



BOARD OF DIRECTORS

March 16th, 2021

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



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

MEETING NOTES

To: BRWA Board of Directors
From: Brian M. Key, PE; Executive Director
Date: March 12, 2021
Re: Notes for the March 16, 2021 Board of Directors Meeting

It has been a busy month since the board last met. Each of the 3 committees for the Authority have had meetings, some of them multiple times, and the result is that we have a lot of action items on the agenda. Here are a few notes corresponding to the agenda items:

- 5.b.i. **Resolution 2021-03.01:** In order to stay on schedule with the rate implementation, the finance committee is recommending approval of this resolution to advertise the new rates.
- 6.a. Nathan has a new work order report with data coming from Cartegraph; he also has the previous report from our old management system to review with the Board.
- 7.b.i. **Resolution 2021-03.02:** Every year a resolution is required if we are to renew our health insurance with the Local Choice; the rates went down this year, and the Personnel Committee is recommending that the Board approved of this resolution.
- 9. Sam Darby will be joining the meeting virtually; his report is included in the packets.
- 10.a. The Policies and Projects committee have several resolutions for the Board's consideration:
 - i. **Resolution 2021-03.03:** This is related to the Burnbridge sewer project, and a request from the EDA to help with the project.
 - ii. **Resolution 2021-03.04:** The Committee is recommending a few changes to the Bylaws related to compensation for the Board.
 - iii. **Resolution 2021-03.05:** The Committee has another policy change to recommend to the Board to allow for prepayments to be used for easement acquisition compensation.
- 10.b. The Personnel Committee requested a closed session to review salaries and my annual evaluation. The motions for closed session are included in the packets.

If you have any questions about any of the information contained in your board packets, or if you are not going to be able to attend the meeting, please contact me prior to the board meeting.

AGENDA

NOTICE AND AGENDA

To: Board of Directors
From: Brian Key – Executive Director
Date: March 9, 2021
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, March 16, 2021 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/81197958137?pwd=eGcxRDVtZXpXeW1mQnY5QWdLV2RaZz09>
 - Meeting ID: 811 9795 8137
 - Password: 2w2Zs4
- Join the Zoom meeting with **audio only** by phone:
 - Meeting ID: 811 9795 8137
 - Passcode: 423386
 - 470 381 2552 (Atlanta)
 - 470 250 9358 (Atlanta)
 - 646 518 9805 (New York)
 - 646 558 8656 (New York)
 - 267 831 0333 (Philadelphia)
 - 301 715 8592 (Washington DC)
- 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: February 16, 2021 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end February 2021
 - b. Finance Committee Meeting Summary – February 25, 2021
 - i. **Resolution 2021-03.01**: Rate Advertisement
6. Operations Report: Presented by Nathan Carroll
 - a. Work Order Summary

7. Administration Report: Presented by Megan Pittman
 - a. Public Relations Information
 - b. Personnel Committee Meeting Summary – March 3, 2021
 - i. **Resolution 2021-03.02:** Health Insurance
8. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
9. Legal Counsel Report
10. Executive Report: Presented by Brian Key
 - a. Policies and Projects Committee Summary – March 3, 2021
 - i. **Resolution 2021-03.03:** EDA support for Burnbridge
 - ii. **Resolution 2021-03.04:** Board Compensation
 - iii. **Resolution 2021-03.05:** Prepayment Policy Revisions
 - b. Personnel Committee Meeting Summary – March 12, 2021
 - i. Closed Session Pursuant to Section 2.2-3711 A. 1 of the Code of Virginia, specifically to review salaries and the annual evaluation of the Executive Director
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
February 16, 2021**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, February 16, 2021, 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 from Home)
Jay Gray
Rusty Mansel
Kevin Mele
Thomas Segroves
Walter Siehien (Virtual from Blue Ridge Optics)

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, ***with revisions shown 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: January 19, 2021 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end January 2021
 - b. Budget Schedule
6. Operations Report: Presented by Nathan Carroll
 - a. Work Order Summary
7. Administration Report: Presented by Megan Pittman
 - a. Public Relations Information
8. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
 - b. *Resolution 2021-02.01 Route 122 Waterline Relocation – Acquisition of Easements***
9. Executive Director’s Report: Presented by Brian Key
 - a. Electronic Attendance

- b. Board Compensation, Expenses, and Email
- 10. Other business not covered on the above agenda
- 11. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: January 19, 2021 Regular Board Meeting

The regular Board Meeting Minutes from January 19, 2021, were reviewed.

Member Segroves made a motion to approve the minutes.

Member Gray seconded the motion.

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

5. Financial Report: Presented by Jill Underwood

a. Financial Statements through month end January 2021

There are currently 336 residential customers that are past due, totaling \$85,657. There are 11 businesses that are past due totaling \$2,531. Disconnections for non-residential customers began in January.

To compare to December's financials: the amount of payments decreased 1.49%, water revenue decreased 12.54%, and sewer revenue increased 5.84%. In comparison to January 2020, water revenue increased 8.15% and sewer revenue increased 2.87%.

Ms. Underwood reviewed some of the details about the financial reports for the period ending January 2021. The targeted budget goal for January was 58%; operating revenues were 63%, and operating expenditures were 48%.

Capital recovery fees received are 109% of the total budgeted amount, with water at 182% and sewer at 195%. There were 26 new connections, 24 in Forest and two in Moneta in January.

Mr. Moldenhauer proposed adding a new line item to the budget to write-off past due accounts. Mr. Flynn suggested the Projects and Policies Committee create a policy for a potential write-off program for the board to review. Mr. Mansel suggested sending a letter to customers who are past due to inform them about repayment plan options. Mr. Moldenhauer asked for a chart of past due accounts from month to month. Ms. Underwood stated that the Customer Service Summary report be modified to include the past due information on a monthly basis.

Mr. Key also informed the board that the CIP funds allocated for Central Sewer Pump Station #1 are being diverted to rebuild Pump Station #5, which is a higher priority at this time, due to recent flooding and mechanical issues

b. Budget Schedule

Budget preparations are underway and the first Finance Committee meeting is scheduled for February 25th. The budget calendar is included in the packet. A resolution for FY 2022 proposed rates will be included for the March meeting, to meet the advertisement deadline for an April rate hearing, with a June 1st implementation.

6. Operations Report: Presented by Nathan Carroll

a. Work Order Summary

Mr. Carroll stated the work order summary will look different in April as the Authority transitions from SEMS to Cartegraph. Due to a security breach at a water treatment plant in Oldsmar, Florida, Mr. Carroll summarized the security measures the Authority has in place to protect itself against these attacks.

7. Administration Report: Presented by Megan Pittman

a. Public Relations Information

Ms. Pittman summarized the articles included in the packet. Ms. Pittman also addressed the Oldsmar cyber breach, explaining the public relations campaign the Authority is undertaking.

8. Engineering Report: Presented by Rhonda English

a. Projects Summary

There are several projects have recently closed out and multiple that are heading to construction. The Route 122 waterline relocation is in progress, as the resolution below indicates. Ms. English explained the process of obtaining easements and how eminent domain is a last resort for the Authority.

b. Resolution 2021-02.01 Route 122 Waterline Relocation – Acquisition of Easements

Engineering has been working to secure easements for the emergency waterline replacement on Route 122 near Ratliff Road, where slope failures in the VDOT right-of-way have required the relocation of the Authority's 18" transmission main. The Authority has obtained one of the five easements needed and is working with the two property owners of the remaining four easement parcels. There are existing 10' easements on each property that will be partially or completely vacated upon the receipt of these easements. While requested easement areas have been minimized to what is necessary for installation and maintenance of the waterline, the easement values have been calculated with consideration of the entire area from the back of the proposed easement to the existing right-of-way being affected, removing the value of easements already in place.

To keep the project moving forward while the final negotiations are being exhausted, the Authority needs to proceed with eminent domain for the easements. Hopefully, the easements can be negotiated before the required public hearing; however, due to the lengthy process of easement acquisition and the emergency nature of the project, the Authority is requesting that they be considered for eminent domain.

