24	\$ 1,879,332.46	\$ 1,799,906.68		
DEBITS													
Debits from Operations													
Capital Contributions/Asset Sales and Dispos	\$ 30,015.00	\$ 2,146.57	\$ 33,600.00	\$ 32,281.00	\$ 6,500.00	\$ -	\$ -	\$ -	\$ 985.00	\$ -	\$ 119,201.00		\$ 224,728.57
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	\$ 1,214,114.90	\$ 1,296,779.37	\$ 1,130,179.71	\$ 1,186,376.18		\$ 13,751,448.21
Total Cash from Operations:	\$ 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	\$ 1,214,114.90	\$ 1,297,764.37	\$ 1,130,179.71	\$ 1,305,577.18	\$ -	\$ 13,976,176.78
Debits from Non-Operating Sources													
County CIP Debt Service	\$ -	\$ -	\$ 1,725,495.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,504.07	\$ -	\$ -		\$ 2,000,000.00
Transfers from Reserve Accounts	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ 18,257.96	\$ -		\$ 18,257.96
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	\$ -	\$ -	\$ -	\$ -	\$ 104,310.12	\$ -		\$ 318,642.93
Transfers In Debt Service Fund	\$ -	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 533,318.75	\$ -	\$ -		\$ 1,533,318.75
Total Cash from Non Operating:	\$ 200,000.00	\$ 10,332.81	\$ 2,725,495.93	\$ 18,724.33	\$ 4,000.00	\$ 137,730.14	\$ -	\$ -	\$ 807,822.82	\$ 122,568.08	\$ -	\$ -	\$ 4,026,674.11
Total Debits (Oper. and Non-Oper.)	\$ 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	\$ 1,214,114.90	\$ 2,105,587.19	\$ 1,252,747.79	\$ 1,305,577.18	\$ -	\$ 18,002,850.89
CREDITS													
Credits for Operating Expenditures	\$ 767,695.26	\$ 880,610.70	\$ 824,386.32	\$ 1,332,965.77	\$ 606,350.03	\$ 1,005,117.34	\$ 803,679.65	\$ 655,472.70	\$ 1,016,319.11	\$ 903,282.43	\$ 517,432.86		\$ 9,313,312.17
Credits for Non-Operating Expenditures													
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	\$ 92,287.52	\$ 56,013.24	\$ 6,350.00	\$ 119,875.73		\$ 684,054.90
Payments on Debt Service	\$ 40,444.50	\$ 116,657.50	\$ 2,940,855.31	\$ 642.58	\$ -	\$ -	\$ -	\$ 218,102.00	\$ 720,584.39	\$ 9,050.34	\$ 111,577.66		\$ 4,157,914.28
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	\$ 200,000.00	\$ 287,238.43	\$ 200,000.00	\$ 200,000.00		\$ 2,137,238.43
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	\$ 84,503.90	\$ 81,284.00	\$ 86,084.00	\$ 69,248.16		\$ 795,272.07
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,000.00	\$ 118,000.00		
Payments/Transfers to Economic Development Fund	\$ -	\$ 9,406.80	\$ 18,813.60	\$ -	\$ 9,406.80	\$ 9,406.80	\$ 9,406.80	\$ 9,406.80	\$ 9,406.80	\$ 9,406.80	\$ 19,416.56		\$ 104,077.76
Total Non-Operating Expenditures:	\$ 304,395.61	\$ 309,850.37	\$ 3,308,620.61	\$ 368,933.42	\$ 354,320.89	\$ 363,116.80	\$ 320,483.41	\$ 604,300.22	\$ 1,154,526.86	\$ 428,891.14	\$ 638,118.11	\$ -	\$ 8,155,557.44
Total Credits (Oper. and Non-Oper.)	\$ 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	\$ 1,259,772.92	\$ 2,170,845.97	\$ 1,332,173.57	\$ 1,155,550.97	\$ -	\$ 17,468,869.61
Ending Cash Balance	\$ 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	\$ 1,944,591.24	\$ 1,879,332.46	\$ 1,799,906.68	\$ 1,949,932.89	\$ -	

Capital Improvement Projects (CIP) Tracking									
---------------------------------------------	--	--	--	--	--	--	--	--	--

ID	Task Name	Duration	Start	Finish	Budget	Spent	Remaining	% Done	Notes	Manager	Q3	Q4	2020 Q1	Q2
0	Total Active CIP Projects				\$4,272,394.00	\$1,636,504.06	\$2,635,889.94	54%						
1	FY 2017-2018 CIP													
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	English				
3	Additional design	16 wks	Mon 8/28/17	Fri 12/15/17	\$75,000.00	\$67,408.00	\$7,592.00	100%	Complete.	English				
4	Construction	36.6 wks	Wed 3/21/18	Fri 11/30/18	\$868,250.00	\$852,794.00	\$15,456.00	100%	Complete.	Ramsey				
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.	Ramsey				
6	FY 2018-2019 CIP													
7	Mariners Waterline Connection- Design	16 wks	Mon 7/2/18	Fri 10/19/18	\$45,000.00	\$22,700.00	\$22,300.00	100%	Design Complete. Construction is #39 below.	English				
8	Country Estates Neighborhood Line Extension	79.4 wks	Mon 12/24/18	Tue 6/30/20	\$108,000.00	\$8,940.00	\$99,060.00	5%	Plans are approved and ready for construction. Waiting on Easements.	English				
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	70%	Design plans received 3/6. Review underway. See #10 & #21	English				
10	Office Improvements- Parking Lot Construction and Storm water Facilities. Funding increased with #21 below.	30 wks	Mon 3/30/20	Fri 10/23/20	\$200,000.00	\$0.00	\$200,000.00	0%	Will bid parking improvements for north side lot pending design approvals due to high bids on south side option.	English				
11	Lake Vista Sewer Line Extension- Preliminary Engineering Report (PER)	20 wks	Mon 12/3/18	Fri 4/19/19	\$60,000.00	\$45,700.00	\$14,300.00	100%	Final report received. Project complete.	English				
12	Office Improvements- Admin Building- Flooring and Painting	26.8 wks	Mon 1/28/19	Thu 8/1/19	\$70,000.00	\$114,259.00	(\$44,259.00)	100%	Includes cost of moving and setting up new mobile units from Forest Middle School. Also added security cameras, and office furniture..	Key				
13	Purchase Track Skid Steer Loader	8.6 wks	Wed 7/17/19	Fri 9/13/19	\$70,000.00	\$75,502.00	(\$5,502.00)	100%	Purchase complete.	Cherro				
14	FY 2019-2020 CIP		Sat 7/1/17		\$2,706,000.00	\$398,907.06	\$2,307,092.94	49%						
15	Supplies and Tools		Sat 7/1/17		\$45,000.00	\$32,118.00	\$12,882.00	93%						
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.	Mclvor				
17	Vehicle for Water Operations	12 wks	Wed 4/1/20	Tue 6/23/20	\$30,000.00	\$22,603.00	\$7,397.00	100%	Vehicle is in use in the fleet	Cherro				
18	Site Upgrades				\$658,000.00	\$91,667.06	\$566,332.94	56%						
19	Main Office	63.8 wks	Tue 8/13/19	Fri 10/30/20	\$181,000.00	\$37,694.31	\$143,305.69	79%						
20	Engineering Assistant Manager desk	37.2 wks	Mon 9/2/19	Mon 5/18/20	\$6,000.00	\$0.00	\$6,000.00	95%	Desk has been installed and invoice received for payment.	English				
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.	English				
22	Annex Cubicles and chairs	40 wks	Tue 8/13/19	Mon 5/18/20	\$75,000.00	\$37,694.31	\$37,305.69	95%	Installed/delivered and invoice received for payment	English				
23	Central Water Treatment Plant	2 wks	Tue 8/13/19	Mon 8/26/19	\$140,000.00	\$15,313.75	\$124,686.25	17%						
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%		Deitrich				
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	\$15,313.75	\$44,686.25	25%	Design report from H&P was received on 6/1 and is being reviewed.	Deitrich				
26	Central Wastewater Treatment Plant	2 wks	Tue 8/13/19	Mon 8/26/19	\$217,000.00	\$38,659.00	\$178,341.00	62%						
27	Patch and Seam asphalt	14 wks	Mon 3/16/20	Fri 6/19/20	\$30,000.00	\$0.00	\$30,000.00	0%		Ramsey				
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%		Ramsey				
29	Central WWTP VFD's for EQ	31.8 wks	Tue 8/20/19	Fri 3/27/20	\$16,000.00	\$6,919.00	\$9,081.00	100%	Complete	Ramsey				
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	Ramsey				
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	Ramsey				
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	Ramsey				
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	Ramsey				
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	Ramsey				
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	Ramsey				
37	Residual 2015 Bond Funding				\$2,003,000.00	\$275,122.00	\$1,727,878.00	34%						
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	95%	Valves have been installed; there are still some modifications needed.	Carroll				
39	Mariners Landing Waterline Connection	26 wks	Mon 9/30/19	Fri 3/27/20	\$180,000.00	\$104,855.00	\$75,145.00	65%	Waterline installed. Need to install PRV vault. Met with VDOT.	Cherro				
40	SML WTF Pump Station	42 wks	Mon 2/10/20	Fri 11/27/20	\$1,200,000.00	\$1,835.00	\$1,198,165.00	3%	CIP crew installed temp connect, Budget pricing received from CHA (\$2,315,018 w/ Conting of \$370,403); on hold due to COVID-19. Polymer trial has been successful. SCADA integration soon.	Carroll				
41	SML WTF Projects	12 wks	Tue 10/1/19	Mon 12/23/19	\$300,000.00	\$1,000.00	\$299,000.00	0%		Deitrich				
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 planning in June.	Ramsey				
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 planning in June.	Ramsey				

Project: Total Active Date: Wed 6/10/20	Task		Project Summary		Inactive Milestone		Duration-only		Finish-only		Deadline	
	Split		External Tasks		Inactive Milestone		Manual Summary Rollup		External Tasks			
	Milestone		External Milestone		Inactive Summary		Manual Summary		External Milestone			
	Summary		Inactive Task		Manual Task		Start-only		Progress			



June 9, 2020

To the Board of Directors of
Bedford Regional Water Authority
Bedford, Virginia

We are engaged to audit the financial statements of the Bedford Regional Water Authority (the "Authority") for the year ended June 30, 2020. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you at your request to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated June 9, 2020, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the Authority. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the Authority's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Other Information in Documents Containing Audited Financial Statements

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis, the applicable OPEB Schedules, and the applicable Pension Schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the Schedule of Departmental Income, which accompanies the financial statements but is not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Your Success is Our Focus

Other Information in Documents Containing Audited Financial Statements (Continued)

We have not been engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit in August 2020 and issue our report in September 2020. Chris Banta is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate amount of misstatements, which if detected and not corrected, would not cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us unless clearly inconsequential in connection with your evaluation or our audit test results.

Inquiries Concerning Fraud

As part of the planning process, we assess the risk of misstatements in the financial statements, whether from fraud or error. Your consideration of the following questions is valuable in planning our engagement.

- Are you aware of any fraud, suspected fraud, or allegations of fraud?
- Are there departments or processes where you think fraud could easily occur and remain undetected?
- Are you comfortable with the integrity of management?
- Are you aware of any illegal acts or noncompliance with laws or grant agreements?
- Are you confident that personnel possess appropriate skill sets, and are committed to providing high quality financial information?
- Are there particular areas in the financial statements where you have concern that misstatements could occur?
- Are there any circumstances that you believe should be of interest to your auditors, but of which management is unaware or might have reason to not fully disclose to us?
- Are you satisfied that those charged with governance are actively involved in the Organization's assessment of the risks of fraud and the programs and controls established to mitigate those risks?
- Are there any significant unusual transactions that the entity entered into during the year?
- Do you have any concerns about the entity's related-party relationships and transactions?

If your consideration of these questions yields no concerns, we do not require that you respond to us. However, if you have any concerns or would like to simply discuss these (or any other) issues relating to the audit, please contact us at:

Chris Banta
540-345-0936
cbanta@becpas.com

Travis Gilmer
540-345-0936
tgilmer@becpas.com

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. We are not aware of any circumstances that have impaired our independence with respect to our engagement as described in our engagement letter.

This information is intended solely for the use of those charged with governance and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Brown, Edwards & Company, S.L.P.
CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
www.brwa.com

COMMITTEE MEETING SUMMARY

To: Finance Committee
From: Jill Underwood, Director of Finance
Date: June 4, 2020
Re: Meeting Summary

A meeting of the Finance Committee of the Bedford Regional Water Authority was held on **May 28, 2020 at 1:00 p.m.** Due to COVID-19 the meeting took place virtually via Zoom. In attendance were the following:

Members Present:..... Cynthia Gunnoe
Elmer Hodge
Thomas Segroves

Staff Present: Brian Key – Executive Director
Nathan Carroll – Assistant Executive Director
Rhonda English – Director of Engineering
Jill Underwood- Director of Finance

Guests: Jean Maas – Paradise Point

The following Agenda items were discussed:

1. Call to Order: The meeting was called to order at approximately 1:04 p.m.
2. Review of rate calculation for the Paradise Point subdivision: The Committee discussed the revised rates for the Paradise Point subdivision. The Committee desires to keep the rate at a breakeven point for the BRWA as calculated by staff. Jean Maas said that Paradise Point will send the information out to their property owners on May 31, 2020, for a meeting to be held around June 21, 2020. The Committee instructed staff to prepare a resolution to set the rate for Paradise Point at the June Board meeting; Paradise Point can then either accept the rate or find another alternative.
3. Review proposed changes to various financial policies; and new Policy 10.00 Financial Management Policy: The committee reviewed the recommended changes and instructed staff to prepare a resolution for the June Board meeting. The changes to the various policies are summarized below:
 - a. Policy 10.00 Financial Management Policy- required for GFOA Budget award submission. The Committee discussed the desired debt coverage ratio for the policy and decided on a goal of 1.25.
 - b. Policy 10.10 Purchasing- updated to reflect July 2019 updates to the Code of Virginia. The Committee discussed setting the BRWA's policy in conformity with the Code.
 - c. Policy 10.12 Purchasing Cards- modify limits for positions that purchase frequently.

To: Finance Committee
From: Jill Underwood, Director of Finance
Date: June 4, 2020
Re: Meeting Summary

- d. Policy 10.21 Surplus Property- add in language for a negotiated sale and revise the section for who witnesses bid openings for small valued property.
 - e. Policy 10.30 Investments- modified to reflect position title changes
 - f. Policy 10.31 Debt- modified to reflect position title changes
 - g. Policy 10.32 Post Issuance Compliance- modified to reflect position title changes
4. Other business: Mr. Key and Ms. English had a phone meeting with County representatives earlier in the day and discussed the upcoming Forest sewer project and the potential need for funding. The date for the joint meeting between the Board of Supervisors and the BRWA Board of Directors is being finalized, at this point it looks the meeting will be held in a work session immediately before the first BOS meeting in August.
5. Motion to Adjourn: The meeting adjourned at approximately 2:00 p.m.



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
www.brwa.com

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Jill Underwood; Director of Finance
Date: June 4, 2020
Re: Resolution 2020-06.01 – Rate for Paradise Point

Paradise Point approached the Authority about potentially taking ownership of their well system in the summer of 2019 and a site visit was completed on July 31, 2019 by Authority personnel. Since then staff has been working with Ms. Jean Maas, Secretary/Treasurer for the Paradise Point Corporation, in an effort to review the financials and determine a breakeven rate for the subdivision. The Finance Committee has reviewed the proposed rate calculation at meetings held on May 12, 2020 and May 28, 2020, with Ms. Maas in attendance. Ms. Maas and Mr. Doug Cooke also spoke at the April 21, 2020 Board meeting.

The rate included in the resolution is a calculated rate for the Authority to breakeven with operations for this small well system.

If the board agrees with the rate, enclosed is the above referenced resolution for your consideration.



RESOLUTION

2020-06.01

Rate for Paradise Point

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 16th day of June 2020, beginning at 7:00pm:

WHEREAS, the Authority has received a request from the Paradise Point subdivision to potentially take over ownership of the well system and has requested the rate that will be charged as a monthly base charge; and,

WHEREAS, the Authority has provided sufficient notice in the Bedford Bulletin on February 26, 2020 and March 11, 2020 and conducted a public hearing on Tuesday, April 21, 2020 to solicit public comments on the advertised rates; and,

WHEREAS, the Board of Directors of the Authority has reviewed the proposed rates and desires at this time to implement only the base charge rate for Paradise Point of \$37.00; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Bedford Regional Water Authority does hereby authorize the Executive Director to proceed with implementing the rate for Paradise Point as stated above. The new rate will be effective once the Paradise Point subdivision submits a written request to transfer the ownership of the system to the BRWA and an agreement is prepared by legal counsel and submitted to the State Corporation Commission (SCC) for approval.

On behalf of the Finance Committee, Member _____ made a motion to approve this resolution.

Being a motion from the committee, no second motion was 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 June 16, 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

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Jill Underwood; Director of Finance
Date: June 4, 2020
Re: Resolution 2020-06.02 – Policies

The Finance Committee reviewed the below policy changes at a meeting held on May 28, 2020.

