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

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

Members Present:..... Bob Flynn, Chair
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 (Virtual)
Nathan Carroll – Assistant Executive Director
Jill Underwood – Director of Finance (Virtual, then In Person)
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 7:00pm. The Pledge of Allegiance and a moment of silence were conducted.

2. Review of Agenda

The following agenda was reviewed as shown.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments (limited to 3 minutes per person)
4. Approval of Minutes: June 16, 2020 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Customer Service Summary Report
 - b. Financial Statements through month end June 2020
6. Operations Report: Presented by Nathan Carroll
 - a. Work Order Summary
7. Administration Report: Presented by Megan Aubrey
 - a. Public Relations Information
8. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
9. Executive Director’s Report: Presented by Brian Key
 - a. August 10 Board of Supervisors Worksession
10. Legal Counsel Report

11. Other business not covered on the above agenda

12. Motion to Adjourn

3. Public Comments (limited to 3 minutes per person)

There were no public comments.

4. Approval of Minutes: June 16, 2020 Regular Board Meeting

The regular Board Meeting Minutes from June 16, 2020 were reviewed.

Member Segroves 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

From May to June there was a 13% increase of payments, although foot traffic coming into the office is still lower than pre-COVID. During this same time period water revenue increased by 2% and sewer revenue decreased by 3%. There are 516 customers that are past due totaling \$113,000 and 36 businesses past due totaling \$12,400. As of March 1, 388 customers and 21 businesses (totaling \$92,700) on the past due list were in good standing. Staff are working with the County to potentially establish a grant program using CARES funding. The County is the administrator of the funds. The money would funnel through Social Services to screen and provide aid for Authority customers. The customer would have to be in good standing as of March 1, 2020 and have been impacted by COVID-19 to qualify for this financial assistance program.

Thus far in July, 29 capital recovery fees have been received for the Forest area. Mr. Key added that there are several developers potentially interested in paying the capital recovery fees for a large number of equivalent residential connections (ERCs) to lock in sewer capacity in Forest.

b. Financial Statements through month end June 2020

Ms. Underwood reviewed some of the details pertaining to the financial reports for the period ending June 2020. The targeted budget goal for June was 100%; operating revenues were 96%, and operating expenditures were 85%. Capital recovery fees received are 143% of the total budgeted amount, with water at 107% and sewer at 262%. As a reminder, there are adjusting entries to record as part of the audit process; the financials are not deemed final until the audit concludes.

The VRA application for the ESCO project is in progress and is due August 7; the rates from the last VRA pool were between 1.7% and 1.8%. The board will need to approve a resolution at the September meeting for the funding. Mr. Key asked the board if Ms. Underwood could sign the loan applications, similar to Ms. English signing engineering term contracts. Ms. Underwood clarified that there is one signature block for the application; however, the resolution and bond documents require the Executive Director and Board Chair's signature. The board approved having Ms. Underwood sign the application and having both Mr. Key and the Chair sign the bonding documents.

Ms. Underwood noted that the CIP report was not included in the packet and a cumulative report will be included in the August board packet.

6. Operations Report: Presented by Nathan Carroll

a. Work Order Summary

At 7:16pm the internet connection to the board room was lost due to storm damage earlier in the day. At 7:31pm the connection to the board room was reestablished.

Mr. Carroll gave a summary about the progress on the ESCO project and Mariners Landing easement needed for the pressure reducing valve vault. The easement is owned by the golf course; they have requested a special insurance policy listing them as the grantor with a million-dollar liability and other requests that the Authority cannot agree to. Staff will continue working with the golf course to come to an agreement. The value of the easement is around \$200. On Monday, the CIP Crew installed approximately 160 feet of line i for the Country Estates project. A section of trees needs to be cut down to continue the line; quotes for this are being collected now. There are four vacancies in Maintenance that are in the process of being filled; a customer field representative has transferred to Water Operations.

7. Administration Report: Presented by Megan Aubrey

a. Public Relations Information

Ms. Aubrey summarized the media articles contained in the board packet. She also said that an Emergency Temporary Standard has been released by the Department of Labor and Industry in regards to COVID-19 safety protocol that the Authority will be implementing.

8. Engineering Report: Presented by Rhonda English

a. Projects Summary

Two additional PPEA proposals for the Ivy Creek interceptor have been received; three total proposals are now being reviewed by staff. Pending review, a recommendation will be presented at the next board meeting to proceed with utilizing the PPEA process for the project versus following a traditional bidding method. The PPEA policy will be reviewed to ensure it meets current standards and may also be brought to the board for approval of any revisions.

Staff have been working with VDOT and the Montvale Fire Department to complete the Montvale sewer line project. Since VDOT constructed the line, service cannot be provided through it until the line and easements have been transferred to the Authority. This transfer requires going through the Department of General Services and the Attorney General's office. They will require the Chair and Mr. Key to sign off on the transfer of the line and the easement with VDOT.

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

a. August 10 Board of Supervisors Work Session

The board discussed the topics for the joint work session with the Board of Supervisors on August 10. Mr. Flynn and Mr. Key met with two board members, the County Administrator, and Deputy County Administrator to discuss a possible agenda. The draft agenda was included in the board packets. Mr. Key recommended the board primarily focus on the Forest sewer capacity and the need for the Ivy Creek sewer line. The draft agenda also included additional items for the board to consider including the broadband project, Burnbridge sewer, and the Montvale sewer project. The board stated that they did not want to open a long discussion about the broadband project; however, they would like to make it clear that it was not the Authority who delayed the project.

One of the supervisors is concerned about the Montvale sewer project being delayed. Mr. Key stated that the Authority has taken the steps to continue the project moving forward as quickly as possible. This topic could be quickly discussed at the meeting to educate the supervisors about how the Authority volunteered to take

ownership of the line from VDOT to provide greater service to the community. Mr. Key will reach out to supervisors to discuss other projects in their areas prior to the joint work session.

Mr. Flynn asked if Mr. Key has put together his talking points for the meeting. Mr. Key said he will do that after he meets with the County Administrator in the next week.

Mr. Flynn also asked for an update about Paradise Point. Mr. Key stated that the subdivision was not able to come to a consensus about whether they wanted to turn over ownership of the system to the Authority yet. There is no deadline for this decision; however, the rate may need to be adjusted in the future if the decision is delayed by a year or more.

10. Legal Counsel Report

Mr. Darby has been helping to finalize the four financing agreements for the special use contract with the Mariners Landing Community Association. Due to a change in board members for the association the signing was delayed; however, the agreement was signed and executed. Mr. Darby will complete the amendments and send it to VRA.

11. Other Business

No other business was discussed.

12. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:08pm.