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 February 2021, beginning at 7:00pm

WHEREAS, the Bedford Regional Water Authority (the "Authority"), 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"), needs to relocate an 18-inch water transmission main along Moneta Road between Ratliff Road and Placid Lane due to slope failures in the Virginia Department of Transportation ("VDOT") right-of-way and direction from VDOT for relocation to be established outside of their right-of-way in this area of Bedford County, Virginia; and, **WHEREAS**, the Director of Engineering has informed the Board of Directors of the Authority that the relocated water line is needed to provide adequate water supply to the Bedford Central and Forest service areas; and,

WHEREAS, the Director of Engineering has informed the Board of Directors of the Authority that the most suitable location for the relocated water line is through the adjacent private properties in Bedford County, Virginia between Placid Lane and Ratliff Road, at a distance away from the right-of-way so as not to interfere with VDOT slope repairs or future potential failures; and,

WHEREAS, the Director of Engineering has informed the Board of Directors of the Authority a) that negotiations have not progressed with the owners of the properties listed herein, b) that the easements are needed for the new relocated water line, c) the methodology used in valuing the easements, as attached to this resolution, for purposes of making a good faith offer; and,

WHEREAS, the Director of Engineering has informed the Board of Directors of the Authority that the amount of property to be taken is not more than is necessary to achieve the stated public use; and,

WHEREAS, the Director of Engineering has determined that the Authority will need to acquire permanent easements and temporary construction easements from the following persons who own property along the proposed route as described above in Bedford County, Virginia, but who do not seem at this time amenable to a voluntary conveyance of the needed easements. The easement areas and easement values also follow; and,

Tax Map Parcel 198 1 1:

Owners: Montgomery M. & Janice G. Stevens;

Easement Area: 10549.25 Square Feet Permanent Water Line Easement Area,
1636.14 Square Feet Permanent Water Line Easement Area to be vacated;

Easement Value: \$1,046.45

Tax Map Parcel 198 A 52E:

Owners: Gap View Holdings LLC

Easement Area: 3596.70 Square Feet Permanent Water Line Easement Area,
1193.22 Square Feet Permanent Water Line Easement Area to be vacated;

Easement Value: \$372.23

Tax Map Parcel 198 A 52F:

Owners: Gap View Holdings LLC

Easement Area: 3008.71 Square Feet Permanent Water Line Easement Area,
1012.09 Square Feet Permanent Water Line Easement Area to be vacated;

Easement Value: \$818.15

Tax Map Parcel 198 A 52G:

Owners: Gap View Holdings LLC

Easement Area: 3030.81 Square Feet Permanent Water Line Easement Area,
1001.26 Square Feet Permanent Water Line Easement Area to be vacated;

Easement Value: \$1,365.52

WHEREAS, in the event that the Authority is unable to acquire the necessary easements through negotiation with the property owners, the Director of Engineering has presented a proposed schedule for public advertisement and a public hearing for the purpose of informing the public of the need to exercise eminent domain to acquire the permanent easement; and,

WHEREAS, such public hearing, if necessary, will be scheduled to take place at the offices of the Authority at 7:00 p.m. on March 16, 2021 for the purpose of giving all citizens the opportunity to state their views on the exercising of eminent domain over the subject property for the purpose of acquiring the necessary water system easements; now,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority that (1) acquisition of the necessary water system easements as recommended are for the public use of a water distribution facility and that no more private property is being taken than that which is necessary to achieve the stated public use, (2) that the calculation of the fair value of the easements is reasonable, (3) that such acquisition is hereby approved, and (4) that the Director of Engineering is hereby authorized and directed to negotiate the specific terms of easement agreements and to execute and deliver the same in consideration of the fair values as computed, or to prepare and send a good faith offer letter and, if no agreement can be reached after negotiating with the owners of the subject properties, to acquire the water system easements through the exercise of eminent domain; and,

BE IT FURTHER RESOLVED, that if the Authority is unable to negotiate successfully with the owners of the subject properties to acquire the necessary water system easements, the Board authorizes and directs the Director of Engineering to advertise the acquisition of the necessary easements through the exercise of eminent domain and to make appropriate arrangements, including advertising of a public notice, for the public hearing on March 16th, 2021; and,

BE IT FURTHER RESOLVED, that the Director of Engineering is authorized to obtain a title report, appraisal, and any other documentation needed to ascertain the values of the permanent easements; and,

BE IT FURTHER RESOLVED, that the Director of Engineering is authorized and directed to take such further action as shall seem to be necessary or convenient to obtain the necessary water easements.

This resolution shall take effect immediately.

Member Gray made a motion to approve this Resolution.

Member Mele 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. Electronic Attendance

Mr. Key reviewed the Code of Virginia and the Authority's bylaws about electronic meeting attendance. During an Emergency Order, meetings can be done completely virtually. Outside of an Emergency Order, a quorum must be held onsite. The virtual members can vote if they ask permission from the Chair to attend remotely. This can only be done twice a year per member. After this, board members can attend and participate virtually; however, they will not be able to vote. Committee meetings can still be held fully remotely.

b. Board Compensation, Expenses, and Email

Mr. Key explained that the Board of Directors, as employees of the Authority, are eligible for getting COVID vaccines in the Phase1B group.

Included in the packets for the board's review and discussion is a comparison of other area board's compensation, mileage reimbursement, and whether an entity email is provided. The board asked to find out if personal devices were included in FOIA requests. Mr. Flynn also expressed his concern about personnel issues being subject to FOIA over email. Mr. Mele brought up the milage reimbursement for discussion. Mr. Flynn remanded the issue to the Policies and Project Committee for review and to bring a recommendation to the board.

10. Other Business

No other business was discussed.

11. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:35 pm.

Prepared by Megan Pittman – Director of Administration

Approved: _____ 2021

FINANCIAL REPORT



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

MEMORANDUM

To: BRWA Board of Directors
From: Jill W. Underwood, Director of Finance
Date: March 11, 2021
Re: Financial Highlights for February 2021

Customer Service Statistical Report:

There are currently 326 residential customers that are past due, totaling \$93,086. There are 20 businesses that are past due totaling \$8,125.

To compare to January's financials: the amount of payments decreased 3.58%, water revenue increased 7.66% and sewer revenue decreased 4.07%. In comparison to February 2020, water revenue increased 7.62% and sewer revenue increased 5.19%.

Summary of Revenues & Expenses:

- 1) Budget goal is 67% for February, revenues are at 79% and expenses at 57%.
- 2) Capital Recovery fees received so far this FY are 118% of the total budgeted amount, with water at 90% and sewer at 211%. There were 18 new connections 16 in Forest and 2 in Moneta during January.

Cash Flow Summary

The summary is included in your packets.

