
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
December 15, 2020**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, December 15, 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
Thomas Segroves
Walter Siehien
Carl Wells

Members Absent: None

Staff & Counsel Present: . Brian Key – Executive Director
Nathan Carroll – Assistant Executive Director (Virtual)
Rhonda English – Director of Engineering (Virtual)
Jill Underwood – Director of Finance (Virtual)
Megan Pittman – Director of Administration (Virtual)

1. Call to Order

The meeting was called to order by the Chair at approximately 7:00 pm. 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
4. Approval of Minutes: November 17, 2020 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
6. Operations Report: Presented by Nathan Carroll
7. Administration Report: Presented by Megan Pittman
8. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
 - b. **Resolution 2020-12.01** – Construction Term Contractor
9. Executive Director’s Report: Presented by Brian Key
 - a. Recognition of outgoing board members
 - b. Report on prospective (or appointed) new board members
10. **Resolution 2020-12.02** – Election of Officers for Calendar Year 2021
11. Other business not covered on the above agenda
12. Motion to Adjourn

3. Public Comments

Jay Gray, who was just appointed to the board with his term beginning in January 2021, expressed his gratitude to the members who have spent years on the board and hopes to continue their hard work.

4. Approval of Minutes: November 17, 2020 Regular Board Meeting

The regular Board Meeting Minutes from November 17, 2020, were reviewed.

Member Wells made a motion to approve the minutes.

Member Hodge seconded the motion.

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

5. Financial Report: Presented by Jill Underwood

Legislation was passed in November in regards to utilities. The disconnection moratorium is in place now until the Governor rescinds it or the budget expires on June 30, 2022. The repayment plan provisions are now in place and Customer Service is in the process of researching to inform our customers. The BRWA did not apply for state CARES funding, as Bedford County had already allocated a portion of their CARES funding several months ago and the state program would be identical to the existing program and currently expires on December 30, 2020.

There are currently 263 customers that are past due, totaling \$63,479. As of November 30, the Authority received \$22,000 in pledges from the County CARES funding. To compare to October's financials: the amount of payments decreased 15.85%, water revenue decreased by 1.09% and sewer revenue decreased by 0.92%. In comparison to November 2019, water revenue decreased by 1.37% and sewer revenue increased by 1.58%.

Ms. Underwood reviewed some of the details about the financial reports for the period ending November 2020. The targeted budget goal for November was 42%; operating revenues were 48%, and operating expenditures were 34%. These numbers are based on the original budget that was approved in May. The revised budget that was approved in November will be added to the financials and be reflected in the December financials (January Board packets).

Capital recovery fees received are 80% of the total budgeted amount, with water at 62% and sewer at 138%. There were 12 new connections in Forest and three in Moneta in October.

6. Operations Report: Presented by Nathan Carroll

Mr. Carroll stated that the ESCO project implementation team will be meeting on December 16, and the construction schedule will be reviewed at that meeting. . A Miss Utility ticket for the contractor's surveyor for the Central Wastewater Treatment Plant has been submitted to the Virginia Utility Protection Service.

7. Administration Report: Presented by Megan Pittman

Ms. Pittman discussed the media articles included in the packet which were centered around the Authority's grease campaign. Ms. Pittman also shared a presentation that was given at the virtual Winter After Luncheon.

8. Engineering Report: Presented by Rhonda English

a. Projects Summary

Ms. English updated the board on the main projects the Authority is working on. Updated plans were received yesterday for the Burnbridge Sewer Extension project; hopefully, it is the final version. Country Estates construction is scheduled to be

complete by the end of the week. Bunker Hill Loop waterline construction has begun this week. The final documents have been received from the Authority's legal counsel for Paradise Point related to the SCC petition and will be ready for signatures this week. The contract for Ivy Creek should be signed this week.

b. **Resolution 2020-12.01** – Construction Term Contractor

The resolution is to approve the execution of an agreement for the Annual Term Contract for Water and Sewer Line Construction Services to perform construction task orders as the Authority deems appropriate and necessary at the prices shown in the unit bids prices in the Contract. The term of the contract is a twelve (12) month period with an option for two additional twelve (12) month extensions.