- a. Policy 10.00 Financial Management Policy - required for GFOA Budget award submission. The Committee discussed the desired debt coverage ratio for the policy and decided on 1.25.
- b. Policy 10.10 Purchasing - updated to reflect July 2019 updates to the Code of Virginia. The Committee discussed setting the BRWA's policy in conformity with the Code.
- c. Policy 10.12 Purchasing Cards - modify limits for positions that purchase frequently.
- d. Policy 10.21 Surplus Property - add in language for a negotiated sale and revise the section for who witnesses bid openings for small valued property.
- e. Policy 10.30 Investments - modified to reflect position title changes
- f. Policy 10.31 Debt - modified to reflect position title changes
- g. Policy 10.32 Post Issuance Compliance - modified to reflect position title changes

If the board agrees with the revised policies, enclosed is the above referenced resolution for your consideration.



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.00
Page 1 of 4

Issue (Effective) Date: June 17, 2020
Approval Date: June 16, 2020
Approved By: Board of Directors

FINANCIAL MANAGEMENT POLICY

Section 1. PURPOSE

This policy is to document the financial management objectives of the Bedford Regional Water Authority ("Authority"). It is designed to be a working guide for Authority management and leadership. These policies ensure that the Authority is financially capable to meet its immediate and long-term objectives.

Section 2. POLICY

- A. The financial management policy is a statement of the guidelines that will influence and guide the financial management practice of the Authority. A financial management policy that is adopted, adhered to, and regularly reviewed is recognized as the foundation of sound financial management. An effective financial management policy should:
 - 1. Contributes significantly to the Authority's ability to prepare for and insulate itself from financial crisis by being able to better manage stressful financial internal and external events.
 - 2. Promotes long-term financial stability by establishing clear and consistent guidelines, and
 - 3. Directs attention to the total financial picture of the Authority rather than a single issue area.

Section 3. OPERATING BUDGET & FINANCIAL REPORTING POLICIES

- A. The Authority will budget for all current operating expenditures to be paid for with operating revenues.
- B. The Authority will maintain operating reserves, as indicated below, to help maintain the operations and maintenance functions that would otherwise have to be deferred, require debt issuance, or require rate increases.
- C. Authority staff should, not only during the preparation of the budget but in the budget execution, use due care and promote cost savings and operating efficiencies at all times especially during periods of revenue shortfall.
- D. In preparing its annual budget, the Authority will base its revenue and expenditure projections on historic performance, while also taking into consideration operational needs, current trends, events, and developments in regulatory, local markets, building developments and environmental activities.
- E. Capital recovery charges will not regularly be used to finance continuing Authority operations, but instead will be used for funding expansion and replacement of system infrastructure or adding to Authority reserves.
- F. The Authority will prepare monthly financial statements showing the progress of budget estimates compared to actual results. These monthly reports and the Authority's budgets are prepared on a cash flow or modified cash flow basis and differ from final audited year-end reports.
- G. The Authority will annually prepare a Comprehensive Annual Financial Report (CAFR) that is audited by an independent CPA firm. The annual report is prepared to meet Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standard's Board (GASB) Statements. This report will be submitted to the Government Finance Officers Association (GFOA) for review each year for consideration in the Excellence in Financial Reporting Program.



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.00
Page 2 of 4

Issue (Effective) Date: June 17, 2020
Approval Date: June 16, 2020
Approved By: Board of Directors

FINANCIAL MANAGEMENT POLICY

- H. The Authority shall follow all applicable state laws and internal policies related to procurement.
- I. The Authority will annually submit the budget document to the GFOA for consideration in the Distinguished Budget Presentation Awards Program.

Section 3. CAPITAL BUDGET

- A. The Authority will prepare and update annually for adoption a Capital Improvement Plan (CIP) that is developed for a ten-year planning period. Future capital expenditures necessitated by changes in projected service demands or goals set forth by the Board, changes in regulatory environment, maintenance and replacement of infrastructure that has reached the useful life will be included in capital planning projections.
- B. The first year of the five-year CIP planning period will become the most current capital budget for the Authority, provided funds are available from the operating budget surplus. Board action is required to add additional projects, authorizing the expending of capital resources to the capital budget subsequent to the normal updating of the CIP.
- C. The Authority will maintain all assets at a level adequate to protect the Authority's capital investment, meet permitted regulatory requirements, and to minimize future maintenance and replacement costs. Examples of maintaining assets at a level adequate to protect its investment include, but are not limited to, regularly scheduled preventative maintenance.
- D. The Authority will attempt to determine the most cost effective and flexible financing method for all new projects individually or as a whole, depending on the specific direction of the Board, or what is in the best financial interest of the Authority as a whole.

Section 4. DEBT

- A. The Authority will utilize a balanced approach to capital funding utilizing debt financing, CIP planned current-year revenues (pay-as-you-go), and planned capital reserve fund transfers from Authority reserves.
- B. The Authority will analyze all sources of debt financing when it has been determined that there is a need for debt.
- C. When the Authority finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected average useful life of the project(s) and equipment being financed.
- D. When assessing capital project funding approaches and the issuance of debt, the Authority will conduct a series of financial analyses to demonstrate its financial ability to incur such debt under its current rate structure, and to determine if, when and to what degree rate structures need to be adjusted in the event that the current rate structure is not able to accommodate new additional debt.
- E. The Authority will review its current debt structure periodically as interest rates fluctuate and optional bond redemption rates arise for refunding or advance refunding opportunities.
- F. The Authority will remain in compliance with all debt covenants as they are provided. The Authority shall maintain net revenues, such that they are equal to 1.25x of annual debt service.

Commented [UJ1]: Need Committee and Board buy in on this, what is the preferred rate of coverage??



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.00
Page 3 of 4

Issue (Effective) Date: June 17, 2020
Approval Date: June 16, 2020
Approved By: Board of Directors

FINANCIAL MANAGEMENT POLICY

Section 5. RESERVE POLICIES

- A. The Authority has implemented best management practices which dictate that cash/investment reserves be accumulated to provide for contingencies and planned/unplanned major expenses.
- B. The following reserves have been established:
 - a. Vehicle and Equipment
 - b. Information Technology
 - c. Meters
 - d. Sewer lines
 - e. Waterlines
 - f. Tank Rehabilitation
- C. The above mentioned reserves serve as working capital and are important to provide funds for the potential lag between operating revenues and operating expenditures, as well as unplanned minor repairs, unexpected major repairs, planned replacements, rehabilitation of system assets, or fluctuations in the operating budget.
- D. These reserves may be used to pay for capital costs in order to avoid or minimize the amount that would otherwise be recovered through user fees.

Section 6. REVENUE POLICIES

- A. A diversified and stable revenue system will be maintained to shelter services from short-term fluctuations.
- B. Rate studies are to be conducted to ensure that rates will continue to support direct and indirect costs of operations, administration, maintenance, debt service, depreciation/amortization of capital assets, and system development. These studies are to be performed formally on a periodic basis by an outside firm that specializes in utility rates. Annually, staff will analyze projections performed by the consultant and adjust as necessary during the budgetary and rate development process.
- C. A rate study was conducted in conjunction with consolidation of the former Public Service Authority and former City of Bedford in 2013. This study covers a 10 year period in which the County and former City rates are to be equalized. All rates will be equalized in FY 2024.
- D. The Authority shall develop and maintain a comprehensive list of various fees and charges. Fees will be set at levels sufficient to cover the entire cost of service.
- E. Growth pays for growth: costs related to the expansion of system capacity should be funded with new/future customers who cause the need for such additional capacity through capital recovery and connection fees.

Section 7.

- A. The Authority's operating expenditures are to be funded with on-going operating revenues to the extent possible.
- B. Department managers are responsible for submitting their annual budget requests and for maintaining their budget with the funds approved by the Board of Directors.



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.00
Page 4 of 4

Issue (Effective) Date: June 17, 2020
Approval Date: June 16, 2020
Approved By: Board of Directors

FINANCIAL MANAGEMENT POLICY

- C. The Authority will hire additional staff only after the need of such positions has been demonstrated, analyzed, documented, and approved by the Board of Directors.
- D. The Authority will invest in technology and other efficiency tools to maximize productivity.
- E. All compensation planning will focus on the total cost of compensation, which includes direct salary, health care benefits, retirement contributions, and other benefits of a non-salary nature, which are a cost to the Authority. Periodic compensation surveys will be conducted to determine the comparison to similar positions within the market.

Section 8. REVISIONS

- F. This policy was approved and adopted by the Authority's Board of Directors on May 19, 2020, effective May 20, 2020.

PURCHASING

Section 1. PURPOSE

This policy is to define the methods by which the employees of the Bedford Regional Water Authority ("Authority") make purchases of goods and services from non-governmental sources. All purchases made by the Authority shall conform to the terms and conditions contained in this policy, as well as the requirements in the Code of Virginia [§2.2-43](#) known as the Virginia Procurement Act (the "Act"). The Act requires that goods and services be procured in a competitive process that is fair, impartial, and accessible to all qualified vendors. Factors to be considered in determining whether competitive principles are being satisfied include cost, quality, and capability, but does not include non-work related factors.

Section 2. POLICY

- A. Procurement: For goods and/or services exceeding \$100,000, the following process shall be followed:
 1. All public contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction, shall be awarded after competitive sealed bidding, or competitive negotiation, unless otherwise authorized by law. Details of these procedures are contained in this policy. The competitive sealed bid and/or the competitive negotiation policies may be used on purchases regardless of the estimated cost, when it is felt that the best interest of the Authority would be served by doing so. Professional services shall be procured by competitive negotiation. Goods, services other than professional services, and insurance may be procured by competitive sealed bidding or competitive negotiation.
 2. The Board of Directors ("Board") must approve of the award of all procurement purchases.
 - a. If the Board approves of a purchase through establishing and approving the funds for the purchase, including the adoption of a budget containing provisions for the purchase of such items, the Executive Director is then authorized to proceed with awarding the procured purchase contingent on the provisions in the resolution for the adopted budget.
 - b. If, when procuring the purchase, the costs are found to exceed the total budget approved by resolution by the Board, the Executive Director must then get Board authorization prior to awarding the purchase.
- B. Small Purchases: All purchases of supplies, materials, equipment, and contracted services that are expected to be equal to or less than one hundred thousand dollars (\$100,000) shall follow the Small Purchases Procedure that is documented in this policy. The Executive Director and Assistant Director are authorized to approve all small purchases, provided that they are consistent with the expenditures planned in the budget that is approved by the Board.
- C. Sole Source: This purchasing method may be used when it is determined that there is only a single source for the item(s) or service(s) that can properly perform the intended function or task. In this situation, the procedure in Section 6 of this policy shall be utilized.
- D. Emergency Purchases: In case of emergency, as described in this policy, an exception to the above conditions of this policy may be made.

PURCHASING

- E. Public-Private Education Facilities and Infrastructure and Alternative Delivery: The Authority may utilize the alternative delivery methods contained in the Public-Private Education Facilities and Infrastructure Guidelines policy and/or Alternative Delivery policy as adopted by the Authority. See Operating Policy Manual 10.45 and 10.40.
- F. The Authority may also utilize eVa, Virginia's total e-Procurement Solution at www.eva.virginia.gov. With eVa participants may order from vendor catalogs which include state and local contracts. Also, bid openings may be posted to the eVa site, serving as public bid announcement.
- G. Cooperative Procurement: In accordance with the provisions of [§2.2-4304](#) of the Code of Virginia; the Authority may utilize a joint procurement agreement for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods, services, or construction. In addition, the Authority may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies. Cooperative procurement may not be used for:
 - 1. Contracts for architectural or engineering services; or,
 - 2. Contracts for construction projects

Section 3. COMPETITIVE SEALED BIDS PROCEDURE

- A. Competitive Sealed bidding may apply if the cost of the goods, nonprofessional services, construction, or insurance is expected to exceed \$100,000.
- B. Construction may be procured only by competitive sealed bidding, except as outlined in the competitive negotiation section of this policy.
- C. Bidding process: The following steps are required in the competitive sealed bid process:
 - 1. Develop specifications for the goods or construction services to be procured. These specifications should be clear and detailed. In addition, contractual terms and general conditions must be included. Pre-qualification requirements may also be included.
 - 2. An invitation to bid must be issued. It is recommended that a work statement be prepared; this statement identifies the required goods or services to be procured in a logical sequence, establish a realistic milestones or delivery schedules, and help determine supplier cost realism. The invitations to bid must include, at a minimum: the specifications, the contractual terms and conditions applicable to this procurement, and a statement of any requisite qualifications of the potential vendors. A minimum of ten (10) days public notice is required between the initial invitation and the bid due date. Public notice is defined as posting in a designated public area, or publication in a newspaper of general circulation, or both. Public notice may also be published on the Virginia Department of General Services' central electronic procurement website and other appropriate websites.
 - 3. If warranted, pre-bid conferences or site visits may be conducted.

PURCHASING

4. Following receipt of bids, a public opening of bids at a publicly stated time and place is required.
5. Once bids are opened, they must be evaluated with regard to the specifications and cost.

Section 4. COMPETITIVE NEGOTIATION PROCEDURE

- A. This procedure must be in accordance with, and with priority being given to, [§2.2-4302.2](#) and [§2.2-4303](#) of the Code of Virginia.
- B. Competitive negotiation is the standard procedure for professional services and engineering contracts.
- C. Construction may be procured only by competitive sealed bidding, except that competitive negotiation may be used by the Authority in the following instances:
 1. fixed price design-build or construction management basis as provided in [Chapter 43.1](#) of the Code of Virginia (beginning at [§2.2-4378](#) et seq); or
 2. for excavation, grading or similar work upon real property upon a determination made in advance by the Authority and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, which writing shall document the basis for this determination.
- D. Contracts ~~\$80150~~,000 and less: Single or term contracts for professional services may be procured under the small purchase procedures, as defined in this policy, without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed ~~\$80150~~,000.
- E. Contracts more than ~~\$15080~~,000: All professional services with an aggregate or the sum of all phases that is expected to exceed ~~\$15080~~,000 shall be made on the basis of the competitive negotiation procedure. The following steps are necessary in competitive negotiation:
 1. Prepare a Request for Proposal (RFP) in accordance with §2.2-4302.2 of the Code. This document should describe the desired services and outline general conditions that will affect the services. A minimum of ten (10) days public notice must be given before the due date specified in the RFP.
 2. The proposals will be reviewed once responses are received.
 3. ~~Two (2) or more qualified consultants must be contacted to discuss their qualifications. The public body shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses an with emphasis on professional competence, to provide the required services.~~
 4. Following these discussions, offers should be ranked in order of preference based on the consultant's ability to fulfill the requirements explained in the RFP.
 5. An attempt is then made to negotiate a contract with the first ranked bid. If an agreement cannot be reached, an attempt to negotiate a contract with the second ranked bid must be made and so on in this manner until an acceptable agreement is reached.
 6. The Executive Director must approve the contract prior to the commencement of the work being performed.

PURCHASING

- F. For Architectural and professional engineering term contracts, per Virginia Code [§ 2.2-4303.1](#), the term contracts shall be limited to a one-year terms, and may be renewable for up to four additional one-year terms. ~~The fee for any single project under the term contract shall not exceed \$2.5 million, and the sum of all projects performed in a one-year contract term shall not exceed \$6 million. The sum for all projects performed in a one-year contract shall not exceed \$750,000.~~
- G. Competitive negotiation may be used in procuring non-professional services, goods, and insurance if the department shows in writing that sealed bidding would not be practicable or fiscally advantageous to the public. Non-professional services are defined as services that are not specifically identified as professional services as listed above. When competitive negotiation is used for non-professional services, the following steps must be followed:
1. Prepare a Request for Proposal (RFP) in accordance with §2.2-4302.2 of the Code. This document should describe the desired services and outline general conditions that will affect the services. A minimum of ten (10) days public notice must be given before the due date specified in the RFP. This can be done by posting to the Department of General Services' central electronic procurement website or other appropriate websites. Public bodies may also publish in a newspaper of general circulation in the area in which the contract is to be performed so as to provide reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to the particular request.
 2. Once responses are received, the proposals must be reviewed.
 3. Negotiations with qualified offerors begin. Cost must be considered, but it does not need to be the sole determining factor in selection.
 4. The contract is awarded to the offeror with the best proposal.
 5. The Executive Director must approve the contract prior to the commencement of the work being performed.

Section 5. SMALL PURCHASE PROCEDURE

- A. Purchases Not Exceeding \$5,000:
1. Purchases may be made upon receipt of a minimum of one (1) written or one (1) verbal quotation. Additional sources may also be solicited.
 2. If more than one quote is received, the award shall be made to the lowest responsive and responsible bidder.
 3. If the lowest priced item is not the best option for the Authority, a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by a Department Manager.
 4. A record of the quotation must be maintained. If a verbal quote is obtained, a record shall be kept of the name and address of the vendor(s) contacted, the item description or service offered, price quoted, delivery dates and terms, names of persons giving and receiving the prices and the date the information was obtained.
 5. Department Managers may authorize employees to make purchases in order to complete a job in progress or to make small repairs.
 6. An invoice or sales ticket must be submitted to the Department Manager along with a proper account code and description within 1 week of the purchase being made.

Chapter: FinanceIssue (Effective) Date: ~~September 19, 2018~~ May 20, 2020

Document Number: 10.10

Approval Date: ~~September 18, 2018~~ May 19, 2020

Page 5 of 14

Approved By: Board of Directors

PURCHASING

7. Small purchases may be:
 - a. Charged to an open account at local vendors where the Authority has established an account for that purpose.
 - b. Purchased with the use of an Authority purchasing card for businesses where the Authority does not have an established account.