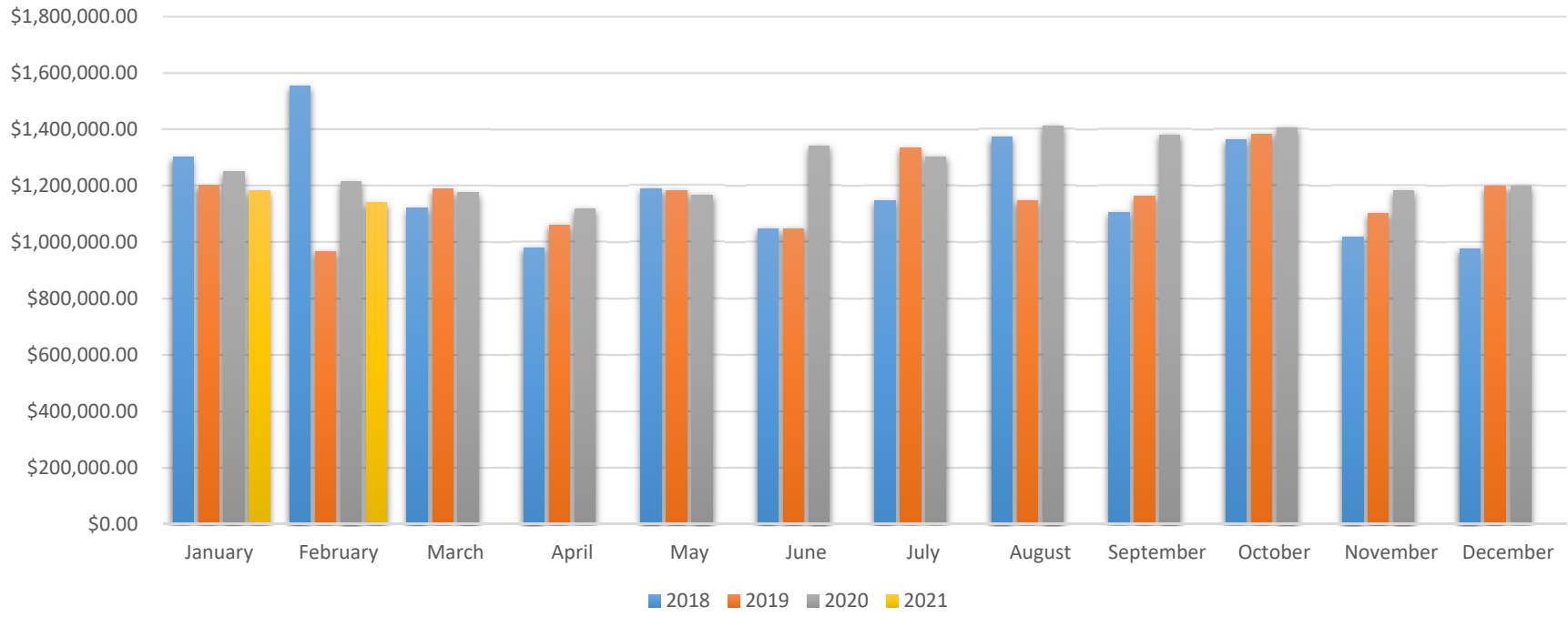
FY 2022 Budget

The next Finance Committee meeting is March 24th. The rate hearing and draft budget presentation will be held at the April Board meeting.

Tracking Data for Customer Service Department

Description	March '20	April '20	May '20	June '20	July '20	August '20	September '20	October '20	November '20	December '20	January '21	February '21	Running 12 Month Totals
1 Statements Mailed	14,551	14,600	15,017	15,091	15,149	15,179	15,170	15,175	15,180	15,183	15,162	15,186	180,643
2 Statements Sent Electronically	1,518	1,552	1,613	1,675	1,712	1,743	1,781	1,821	1,860	1,868	1,834	1,938	20,915
3 Total of Payments Received	12,695	12,456	11,757	13,019	12,372	12,986	12,723	12,792	12,523	12,864	11,774	11,731	149,692
4	\$1,175,968.85	\$1,118,132.30	\$1,166,857.67	\$1,341,042.49	\$1,304,444.99	\$1,411,137.42	\$1,382,006.43	\$1,405,935.16	\$1,183,110.39	\$1,200,081.72	\$1,182,192.55	\$1,139,909.57	\$15,010,819.54
5	2,588	2,600	2,516	2,698	2,668	2,642	2,617	2,625	2,582	2,755	2,498	2,575	31,364
6 Bill Payer Payments	\$148,845.01	\$153,214.88	\$174,925.19	\$186,081.65	\$182,270.17	\$197,183.61	\$203,632.67	\$192,142.84	\$174,884.85	\$169,578.81	\$169,000.26	\$159,390.40	2,111,150
7	20.4%	20.9%	21.4%	20.7%	21.6%	20.3%	20.6%	20.5%	20.6%	21.4%	21.2%	22.0%	21.0%
8	2,049	2,216	1,982	2,150	2,189	2,209	2,356	2,481	2,253	2,260	2,173	1,841	26,159
9 Paymentus Payments	\$173,978.03	\$192,068.19	\$181,547.19	\$192,581.63	\$196,439.49	\$209,415.28	\$240,699.46	\$227,598.78	\$202,662.06	\$192,625.85	\$184,758.02	\$147,384.82	\$2,341,758.80
10	16.1%	17.8%	16.9%	16.5%	17.7%	17.0%	18.5%	19.4%	18.0%	17.6%	18.5%	15.7%	17.5%
11 Automatic Draft Payments (ACH)	1,603	1,620	1,629	1,692	1,701	1,705	1,736	1,746	1,749	1,769	1,715	1,723	20,388
12	\$92,411.16	\$91,204.25	\$93,358.28	\$110,038.96	\$111,667.16	\$118,811.43	\$136,682.95	\$126,465.30	\$115,978.27	\$124,512.13	\$110,641.95	\$106,418.21	\$1,338,190.05
13	12.6%	13.0%	13.9%	13.0%	13.7%	13.1%	13.6%	13.6%	14.0%	13.8%	14.6%	14.7%	13.6%
14 Account Transfers	130	134	136	167	205	174	149	158	140	137	95	116	1,741
15 New Customers - Forest	15	17	10	18	33	23	15	19	12	13	24	16	215
16 New Customers - SML	2	2	6	3	3		6	1	3	4	2	2	34
17 Residential Past Due Customers		-	-	860	504	360	239	152	236	441	336	326	3,454
18	-	-	-	\$158,728.81	\$136,087.50	\$106,329.24	\$64,382.12	\$36,173.51	\$54,957.66	\$94,081.22	\$85,656.53	\$93,085.66	\$829,482.25
19 Meters Read - Normal and Transfer Readings	14,277	14,289	14,315	14,334	14,363	14,369	14,385	14,399	14,415	14,477	14,438	14,456	172,517
20 Radio Read Meters	12,341	12,515	12,595	12,727	12,771	12,781	12,798	12,843	12,874	13,000	13,058	13,160	153,463
21 Manually Read Meters	1,936	1,774	1,720	1,607	1,592	1,592	1,587	1,556	1,541	1,477	1,380	1,296	19,058
22 Tower Read Meters	1,054	1,071	1,283	1,037	1,002	950	1,037	1,085	1,115	861	987	1,673	13,155
23 New Meter Installs	9	11	7	22	22	11	4	18	15	10	7	5	141
24 Broken Meters Replaced	5	13	-	4	2	1	4	3	2	5	7	21	67
25 Meters Changed - Program	209	150	78	108	10	1	4	31	5	112	55	74	837
26 Connections paid for but not installed	290	286	281	291	300	303	311	309	308	308	331	336	N/A
27 Remaining Developer's Credits	\$368,484.01	\$368,484.01	\$368,484.01	\$368,484.01	\$368,484.01	\$368,484.01	\$350,484.01	\$350,484.01	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	N/A
28 Bulk Water Sales - New London (Gallons)	14,969	58,475	23,485	82,673	42,738	-	6,280	12,760	9,395	835	935	4,150	256,695
29 Bulk Water Sales - Moneta (Gallons)	2,700	8,610	12,200	40,480	6,000	-	20,128	-	-	-	-	-	90,118
30 Bulk Water Sales - Central Distr (Gallons)	-	-	400	-	28,700	3,900	17,800	3,500	17,500	8,460	200	-	80,460
31 Total Bulk Water Sales	\$95.41	\$362.26	\$194.86	\$665.03	\$418.17	\$21.06	\$238.72	\$87.80	\$145.23	\$50.19	\$6.13	\$22.41	\$2,307.27

2018-2021 Total Payments Received



Bedford Regional Water Auth.
Balance Sheet
For the Eight Months Ending Sunday, February 28, 2021