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 15th of December 2020, beginning at 7:00pm:

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 has requested sealed bid proposals for a utility construction company to perform construction, repairs, rehabilitation, replacement of water and sanitary sewer systems, and to perform emergency repair work as needed under the Annual Term Contract for Water and Sewer Line Construction Services ("Contract");

WHEREAS, the work to be completed under the Contract is beyond the capabilities of the Maintenance department due to the current equipment inventory limitations, staffing availability, and/or specialized construction; and,

WHEREAS, the term of the Contract shall be for a twelve (12) month period, and the unit prices shall be valid for the term of the contract with an option for up to two additional twelve (12) month automatic extensions if both parties agree, and there are no significant changes to the conditions of the contract; and,

WHEREAS, the Authority desires to obtain at least two Contracts to ensure best service and availability; and,

WHEREAS, the Authority received two sealed bid proposals for the Contract on December 2, 2020, with J & M Infrastructure LLC being the lowest responsive bidder based on line item unit prices for work as described in the Contract; and,

WHEREAS, the Aaron J. Conner General Contractors, Inc. being the second lowest responsive bidder based on line item unit prices for work as described in the Contract; and,

WHEREAS, the cost of the Contract will be determined by actual construction costs of the projects and will primarily be funded through the Water and Sewer Replacement funds with some small projects that the Maintenance Department may identify to be funded under their Contracted Services budgets; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the Director of Engineering to execute the Annual Term Contract for Water and Sewer Line Construction Services with J & M Infrastructure LLC and Aaron J. Conner General Contractors, Inc.

Member Hodge made a motion to approve this Resolution.

Member Wells made a Second to approve.

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

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

a. Recognition of outgoing board members

Mr. Key recognized the outgoing board members, Carl Wells, Cindy Gunnoe, and Elmer Hodge, highlighting their accomplishments.

Mr. Wells served on the Personnel Committee for the BRWA for eight years; preceding the BRWA, he also served on the BCPSA board and for nine years before

that. Mr. Wells also signed most of the checks for years, spending hours in the office socializing with the staff while signing the checks.

Ms. Gunnoe has been incredibly helpful in knowing the pulse of the community and being able to speak on their behalf. She was involved with the finance committee member for all eight years of her service to the Authority.

Mr. Hodge spent six years as Chair, notably leading the Authority through the Smith Mountain Lake Water Treatment Facility project. He was incredibly supportive and uplifting for staff and brought a depth of knowledge and experience in the water and wastewater field.

Mr. Flynn presented the three members with an award to show the board's gratitude for their service and echoed Mr. Key's praise of the dedication and skills the members brought over the past eight years.

Mr. Moldenhauer also expressed his appreciation for the three board members and stated they will be missed.

b. Report on prospective (or appointed) new board members

Mr. Key remotely attended the Board of Supervisors meeting on Monday where the Board appointed Kevin Mele and Jay Gray to the Authority's board beginning in January 2021. Mr. Mele introduced himself and said that he is a CPA and has had his practice in Bedford County for 30 years and his wife is a retired teacher and is now on the school board. Mr. Gray introduced himself and said that he lives in Forest with his wife. They chose to live in Virginia after moving from California, and his background is in the irrigation industry as well as in cross-connection.

The third open position will be appointed by the Town of Bedford. Phil Garbarini, Jr. declined the position, but he may be interested in the future. The Town is actively searching for an appointee.

10. Resolution 2020-12.02 – Election of Officers for Calendar Year 2021

Per the requirements stated in the Bylaws policy 1.30, the board is to elect their slate of officers at the December board meeting each year.

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 15th day of December 2020, beginning at 7:00pm:

WHEREAS, the Authority Bylaws Policy 1.30 states that each year at the December meeting of the board the Authority will elect officers, including Chair, Vice Chair, Treasurer, and Secretary; now,

THEREFORE BE IT RESOLVED, the following nominations and motions were made for Calendar Year 2021:

Chair:

A motion was made by Mr. Wells

to Nominate Bob Flynn for the position of Chair.

The motion was seconded by Mr. Moldenhauer

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

Vice-Chair:

A motion was made by Mr. Segroves

to Nominate Mike Moldenhauer for the position of Vice-Chair.

The motion was seconded by Mr. Wells.

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

Secretary / Treasurer:

A motion was made by Ms. Gunnoe
to Nominate Brian Key for the position of Secretary / Treasurer.

The motion was seconded by Mr. Siehien.

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

Mr. Flynn thanked the board for the nomination and their service; members will be contacted with their committee assignments in the coming weeks.

11. Other Business

There was no other business.

12. Motion to Adjourn:

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

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

The meeting adjourned at approximately 7:48 pm.

Prepared by Megan Pittman – Director of Administration
Approved: January 19, 2021