PURCHASING**B. Purchases Over \$5,000 But Less Than \$20,000:**

1. Three (3) written or three (3) verbal quotes shall be solicited from vendors that are known to normally handle the items or service needed. Documentation of the verbal quotes must be prepared by Authority personnel, and submitted to the Executive Director or the Assistant Director for review prior to the purchase being made; the minimum documentation should include the names of the vendors, the name of the representative for each vendor, the date of the quote, and the amount of the quote.
2. Verbal requests for quotations are generally the most expedient means for acquiring low-value items in a relatively short period of time. Bidders must be specifically informed that competitive quotations are being sought. A thorough description should be given of the item or service desired, the quantity, and the time frame in which delivery is expected to be made.
3. Bids shall be evaluated and the responsive and responsible bidder offering the products and/or services that will provide the Authority with the lowest total cost will be awarded the contract. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making the award.
4. If the lowest priced item is not the best option for the Authority a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by the Executive Director or the Assistant Director.
5. The Authority may purchase used equipment and used material up to twenty thousand dollars (\$20,000) without obtaining quotes. The department manager requesting the purchase must submit documentation justifying the purchase to the Executive Director or Assistant Director prior to the purchase being made.

C. Purchases Over \$20,000 But Less Than \$100,000:

1. A minimum of four (4) written quotations shall be solicited through a written request for quotation ("RFQ") from vendors that are known to normally handle the items or service needed. A formal advertisement is not required. Documentation of the solicitation and written quotes must be prepared by Authority personnel, and submitted to the Executive Director for review prior to the purchase being made; the minimum documentation should include the names of the vendors, the name of the representative for each vendor, the date of the quote, the amount of the quote, and any documentation provided by the vendor.
 - a. The RFQ shall be prepared with clear and detailed specifications for the goods or services needed.
 - b. A specific time and place must be indicated in the RFQ for the receipt of the quotations. No quotations will be considered for approval when received after the specified time.
 - c. Confidentiality is vital to the informal written quotation procedure. No vendor shall be permitted to have access to information or quotations offered from other vendors until after the stated deadline. After the due date, such records shall be open to public inspection.
2. A bid tally will normally be sent to bidders with a notice of award, or upon request.
3. A file of documents related to each bid must be maintained in accordance with the Locality Record Retention Schedule available at the Library of Virginia's website.
4. If the lowest priced item is not the best option for the Authority a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by the Executive Director.

PURCHASING

5. Bids shall be evaluated and the responsive and responsible bidder offering the products and/or services that will provide the Authority with the lowest total cost will be awarded the contract. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making the award.

Section 6. SOLE SOURCE PROCEDURE

- A. Justification that there is only a single source practically available to purchase an item or service must be well documented in writing prior to the purchase being made or the contract being issued. The writing shall document the basis for this determination.
- B. Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation.
- C. Approval and documentation for any sole source purchase must be approved as follows:
 1. For contracts or purchases less than or equal to fifty thousand dollars (\$50,000), the expenditure(s) must be documented and approved in the same manner as in the Small Purchases section of this policy.
 2. For contract or purchases exceeding fifty thousand dollars (\$50,000), the expenditure(s) must be approved by the Board of Directors of the Authority and documentation shall be provided as necessary to obtain the approval of the board.
- D. The Authority shall issue a public written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the Authority awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the Department of General Services' central electronic procurement website and other appropriate websites.
- E. Generally, no practical purpose is served by soliciting bids for an item or service which is available only from a single source.
- F. Sole source items are usually purchased at a higher cost due to not permitting competition. It is important to search out competing products or services which functionally perform as well or better than those sometimes considered to be sole source. Sole source shall only be used after all other procurement or purchasing methods have been fully evaluated and exhausted.

Section 7. EMERGENCY PURCHASES PROCEDURE

- A. An emergency exists when a breakdown in an essential service occurs or under any other circumstances when supplies are needed for immediate use in work which may virtually affect the safety, health, or welfare of the public. Emergency purchases shall be limited to materials and/or services for which delivery will commence within 24 hours after the placement of an order.

PURCHASING

- B. A true emergency will almost always occur as a result of needing parts or labor for repairs to equipment which must be kept in operating order. The use of emergency purchases for failure to anticipate normal needs must be avoided. The following examples indicate poor planning on the part of the department concerned:
1. Depletion of stock due to lack of foresight in anticipating needs.
 2. Repairs that have been needed for some time on buildings or equipment becoming an emergency overnight.
 3. The ordering of materials for projects on a last minute basis when those materials should have been ordered weeks or months prior to time of use.
- C. Before a contract may be awarded in the event of an emergency without competitive seal bidding or competitive negotiation, such procurement shall be made with such competition as is practicable under the circumstances and a written determination shall be made by the Executive Director of the basis for the emergency and for the selection of the particular contractor. This determination shall be included in the contract file. The Authority shall also issue a written notice stating that the contract is being awarded on an emergency basis and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the Authority's website and may be published in a newspaper of general circulation on the day the Authority awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as practicable. The public notice of determination shall be posted for at least ten (10) days.

Section 8. DEBARMENT PROCEDURE

- A. Prospective contractors may be debarred from contracting for particular types of supplies, services, insurance, or construction for specified periods of time.
1. A detailed written report must be submitted to the Executive Director by the department in charge of the bid or quote stating what the violations or omissions are and what harm they have or may have caused the Authority.
 2. The Executive Director will examine the complaint and may contact the contractor in an effort to settle the dispute under the terms and conditions of the contract.
 3. Should the contractor be unwilling or unable to meet the terms and conditions as specified in the contract, the responsible department may recommend to the Executive Director to begin legal proceedings or debar the contractor from future bids for a stated period of time, depending on the seriousness of the violation or omission.
 4. The debarment period may be one (1) year or more for the first violation. Subsequent violations may result in permanent debarment.
 5. The responsible department will notify the contractor in writing of a debarment decision and its time period. After the contractor has received the written notice of debarment, he or she may make a written request to the Executive Director to present any additional facts pertinent to the debarment decision.

PURCHASING

Section 9. RESPONSIBILITIES AND FUNCTIONS

- A. All correspondence with suppliers regarding bids or quotations shall be directed to the department or authorized employee handling that bid or quote.
- B. The responsible department, or authorized employee, under the direction of the Executive Director shall be responsible for the following purchase and supply functions:
 - 1. The purchase or lease for use by the Authority: all supplies, materials, equipment, and contractual services.
 - 2. Provision for competitive bids for all purchases or contracts whenever practical.
 - 3. Consolidating purchases of like or common items or services to obtain maximum economic benefits.
 - 4. Follow up orders with vendors if delivery is not made within a specified time period.

Section 10. ETHICS IN PUBLIC CONTRACTING

- A. Each Authority officer or employee who has official responsibility for the procurement of goods, services, insurance, or construction must be familiar with Virginia Code [§2.2-4367](#) through [§2.2-4377](#) (Ethics in Public Contracting).
- B. No employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a vendor or subcontractor any payment, loan, subscription, advance, deposit of money, services,
- C. Kickbacks are prohibited as follows:
 - 1. No contractor or subcontractor shall demand or receive from any of their suppliers or contractors, as an inducement for the award of a subcontract or order, any payment loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
 - 2. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this section.
 - 3. No person shall demand or receive any payment, loan, subscription, advance, and deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
 - 4. If a subcontractor or supplier makes a kickback or other prohibited payment as described herein, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the Authority and will be recoverable from both the maker and recipient. Recovery from one offending party shall not preclude recovery from the other offending parties.
- D. No person who, for compensation prepares an invitation for bids or request for proposals for or on behalf of the Authority shall: (1) submit a bid or proposal for that procurement or any portion thereof; or (2) disclose to any vendor information concerning the procurement which is not available to the public. However, the purchasing agent, with concurrence of the Authority attorney, may permit the person to submit a bid or proposal for that procurement or any part thereof, if it is determined that exclusion of the person would limit the number of potential vendors in a manner contrary to the best interests of the Authority.

PURCHASING

- E. No building materials, supplies or equipment for any building or structure constructed by or for the Authority shall be sold by or purchased from any person employed as an independent contractor by the Authority to furnish architectural or engineering services, but not construction, for such building or structure or from any partnership, association or corporation in which the architect or engineer has a personal interest as defined in Section 12. No building materials, supplies or equipment for any building or structure constructed by or for the Authority shall be sold by or purchased from any person which has provided or is currently providing design services specifying a sole source for such materials, supplies or equipment to be used in such building or structure to the independent contractor, employed by the Authority to furnish architectural or engineering services in which such person has a personal interest as defined in Section 12.
- F. No employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious, or fraudulent statements or representations; or make or use any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry.

Section 11. CONDITIONS AND INSTRUCTIONS

- A. Bids and amendments thereto or withdrawal of bids submitted that are received by the Authority after the date and time specified for bid opening will not be considered. It will be the responsibility of the bidder to see that the bid is delivered to the Authority by the specified time and date. There will be no exceptions. Date of postmark will NOT be considered. Phone, email and facsimile bids are not accepted.
- B. Prices should be stated in units of quantity specified with packing and delivery to destination included, less federal, state, and local taxes.
- C. The time of proposed delivery must be stated in definite terms. If the time for differed commodities varies, the bidder shall so state.
- D. Samples, when requested, must be furnished free of expense, and if not destroyed will, upon request, be returned at the bidder's risk and expense.
- E. Quotations must show unit price, amount, and grand total or bid may be rejected. In case of error in the computation of total prices, the unit price shall govern.
- F. Unless qualified by the provision "No Substitute," the use of the name of a manufacturer, brand, make, or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make, or catalog designation identification. This is used to simply indicate the character, quality, and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality, and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting bids on a commodity other than as specified, the bidder shall furnish complete data and identification with respect to the alternate commodity proposed to be furnished.

PURCHASING

Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the Authority. If the bidder does not indicate that the commodity proposed to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.

- G. The bidder declares that the bid is not made in connection with any other bidder submitting a bid for the same commodity or commodities and that the bid is bona fide and is in all respects fair and without collusion or fraud.
- H. Bids shall be evaluated and the responsive and responsible bidder offering the lowest total cost will be awarded the contract. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making the award.
- I. Each bid is received with the understanding that the acceptance in writing by the Authority of the offer to finish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the Authority which shall bind the bidder on his part to furnish and deliver the article quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the Authority on its part to order from such contractor, except for causes beyond reasonable control; and to pay for, at the agreed prices, all articles and services specified and satisfactorily delivered.
- J. Any equipment delivered must be standard, new equipment of the latest model except as otherwise specifically stated in the bid. Where any part of nominal appurtenances of equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
- K. In event of default by the contractor, the Authority reserves the right to procure the commodities and/or services from other sources and hold the contractor liable for any excess cost occasioned thereby. If, however, public necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.
- L. All prices and notations must be in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrections typed adjacent. Corrections must be initialized and dated in ink by the person signing the quotation.
- M. All quotations must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
- N. All quotations should be verified carefully prior to submission to the Authority as they cannot be withdrawn or corrected after being opened except in strict accordance with §2.2-4330 of the Code.
- O. At the Authority's option, vendors located in the immediate area may have an advantage in case of close or tie bids. Considerations will be given on the basis of service capabilities, parts, and/or

PURCHASING

stock inventories. Previous unsatisfactory performance of delivery and/or service of similar commodities will be considered in the final determination.

- P. For all construction contracts exceeding \$500,000 the Authority shall require the contractor to furnish (1) a performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications, and conditions of the contract, and (2) a payment bond in the sum of the contract amount for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded or to any subcontractors, in furtherance of the work provided for in the contract, and shall be conditioned upon the prompt payment of all materials furnished or labor supplied or performed in furtherance of the work.
- Q. A public body may require bid, payment, or performance bonds for contracts for goods or services if provided in the Invitation to Bid or Request for Proposal.
- R. Contracts over \$10,000 must contain the following provision: Drug free workplace to be maintained by Contractor. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- S. All bidders will normally be afforded equal opportunities to quote and to compete in public bidding. The Authority reserves the right to debar any bidder that has demonstrated unsatisfactory performance in previous contracts.

Section 12. DEFINITIONS

- A. This section provides specific definitions of terms frequently used in the wording or requisitions, quotations, bids, requests for proposals (RFP), and the Authority conditions and instructions.
1. As is: a term indicating that goods offered for sale are without warranty or guarantee. The purchaser has no recourse on the seller for the quality or condition of goods.
 2. Bid: an offer, as a price, whether for payment or acceptance. A quotation specifically given to a prospective purchaser upon his request, usually in competition with other vendors. An offer, by a buyer, to a vendor, as at an auction.

PURCHASING

3. Bond (performance): a bond executed in connection with a contract and which secures the performance and fulfillment of all the undertakings, covenants, terms, conditions, and agreements contained in the contract.
4. Certificate of Compliance: a supplier's certification to the effect that the supplies or services in question meet certain specified requirements.
5. Common Carrier: a person or corporation, licensed by an authorized state, federal, or other government agency, engaged in the business of transporting personal property from one place to another for compensation. A common carrier is bound to carry for all who tender their goods and the price for transportation.
6. Consignee: the person or organization to whom a shipper directs the carrier to deliver goods. Such person or organization is generally the buyer of goods and is called a "consignee" on a bill of lading.
7. Contract: a deliberate agreement between two (2) or more competent persons to perform or not to perform a specific act or acts. A contract may be verbal or written.
8. Contract Carrier: by motor vehicle, any person, or corporation, not a common carrier, who under special and individual contracts or agreements transports passengers or property by motor vehicle for compensation.
9. Invitation for Bids: a request, verbal or written, which is made to prospective suppliers for their quotation on goods or services desired by the prospective purchaser.
10. Invoice: a document showing the character, quantity, price, terms, nature of delivery, and other particulars of goods sold or of services rendered; a bill.
11. Letter of Intent: a preliminary contractual agreement customarily used in situations where the items, quantities, price, and delivery dates are known, but where the principal contract provisions require additional time-consuming negotiations. It is used to enter into interim agreements, pending a definitive contract, so as to permit the start of construction, production, or delivery of the supplies or materials.
12. Personal interest: means a financial benefit or liability accruing to an officer or employee or to a member of their immediate family. Such interest shall exist by reason of: (1) ownership in a business if the ownership interest exceeds three percent of the total equity of the business; (2) annual income that exceeds or may reasonably be anticipated to exceed \$10,000 from ownership in real or personal property or a business; (3) salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business that exceeds; or may reasonably be anticipated to exceed, \$10,000 annually; (4) ownership of real or personal property of the interest exceeds \$10,000 in value and excluding ownership in a business, income, or salary, other compensation, fringe benefits or benefits from the use of property; or (5) personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business.
13. Personal interest in a contract: means a personal interest which an officer or employee has in a contract with a government agency, whether due to them being a party to the contract or due to a personal interest in a business which is a party to the contract.
14. Professional Services: as used here, it shall be defined as contract services to include accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering.
15. Quotation: a statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser; a bid. When given in response to an inquiry, is usually

PURCHASING

considered an offer to sell. The stating of the current price of a commodity; the price so stated.

16. Specification: a clear, complete, and accurate statement of the technical requirements descriptive of a material, an item, or a service, and of the procedure to be followed to determine if the requirements are met.
17. Terms of Payment: all purchase transactions require a payment for the goods or services received. Payment is made in negotiable funds in accordance with the terms agreed between buyer and seller.
18. Vendor: any supplier of goods or services.

Section 13. REFERENCES

- A. Virginia Procurement Act: The Virginia Procurement Act may be accessed by the following web address: <https://law.lis.virginia.gov/vacode/title2.2/chapter43/>.

Section 14. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 1. Approved July 15, 2014, effective July 16, 2014:
 - a. Section 2.E-F was added to explain Used Equipment and Material and to clarify contract usage.
 - b. Section 5.A.4 and Section 5.C.1 were added to provide clarification.
 2. Approved April 21, 2015, effective April 22, 2015
 - a. Section 4 was modified to explain procedure for less than \$60,000
 - b. Section 5 was modified to provide clarification, and to update the maximum purchase to \$100,000 to match state code.
 - c. Section 7 was amended to include the process for justification for emergency procurement.
 3. Approved September 18, 2018, effective September 19, 2018
 - a. Numerous changes were made throughout the policy to reflect changes to the Code of Virginia.
 - b. Section 10 was added to cover the Ethics in Public Contracting.
 4. [Approved XX, XX, 2020, effective XX, XX, 2020](#)
 - a. [Changes were made to Section 4 to reflect updates to the Code of Virginia.](#)



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.12
Page 1 of 3

Issue (Effective) Date: ~~May 20, 2020~~ June 19, 2019
Approval Date: ~~May 19, 2020~~ June 18, 2019
Approved By: Board of Directors

PURCHASING CARDS

~~1.~~Section 1. PURPOSE

The purpose of this policy is to ensure the proper use of purchasing cards issued to the Bedford Regional Water Authority ("Authority").

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~~2.~~Section 2. ACCOUNTS

Each user will have a separate purchasing card issued to them, and each card will have a separate credit limit associated with it. The Executive Director and the Director of Finance are responsible for the management of the cards, with each user being responsible for the proper use of the card that is issued to them.