		<u>7/1/2020</u>	<u>Feb 2021</u>
		<u>Beginning</u>	<u>Actual</u>
ASSETS			
1000:1000	Cash	\$5,993,484.61	\$7,042,717.44
1001	Restricted Investments	8,150,166.66	8,805,644.67
1002:1002	Prepaid Expenses	828,812.19	674,256.43
1101:1101	Accounts Receivable	2,157,333.40	2,226,453.85
1102	Accounts Receivable Other	33,439.18	8,886.41
1200	Inventory	488,551.59	757,228.30
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	297,742.21	1,116,785.53
1301	Tangible Assets- Office	4,385,424.94	4,385,424.94
1302	Tangible Assets - Vehicles	3,367,485.04	3,367,485.04
1400:1500	Tangible Assets - Water	100,146,345.04	100,146,345.04
1700	Tangible Assets - Sewer	62,476,091.92	62,476,091.92
1800	Intangible Assets	714,451.00	714,451.00
1801	Fixed Asset Clearing Account		78,902.05
1900	Depreciation	<u>(64,747,719.17)</u>	<u>(64,747,719.17)</u>
	Total assets	<u>124,295,543.27</u>	<u>127,056,888.11</u>
LIABILITIES			
2000	Accounts Payable	(419,653.13)	(202,458.06)
2001	Customer Liabilities	(515,437.37)	(348,594.43)
2100	Employee Liabilities	(1,264,686.26)	(1,174,985.11)
2200	Notes Payable	(42,062,594.55)	(39,261,279.55)
2300	Developer Credits	(452,440.01)	(425,440.01)
2900	Equity	(41,000.00)	(41,000.00)
2999	Retained Earnings	<u>(79,539,731.95)</u>	<u>(79,539,731.95)</u>
	Total liabilities	<u>(124,295,543.27)</u>	<u>(120,993,489.11)</u>
	Operating Surplus/ (Loss)		6,063,399.00

Bedford Regional Water Auth.
Balance Sheet
For the Eight Months Ending Sunday, February 28, 2021

		<u>7/1/2020</u>	<u>Feb 2021</u>
		<u>Beginning</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	2,136,501.19	3,186,172.90
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	322,251.36	322,658.62
1000-1000	VA Investment Pool-Capital Projects Reserve	2,498,188.70	2,501,215.45
1000-2000	VA Investment Pool- Operating Reserves	1,035,951.79	1,037,206.90
1000-0005	Cash Suspense Account (for F.A.)		(5,128.00)
	Total Cash	<u>5,993,484.61</u>	<u>7,042,717.44</u>
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	1,705,687.91	2,012,462.22
1001-0020	Reserve for future capital projects	662,705.67	662,931.81
1001-0021	County Funds for New Projects	229,925.42	181,305.03
1001-0022	SML WTF Depreciation Fund WVWA	252,079.10	252,093.91
1001-0023	BRWA Cell Tower Funds	240,538.75	252,290.69
1001-0024	SML WTF Depreciation Fund- BRWA portion	252,065.18	252,079.99
1001-0025	Vehicle and Equipment Replacement Fund	295,493.54	447,512.11
1001-0030	Information Systems Replacement Fund	157,872.83	181,875.70
1001-0035	Meter Replacement Fund	318,719.33	370,732.46
1001-0040	Sewerline Replacement Fund	558,195.16	624,859.16
1001-0045	Waterline Replacement Fund	522,165.92	628,829.92
1001-0050	Tank Rehab	237,996.00	237,996.00
1001-1010	VA Investment Pool- Reserve Fund	450,171.30	451,438.22
1001-1020	LGIP Repairs & Maintenance Reserve	24,085.63	24,085.63
1001-1025	VRA Debt Service Reserve Fund- PNC Bank	1,771,570.44	1,771,570.44
1001-1030	VRA 2015 Debt Service Reserve Fund-SNAP	43,445.49	26,132.39
1001-1100	Escrow Account	67,787.34	67,787.34
	Total Restricted Investments	<u>8,150,166.66</u>	<u>8,805,644.67</u>
Prepaid Expenses:			
1002-1000	Prepaid Insurance	113,720.53	12,698.11
1002-1001	Prepaid Dues/Service Contracts	62,308.66	8,775.32
1002-1002	Deferred Outflows of Resources (Pensions)	595,511.00	595,511.00
1002-1003	VRS OPEB Deferred Outflow	76,188.00	76,188.00
1002-1004	VRS OPEB Deferred Outflow	(16,379.00)	(16,379.00)
1002-1005	Local OPEB Deferred Outflows	16,467.00	16,467.00
1002-1006	Local OPEB Deferred Inflows	(19,004.00)	(19,004.00)
	Total Prepaid Expenses	<u>828,812.19</u>	<u>674,256.43</u>
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,411,415.24	1,449,012.35
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	908,202.39	956,382.46
1101-3210	Credit Card Convenience Fee AR	847.58	846.08
1101-4000	Allowance for Doubtful Accounts	(486,341.29)	(486,341.29)
1101-4001	Water Penalties- A/R	39,404.50	47,632.28
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	25,136.10	31,332.05
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	86,479.00	71,329.00

Bedford Regional Water Auth.
Balance Sheet
For the Eight Months Ending Sunday, February 28, 2021

		<u>7/1/2020</u> <u>Beginning</u>	<u>Feb 2021</u> <u>Actual</u>
1101-5002	Returned Check A/R	784.75	1,073.55
1101-5003	Sewer Facility Fees A/R	55,627.78	25,627.78
1101-5005	Reconnect Fee A/R	27,058.15	26,601.69
1101-6000	Water Account Charge A/R	10,552.03	9,023.53
1101-6003	Sewer Account Charges A/R	6,168.09	5,193.09
1101-7001	Water Deposits A/R	3,393.56	3,064.31
1101-7003	Sewer Deposits A/R	20,712.75	20,786.50
1101-7500	Meter Base Installation Fee A/R	14,244.02	16,110.02
1101-7504	Sewer Pump Maintenance A/R	4,284.79	4,919.14
1101-7505	Service Repairs & Rents A/R	2,504.94	2,504.94
1101-7506	A/R- Septage Dumping Fees	8,335.00	8,335.00
1101-7507	Meter Fee A/R	5,750.00	3,750.00
1101-7508	A/R- Industrial Pretreatment	1,541.66	1,833.32
1101-8000	Misc. Charges Receivable	(1.00)	(1.00)
1101-8002	NSF holding/clearing account	145.78	(4,086.05)
1101-8003	Consolidation holding account	(3,761.63)	(3,761.63)
1101-8006	Unauthorized Service A/R	7,845.08	7,810.28
1101-8009	Pending Electronic Payments	5,909.09	22,568.62
1101-7502	A/R- Sewer Clean-Out Installation Fee		3,212.81
1101-7510	SGP Review and Inspections A/R		600.00
	Total Accounts Receivable	<u>2,157,333.40</u>	<u>2,226,453.85</u>
Accounts Receivable Other:			
1102-0001	Miscellaneous Accounts Receivable	33,439.18	8,886.41
	Total Accounts Receivable Other	<u>33,439.18</u>	<u>8,886.41</u>
Inventory:			
1200-0001	Maintenance Inventory	174,859.22	284,480.28
1200-0002	Meter Inventory	313,692.37	472,748.02
	Total Inventory	<u>488,551.59</u>	<u>757,228.30</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:			
1250-0363	BRWA Facility Master Plan & Building	44,400.11	68,400.11
1250-0381	CIP- Mariners Landing	112,595.11	160,899.47
1250-0383	CIP- Ivy Creek Sewer	45,700.00	50,454.09
1250-0389	CIP- Country Estates Waterline	77,044.49	91,190.09
1250-0391	CIP- Turkey Mtn Booster Station	18,002.50	39,590.00
1250-0386	CIP - Building Renovations		3,669.51
1250-0387	CIP- Rucker Rd. waterline project		104.99
1250-0390	CIP- SML Pump Station		7,160.00
1250-0392	Montvale Sewer (VDOT)		17,104.08
1250-0393	CIP- Bunker Hill Loop (DEQ)		8,525.00
1250-0394	Mariners Landing WWTP		87,767.61
1250-0395	ESCO Project		540,321.84
1250-0396	CIP- Avenel Ave		41,284.74
1250-0397	Route 122 Waterline Relocation		314.00
	Total Construction In Progress	<u>297,742.21</u>	<u>1,116,785.53</u>
Tangible Assets- Office:			
1301-0001	Office Facilities	2,725,886.28	2,725,886.28
1301-0002	Information Systems	1,659,538.66	1,659,538.66
	Total Tangible Assets- Office	<u>4,385,424.94</u>	<u>4,385,424.94</u>

Bedford Regional Water Auth.
Balance Sheet
For the Eight Months Ending Sunday, February 28, 2021

	<i>7/1/2020 Beginning</i>	<i>Feb 2021 Actual</i>
Tangible Assets - Vehicles:		
1302-0001 Vehicles and Equipment	3,367,485.04	3,367,485.04
Total Tangible Assets - Vehicles	3,367,485.04	3,367,485.04
Tangible Assets - Water:		
1400-1000 SML Water Treatment Facility	16,447,649.90	16,447,649.90
1400-2000 Smith Mountain Lake Central	21,339,066.84	21,339,066.84
1400-3000 Stewartsville Water	2,735,076.84	2,735,076.84
1500-1000 Forest Water	36,203,064.99	36,203,064.99
1500-2000 Lakes Water	1,625,458.78	1,625,458.78
1500-3000 Central Water	21,796,027.69	21,796,027.69
Total Tangible Assets - Water	100,146,345.04	100,146,345.04
Tangible Assets - Sewer:		
1700-0014 Central Sewer	22,535,093.64	22,535,093.64
1700-0015 Moneta Sewer	12,700,512.43	12,700,512.43
1700-0016 Forest Sewer	18,983,660.02	18,983,660.02
1700-0020 Mariners Landing Sewer	1,218,000.00	1,218,000.00
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	62,476,091.92	62,476,091.92
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	714,451.00	714,451.00
Fixed Asset Clearing Account:		
1801-0000 Fixed Asset Clearing Account		78,902.05
Total Fixed Asset Clearing Account		78,902.05
Depreciation:		
1900-0000 Accumulated Depreciation	(64,747,719.17)	(64,747,719.17)
Total Depreciation	(64,747,719.17)	(64,747,719.17)
Total assets	124,295,543.27	127,056,888.11
LIABILITIES		
Accounts Payable:		
2000-1000 Accounts Payable	(219,653.13)	(2,458.06)
2000-1005 Retainage Payable	(200,000.00)	(200,000.00)
Total Accounts Payable	(419,653.13)	(202,458.06)
Customer Liabilities:		
2001-0000 Customer Credit- Budget Billing accounts	5,068.88	5,068.88
2001-0001 Customer Credits	(234,769.82)	(285,786.10)
2001-0002 Misc. Misposting	(1,520.90)	(1,520.90)
2001-0003 Customer Refunds Payable	10,916.45	8,592.74
2001-1000 Water Deposits	(189,397.42)	(36,089.64)
2001-1555 Fireline Assembly Deposits	(16,308.86)	(16,308.86)
2001-2000 Interest on Deposits (Town accounts)	1,256.53	1,256.93
2001-3000 Sewer Deposits	(90,682.23)	(23,807.48)
Total Customer Liabilities	(515,437.37)	(348,594.43)

Bedford Regional Water Auth.
Balance Sheet
For the Eight Months Ending Sunday, February 28, 2021

	<u>7/1/2020</u> <u>Beginning</u>	<u>Feb 2021</u> <u>Actual</u>
Employee Liabilities:		
2100-0050	Compensated Absences Liability (149,518.68)	(131,090.02)
2100-0060	Accrued Payroll (106,761.48)	(0.01)
2100-0250	VRS Employee Contribution Payable 300.36	(13,998.46)
2100-0400	Net Pension Liability (501,911.00)	(501,911.00)
2100-0450	Flexible Spending Account Payable 1.63	61.52
2100-0500	VRS OPEB Liability (257,271.00)	(257,271.00)
2100-0510	Local OPEB Liability (226,966.00)	(226,966.00)
2100-0550	Health Insurance Payable- Employee Share (24,551.55)	(21,134.13)
2100-0600	VRS Mandatory Cash Match- Hybrid 1.25	1.25
2100-0750	Optional Life Insurance Payable 342.81	677.72
2100-0800	AFLAC Withholding Payable 1,697.23	1,713.87
2100-0900	Outstanding Payables Checks (49.83)	(49.83)
2100-0200	State Withholding Payable	(25,019.02)
	Total Employee Liabilities	(1,174,985.11)
Notes Payable:		
2200-0115	Current Maturities Long-Term Debt 0.40	2,801,315.40
2200-2001	Accrued Interest Payable (393,431.42)	(393,431.42)
2200-2020	VRA 2015 Loan (29,600,000.00)	(29,600,000.00)
2200-2021	VRA 2015 Premium (274,983.94)	(274,983.94)
2200-2026	VRA Series 2005 Premium (2,107.00)	(2,107.00)
2200-2029	VRA 2009 Series Deferred amount of Refunding 137,400.52	137,400.52
2200-2230	Series 2012 Loan (2005 Refunding) (3,075,000.00)	(3,075,000.00)
2200-2231	Series 2012 Premium (2005 Refunding) (360,271.80)	(360,271.80)
2200-2232	VRA 2012 Deferred Amount on refunding 195,351.94	195,351.94
2200-2233	VRA Series 2014 Loan (2005 refunding) (1,745,000.00)	(1,745,000.00)
2200-2234	VRA Series 2014 Premium (2005) (154,413.52)	(154,413.52)
2200-2235	VRA 2014 Deferred Amt on Refunding 50,678.07	50,678.07
2200-2236	VRA 2019 Refunding Premium (165,654.33)	(165,654.33)
2200-2237	VRA Series 2019 Refunding (2,725,000.00)	(2,725,000.00)
2200-2238	VRA Series 2019 Deferred Amt on Refunding (87,268.87)	(87,268.87)
2200-2500	Assumed Debt from Town (3,246,382.17)	(3,246,382.17)
2200-3000	Lynchburg Sewer System Loan Payable (616,512.43)	(616,512.43)
	Total Notes Payable	(39,261,279.55)
Developer Credits:		
2300-0000	Deferred Revenue Liability (368,484.01)	(341,484.01)
2300-1000	Deferred Inflows of Resources (83,956.00)	(83,956.00)
	Total Developer Credits	(425,440.01)
Equity:		
2900-0150	Customer Contributions for Line Extensions (41,000.00)	(41,000.00)
	Total Equity	(41,000.00)
Retained Earnings:		
2999-0000	Retained Earnings (79,539,731.95)	(79,539,731.95)
	Total Retained Earnings	(79,539,731.95)
	Total liabilities	(120,993,489.11)
	Operating Surplus/ (Loss)	6,063,399.00