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~~3.~~Section 3. AUTHORIZED USERS AND CREDIT LIMITS

~~1.A.~~ Authorized Users may be issued a Purchasing Card, as determined by the Executive Director and the Director of Finance-. Credit limits can be temporarily adjusted via the internet by the Executive Director, ~~-~~ Director of Finance ~~-~~ or Accounting Technician, should the need arise.

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~~2.B.~~ The following is a list of the each of the positions held by Authorized Users with an individual credit limit of five thousand dollars (\$5,000):

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1. Executive Director
2. Assistant Executive Director
3. Director of Administration
4. Human Resources Manager
5. Information Systems Manager

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~~3.C.~~ The following is a list of the each of the positions held by Authorized Users with an individual credit limit of twenty five hundred dollars (\$2,500):

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1. Director of Engineering
2. Director of Finance
3. Water Operations Manager
4. Wastewater Operations Manager
5. Customer Service Manager
6. Maintenance Manager
7. Logistics Coordinator
8. Safety Coordinator
- 7.9. Accounting Technician

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~~8.D.~~ The following is a list of each of the positions held by Authorized Users with an individual credit limit of one thousand dollars (\$1,000):

1. Administrative Support Technician
2. Engineering Assistant
3. Maintenance Supervisor
4. Compliance Specialist
5. Water Operations Supervisor

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OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.12
Page 2 of 3

Issue (Effective) Date: ~~May 20, 2020~~~~June 19, 2019~~
Approval Date: ~~May 19, 2020~~~~June 18, 2019~~
Approved By: Board of Directors

PURCHASING CARDS

6. Wastewater Operations Supervisor
7. Facilities Supervisor
8. Customer Service Field Supervisor
9. Customer Service Supervisor
10. CIP Supervisor
11. Preventative Maintenance Supervisor
12. Utility Locator Supervisor
13. Construction Supervisor
- ~~14. Safety Coordinator~~

~~15.E.~~ The Accounting Technician is an Authorized User. This position has a credit limit of ~~two one-thousand five hundred~~ dollars (~~\$1,000~~~~2,500.00~~), and their limit will be adjusted via the internet by the Executive Director should the need arise.

~~16.F.~~ All other Authority employees, not listed above, will be authorized users. The credit limit for these employees will be zero (\$0.00) and will be adjusted via the internet by the Executive Director, Director of Finance, or Accounting Technician, should the need arise.

~~17.~~Section 4. ACCOUNT BALANCE

The outstanding balance on each card shall be paid off monthly; no interest shall be paid for any of the card accounts.

~~18.~~Section 5. DOCUMENTATION OF PURCHASING CARD

Each cardholder shall sign a log upon issuance of a card, with the Executive Director, Director of Finance-, or their respective Manager verifying the receipt of the card. For any purchasing card use, a receipt and a completed Purchasing Card Request Form shall be generated by the authorized user. All receipts and other documentation relating to purchases, reservations, or online support shall be provided to the Director of Finance -or Accounting Technician as soon as practical. The Director of Finance or Accounting Technician shall be responsible for verifying each charge on the monthly bill with the documentation provided by the authorized users; when the Director of Finance- or Accounting Technician make purchases using a purchasing card, the documentation shall be approved by the Executive Director. Failure by an authorized user or cardholder to provide sufficient documentation may limit future use of the card.

~~19.~~Section 6. AUTHORIZED USE OF PURCHASING CARD

~~1-A.~~ Purposes for which the cards may be used include:

1. Making reservations for conferences, travel arrangements, or classes, as coordinated through Human Resources
2. Payment for lodging, meals (excluding alcoholic beverages), transportation, and other related charges associated with attendance of professional conferences and meetings, as coordinated through Human Resources.

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OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.12
Page 3 of 3

Issue (Effective) Date: ~~May 20, 2020~~ ~~June 19, 2019~~
Approval Date: ~~May 19, 2020~~ ~~June 18, 2019~~
Approved By: Board of Directors

PURCHASING CARDS

3. Purchases from suppliers for routine supplies and materials. The purchasing card is designed to be used in place of open accounts with vendors, thus eliminating numerous invoices to multiple vendors.
4. Purchases of computer software support by the Information Systems Manager for the correction of problems or restoration of failed systems.

~~5-B.~~ The Executive Director or Director of Finance may revoke card privileges at any time as deemed necessary.

~~6.~~Section 7. UNAUTHORIZED USE OF PURCHASING CARD

No purchase of any personal items may be made on the Authority's card account for later reimbursement.

~~7.~~Section 8. REVISIONS

~~a-A.~~ This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.

~~b-B.~~ This policy was modified with the following amendments:

1. Approved July 23, 2013, effective July 24, 2013:
 - a. Policy revised to include additional positions that routinely make purchases.
2. Approved April 21, 2015, effective April 22, 2015:
 - ~~1-a.~~ Section 3A modified to include the Financial Assistant as an authorized individual to make changes to credit limits.
 - ~~2-b.~~ Section 3B was modified to include additional positions.
 - ~~3-c.~~ Section 3D and 3E were modified to reflect changes made to 3A and 3B.
 - ~~4-d.~~ Section 5 was modified to include the Financial Assistant, and provide for review by the Executive Director.
- ~~5-3.~~ Approved May 16, 2017, effective May 17, 2017:
 - ~~1-a.~~ Section 3B was modified to increase the credit limit from \$2,500 to \$5,000 and to revise Communications Coordinator position to Public Information Office position.
 - ~~2-b.~~ Section 3C was added to maintain a level of \$2,500 for those positions listed therein.
 - ~~3-c.~~ Section 3E was modified to add 2 positions
 - ~~4-d.~~ Revised Financial Assistant position to Financial Technician position
- ~~5-4.~~ Approved June 18, 2019, effective June 19, 2019:
 - ~~a.~~ Sections 3 and 5 were modified to update position titles
- ~~5.~~ Approved TBD, 2019, effective TBD, 2019
 - ~~a.~~ Section 3C was modified to add 2 positions.
 - ~~b.~~ Section 3D was modified in order to move the position to 3C.
 - ~~1-c.~~ Section 3E was modified to reflect the changes made in 3C.

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OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.21
Page 1 of 3

Issue (Effective) Date: ~~September-May 2014~~, 2019
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Approved By: Board of Directors

DISPOSAL OF SURPLUS PROPERTY

Section 1. PURPOSE

The Bedford Regional Water Authority ("Authority") has this policy to explain the process for selling property that is no longer needed by the Authority for its operations.

Section 2. POLICY

- A. Surplus property of the Authority is defined as property that is no longer needed by the Authority. This could be property that has been replaced by a newer model or property that has become obsolete in the operations of the Authority.
- B. The Authority will dispose of all surplus property depending on the value of the property being disposed of.
 - 1. If the property is valued at five hundred dollars (\$500) or more, then the property shall be disposed of in accordance with Section 3 of this policy.
 - 2. If the property is valued at less than five hundred dollars (\$500), then the property shall be disposed of in accordance with Section 4 of this policy.
 - 3. Property that is unusable and determined to have no commercial value may be destroyed or disposed of after authorized by the Executive Director.

Section 3. SIGNIFICANT VALUED PROPERTY

- A. Surplus property that has a value of \$500 or more for each item must be disposed of by one (1) of the following methods:
 - 1. Advertisement on GovDeals website for auction.
 - 2. Advertisement in local paper for sealed bids.
 - 3. Negotiated sale: when property has not been sold after a sealed bid and it also hasn't been sold after being placed in a GovDeals auction, it may be sold to any solicitor who has shown an interest in the property. Every effort should be made to collect as high a price as possible for the item being disposed of.
 - 4. Contracted sale: a contract can be established for the sale of surplus items generated on a continuing basis, such as scrap metal or old meters.
 - a. Such contracts must be advertised in a local paper of general circulation to allow for all interested parties to submit a bid for the contract proposal.
 - 5. Trade in: when purchasing a new item and the vendor will take the item being replaced as a trade-in, the trade must be fully described with model and serial number on the invoice with the trade-in value listed as an offset to the purchase price of the new item.
- B. Employees and their immediate family are prohibited from submitting a sealed bid on any surplus property with a value of \$500 or more due to provisions of the Conflict of Interest Act 2.1-639.9. They may, however, participate in bidding for any item that is auctioned by GovDeals website, as long as they are not on duty when placing the bid.



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.21
Page 2 of 3

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DISPOSAL OF SURPLUS PROPERTY

Section 4. SMALL VALUED PROPERTY

- A. Surplus property that has a value of less than \$500 should be disposed of by one (1) of the following methods:
1. Sealed bids from employees: an invitation to bid would be issued by the Executive Director that would state the terms and conditions of the sale, the location of the equipment, and the due date to receive bids.
 - a. Employees who are interested would be allowed to examine the surplus property during lunch or at break.
 - b. An employee must submit a sealed bid. Bids received will be date stamped, unopened, and secured until they are opened on the date established.
 - c. The Executive Director will publicly open the bids and witnessed by another Director of the Authority, the Communications Coordinator.
 - d. A list of the successful bidders will be posted and will show the name of the person receiving the bid and the amount of the bid. All bids received will be kept for three (3) years as required by the Record Retention Rules.
 2. Auction: Advertisement on GovDeals website for auction.
 3. Website Sale: the property may be sold on websites such as Craigslist or Facebook, provided that the price that is listed for the item is comparable to the fair market value, and that the Executive Director and Financial Manager approve of the posting before the sale is made.
 - 3.4. Negotiated sale: when property has not been sold after a sealed bid and it also hasn't been sold after being placed in a GovDeals auction, or a website sale it may be sold to any solicitor who has shown an interest in the property. Every effort should be made to collect as high a price as possible for the item being disposed of.
 - 4.5. Trade in: when purchasing a new item and the vendor will take the item being replaced as a trade-in, the trade must be fully described with model and serial number on the invoice with the trade-in value listed as an offset to the purchase price of the new item.
 - 5.6. Donation: these small valued properties may be donated to a non-profit organization under the following circumstances:
 - a. Donations can be made to Virginia organizations granted tax-exempt status. Preferences will be made to those charitable organizations located in Bedford County.
 - b. Bedford County, Fire Departments and Rescue Squads in Bedford County, and the Town of Bedford qualify to receive these donations.
- B. Items valued less than \$500 may be exempt from the Conflicts of Interest Act (2.1-639.9 (A) (6). To be eligible for exemption, the following must be documented:
1. That the surplus is valued at less than \$500.
 2. That the Authority has no further use for the item.
 3. That the surplus is not suitable for sale when the cost of the sale will exceed the potential revenue to be derived or the surplus material is not suitable for sale.

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OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.21
Page 3 of 3

Issue (Effective) Date: ~~September-May 201~~, 2019~~26~~
Approval Date: ~~August-May~~196, 2019~~26~~
Approved By: Board of Directors

DISPOSAL OF SURPLUS PROPERTY

Section 5. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on ~~March-June~~
~~1926~~, 201~~83~~, effective July 1, 201~~83~~.
- B. This policy was modified as follows:
 1. Approved August 16, 2016, effective September 1, 2016:
 - a. ~~Section 4.A was modified to allow for trade-ins and to allow for website sales, as well as clarification to the donated recipients~~
 2. ~~Approved May 19, 2020, effective May 20, 2020:~~
 - a. ~~Section 4.A.was modified to allow for negotiated sales after an item has not been sold` after a sealed bid, or after being advertised on GovDeals or another website sale.~~
 - b. ~~Section 4.A. C was modified to reflect the additional position to witness the opening of bids.~~

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OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.30
Page 1 of 3

Issue (Effective) Date: ~~May/June 2022~~, 2020+6
Approval Date: ~~May/June 1924~~, 2020+6
Approved By: Board of Directors

INVESTMENTS

Section 1. PURPOSE

This policy is to document the investment strategy objectives of the Bedford Regional Water Authority ("Authority") and define the allowable investments and restrictions that must be followed by the Authority.

Section 2. POLICY

- A. In recognition of its fiduciary role in the management of all Authority funds entrusted to its care, it shall be the policy of the Board of Directors that all funds be invested with the care, skill, prudence, and diligence to ensure that sound investments are made to protect the Authority's financial position and provide for ample returns on the investments.
- B. It is the responsibility of the Executive Director and the ~~Financial Manager~~ Director of Finance to manage the investment program of the Authority such that the Authority meets or exceeds all statutes and guidelines governing the deposit and investment of public funds in Virginia, including the Investment Code of Virginia and the guidelines established by the State Treasury Board and the Governmental Accounting Standards Board (GASB). In addition, the Authority will comply with all provisions relating to investments and deposits included in any Bond Indenture, Financing Agreement, or similar document. The investment officials should not engage in or profit from personal or business activities that are directly related to and could affect their decisions and responsibilities as investors of government funds.
- C. Investment officials acting within the scope of statutory authority and the terms of the investment policy are indemnified for their actions.
- D. The ~~Financial Manager~~ Director of Finance will prepare reports, at least monthly, for the Board of Directors to show the balance of all investment accounts.

Section 3. OBJECTIVES

- A. The primary objectives of the investment strategy, listed in priority order, shall be as follows:
 1. **Safety** – safety of principal is the foremost objective of the investment program.
 2. **Liquidity** – the investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
 3. **Yield (Return on Investment)** – the investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.30
Page 2 of 3

Issue (Effective) Date: ~~May-June-202~~, 2020+6
Approval Date: ~~May June 1924~~, 2020+6
Approved By: Board of Directors

INVESTMENTS

Section 4. ALLOWABLE INVESTMENTS

- A. The following investment types are approved for use by the Executive Director and the ~~Financial Manager~~ Director of Finance in the investment of public funds, provided that the provisions of any Bond Indenture, Financing Agreement, or similar document are also satisfied:
1. U.S. Treasury Bills, Notes, Bonds, and other direct obligations of the United States Government.
 2. U.S. Government agencies and instrumentality obligations that have a liquid market with a readily determinable market value.
 3. Certificates of deposit or other deposits of financial institutions located within the Commonwealth and state-chartered banks under Commonwealth supervision provided such deposits are insured by the Federal Deposit Insurance Corporation (FDIC) and collateralized as provided by the Virginia Security for Public Deposits Act.
 4. U.S. dollar denominated Banker's acceptances issued by a domestic bank, provided, however, that such financial institutions and state chartered banks are rated by Moody's Investor Services as P-1 or better and by Standard & Poor's as A-1 or better.
 5. Taxable obligations of the Commonwealth of Virginia and of its local governments and public bodies, provided such obligations have a debt rating of at least "AA" or equivalent by Moody's and/or Standard & Poor's.
 6. Repurchase agreements executed through Federal Reserve Member banks or Primary Dealers in U.S. Government Securities and collateralized by Treasury or Agency obligations, the market value of which is at least 102% of the purchase price of the repo.
 7. The Commonwealth of Virginia Treasury Department's Local Government Investment Pool ("LGIP") and the Virginia State Non-Arbitrage Program.
 8. The Virginia Investment Pool, administered by VML/VACo Finance

Section 5. DEPOSITS

All Authority deposits are required to be insured under the Federal Deposit Insurance Corporation (FDIC) and collateralized and structured under the Virginia Security for Public Deposits Act, Section 2.2-4400 et seq. of the Code of Virginia.

Section 6. MATURITY RESTRICTIONS

- A. It is recognized that, prior to maturity date, the market value of securities in the Authority's portfolio may fluctuate due to changes in market conditions. In accordance with the Authority's primary investment objectives of liquidity and preservation of principal, every effort should be made to manage investment maturities to precede or coincide with the expected need for funds.
- B. Accordingly, the requirements established by the Code of Virginia and State Treasury Board guidelines are further restricted as follows:
1. Funds shall be invested at all times in keeping with the seasonal pattern of the ~~Financial Manager's~~ Director of Finance's cash balances, as well as any other special factors or needs, in order to assure the availability of funds on a timely and liquid basis. Cash flow projections will be monitored and updated on an ongoing basis by the ~~Financial Manager~~ Director of



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.30
Page 3 of 3

Issue (Effective) Date: ~~May/June 2022~~, 2020+6
Approval Date: ~~May/June 1924~~, 2020+6
Approved By: Board of Directors

INVESTMENTS

- Finance and communicated at least once a month and on an as needed basis to the Board of Directors.
2. The portfolio must be invested in securities maturing within five (5) years. If an investment may be redeemed by the Authority, or by a Trustee on behalf of the Authority, for its intended purpose without penalty within five (5) years, such investment shall be deemed in compliance with this maturity restriction.
 3. Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

Section 7. PROHIBITED SECURITIES

Any security not specifically authorized in this Investments policy is expressly prohibited.

Section 8. ADDITIONAL REQUIREMENTS

- A. All securities purchased for the Authority shall be held by the Authority's Director of Finance ~~Financial Manager~~ or by a custodian. If held by a custodian, the securities must be in the Authority's name or in the custodian's nominee name and identifiable on the custodian's books as belonging to the Authority. Further, if held by a custodian, the custodian must be a third party, not a counterparty (buyer, issuer or seller) to the transaction. This requirement does not apply to excess checking account funds invested overnight in a bank "sweep" repurchase agreement or similar vehicle authorized under this policy.
- B. It is the Authority's policy to require dual signatures for any cash transfers. The individuals authorized to transfer funds or otherwise conduct investment transactions shall be the Executive Director and the ~~Financial Manager~~. Any change in these positions shall be explicitly approved by the Board of Directors of the Authority.
- C. The Board of Directors must approve any modifications to this Investment policy.