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eight Months Ending Sunday, February 28, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>	
OPERATING REVENUE						
3000-3000 +...	Water Sales	(\$710,219.60)	(\$5,983,740.94)	(\$8,372,144.00)	(\$2,388,403.06)	71%
3100-3000:3...	Sewer Sales	(363,191.78)	(3,060,719.80)	(4,279,608.00)	(1,218,888.20)	72%
3902	Penalties	(6,694.00)	(33,522.93)	(70,000.00)	(36,477.07)	48%
3903-3231:3...	Account Charges	(5,150.00)	(42,075.00)	(60,000.00)	(17,925.00)	70%
3903-3240:3...	Review Fees	(12,634.40)	(46,762.64)	(53,500.00)	(6,737.36)	87%
3900-3250:3...	Interest Earned		(6,275.24)	(60,000.00)	(53,724.76)	10%
3903-3245:3...	Sewer Clean Outs	(2,562.81)	(7,912.81)	(7,000.00)	912.81	113%
3903-3250 +...	Meter Installation Revenues	(16,250.00)	(137,694.95)	(95,000.00)	42,694.95	145%
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(12,166.56)	(18,000.00)	(5,833.44)	68%
3903-3261	Rent/Meter Charges		(927.04)	(5,000.00)	(4,072.96)	19%
3903-3262:3...	Misc	(9,012.20)	(90,886.12)	(112,729.00)	(21,842.88)	81%
3903-3280:3...	Fixed Asset Disposals		(1,744.00)		1,744.00	0%
3901-3211:3...	Account Default Fees	(105.00)	(1,715.00)	(23,000.00)	(21,285.00)	7%
3201-3275 +...	Contract Reimbursements		(96,231.57)	(151,000.00)	(54,768.43)	64%
	Revenue from BRWA Operations	<u>(1,127,340.61)</u>	<u>(9,522,374.60)</u>	<u>(13,306,981.00)</u>	<u>(3,784,606.40)</u>	72%
3000-3220 +...	Capital Recovery Fees	(92,000.00)	(1,111,500.00)	(939,010.00)	172,490.00	118%
3903-3265 +...	Cellular Antenna Site Rental-County...	(3,474.80)	(40,461.69)	(45,153.00)	(4,691.31)	90%
3904-3310	BOS Capital Contributions		(1,762,265.64)	(2,000,000.00)	(237,734.36)	88%
3904-3312 +...	BOS Contributions for New Develop...		(500,000.00)		500,000.00	0%
3904-3315	Developer Line Contributions			(200,000.00)	(200,000.00)	0%
3904-3316 +...	Contributions from WVWA		(1,948.19)		1,948.19	0%
3904-3335	Contributions for DEQ Projects		(42,913.00)		42,913.00	0%
3903-3330	SML WTF Revenue		(29.62)		29.62	0%
3904-3317	Developer Prepayments Redemptio...			(20,000.00)	(20,000.00)	0%
3904-3320	Customer Line Contributions	<u>(2,180.88)</u>	<u>(2,180.88)</u>		<u>2,180.88</u>	0%
	Revenue from Other Sources	<u>(97,655.68)</u>	<u>(3,461,299.02)</u>	<u>(3,204,163.00)</u>	<u>257,136.02</u>	108%
	Total Revenue	(1,224,996.29)	(12,983,673.62)	(16,511,144.00)	(3,527,470.38)	79%
OPERATING EXPENSES						
4000 + 4002...	Salaries	311,547.02	2,434,180.38	4,169,901.18	1,735,720.80	58%
4010	General Office Expenses	19,137.46	127,136.78	268,467.00	141,330.22	47%
4100	Employee Benefit & Related Expens...	115,029.04	977,235.72	1,724,071.00	746,835.28	57%
4110	Billing Expenses	40,164.30	153,653.29	211,404.00	57,750.71	73%
4120	Information Systems Expenses	6,575.45	97,975.35	158,194.00	60,218.65	62%
4130	Adminstration Supplies		2,626.47	500.00	(2,126.47)	525%
4140	Customer Service Supplies	403.76	637.48	3,368.00	2,730.52	19%
4210	Engineering Expenses	1,775.55	31,483.58	81,353.00	49,869.42	39%
4220 + 4223	Operations Expenses	482.86	600.84	2,400.00	1,799.16	25%
4221	Compliance Program Supplies			8,000.00	8,000.00	0%
4222	Pretreatment Expenses	796.30	12,390.35	19,600.00	7,209.65	63%
4225-0100	Lab Supplies	1,478.28	8,473.02	24,000.00	15,526.98	35%
4230	Maintenance Expenses	6,886.11	22,813.60	46,402.00	23,588.40	49%
4240	Vehicles & Equipment Expenses	24,626.28	153,164.76	239,624.00	86,459.24	64%
4250	Forest Water Expenses	159,724.90	716,257.77	840,247.00	123,989.23	85%
4260	Well Systems Expenses	833.13	17,461.98	45,678.00	28,216.02	38%
4265	SML Central Distribution System Ex...	4,339.82	40,442.46	33,845.00	(6,597.46)	119%
4270	SML Treatment Expenses	2,505.88	25,096.86	40,738.00	15,641.14	62%
4330	SML WTF Expenses	24,493.10	211,971.30	493,766.00	281,794.70	43%
4275	Central Water Distribution Expenses	9,970.08	69,232.24	225,692.00	156,459.76	31%
4276	Central Water Treatment Expenses	12,732.76	83,727.82	135,189.00	51,461.18	62%
4280	Stewartsville Water Expenses	1,301.12	22,635.36	38,532.00	15,896.64	59%
4290	Forest Sewer Expenses	36,348.30	292,602.20	609,825.00	317,222.80	48%
4291	Central Sewer Collection System Ex...	32,185.30	80,187.28	318,750.00	238,562.72	25%
4293	Central Sewer Treatment Expenses	46,018.30	285,626.68	626,550.00	340,923.32	46%
4292	Moneta Sewer Collection System E...	5,100.06	24,591.69	31,800.00	7,208.31	77%
4294	Moneta Sewer Treatment Expenses	6,263.78	73,681.62	150,447.00	76,765.38	49%
4295	Montvale Sewer Expenses	715.05	20,276.92	29,380.00	9,103.08	69%
4340	Mariners Landing Sewer Expenses	18,651.08	67,241.15	86,770.00	19,528.85	77%
4350	Cedar Rock Sewer Expenses	810.78	26,381.52	26,070.00	(311.52)	101%

Bedford Regional Water Auth.
 Summary of Revenue & Expenditures
 For the Eight Months Ending Sunday, February 28, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>	
4360	Paradise Point Water Expenses	296.62	296.62	(296.62)	0%	
4300 + 4310	Schools Sewer Expenses	295.24	8,483.65	35,000.00	26,516.35	24%
4315	Mariners Landing Water Expenses	506.09	7,511.06	28,655.00	21,143.94	26%
4320	Franklin County Operations	2,780.60	24,032.53	36,000.00	11,967.47	67%
	Total Operating Expenditures	<u>894,774.40</u>	<u>6,120,110.33</u>	<u>10,790,218.18</u>	<u>4,670,107.85</u>	<u>57%</u>
4400	Depreciation			3,257,478.00	3,257,478.00	0%
4500-0640	Lynchburg Debt Service Paid			262.00	262.00	0%
4500-0645	2012 VRA Interest		78,796.88	139,400.00	60,603.12	57%
4500-0660	2014 VRA Interest		38,640.63	77,281.00	38,640.37	50%
4500-0665	2015 VRA Interest		533,318.75	1,058,563.00	525,244.25	50%
4500-0650	Assumed Debt from City		79,579.90	80,070.00	490.10	99%
4500-0670	VRA 2019 Interest		69,828.13	117,491.00	47,662.87	59%
	Total Interest and Debt Service		<u>800,164.29</u>	<u>1,473,067.00</u>	<u>672,902.71</u>	<u>54%</u>
	Total Exp., Depr. and Debt Servi...	<u>894,774.40</u>	<u>6,920,274.62</u>	<u>15,520,763.18</u>	<u>8,600,488.56</u>	<u>45%</u>
	Total Revenues Less Oper Expense	(330,221.89)	(6,063,399.00)	(990,380.82)	5,073,018.18	612%
	Gross Cash Before Capital Exp	(330,221.89)	(6,063,399.00)	(990,380.82)	5,073,018.18	612%
	Less non-debt Capital Contributions	(2,180.88)	(47,071.69)	(220,000.00)	(172,928.31)	21%
	Earnings/(loss) before BRWA Capit...	<u>(328,041.01)</u>	<u>(6,016,327.31)</u>	<u>(770,380.82)</u>	<u>5,245,946.49</u>	<u>781%</u>

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eight Months Ending Sunday, February 28, 2021

		<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
OPERATING REVENUE						
Water Sales:						
3000-3000	Water Sales	(702,407.05)	(5,886,859.67)	(8,298,674.00)	(2,411,814.33)	71%
3000-3050	Contract Water Sales	(7,812.55)	(96,881.27)	(73,470.00)	23,411.27	132%
	Total Water Sales	<u>(710,219.60)</u>	<u>(5,983,740.94)</u>	<u>(8,372,144.00)</u>	<u>(2,388,403.06)</u>	<u>71%</u>
Sewer Sales:						
3100-3000	Sewer Sales	(360,462.15)	(3,039,135.51)	(4,248,408.00)	(1,209,272.49)	72%
3100-3050	Cedar Rock Revenue	(2,729.63)	(21,584.29)	(31,200.00)	(9,615.71)	69%
	Total Sewer Sales	<u>(363,191.78)</u>	<u>(3,060,719.80)</u>	<u>(4,279,608.00)</u>	<u>(1,218,888.20)</u>	<u>72%</u>
Penalties:						
3902-3211	Water Penalty Revenue	(3,993.94)	(20,310.37)	(45,000.00)	(24,689.63)	45%
3902-3213	Sewer Penalty Revenue	(2,700.06)	(13,212.56)	(25,000.00)	(11,787.44)	53%
	Total Penalties	<u>(6,694.00)</u>	<u>(33,522.93)</u>	<u>(70,000.00)</u>	<u>(36,477.07)</u>	<u>48%</u>
Account Charges:						
3903-3231	Water Account Charge Revenue	(3,225.00)	(28,075.00)	(40,000.00)	(11,925.00)	70%
3903-3233	Sewer Account Charge Revenue	(1,925.00)	(14,000.00)	(20,000.00)	(6,000.00)	70%
	Total Account Charges	<u>(5,150.00)</u>	<u>(42,075.00)</u>	<u>(60,000.00)</u>	<u>(17,925.00)</u>	<u>70%</u>
Review Fees:						
3903-3240	Engineering Review Fees	(11,959.40)	(41,212.64)	(50,000.00)	(8,787.36)	82%
3903-3242	Engineering Fire Flow Testing	(75.00)	(150.00)	(1,500.00)	(1,350.00)	10%
3903-3243	SGP Review and Inspections	(600.00)	(5,400.00)	(2,000.00)	3,400.00	270%
	Total Review Fees	<u>(12,634.40)</u>	<u>(46,762.64)</u>	<u>(53,500.00)</u>	<u>(6,737.36)</u>	<u>87%</u>
Interest Earned:						
3900-3250	Bank Interest Earned		(6,275.24)	(60,000.00)	(53,724.76)	10%
	Total Interest Earned		<u>(6,275.24)</u>	<u>(60,000.00)</u>	<u>(53,724.76)</u>	<u>10%</u>
Sewer Clean Outs:						
3903-3245	Sewer Clean-Out Installation Fee	(2,562.81)	(7,912.81)	(7,000.00)	912.81	113%
	Total Sewer Clean Outs	<u>(2,562.81)</u>	<u>(7,912.81)</u>	<u>(7,000.00)</u>	<u>912.81</u>	<u>113%</u>
Meter Installation Revenues:						
3903-3250	Meter Fee Revenue	(5,750.00)	(39,725.00)	(35,000.00)	4,725.00	114%
3903-3260	Meter Base Installation Revenue	(10,500.00)	(97,969.95)	(60,000.00)	37,969.95	163%
	Total Meter Installation Revenues	<u>(16,250.00)</u>	<u>(137,694.95)</u>	<u>(95,000.00)</u>	<u>42,694.95</u>	<u>145%</u>
Industrial Pretreatment Revenue:						
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(12,166.56)	(18,000.00)	(5,833.44)	68%
	Total Industrial Pretreatment Reve...	<u>(1,520.82)</u>	<u>(12,166.56)</u>	<u>(18,000.00)</u>	<u>(5,833.44)</u>	<u>68%</u>
Rent/Meter Charges:						
3903-3261	Service Repairs & Equipment Ren...		(927.04)	(5,000.00)	(4,072.96)	19%
	Total Rent/Meter Charges		<u>(927.04)</u>	<u>(5,000.00)</u>	<u>(4,072.96)</u>	<u>19%</u>
Misc:						
3903-3262	Cellular Antenna Rental- BRWA p...	(3,937.20)	(43,367.56)	(67,729.00)	(24,361.44)	64%
3903-3264	Sewer Pump Maintenance Reven...	(5,075.00)	(40,705.00)	(40,000.00)	705.00	102%
3903-3270	Miscellaneous Revenue		(6,813.56)	(5,000.00)	1,813.56	136%

Bedford Regional Water Auth.
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	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
Total Misc	(9,012.20)	(90,886.12)	(112,729.00)	(21,842.88)	81%
Fixed Asset Disposals:					
3903-3280 Sales and Disposals		(1,744.00)		1,744.00	0%
Total Fixed Asset Disposals		(1,744.00)		1,744.00	0%
Account Default Fees:					
3901-3212 Return Check Revenue	(105.00)	(1,715.00)	(2,000.00)	(285.00)	86%
3901-3211 Reconnect Fee Revenue			(20,000.00)	(20,000.00)	0%
3901-3213 Unauthorized Service Revenue			(1,000.00)	(1,000.00)	0%
Total Account Default Fees	(105.00)	(1,715.00)	(23,000.00)	(21,285.00)	7%
Contract Reimbursements:					
3201-3275 School System Operations		(10,707.38)	(51,000.00)	(40,292.62)	21%
3904-3318 Franklin County Contract Operatio...		(85,524.19)	(100,000.00)	(14,475.81)	86%
Total Contract Reimbursements		(96,231.57)	(151,000.00)	(54,768.43)	64%
Revenue from BRWA Operations	(1,127,340.61)	(9,522,374.60)	(13,306,981.00)	(3,784,606.40)	72%
Capital Recovery Fees:					
3000-3220 Water Capital Recovery Fees	(57,000.00)	(649,500.00)	(719,710.00)	(70,210.00)	90%
3100-3220 Sewer Capital Recovery Fees	(35,000.00)	(462,000.00)	(219,300.00)	242,700.00	211%
Total Capital Recovery Fees	(92,000.00)	(1,111,500.00)	(939,010.00)	172,490.00	118%
Cellular Antenna Site Rental-County portion:					
3903-3265 Cellular Antenna Revenue- Co. po...	(2,624.80)	(28,911.69)	(45,153.00)	(16,241.31)	64%
3903-3285 Bedford County Broadband Reven...	(850.00)	(11,550.00)		11,550.00	0%
Total Cellular Antenna Site Rental...	(3,474.80)	(40,461.69)	(45,153.00)	(4,691.31)	90%
BOS Capital Contributions:					
3904-3310 Bedford County Debt Support		(1,762,265.64)	(2,000,000.00)	(237,734.36)	88%
Total BOS Capital Contributions		(1,762,265.64)	(2,000,000.00)	(237,734.36)	88%
BOS Contributions for New Development:					
3904-3305 Bedford County Support-Forest S...		(500,000.00)		500,000.00	0%
Total BOS Contributions for New...		(500,000.00)		500,000.00	0%
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		(1,948.19)		1,948.19	0%
Total Contributions from WVWA		(1,948.19)		1,948.19	0%
Contributions for DEQ Projects:					
3904-3335 DEQ Contributions for Projects		(42,913.00)		42,913.00	0%
Total Contributions for DEQ Proje...		(42,913.00)		42,913.00	0%
SML WTF Revenue:					
3903-3330 SML WTF Revenue		(29.62)		29.62	0%
Total SML WTF Revenue		(29.62)		29.62	0%

Bedford Regional Water Auth.
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	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
Developer Prepayments Redemption Revenue:					
3904-3317 Developer Capital Recovery Fee...			(20,000.00)	(20,000.00)	0%
Total Developer Prepayments Red...			(20,000.00)	(20,000.00)	0%
Customer Line Contributions:					
3904-3320 Customer contributions for Line Ex...	(2,180.88)	(2,180.88)		2,180.88	0%
Total Customer Line Contributions	(2,180.88)	(2,180.88)		2,180.88	0%
Revenue from Other Sources	(97,655.68)	(3,461,299.02)	(3,204,163.00)	257,136.02	108%
Total Revenue	(1,224,996.29)	(12,983,673.62)	(16,511,144.00)	(3,527,470.38)	79%