Section 9. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 - a. Section 4. a. 8. was added as an additional investment option
 - ~~a.~~ C. This policy was updated throughout to reflect position title changes.

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OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.31
Page 1 of 3

Issue (Effective) Date: ~~May 20~~~~July 1~~, 20~~20~~~~13~~
Approval Date: ~~May~~~~reh~~ 1926, 20~~20~~~~13~~
Approved By: Board of Directors

DEBT MANAGEMENT

Section 1. PURPOSE

The purpose of this policy is to establish the parameters governing the issuance, management, continuing evaluation of, and reporting on all debt obligations issued by the Bedford Regional -Water Authority ("Authority"). Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. An effective Debt Management Policy provides guidelines for a government to manage its debt program with those available resources.

Section 2. POLICY

- A. In accordance with the other terms of this policy, the Authority may issue debt for the purpose of financing the costs of planning, design, land acquisition, or the construction of water facilities, sewer facilities, buildings, structures and attached fixtures, and infrastructure.
- B. Whenever feasible, debt issuances will be pooled together to minimize issuance costs.
- C. The Executive Director and ~~Financial Manager~~~~Director of Finance~~ are responsible for post issuance compliance. See Post Issuance Compliance Policy for details.

Section 3. TYPES OF DEBT

- A. Revenue Bonds:
 1. The Authority may issue Revenue Bonds to finance its enterprise activities or for capital projects which generate a revenue stream.
 2. The bonds will include written covenants which will require that the revenue sources are sufficient to fund the debt service requirements, including ratios as specified in Section 4.E.
 3. Costs of issuance, debt service reserve funds, and capitalized interest may be included in the capital project costs and thus fully eligible for reimbursement from bond proceeds as permitted by applicable law.
- B. Capital Acquisition Notes and Leases:
 1. The Authority may issue short-term notes or capital leases to purchase buildings, machinery, and fixtures.

Section 4. DEBT LIMITS

- A. Debt financing will be used for major, non-recurring items with an economic life of greater than 5 years.
- B. The maximum maturity of any debt will not exceed the expected weighted average useful life of the project for which the debt is issued.
- C. The Authority will not fund current operations from proceeds of borrowed funds.



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.31
Page 2 of 3

Issue (Effective) Date: ~~May 20~~July 1, 20~~2013~~
Approval Date: ~~May~~reh 1926, 20~~2013~~
Approved By: Board of Directors

DEBT MANAGEMENT

- D. The Authority will reserve the use of long-term borrowing and leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- E. For Revenue Bonds, the Authority will fix and collect rates, fees, and other charges for the use of and for services furnished or to be furnished by its System, and will from time to time revise such rates, fees, and other charges so that in each fiscal year Net Revenues Available for Debt Service will equal at least 115% of the amount required in the fiscal year to pay the principal and interest on the bond and all other indebtedness of the Authority payable from Revenues, including without limitation, indebtedness under leases which are treated as capital leases under generally accepted accounting principles.

Section 5. DEBT STRUCTURING

- A. Bond maturities shall not exceed the useful life of assets purchased with the proceeds.
- B. Debt service reserve funds and other funds as required by bond covenants shall be established and monitored annually to ensure continued compliance with bond covenants, Authority policies, and Federal and State Regulations.
- C. Investment of bond proceeds shall be in compliance with the Authority's Investment Policy of the Operating Procedures and Policy Manual and meet the requirements of the bond proceeds covenants.
- D. All debt issuances subject to arbitrage shall be monitored by the Financial Manager and arbitrage liability calculations shall be performed in a timely manner.

Section 6. DEBT ISSUANCE PROCESS

- A. The Authority will generally use the competitive sale method unless there are compelling reasons where a negotiated sale or private placement would have a more favorable result due to prevailing conditions in the market, a financing structure which requires special pre-marketing efforts, or factors are present that are expected to result in an insufficient number of bids.
- B. The Authority may issue advance or current refunding or refinancing of bonds in accordance with federal tax law.
 - 1. Refunding is a process whereby an issuer refinances an outstanding bond issue by issuing new bonds. The advantages to refunding are to reduce an issuer's interest costs or to remove a burdensome or restrictive covenant imposed by the terms of the bonds being refinanced.
 - 2. Generally the issuance of refunding bonds shall occur if the present value of debt service savings exceeds two (2) percent of the debt service amount of the refunded bonds and/or the net present value of future savings warrants such refunding.



OPERATING POLICY MANUAL

Chapter: Finance
Document Number: 10.31
Page 3 of 3

Issue (Effective) Date: ~~May 20~~July 1, 20~~2013~~
Approval Date: ~~May~~reh 19~~26~~, 20~~2013~~
Approved By: Board of Directors

DEBT MANAGEMENT

Section 7. DISCLOSURE REQUIREMENTS

- A. The Authority will maintain good communications with agencies to inform them of the Authority's financial position by providing them with the Authority's Comprehensive Annual Financial Report (CAFR) and the annual adopted budget.
- B. The Authority will disclose the preceding ten (10) fiscal year's Schedule of Debt Coverage in the CAFR.

Section 8. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- A-B. Section 2.C was updated to reflect title changes.

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POST ISSUANCE COMPLIANCE POLICY

Section 1. PURPOSE

The purpose of this policy is to ensure that the Bedford Regional Water Authority (“Authority”) complies with applicable requirements of federal tax law necessary to preserve the tax-exempt status of interest on tax-exempt obligations issued for the benefit of the Authority. This Policy is designed to set forth compliance procedures so that the Authority –utilizes the proceeds of all issues of tax-exempt bonds in accordance with applicable federal tax requirements, and complies with all other applicable federal requirements with respect to bond issues.

Section 2. GENERAL PROCEDURES

- A. The Authority shall be responsible for monitoring post-issuance compliance issues.
- B. The Authority shall review post issuance compliance procedures and systems on a periodic basis; at least annually.
- C. Overall administration and coordination of this policy is the responsibility of the ~~Financial Manager~~Director of Finance. Such person shall be responsible for identifying any violations of federal tax requirements relating to the bonds and shall consult with bond counsel as to the best method for the timely correction of any identified violations.

Section 3. ISSUANCE OF OBLIGATIONS

- ~~A.~~ The Authority will retain a firm of nationally recognized bond counsel (“Bond Counsel”)to deliver a legal opinion upon issuance of bonds. The Authority will consult with Bond Counsel and other legal counsel and advisors, as needed, following issuance of bonds to ensure that applicable post issuance requirements are in fact met, so that interest on all bond issues will be excluded from gross income for federal tax purposes so long as any bonds remain outstanding.
- ~~A-B.~~ The Authority shall obtain all closing documents; an electronic copy shall be stored on the accounting drive of the Authority’s server. All original paper documents shall be stored in the locked fireproof safe located at the Authority’s Administrative offices. .
- ~~B-C.~~ The Authority shall insure that bond counsel has filed the applicable information (i.e. Form 8038-G) for such issue with the Internal Revenue Service on a timely basis.

Section 4. The Authority shall coordinate receipt and retention of relevant records with respect to the investment and expenditure of the proceeds of such Obligation with Authority staff.

~~Section 4.~~**Section 5. TIMELY EXPENDITURE OF PROCEEDS**

At the time of issuance of any bonds (or any portion thereof) issued to fund original expenditures, the Authority must reasonably expect to spend at least 85% of all proceeds expected to be used to finance such expenditures (which proceeds would exclude proceeds in a reasonably required reserve fund) within three (3) years of issuance. In addition, for such bonds, the Authority must have incurred or

POST ISSUANCE COMPLIANCE POLICY

expect to incur within six months after issuance original expenditure of not less than 5% of such amount of proceeds, and must expect to complete the bond financed project and allocate bond proceeds to costs with due diligence. Satisfaction of these requirements allows project related bond proceeds to be invested at an unrestricted yield for three years. Bonds issued to refinance outstanding obligations are subject to separate expenditure requirements, which shall be outlined in the Tax Compliance Agreement relating to such bonds. The Authority's Financial Manager will monitor the appropriate capital projects accounts (and, to the extent applicable, working capital expenditures and/or refunding escrow accounts) and ensure that the bond proceeds are spent within the time period(s) required under federal tax law.

~~Section 5.~~Section 6. USE OF BOND FINANCED ASSETS

- A. The Authority must constitute a tax-exempt political subdivision of the Commonwealth of Virginia at all times while a bond issue is outstanding. For the life of the bond issue, the project must be owned and operated by a political subdivision of the Commonwealth of Virginia, and must be used in furtherance of the Authority's tax-exempt purposes. No more than 5% of the bond proceeds, or assets financed or refinanced with bond proceeds, can be used in the trade or business of a private entity.
- B. Any management, operation or service contracts whereby a non-exempt entity is using assets financed or refinanced with bond proceeds must relate to portions of the project that fit within the above mentioned 5% allowable private use or the contracts must meet the IRS safe harbor for management contracts. Any replacements of or changes to such contracts should be reviewed by bond counsel. The Authority shall contact bond counsel if there may be a lease, sale, disposition or other change in use of assets financed or refinanced with bond proceeds.

~~Section 6.~~Section 7. INVESTMENT OF BOND PROCEEDS

- A. The Authority shall coordinate the investment of bond proceeds with a third party, as necessary. The use of the State Non-Arbitrage Program ("SNAP") is preferred to provide investment management, accounting and arbitrage calculation services for proceeds received from tax exempt financings.
- B. The Authority's ~~Financial Manager~~Director of Finance will monitor the investment of bond proceeds to ensure compliance with yield restriction rules.
- C. Investment earnings on bond proceeds should be tracked and monitored to comply with applicable yield restrictions and/or rebate requirements. The Authority is responsible for calculating (or causing the calculation of) rebate liability for each bond issue, and for making any required rebate payments. Any funds of the Authority set aside or otherwise pledged or earmarked to pay debt service on bonds should be analyzed to assure compliance with the tax law rules on arbitrage, invested sinking funds and pledged funds (including gifts or donations linked to the bond financed asset(s)).
- D. The Authority will retain an arbitrage rebate consultant to perform rebate calculations that may be required to be made from time to time with respect to any bond issue. The Authority is responsible for providing the arbitrage rebate consultant with requested documents and

POST ISSUANCE COMPLIANCE POLICY

information on a prompt basis, reviewing applicable rebate reports and other calculations and generally interacting with the arbitrage rebate consultant to ensure the timely preparation of rebate reports and payment of any rebate.

- E. Copies of all arbitrage rebate reports, related return filings with the IRS, copies of cancelled checks with respect to any rebate payments, and information statements must be retained as described below

~~Section 7.~~Section 8. RECORD RETENTION

- A. The Authority shall allocate (spend) bond proceeds to expenditures for assets, and shall trace and keep track of the use of bond proceeds and property financed or refinanced therewith.
- B. Copies of all relevant documents and records sufficient to support that the tax requirements relating to a bond issue have been satisfied will be maintained by the Authority for the term of a bond issue plus six years, including the following documents and records:
- Bond closing transcript
 - All records of investments, arbitrage reports, returns filed with the IRS and underlying documents
 - Construction contracts, purchase orders, invoices and payment records
 - Documents relating to costs reimbursed with bond proceeds
 - All contracts and arrangements involving private use of the bond financed property
 - All reports relating to the allocation of bond proceeds and private use of bond financed property
 - Itemization of property financed with bond proceeds

~~Section 8.~~Section 9. CONTINUING DISCLOSURE REQUIREMENTS

- C. The Authority shall coordinate and monitor continuing disclosure requirements with all outstanding bond issues.
- D. The ~~Director of Finance~~ ~~Financial Manager~~ shall send the Comprehensive Annual Financial Report (CAFR) and annual budget document to all national and/or state agencies, as required.
- E. The Authority will conduct periodic reviews of compliance with these procedures to determine whether any violations have occurred so such violations can be remedied through the “remedial action” regulations (Treas. Reg. Section 1.141-12) or the Voluntary Closing Agreement Program (VCAP) described in IRS Notice 2008-31 (or successor guidance). If any changes to the terms or provisions of a bond issue are contemplated, the Authority will consult bond counsel.
- F. The Authority will maintain records identifying the assets or portion of assets that are financed or refinanced with proceeds of a bond issue, including the uses and the users (including terms of use and type of use) thereof. Such records may be kept in any combination of paper or electronic form. In the event the use of bond proceeds or the assets financed or refinanced with bond proceeds is different from the covenants, representations or factual statements in the Tax Compliance Agreement, the Authority will promptly contact and consult with Bond Counsel to

Chapter: Finance

Document Number: 10.32

Page 4 of 4

Issue (Effective) Date: ~~May 20~~April 22, 20~~2015~~Approval Date: ~~May April 19~~21, 20~~2015~~

Approved By: Board of Directors

POST ISSUANCE COMPLIANCE POLICY

ensure that there is no adverse effect on the tax exempt status of the Bond issue and, where appropriate, will remedy any violations through the “remedial action” regulations (Treas. Reg. Section 1.141-12), the Voluntary Closing Agreement Program (VCAP) described in IRS Notice 2008-31 (or successor guidance), or as otherwise prescribed by bond counsel.

~~Section 9.~~Section 10. REVISIONS

- A. This policy was approved and adopted by the Authority’s Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified with the following amendments:
 - 1. Approved April 21, 2015, Effective April 22, 2015
 - a. Modified policy with current requirements.
- C. This policy was revised to update titles and formatting on May 19, 2020, effective May 20, 2020.



RESOLUTION

2020-06.02

Financial Policies

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, due to organizational structure and Code changes revisions were needed to the following policies:

- 10.10 Purchasing
- 10.12 Purchasing Cards
- 10.21 Surplus Property
- 10.30 Investments
- 10.31 Debt
- 10.32 Post Issuance Compliance

WHEREAS, due to the upcoming submission of the budget document to the Government Finance Officers Association's (GFOA) Distinguished Budget Award Program the Financial Management Policy 10.00 was created; now,

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

On behalf of the Finance Committee, Member _____ made a motion to approve this resolution.

Being a motion from the committee, no second motion was 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 June 16, 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.

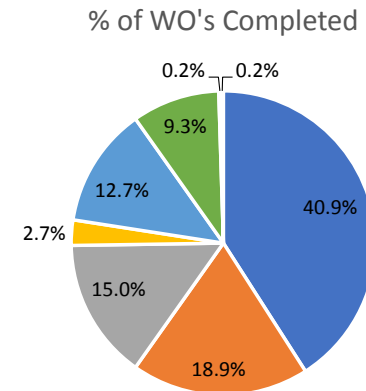
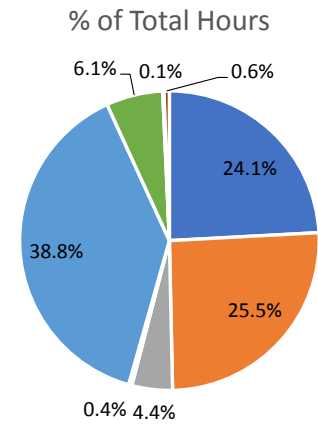
(SEAL)

Brian M. Key, Secretary,
Bedford Regional Water Authority

OPERATIONS REPORT

May 2020 Work Orders
(excluding Meter Replacement Program)

Service Area	Hours	% of Total Hours	Completed Work Orders	% of WO's Completed
Central Sewer Collection	69.0	3.3%	21	5.1%
Central Sewer Treatment	130.9	6.3%	86	21.1%
Central Water Distribution	197.9	9.6%	25	6.1%
Central Water Treatment	101.3	4.9%	35	8.6%
Central Total:	499.0	24.1%	167.0	40.9%
Forest Sewer	195.0	9.4%	21	5.1%
Forest Water	332.2	16.1%	56	13.7%
Forest Total:	527.2	25.5%	77.0	18.9%
Moneta Sewer Collection	6.2	0.3%	4	1.0%
Moneta Sewer Treatment	84.3	4.1%	57	14.0%
Moneta Sewer Total:	90.5	4.4%	61.0	15.0%
Montvale Sewer Collection	3.0	0.1%	2	0.5%
Montvale Sewer Treatment	4.3	0.2%	9	2.2%
Montvale Sewer Total:	7.3	0.4%	11.0	2.7%
Office - Admin Building	4.0	0.2%	4	1.0%
Office - Annex Building	2.8	0.1%	13	3.2%
Other	794.4	38.4%	35	8.6%
Offices/Other Total:	801.2	38.8%	52.0	12.7%
SML Central Distribution	53.2	2.6%	11	2.7%
SML Treatment (SMLWTF)	73.2	3.5%	27	6.6%
SML Total:	126.4	6.1%	38.0	9.3%
Stewartsville Water Total:	3.0	0.1%	1	0.2%
BRWA Well Systems Total:	11.9	0.6%	1	0.2%
Grand Totals:	2066.4	100.0%	408	100.0%

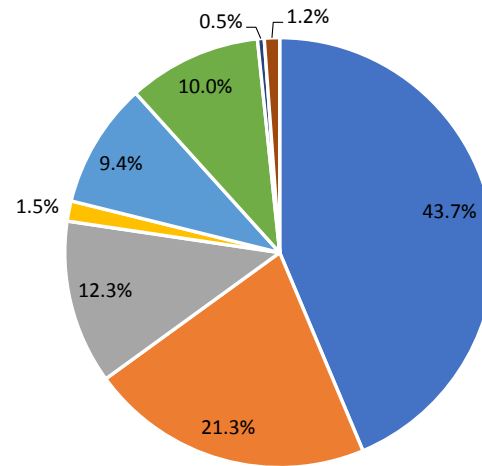




Work Order Summary All Departments Running Totals Tracking Sheet

Service Area	June '19	July '19	August '19	September '19	October '19	November '19	December '19	January '20	February '20	March '20	April '20	May '20	Running Total	Running Total %
Central	59	81	134	144	144	151	253	168	193	211	192	167	1897	43.7%
Forest	58	82	87	66	81	65	83	70	80	93	85	77	927	21.3%
Moneta	1	2	2	4	39	30	71	76	105	80	65	61	536	12.3%
Montvale	1	1	2	1	2	4	4	9	14	8	9	11	66	1.5%
Offices/Other	15	15	33	18	19	11	35	39	57	68	48	52	410	9.4%
SML	32	15	35	34	42	29	33	49	52	43	34	38	436	10.0%
Stewartsville	0	5	2	2	1	1	1	1	2	3	3	1	22	0.5%
BRWA Well Systems	5	3	9	1	3	1	7	4	4	5	7	1	50	1.2%
Monthly Totals:	171	204	304	270	331	292	487	416	507	511	443	408	4344	100.0%

% of Work Orders Completed - Running Total



ADMINISTRATION REPORT

http://www.smithmountaineagle.com/news/article_5802439c-9abc-11ea-a13b-57932fdb194d.html

Water authorities ask businesses to flush water

May 21, 2020

As businesses began preparations to reopen May 15, the Bedford Regional Water Authority and Western Virginia Water Authority (Authorities) encouraged all businesses who have had reduced operations or had their doors shut since the Commonwealth of Virginia Executive Order 53 closed non-essential businesses March 24 to flush the water that is in their internal plumbing pipes before they reopen.

The water treatment process utilized by both Authorities ensures that water is safe and healthy to drink with regular usage. However, the residual chlorine level in the water that has been sitting unused in pipes for a long period of time may have dissipated to a point where the disinfection level is no longer effective at keeping the water within a facility free of bacteria. Therefore, the water in the plumbing pipes may be unsuitable for drinking, showering or other uses.

According to the Center for Disease Control (CDC): "Stagnant, or standing water can cause conditions that increase the risk for growth and spread of Legionella and other biofilm-associated bacteria. When water is stagnant, hot water temperatures can decrease to the Legionella growth range (77–108°F, 25–42°C). Stagnant water can also lead to low or undetectable levels of disinfectant, such as chlorine. Ensure that your water system is safe to use after a prolonged shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water."

To ensure that facilities are receiving fresh water, businesses are encouraged to run water through all points of use (faucets, spigots, shower heads, etc.) with both hot and cold water for several minutes prior to using the water. This will allow any stagnant water to be flushed from the pipes and replaced with fresh water drawn from the Authority's distribution lines.

It is also important to clean and disinfect all water fountains, water features, eye wash centers, safety showers, etc. prior to use.

“Providing clean water to our customers is top priority for the Authority,” said Bedford Regional Water Authority Executive Director Brian Key. “That is why it is so important for businesses to flush the water prior to their business reopening. We want to make ensure citizens are drinking the water that we treated yesterday and not water that has been sitting in their building’s pipes for a few weeks.”

“The Western Virginia Water Authority’s mission (to) provide safe and essential water supply to our customers is more important than ever as the communities and customers we serve are impacted by the COVID-19 crisis,” stated Western Virginia Water Authority Executive Director Michael McEvoy. “We are here to provide important information and answers about your water quality, our treatment processes and the important steps you need to take to keep the water in your business or residence safe.”

The Bedford Regional Water Authority and Western Virginia Water Authority are considered essential businesses and have been able to continue, and will continue, treating water and wastewater throughout the pandemic. Even prior to this health crisis, the water treatment process in place for both water and wastewater eliminates viruses such as COVID-19 along with other viral strains and harmful bacteria.

The CDC also has additional resources for businesses on how to prepare their water systems for reopening at: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.

The Bedford Regional Water Authority provides water and wastewater services to the residents and businesses inside of Bedford County and the Town of Bedford, as well as partnering with the Western Virginia Water Authority for their Smith Mountain Lake service area in Franklin County, and providing operational assistance to the Bedford County Public Schools for many of their wastewater treatment plants.

The Western Virginia Water Authority employs over 300 employees to provide drinking water for the City of Roanoke and the Counties of Roanoke, Franklin and Botetourt. Sanitary wastewater service is provided for the greater Roanoke Valley.

SMITH MOUNTAIN EAGLE

SMITH MOUNTAIN LAKE, VIRGINIA ■ WEDNESDAY, MAY 27, 2020

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\$2.00

BRWA reviews finances and discusses contracts

WILLIAM SEIDEL

Smith Mountain Eagle

The Bedford Regional Water Authority held its monthly meeting Tuesday, May 19 to review finances and discuss contracts.

The meeting started out with public comments and approval of the minutes from the last board meeting April 21.

The meeting then moved to the financial report, which was presented by Jill Underwood. She said there has been of an impact on the revenue side but no significant changes as of now, with people still using wa-

ter and paying their bills.

"So far, we're not getting a huge impact from COVID on that," said Underwood.

She reviewed details of the financial reports for March, which had a budget goal of 75 percent. Operating venues were at 71 percent and operating expenditures were at 63 percent.

"From a financial perspective, we're still looking pretty good at this point," said Underwood.

Another item discussed at the board meeting was the operations report, which was presented by Nathan Carroll.

He explained the changes

to the work order report, which shows hours of work that was divided by service area along with the number and percentage of work orders completed, according to the board packet.

He said the good news he wanted to add to the report was the Mariners Landing waterline extension, which has about 60 feet left of pipe left to be installed, and included with that is the metering and pressure reducing vault. Carroll noted that work involving the vault alone has some ways to go, but finishing out the

See **BRWA**, Page A7

BRWA

Continued from Page A3

pipes was in good standing.

The board also voted on a resolution involving SCADA System Integration Service contracts. In this resolution, the board of directors will allow the assistant executive director the authorization to execute individual contracts with Fairwinds Automation,

Autologic LLC, DR Controls and Sunapsys Inc. for SCADA System Integration Services, according to the board packet.

It passed unanimously, with six voting yes and zero nay or abstain votes.

Another item on the agenda was the engineering report that was presented by Rhonda English.

In this section of the meeting, another resolution was passed. This resolu-

tion would allow the BRWA Board of Directors to give the director of engineering the ability to execute the necessary agreements to extend the contracts with CHA Consulting, Inc., Hurt & Proffitt, Inc., Wiley/Wilson, and Whitman Requardt & Associates Inc. for one additional term, according to the board packet.

It was the same results as last one, with a unanimous vote to pass it.

This week's rain could fill Smith Mountain Lake more than once

You could almost fill the lake up twice with all this week's rain

Chris Michaels, Meteorologist

Published: **May 22, 2020, 6:50 pm**

Tags: **Smith Mountain Lake, Rain, Flooding, Your Local Weather Authority**



Water level rising at Smith Mountain Lake

SMITH MOUNTAIN LAKE, Va. – [In a previous article](#), I mentioned how many swimming pools could be filled with all the rain we received this past week.

A colleague then wondered if we could fill Smith Mountain Lake with all that rain.



So how much rain fell in the last few days?

I took the average for each city/county and found that it would be enough to fill up 1.5 MILLION Olympic-sized swimming pools.





Sean Sublette
@SeanSublette

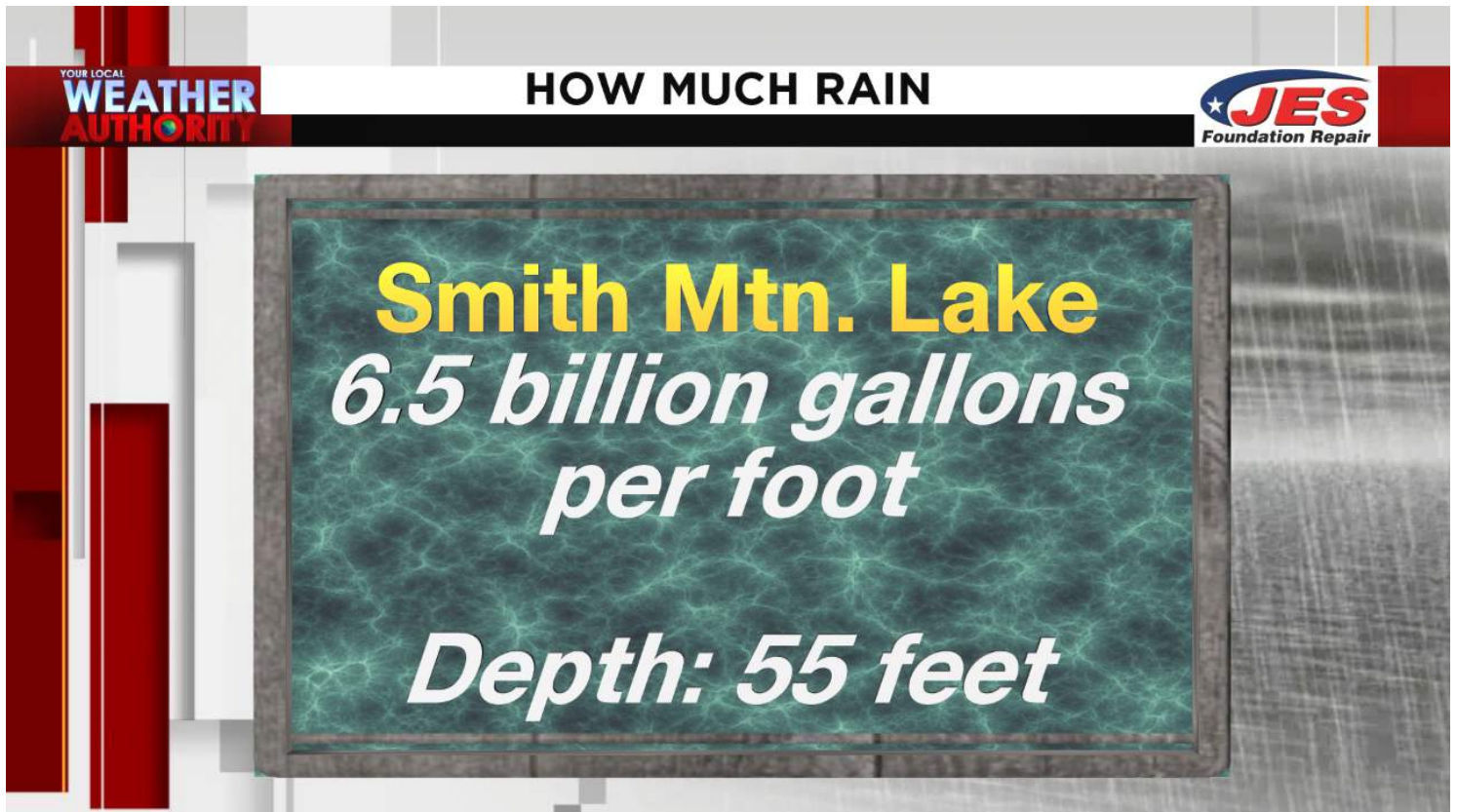
Another thought for perspective.... and I don't know if this is easy to find... but what is the capacity of Carvins Cove? Of Smith Mountain Lake?

1 11:58 AM - May 22, 2020

[See Sean Sublette's other Tweets](#)

It turns out that you can, and you could have some leftover water too. Here's how I found that out.

By finding the amount of rain that fell in each county/city and finding each locality's square mileage, you can calculate how many gallons of water fell. According to the [Bedford Regional Water Authority](#), the first foot of water in Smith Mountain Lake contains more than 6 billion gallons of water. They also say that the average depth of the lake is 55 feet.



How much water is in Smith Mountain Lake

How much rain could fill SML

Even though we cover a large area, this goes to show just how much water was unleashed on us this past week. Meanwhile, [Smith Mountain Lake continues to deal with high water levels Friday](#).

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ABOUT THE AUTHOR:




[Chris Michaels](#)

Meteorologist Chris Michaels is an American Meteorological Society (AMS) Certified Broadcaster, forecasting weather conditions in southwest Virginia on WSLs 10 News from 5 a.m. to 7 a.m. weekdays on Virginia Today.

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Guest

Type your comment here...

So, my calculations are based off:

a) the assumption that each foot has 6.5 billion gallons

b) that the entire lake is 55 feet deep.

We know that's not entirely accurate, but we're using that for the sake of this little experiment.

What we find, through basic multiplication and division, is that you can fill Smith Mountain Lake 1.69 times.



Gallons in first foot	6517028638
Avg depth	55
Total estimated gallons	3.58437E+11
Estimated rain in gallons	9.64392E+11
The difference	6.05955E+11
How much of SML filled	1.690551057

How much of Smith Mountain Lake could be filled with this week's rain

That means that we could fill the lake once from the ground up and still have enough water to fill "another Smith Mountain Lake" 69% of the way.

Bedford Regional Water Authority
1723 Falling Creek Road
Bedford, Virginia 24523
Phone: 540-586-7679, ext. 121
Fax: 540-586-5805
Email: m.aubrey@brwa.com



PRESS RELEASE

June 15, 2020
FOR IMMEDIATE RELEASE

Regional Water Authorities Add Fluoride to Water Treatment Processes

Following the request of the Virginia Department of Health (VDH), the Bedford Regional Water Authority (Authority) will begin a two phase process of fluoridating drinking water, beginning on June 22; on that day operators at the Central Water Treatment Plant will begin adding fluoride to the water that primarily serves customers in the Town of Bedford. Then, on July 6th, fluoridation will begin at the Smith Mountain Lake Water Treatment Facility (SMLWTF) which serves customers from Moneta to Forest.

"This decision was one our Board of Directors did not make lightly", said Brian Key, Authority Executive Director. "Fluoridation is a highly debated topic that our board has discussed for years. Prior to making the decision to begin fluoridation, the board opened the conversation up at three different board meetings both to educate themselves and to allow the public to voice their opinions. Based off of this information, the board made the decision to begin fluoridation."

In early 2019, VDH approached the Authority, asking the board to reverse the decision made in 2017 that stopped fluoridation at the Central Water Treatment Plant, and to begin fluoridation in all Authority water treatment plants. VDH provided extensive research and materials showing the importance of adding fluoride to public water systems. They stated that in Virginia, only three publicly owned surface water treatment plants do not fluoridate their water systems. Of those three plants, the Authority operates two of them. Making the decision to fluoridate aligns the Authority with the majority of the public drinking water suppliers in Virginia. Also, as an added incentive, VDH will cover a large portion of the costs of this treatment process through grant funding.

The Western Virginia Water Authority (WVWA), co-owner with the BRWA of the SMLWTF, also fluoridates their other water systems. To be consistent in their water treatment systems, the WVWA requested to have fluoride added to the treatment process at the SMLWTF. If fluoridation had not been added at the SMLWTF, the WVWA would have sought to add a fluoridation method in Franklin County for their customers in the Westlake water service area.

The public was notified of the fluoridation discussion through public meeting notifications for the April 16, 2019, May 21, 2019, and June 18, 2019 board meetings. The Board of Directors took public comments along with VDH and WVWA's request into consideration prior to making the decision. The board made the decision to begin the process of fluoridation in all Authority water systems at the June 18, 2019 board meeting. Since that decision was made, staff from both

Authorities have been working to obtain permits, procure equipment, and install the systems into the plants to enable fluoridation to begin on June 22 and July 6.

The Authority follows the Virginia Department of Health's (VDH) drinking water rules and regulations which includes the standards for the addition of fluoride to the water system. VDH reviews plans and specifications for fluoride feed systems and requires regular reports about the fluoride concentration in finished drinking water. VDH supports the U.S. Department of Health and Human Services, Public Health Service's recommendation of 0.7 mg/L for optimum fluoride concentration in drinking water.

About the Bedford Regional Water Authority:

The Bedford Regional Water Authority (BRWA) provides water and wastewater services to the residents and businesses in Bedford County and the Town of Bedford; additionally, the BRWA partners with the Western Virginia Water Authority to serve customers surrounding Smith Mountain Lake in both Bedford and Franklin County. Visit www.brwa.com for further information.

For information contact:

Megan Aubrey

Director of Administration

Bedford County Regional Water Authority

540-586-7679 ext. 121

m.aubrey@brwa.com

www.brwa.com

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Fluoridation of Water Frequently Asked Questions

History of Fluoride at Bedford Water by Service Area

- Town of Bedford: On February 7, 2017 fluoridation ended at the Central Water Treatment Plant in the Town of Bedford per a board resolution. On June 18, 2019 the board approved a resolution to begin the process of incorporating fluoridation into the water treatment process again. This process will begin on June 22, 2020.
- Smith Mountain Lake: The Highpoint Water Treatment Facility, which then was closed with the opening of the Smith Mountain Water Treatment Facility (SMLWTF), never included fluoridation. On June 18, 2019 the board approved a resolution to begin the process of incorporating fluoridation into the water treatment process again. This process will begin on July 6, 2020.
- Forest: Water bought from the City of Lynchburg to serve customers in the Forest area has always included fluoride.

Why is fluoride now being added to the Authority's drinking water systems?

- The Virginia Department of Health (VDH) approached the Authority, asking for fluoridation to be added to the Central and SML Water Treatment Facilities. As an incentive, they will cover a portion of the costs of this treatment process through a grant.
- Western Virginia Water Authority (co-owner and operator of the SMLWTF) fluoridates their other water systems; to be consistent in their water treatment systems, they preferred to have fluoride added to the treatment process at SML. If fluoridation were not planned to occur at the SMLWTF, they would have sought to add a fluoridation method in Franklin County for their customers.
- The Authority wants to be consistent in their treatment of water; this is a benefit for customers, so they are able to know the quality of their water. In particular, when administering medication, customers know the exact chemical makeup of their water (instead of having blended sources that may or may not have fluoride in them).
- In Virginia, only three publicly owned surface water treatment plants do not fluoridate their water systems. Currently, the Authority operates two of those plants and would like to align with the majority of the treatment processes in Virginia.

What is the time frame for adding fluoride?

- Fluoride will begin being added to the Central WTP that serves Town customers on June 22.
- Fluoride will begin being added to the SMLWTF that serves all service areas beginning on July 6.

Fluoride - FAQs

Is fluoride harmful to my health?

The Authority recommends seeking the opinion of your doctor for any medical questions. The Authority follows the Virginia Department of Health's (VDH) drinking water rules and regulations which includes the addition of fluoride to the water system. VDH reviews plans and specifications for fluoride feed systems and requires regular reports about the fluoride concentration in finished water. VDH supports the U.S. Department of Health and Human Services, Public Health Service's recommendation of 0.7 mg/L for optimum fluoride concentration in drinking water.

What notifications have been given to the public about this change?

- The addition of fluoridation to the Authority's water system was a publicized item for discussion at the April 16, 2019, May 21, 2019, and June 18, 2019 board meetings. These meetings are advertised on the Authority's website and front lobby.
- The board approved a resolution at the June 18, 2019 board meeting to begin the process of adding fluoridation to the water system again.
- In 2019, multiple news media stations ran stories about the Authority deciding to begin adding fluoride to the water supply again.
 - [WSET](#)
 - The Smith Mountain Eagle: [April 2019 article](#); [June 2019 article](#)
 - [The News and Advance](#)
- Notification will be sent to government officials at the Town of Bedford and Bedford County to communicate the change.
- A notification will be included on customers' bills preceding the change (May 29 and June 15 billing cycles).
- A press release will be sent out the week prior to the fluoridation process beginning.

How were customers able to voice their opinion for or against adding fluoride back in the system?

The public was notified as shown above and given the opportunity to voice their opinion to staff via phone, email, social media, or board meetings. The Board of Directors factored the public's opinion into their decision to start fluoridating the Authority's water systems.

Questions?

Citizens are always welcome to email (brwa@brwa.com), call (540-586-7679), or attend board meetings (the third Tuesday of every month at 7pm at 1723 Falling Creek Road) with any questions they may have.

ENGINEERING REPORT

Current Projects

Bedford Regional Water Authority

Job #	2012001	Job Type:	Water & Sewer	Location	Central County/Bedford City	Last updated on:	9/24/2018
Job Name	Harmony in Bedford Site 1						Department Contact: S Foster
Description	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).						
Status	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. Esmnt 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.						
Job #	2013086.2	Job Type:	Other	Location	Central - Bedford	Last updated on:	4/5/2019
Job Name	Route 43 - Stoney Creek Bridge VDOT Improvement						Department Contact: S Dade
Description	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						
Status	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.						
Job #	2015058	Job Type:	Water & Sewer	Location	Forest	Last updated on:	2/10/2020
Job Name	Corporate Park Drive Extension - Design						Department Contact: S Dade
Description	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 Facilities plans dated 1-1994						
Status	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 10/15/2019 and existing sanitary sewer is now connected to new sanitary sewer alignment. Additional testing to be scheduled at a later date. Puchlist mailed 2/10/20.						
Job #	2016062	Job Type:	Water	Location	Forest	Last updated on:	4/23/2020
Job Name	Kitsmont Subdivision - Design						Department Contact: S Dade
Description	New construction of approximately 4,100 LF of WL and appurtenances for 52 lots.						
Status	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 fee 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. Dsgn 07 approvable as of 2/26/20; email sent 2/27/20. Construction Cost Estimate rec'd 2/25/20; Calc 06 comments issued 3/2/20; Surety Rqmnt sent 3/2/20. Calc 07 approved 3/5/20. Surety LOC# 353 rec'd 3/18/20. Inspection fee rec'd 3/30/20. Shop Dwgs appv'd 3/24/20; Plans Approved and C2C issued to Inspector 3/30/20. C2C issued 3/31/2020. VDH Water Cert completed 4/23/20 (See 2020-003)						
Job #	2017058	Job Type:	Fire Flow Meter	Location	Forest	Last updated on:	5/11/2020
Job Name	Forest Enterprises LLC - Site Plan						Department Contact: S Dade
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 Agrmt executed 10/31/19. Notice to proceed not issued to contractor due to grading. Fire flow meter vault installed. Sewer connection to be installed at a later date.						

Job #	2017060	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Burnbridge Sewer Extension - Design						5/11/2020
Description	Discussions of sewer extension along Burnbridge Road to serve commercial lots and allow for development of the area and expansion of existing development.					Department Contact:	C Ward
Status	Meetings held with County, Doyle Allen and Tom Scott to discuss gaining interest and financial support from property owners, and the 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 1/2019; D. Allen informed on 1/24/19. Meetings held 4/12, 4/24, and 5/1 to discuss administering of project; T. Scott to 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 Agrmt 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 \$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. County, EDA, and H&P giving Aldridge 3 months to provide easement to T Scott property in desired location. Aldridge refused easements; H&P reviewing alternate pressure sewer alignment along roadways.						
Job #	2017075	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	Country Estates 2017 NLE						6/1/2020
Description	Request to extend water along Country Estates Drive.					Department Contact:	C Ward
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. Rec'd Hodge signed esmt on 4/1/20. Review Package sent to WVWA for Local Program Review on 4/6/2020. Comments are due 4/17/2020. WVWA approved plan on 4/20. Plans were sent to the CIP to order materials on 4/21. Still waiting on County/VDOT approval. Esmts #200004979, #200004975, #200004976 & 200004977 recorded 5/18/20. Esmts #200005538, #200005537, #200005533, #200005534 & #200005536 recorded 6/1/20.						
Job #	2018023.1	Job Type:	Water	Location	Lakes / Huddleston	Last updated on:	
Job Name	Mariners Landing System Transfer - Waterline Extension						3/6/2020
Description	Waterline extension along SML Parkway to connect Mariners Landing water system to public system.					Department Contact:	S Dade
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 & Natrual Resources 8/20/19. Natrual 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 secured laydown area. Construction underway.						
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.					Department Contact:	
Status	VDOT emailed preliminary drawings identifying potential grading concerns. BRWA to verify depth of waterline in areas of concern.						
Job #	2018046	Job Type:	Water	Location	Lakes	Last updated on:	
Job Name	Rucker Road Waterline Extension						5/11/2020
Description	Extension from Old Moneta Road to serve two Centra Health facilities on Rucker Road.					Department Contact:	S Dade
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. Construction and testing complete. Waterline active & ready for use.						

Job #	2018062.2	Job Type:	Internal	Location	Bedford Central	Last updated on:	
Job Name	BRWA Administration Parking Lot - North						6/3/2020
Description	Addition of a parking lot at the north side of the BRWA administration facilities.					Department Contact:	R English
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 was surveyed by W W on 2/20 to incorporate into final design. Plans submitted to County late April for review. Contract executed for additional costs due to changes requested. Received E&S approvals and comments from County on 1st plan submittal; awaiting VDOT review.						
Job #	2018086	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Sewer Force Main for TM# 118-A-6A - Design						5/15/2020
Description	Sanitary Force Main Plan and Profile for TM# 118-A-6A. Waterline Relocation added to project in 8th submittal (See 2018-086.1 for Waterline C2C/COC purposes)					Department Contact:	S Foster
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. Unforseen site conditions require a section of existing 12' waterline to be relocated. Plans forthcoming. Dsgn 08 rec'd 3/10/20; Comments issued 4/7/20. Additional Dev Fee rqmnts being sent to Developer for additon of Waterline Relocation to project Scope (See 2018-086.1) Dsgn 09 rec'd 4/14/20. Dsgn 09 approvable. Lis of outstanding items for C2C included in formal Dsgn 09 comments e-mailed to Engineer & Developer 4/21/20. Additional req'd review & inspection fees for waterline relocation rec'd 5/8/20 (reference 2018-086.1), Surety reviewed & revised surety forthcoming. Bond #22BSBII2206 rec'd 5/15/20.						
Job #	2018086.1	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	221 Car Wash Waterline Relocation - Design						5/15/2020
Description	For C2C & COC purposes only. Reference 2018-086.					Department Contact:	S Foster
Status	2018-086 Design 08 received 3/9/20 added Waterline Relocation to scope of project. Additional Dev Fee rqmnts being sent 4/7/20 to Developer for additon of Waterline Relocation to project scope. Additional req'd review & inspection fees for waterline relocation rec'd 5/8/20 (reference 2018-086), Surety reviewed & revised surety forthcoming. Bond #22BSBII2206 rec'd 5/15/20.						
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.					Department Contact:	R English
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 #	2018096	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:	
Job Name	Route 221 Carwash - Site Plan						4/24/2020
Description	AKA Lightning McClean Carwash. Concept Plan for proposed car wash, 5,300 sf drive thru facility. Sewer will be made available via FM Extension Developer Project (JN 2018-086).					Department Contact:	S Foster
Status	TRC 8/28/18. Site Plan 01 rec'd 7/11/19. Comments issued 7/30/19. Site Plan 02 rec'd 3/10/20. Comments issued 4/7/20. BRWA has no additional Site Plan comments. BRWA cannot accept new customer signups for the project until 2018-086 is issued a C2C from BRWA. Site Plan 03 rec'd 4/15/20. Comments issued 4/24/20 (no further comments).						
Job #	2018106	Job Type:	Site Plan w/Proposed Utilities	Location	Forest	Last updated on:	
Job Name	NLBTC Lot 7 EDA Shell Building - Site/Design Plan						5/11/2020
Description	Subdiving for a Shell building proposed industrial facility.					Department Contact:	S Dade
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 Agrmt 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. Punchlist mailed 11/18/19.Awaiting close out documents (i.e. as-builts, bill of sale, etc.)						

Job #	2019034	Job Type:	Water & Sewer	Location	Forest	Last updated on:
Job Name	Westyn Village Townhomes 2019 - Site/Design					2/12/2020
Description	Proposed (8) 9 unit residential townhomes and (3) 8 unit Townhomes with private road					Department Contact: S Foster
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/Design 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 Design 04 rec'd 12/20/19; Comments issued 1/21/20. Design 05 rec'd 1/27/20. Re-review fee rec'd 2/7/20. Comments issued 2/12/20 - Approvable. Awaiting Surety & Contractor confirmation.					
Job #	2019037	Job Type:	Water & Sewer	Location	Forest	Last updated on:
Job Name	Boonsboro Meadows Section 2 Roadway, Water & Sanitary - Design					6/8/2020
Description	Roadway, Water & Sanitary Design for Boonsboro Meadow Section 2.					Department Contact: S Dade
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 Agmt & 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) Water Calcs appv'd 3/13/20. FM Calcs appv'd 3/30/20,. Inspection fees rec'd 4/3/20. Bond #2020-053 rec'd 4/24/20. Plans stamped 'appv'd for construction', Water Cert completed and C2C signed & given to Insp 5/4/20. Developer Agmt execute 5/5/20. COC issued 5/6/20. VDH water cert. completed 5/4/20 (see 2020-003). C2C approved 5/5/20. Pre con meeting has been held.					
Job #	2019049	Job Type:	Water	Location	Forest	Last updated on:
Job Name	NLBTC Lot 7 EDA Meade Road Extension - Design Plan					5/11/2020
Description	Proposed waterline extension down Meade Road.					Department Contact: S Dade
Status	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 & signed developers agreement 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. Shop Drawings apvd 3/19/20. C2C issued 4/13/20. Construction completed week of 5/4/20; testing to be scheduled the week of 5/11/20.					
Job #	2019050	Job Type:	Water	Location	Forest	Last updated on:
Job Name	Country Club Meadows Phase 1 Waterline Extension - Design					3/9/2020
Description	Waterline extension along Everett Road to serve future Country Club Meadows.					Department Contact: S Foster
Status	Dsgn 01 rec'd 4/2/19. Awaiting \$400.00 Base Review Fee 4/2/19. Base Review Fee red' 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. Pre-payment has been requested.					
Job #	2019056	Job Type:	Site Plan w/Proposed Utilities	Location	Forest	Last updated on:
Job Name	King of Kings Church - Site Plan					3/3/2020
Description	Proposed 8757 SQFT building.					Department Contact: J Dean
Status	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. Site Plan 02 rec'd 3/3/20. Comments Emailed to Planning on 3/4/2020.					
Job #	2019061	Job Type:	Internal	Location	Central, Lakes	Last updated on:
Job Name	Energy Performance Study and Improvements					4/10/2020
Description	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.					Department Contact: N Carroll
Status	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. Virtual walk-through of Central WWTP on 4/15.					

Job #	2019078	Job Type:	Internal	Location	BRWA Offices - Annex	Last updated on:	
Job Name	Annex Furniture Additions					Department Contact:	3/4/2020 W Blankenship
Description	Addition of cubicles and other office furniture to accommodate additional personnel in the Annex Building. Part of FY2019-2020 CIP.						
Status	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. 3/4/2020 - Purchase Order has been executed and sent to Harris Office Furniture for cubicles for the Annex and Moneta and office furniture for Office in Rm 113 in the Annex.Ten chairs have been ordered. Delivery for all furniture TBD due to COVID-19.						
Job #	2019081	Job Type:	Internal	Location	Lakes	Last updated on:	
Job Name	Paradise Point Water System Transfer Request					Department Contact:	6/3/2020 R English
Description	Owner is requesting BRWA take ownership of water system. Water system serves 24 customers. Treatment includes orthophosphate, soda ash, and chlorine.						
Status	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. Inquiry rec'd on 2/21 for presentation to be given to subdivision. FOIA request received 3/8/20 regarding capital funding; response sent 3/12 with additional questions received afterwards. Owners made presentation to Board at 4/21 Rate Hearing; rate concerns to be further discussed with Finance Committee. Finance Committee recommending \$37 rate with no further reductions based on 5/28/20 review and discussion of revised calculations.						
Job #	2019085	Job Type:	Sewer	Location	Smith Mountain Lake	Last updated on:	
Job Name	Moneta Storage Units Lot 6 - Site Plan					Department Contact:	4/20/2020 J Dean
Description	New construction of a mini warehouse complex. Includes relocation of 40-ft of existing FM, installatino of 1 FM valve, 1 sewer connection & 1 water connection - Requires a Developer Project						
Status	Site Plan 01 rec'd 8/13/19. Comments issued 9/4/19. Site Plan 02 rec'd 10/29/19. Comments issued 11/12/19. Site Plan 03 rec'd 1/28/2020. Comments & Dev Pkg issued 2/13/20 - requested 3 additional copies of Plans; Site Plan approved by Planning 4/14/20; 4/20/20 - Warning layer posted to GIS not to accept new signup fees unitl C2C is issued.						
Job #	2019088	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	The Stables On Coffee Subdivision - Design					Department Contact:	2/13/2020 J Dean
Description	Proposed 15 lot resdential subdivision with public roadway & water line. Comments Emailed to County 12/31/19.						
Status	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.Comments Emailed to Planning 2/13/2020.						
Job #	2019090	Job Type:	Sewer	Location	117-A-144A	Last updated on:	
Job Name	Jefferson Commons Lot 2 Non-Authority Owned Sewerline Extension					Department Contact:	3/9/2020 S Dade
Description	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.						
Status	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 separte 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. Testing Completed. Test results rec'd d 3/9/20.						
Job #	2019095	Job Type:	Internal	Location	Countywide	Last updated on:	
Job Name	Capital Improvement Plan (CIP) 2020					Department Contact:	6/3/2020 R English
Description	Listing of proposed projects and purchases for the 2020-2021 fiscal year.						
Status	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. Directors reviewed and proposed changes on 3/2 for further Finance review. Budget approved at May Board meeting without CIP funding for FY 20-21.						
Job #	2019101	Job Type:	Sewer	Location	New London	Last updated on:	
Job Name	Sheetz New London Sewer Extension - Design					Department Contact:	6/8/2020 C Slusser
Description	Proposed sewer hookup for Sheetz in New London.						
Status	Met with Ryan Gatewood (LE&D) & Charles Santore (BCPS) 12/9/19 at New London Academy to discuss alignment & easements. Dsgn 01 rec'd 2/20/20. Base Review Fee rec'd 2/20/20. Dsgn 01 & Esmt Exhibit Comments & Dev Pkg EMLed 4/2/20. Dsgn 02, Esmt 02, Review Fee & Signed Dev Agmt rec'd 4/16/20. Esmt Exhibits approved & Dsgn 02 Comments issued 5/7/20. VDOT Permit App reviewed & original is forthcoming. Dsgn 03 rec'd 5/20/20. Dsgn 04 (slip sheets) 06/04/20. Final design plans approvable easement agreements prepared and issued for execution. VDOT permit application recieved and being processed.						

Job #	2019105	Job Type:	Site Plan w/ Existing Utilities	Location		Last updated on:
Job Name	Halesford Harbour Marine & RV Repair - Site Plan					5/22/2020
Description	Proposed building for Halesford Harbour RV & Marine Service, recreational vehicle sales & service.				Department Contact:	J Dean
Status	Site Plan 01 rec'd 11/6/19. Comments Posted to County 11/14/2019. Comments posted to County 11/14/19. Site Plan 02 rec'd 5/14/20. Comments sent to Consultant & Planning on 5/22/2020. Site Plan is Approved.					
Job #	2019106	Job Type:	Water	Location	Stewartsville	Last updated on:
Job Name	Hardy Road Waterline Extension					6/3/2020
Description	Proposed waterline extension to serve Hardy Road mobile home park. VDH requesting EPA WIIN grant towards water system repairs or public line extension.				Department Contact:	R English
Status	Conference call with J Wells to discuss on 11/7/10; preparing cost estimates for line extension options. Estimates sent to VDH on 3/27/20. H&P preparing design upgrades for system as alternative to public waterline extension. VDH placed owner of Trailer Park under Consent Order.					
Job #	2019108	Job Type:	Water	Location	164-A-46A	Last updated on:
Job Name	1906 Bunker Hill Loop Waterline Extension					4/21/2020
Description	DEQ requesting a possible waterline extension to serve the 1906 Bunker Hill Loop				Department Contact:	W Blankenship
Status	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. Additional inquiry received from DEQ on 4/2 with intent to move forward. Survey and design proposal received from H&P (\$14,950.00) and was sent to DEQ for review and approval.					
Job #	2019113	Job Type:	Internal	Location	SML (Bridgewater Bay Deve	Last updated on:
Job Name	Bridgewater Bay Water Pressure Issues					3/9/2020
Description	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.				Department Contact:	S Foster
Status	Engineering contacted Mr. Harmon to gather as much background 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. Pressure results communicated to Bridgewater Bay. Money has been requested in FY - 2020-2021 budget to install main line PRV.					
Job #	2019114	Job Type:	Site Plan w/Proposed Utilities	Location	Central	Last updated on:
Job Name	Cardinal Senior Living - Site Plan					5/21/2020
Description	Proposed Senior Living Center				Department Contact:	J Dean
Status	Site Plan 01 rec'd 12/06/19. Conference Call with Enginner 12/11/19. FF test check rec'd 12/23/2019. Site plan 02 rec'd 5/21/20.					
Job #	2019117	Job Type:	Water & Sewer	Location	Forest	Last updated on:
Job Name	Westyn Village Condotel - Site/Design					6/1/2020
Description	Proposed 24 Condotel & 6 36 unit Condotel with a clubhouse. (Plan Name Changed to Westyn Village Ph II).				Department Contact:	S Foster
Status	Site/Design 01 rec'd 12/06/19. Comments & Dev Pkg issued 1/31/20. Site/Design 02 rec'd 4/13/20. Site Plan 02 comments, Esmt Exhibits 01 comments & Revised Developer Agreement issued 6/1/20.					
Job #	2019121	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:
Job Name	Living Water Properties Office Building - Site Plan					5/21/2020
Description	Construct a 2 story office building for professional office use on first floor & for medical office use on second floor with associated parking.				Department Contact:	C Slusser
Status	TRC 12/23/19. Concept Plan 01 rec'd 12/19/19. Site Plan 01 rec'd 4/29/20. Site Plan 01 Comments emailed 5/21/20.					
Job #	2019122	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:
Job Name	Gables at Spring Creek Townhomes - Site Plan					4/15/2020
Description	Proposed Townhomes placed within the Gables at Spring Creek development.				Department Contact:	J Dean
Status	TRC 12/23/19. Concept 01 rec'd 12/19/19. Site Plan 01 rec'd 3/20/20. Comments Sent to Planning & Engineer on 4/15/2020					

Job #	2020006	Job Type:	Internal	Location	Forest	Last updated on:
Job Name	Forest Middle School Pump Station Modeling					6/3/2020
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.					Department Contact: R English
Status	Proposal received from WRA to update the existing sewer model for the selected drainage area into and including the pump station. Report received 5/11/20 with additional wet well storage recommended for the station. Additional internal analysis completed to verify available ERC capacity.					
Job #	2020008	Job Type:	Water	Location	Bedford Central	Last updated on:
Job Name	Turkey Mountain Booster Station					4/21/2020
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					Department Contact: W Blankenship
Status	Site reviewed with H&P on 1/21/20; proposal received 2/6. VDH to require full review and approval. Survey to begin week of 3/9/20. In design with H&P. WR&A provided min/max pressures utilizing water model - sent to H&P on 4/21.					
Job #	2020012	Job Type:	Sewer	Location	Montvale	Last updated on:
Job Name	Montvale VFD Sewer Extension					5/29/2020
Description	Proposed sewer extension.					Department Contact: C Ward
Status	Working with VDOT to change the sewer line from private to public, so that the VFD would be able to be served. Working to determine if additional easements are needed for BRWA public portion of the sewer. Easements are needed. Easement Agreements w/ Exhibits have been prepared and e-mailed to VDOT and County for consideration/execution					
Job #	2020014	Job Type:	Site Plan w/Proposed Utilities	Location	Forest	Last updated on:
Job Name	Cedar Oaks Wedding Venue - Site Plan					6/1/2020
Description	Proposed conference/wedding center.					Department Contact: J Dean
Status	TRC 1/28/20. Concept 01 rec'd 1/23/20. Site Plan 01 rec'd 5/29/20. Comments since to Planning 6/01/2020 Out of Service Area.					
Job #	2020015	Job Type:	Site Plan w/Proposed Utilities	Location	Forest	Last updated on:
Job Name	Gristmill Medical Office - Site Plan					5/14/2020
Description	Proposed medical office.					Department Contact: J Dean
Status	TRC 1/28/20. Concept 01 rec'd 1/23/20. Site Plan 01 rec'd 3/16/20. Site Plan 02 rec'd 4/29/20. Site plan Split Sheet rec'd 5/14/20. Site Plan Approved.					
Job #	2020016	Job Type:	Water & Sewer	Location	Smith Mountain Lake	Last updated on:
Job Name	Eastlake Village Roadway, Water & Sanitary - Design					3/17/2020
Description	14 lot subdivision with roadway, water & sewer.					Department Contact: J Dean
Status	Dsgn 01 rec'd 1/27/20. (Needs \$400.00 base review fee). Comments Emailed to Planning 2/10/2020. Fire Flow Test Fee rec'd 2/20/20. Dsgn 02 rec'd 3/16/20. Dsgn 03 rec'd 3/17/20.					
Job #	2020020	Job Type:	Water	Location	Forest	Last updated on:
Job Name	Country Club Meadows Phase 1 - Design					2/28/2020
Description	Road & waterline plan & profile for Country Club Meadows Phase 1 (59 lot single family development).					Department Contact: S Foster
Status	Dsgn 01 rec'd 2/03/20. (Need \$400.00 base review fee). Dsgn 01 Comments & Dev Pkg issued 2/28/20.					
Job #	2020022	Job Type:	Fire Flow Meter	Location	Forest	Last updated on:
Job Name	Berglund Toyota - Site/Design					6/5/2020
Description	Proposed auto dealership.					Department Contact: C Slusser
Status	TRC 2/11/20. Concept 01 rec'd 2/5/20. FFT fees rec'd 2/28/20. Site/Dsgn rec'd 6/5/20.					

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.					Department Contact:	R English
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.						
Job #	2020024	Job Type:	Other	Location	East Crest Drive	Last updated on:	
Job Name	SML Pump Station (at 460 & East Crest Dr)						3/4/2020
Description	SML WTF Pump Station (at 460 & East Crest Dr)					Department Contact:	W Blankenship
Status	2/6/2020 - Construction Cost Estimate was requested from GEJ under annual contract and denied due to having to sub out a majority of the work to be performed. 2/20/2020 - Construction Cost Estimate was requested from CHA prior to bidding project. Updated budget pricing received from CHA (Total Cost \$2,315,018 w/ 20% Contingency of \$370,403); project on hold due to COVID-19.						
Job #	2020032	Job Type:	Preliminary Plan	Location	Forest	Last updated on:	
Job Name	Boonsboro Meadows Sections 3-8 - Preliminary Plan						5/7/2020
Description	Proposed 193 residential lots.					Department Contact:	S Foster
Status	Preliminary Plan 01 rec'd 2/21/20. TRC physical mtg cancelled (COVID19); Comments issued via e-mail 3/25/20. Preliminary Plan 02 rec'd 5/7/20.						
Job #	2020035	Job Type:	Internal	Location		Last updated on:	
Job Name	Asset Management Conversion						4/10/2020
Description	Conversion of SEMS asset management data into Cartegraph					Department Contact:	A Browning
Status	Preliminary kickoff conference call held 2/27/20. Workshops scheduled with departments on 4/21-22 to prepare for conversion. Expected to be live in September.						
Job #	2020043	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Ivy Creek Sewer - Divisions 5 and 6						6/3/2020
Description	Extension of sewer from Lake Vista to the City of Lynchburg's Ivy Creek 4 interceptor. Referenced as Ivy Creek 5 (within City of Lynchburg limits) and Ivy Creek 6 (Bedford County). Refer to 2018042 for PER.					Department Contact:	R English
Status	PPEA proposal received, accepted by Board on 4/21 for review. Posted and advertised for competing submittals, due 7/7/20. PER modification underway to assist with CWRLF funding application.						
Job #	2020048	Job Type:	Water & Sewer	Location	Town Tax Map 129	Last updated on:	
Job Name	Avanel Ave Water & Sewer Replacement						4/6/2020
Description	To replace a 4"/3" waterline and 6" sewerline on Avanel Ave to coincide with the Town of Bedford paving schedule given by Wayne Hale.					Department Contact:	C Ward
Status	Research and design						
Job #	2020049	Job Type:	Site Plan w/Proposed Utilities	Location	Forest	Last updated on:	
Job Name	Tractor Supply 2020 - Site Plan						5/26/2020
Description	Proposed Tractor Supply Store.					Department Contact:	J Dean
Status	Site Plan 01 rec'd 4/7/20. Comments sent to Consultant & Planning on 4/30/2020. FFT fee rec'd 5/26/20.						
Job #	2020053	Job Type:	Sewer	Location	Lynchburg/Bedford	Last updated on:	
Job Name	City of Lynchburg Lake Crest Drive Sewer Extension - Design						6/8/2020
Description	Sanitary sewer extension for proposed 3 lot subdivision.					Department Contact:	S Foster
Status	Dsgn 01 rec'd 4/21/20. Comments issued 5/8/20. Sewer line to be City of Lynchburg's up to the connection to existing BRWA manhole. Dsgn 02 rec'd 5/22/20. Review being finalized 6/8/20 & work order will be prepared for BRWA connection inspection.						
Job #	2020057	Job Type:	Internal	Location	Central	Last updated on:	
Job Name	Stoney Creek Dam Inspection 2020						6/3/2020
Description	Annual dam inspection. See 2019038 for previous inspection.					Department Contact:	R English
Status	Annual inspection completed on 4/14/2020. Draft report received 4/27 with comments returned 4/30. Worked with Wiley Wilson and DCR to have previous inspection reports uploaded to new system.						

Job #	2020059	Job Type:	Site Plan w/ Existing Utilities	Location	Central	Last updated on:
Job Name	Bedford Humane Society - Site Plan					5/19/2020
Description	Proposed new building addition.					Department Contact:
						J Dean
Status	Site Plan 01 rec'd 5/8/20. Comments sent to Consultant & Town Engineer on 5/19/2020.					

Job #	2020063	Job Type:	Internal	Location	Central	Last updated on:
Job Name	Town Improvements Reporting					6/3/2020
Description	Request for expenditures for water and sewer improvements to be used in Town's annual reporting.					Department Contact:
						R English
Status	Information being compiled from SEMS, Operations, and projects to report 2019 improvement expenditures to the Town. Information sent to Mary Zirkle on 6/2/20.					



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
www.brwa.com

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Rhonda English; Director of Engineering
Date: June 8, 2020
Re: Resolution 2020-06.03 – Overview of Water System Policy 5.00 Revisions

Requests have been received from Mariners Landing 8th Fairway homeowners association to install two (2) irrigation meters to serve the 8th Fairway subdivision. This is in conflict with our Overview of Water Systems policy which requires a meter to serve no more than a single parcel. Changes are shown on the attached as markups of the policy to specify an exception for irrigation or fire suppression meters where groups such as homeowners associations are the customer.

These changes have been discussed with VRA and will be reviewed by the VRA Credit Committee on Friday, June 12th. The following resolution is with the anticipation of VRA approval.

OVERVIEW OF WATER SYSTEM

Section 1. PURPOSE

The purpose of this policy is to explain the water system development requirements of the Bedford Regional Water Authority ("Authority").

Section 2. POLICY

- A. All water design and construction shall be in accordance with the Connections, System Development, Water System, and Engineering chapters of the Authority's Operating Policy Manual in their entirety.
- B. All water systems shall be designed and sized so as to provide fire flow capabilities under peak demand conditions (min 500 gpm).
- C. All water systems shall provide fire hydrant installations such that no lot is greater than 500 feet from a fire hydrant.
- D. Where insufficient system pressure and flow exist to provide for a minimum of 500 gpm fire flow under peak demand conditions, no fire hydrants may be installed. All necessary valving must be installed at proper intervals to allow for future hydrant installation by the Authority when suitable hydraulic conditions exist. Funds equal to the cost of the hydrants plus a nominal labor charge must be deposited in a special escrow account to provide for this future installation.
- E. All water services shall provide a minimum pressure of 20 psi at the meter connection. This is a requirement regulated by the Virginia Department of Health.
- F. No more than one (1) parcel shall be served by a single domestic water meter. Multiple parcels require multiple meter connections for domestic water supply.

~~F.G.~~ No more than one (1) parcel shall be served by a single water meter for irrigation or fire suppression purposes, except when managed by a registered association in which all affected parcels are members.

Section 3. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on April 23, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 - 1. Approved XXXX XX, 2020, effective XXXX XX, 2020:
 - ~~A.a.~~ Section 2.G was added to clarify requirements for irrigation and fire suppression meters.



RESOLUTION

2020-06.03

Overview of Water System Policy 5.00 Revisions

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 16th of June 2020, beginning at 7:00 p.m.

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 Engineering department has proposed changes to Policy 5.00 – Overview of Water Systems; and,

WHEREAS, the Virginia Resources Authority has reviewed the changes and confirmed that there are no conflicts with current VRA loans; 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 June 16, 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

EXECUTIVE DIRECTOR'S REPORT

LEGAL COUNSEL REPORT

Memo: June 16, 2020
From: Sam Darby
To: Board of Directors Bedford Regional Water Authority
Re: VRA Opinion on No Free Service and Private Use of the Mariners Landing Water System

The Virginia Resources Authority (the “VRA”) has requested a legal opinion from Glenn Feldmann Darby & Goodlatte that an agreement with Mariners Landing Community Association (the “MLCA”), for the exchange of water for irrigation and electric service will not violate current VRA bond requirements. Specifically, we’re talking about a possible breach of (1) the “No Free Service” and (2) the “No Private Use” covenants in the VRA bond documents.

The BRWA has a need for electrical service for the operation of a future water pressure reducing valve vault. This service can be provided directly by the MLCA; or it can be provided by Southside Electrical Cooperative at a one-time cost of extending the service (estimated to be \$1,200) and a service charge estimated to be \$20 per month.

MLCA has a need each season for approximately 2000 gallons of water service for the irrigation of the Mariners Landing Entrance, at an estimated annual cost of \$68.40. All of this would result in an initial savings of the cost of establishing another electric service and an annual benefit to the BRWA of approximately \$171.60.

No Free Service

Each of the 4 outstanding Financing Agreements contain a covenant of no free service. It provides “[e]xcept as otherwise required by law and as described on Exhibit H [J], the [BRWA] shall not permit connection with or the use of the System, or furnish any services afforded by the System, without making a charge therefor based on the [BRWA]'s uniform schedule of rates, fees and charges.” The language is substantially the same in each of the Financing Agreements.

The proposed agreement to exchange water service for electricity clearly violates the No Free Service covenant in each of the Financing Agreements because the consideration is the exchange of electric service and not “a charge therefor based on the [BRWA]'s uniform schedule of rates, fees and charges.” Consequently, this would require a waiver of the “No Free Service Covenant” from VRA to avoid a default under the Financing Agreements.

No Private Use

The core concept behind “No Private Use” is that the BRWA not let others operate, possess or have a special interest in any of its systems financed with bonds. This would typically occur when a water authority’s or other political subdivision hires a private entity to manage its system, which is not the case. We are able to offer an opinion that the covenant would not be breached.

Since VRA is requiring a legal opinion, we went through a formal process of preparing a memorandum analyzing the legal issues. We also prepared a formal contract with MLCA and four amendments to the outstanding Financing Agreements reflecting the contract.

This Report is being written June 9 and the VRA is scheduled to meet on the question Friday June 12. I likely will have an update on June 16 at your regular monthly meeting.