OPERATING EXPENSES

Salaries:					
4000-0010 Administration Salaries	54,674.66	458,691.29	794,279.12	335,587.83	58%
4000-0019 IT Oncall Stipend	600.00	4,650.00	7,800.00	3,150.00	60%
4000-0020 Administration Overtime		129.51	3,170.28	3,040.77	4%
4002-0010 Customer Service Salaries	26,780.93	203,960.21	340,458.28	136,498.07	60%
4002-0020 Customer Service Overtime	709.39	5,737.81	17,984.58	12,246.77	32%
4003-0010 Engineering Department Salaries	56,059.46	412,364.21	620,091.59	207,727.38	67%
4003-0019 Engineering OnCall Stipend	600.00	4,950.00	7,800.00	2,850.00	63%
4003-0020 Engineering Department Overtime	3,362.97	19,503.64	32,240.31	12,736.67	60%
4004-0010 Maintenance Department Salaries	61,127.10	491,450.24	859,238.92	367,788.68	57%
4004-0019 Maintenance Oncall Stipend Expe...	1,200.00	10,050.00	18,720.00	8,670.00	54%
4004-0020 Maintenance Department Overtime	9,056.25	51,853.61	137,797.55	85,943.94	38%
4005-0010 Operations Department Salaries	89,899.58	730,171.03	1,232,559.27	502,388.24	59%
4005-0020 Operations Department Overtime	7,476.68	40,668.83	97,761.28	57,092.45	42%
Total Salaries	311,547.02	2,434,180.38	4,169,901.18	1,735,720.80	58%

General Office Expenses:					
4010-0075 Board & Committee Meetings	28.84	816.01	600.00	(216.01)	136%
4010-0100 Office Supplies	174.27	3,106.17	10,000.00	6,893.83	31%
4010-0103 Public Outreach Expenses	454.00	2,097.54	16,415.00	14,317.46	13%
4010-0110 Building Maintenance Expense	2,518.22	16,463.23	21,000.00	4,536.77	78%
4010-0130 Postage and Shipping Expense	1,215.50	4,119.11	8,000.00	3,880.89	51%
4010-0140 Commercial Phone Charges	1,122.31	7,769.15	12,600.00	4,830.85	62%
4010-0142 Cellular Phone Service	1,290.66	8,367.68	19,220.00	10,852.32	44%
4010-0150 Building Power and Utilities	1,398.97	10,239.79	20,500.00	10,260.21	50%
4010-0155 Building Fuel Costs	684.54	2,012.37	8,000.00	5,987.63	25%
4010-0160 Employee Bond	42.33	338.64	669.00	330.36	51%
4010-0161 Building Insurance	346.00	2,768.00	3,863.00	1,095.00	72%
4010-0170 Advertising		1,265.22	18,000.00	16,734.78	7%
4010-0175 Bank Service charges	911.62	9,340.28	15,600.00	6,259.72	60%
4010-0200 Accounting Services		23,385.00	30,000.00	6,615.00	78%
4010-0220 Legal Expenses	7,200.20	21,048.59	18,000.00	(3,048.59)	117%
4010-0400 Board of Directors Fees	1,750.00	14,000.00	21,000.00	7,000.00	67%
4010-0085 Long Range Planning			45,000.00	45,000.00	0%
Total General Office Expenses	19,137.46	127,136.78	268,467.00	141,330.22	47%

Employee Benefit & Related Expenses:					
4100-0030 Payroll Taxes	22,563.23	185,781.90	316,372.00	130,590.10	59%
4100-0040 VRS Retirement and Group Life	24,799.86	168,659.16	356,583.00	187,923.84	47%
4100-0041 VRS Hybrid Disability Program	552.67	3,709.21	10,210.00	6,500.79	36%
4100-0045 Unemployment Payments		701.87	6,000.00	5,298.13	12%
4100-0050 Health Insurance	56,606.39	513,248.57	728,478.00	215,229.43	70%
4100-0055 Flexible Spending Account		(1,660.06)	2,500.00	4,160.06	(66%)
4100-0060 Worker's Compensation	4,680.92	35,756.36	109,604.00	73,847.64	33%
4100-0065 Employee Testing	250.00	2,369.00	4,785.00	2,416.00	50%

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	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>	
4100-0070	Mileage Reimbursements		460.00	460.00	0%	
4100-0075	Meetings	78.72	414.97	6,140.00	5,725.03	7%
4100-0080	Professional Dues	80.00	3,872.33	23,150.00	19,277.67	17%
4100-0085	Training and Education	709.95	10,125.27	54,117.00	43,991.73	19%
4100-0101	Clothing and Uniforms	1,199.67	12,949.83	31,248.00	18,298.17	41%
4100-0102	Employee & Incentive Fund	2,000.00	21,623.66	27,500.00	5,876.34	79%
4100-0103	Safety	1,507.63	19,683.65	41,174.00	21,490.35	48%
4100-0086	Continuing Education			5,250.00	5,250.00	0%
4100-0090	Whistle Blower Hotline			500.00	500.00	0%
	Total Employee Benefit & Related...	115,029.04	977,235.72	1,724,071.00	746,835.28	57%
Billing Expenses:						
4110-0091	Bad Debt Expense Water		942.80	15,000.00	14,057.20	6%
4110-0093	Bad Debt Expense Sewer		1,369.21	7,500.00	6,130.79	18%
4110-0097	Collection Agency Expense			1,200.00	1,200.00	0%
4110-0110	Bill Processing Services	36,513.35	89,172.72	103,978.00	14,805.28	86%
4110-0120	Customer Service Software Maint...		41,726.33	52,596.00	10,869.67	79%
4110-0125	Credit Card Processing Fees	3,291.30	17,785.24	18,900.00	1,114.76	94%
4110-0175	Courier Service	359.65	2,656.99	4,230.00	1,573.01	63%
4110-0094	Bad Debt Expense Penalties/Misc.			4,000.00	4,000.00	0%
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	40,164.30	153,653.29	211,404.00	57,750.71	73%
Information Systems Expenses:						
4120-0100	Information Systems Supplies	1,727.75	4,370.60	8,500.00	4,129.40	51%
4120-0110	Contracted Services (Network)	2,549.12	19,353.92	22,000.00	2,646.08	88%
4120-0115	Continuing Support (Software)	1,563.58	71,315.83	123,314.00	51,998.17	58%
4120-0145	Internet and WAN Communications	735.00	2,935.00	4,380.00	1,445.00	67%
	Total Information Systems Expens...	6,575.45	97,975.35	158,194.00	60,218.65	62%
Administration Supplies:						
4130-0100	Administration Supplies		2,626.47	500.00	(2,126.47)	525%
	Total Administration Supplies		2,626.47	500.00	(2,126.47)	525%
Customer Service Supplies:						
4140-0100	Customer Service Supplies	403.76	637.48	3,368.00	2,730.52	19%
	Total Customer Service Supplies	403.76	637.48	3,368.00	2,730.52	19%
Engineering Expenses:						
4210-0100	Engineering Supplies	666.30	4,892.36	18,413.00	13,520.64	27%
4210-0110	Engineering Reviews		20,481.42	51,800.00	31,318.58	40%
4210-0141	Locating Notification Tickets	929.25	5,749.80	8,320.00	2,570.20	69%
4210-0240	Construction testing	180.00	360.00	2,820.00	2,460.00	13%
	Total Engineering Expenses	1,775.55	31,483.58	81,353.00	49,869.42	39%
Operations Expenses:						
4220-0100	Wastewater Operations Supplies	482.86	600.84	1,900.00	1,299.16	32%
4223-0100	Water Operations Supplies			500.00	500.00	0%
	Total Operations Expenses	482.86	600.84	2,400.00	1,799.16	25%
Compliance Program Supplies:						
4221-0100	FROG Program Supplies			8,000.00	8,000.00	0%
	Total Compliance Program Suppli...			8,000.00	8,000.00	0%
Pretreatment Expenses:						

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	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
4222-0100 Pretreatment Supplies/Expenses	796.30	12,390.35	19,600.00	7,209.65	63%
Total Pretreatment Expenses	796.30	12,390.35	19,600.00	7,209.65	63%
Lab Supplies:					
4225-0100 Lab Supplies	1,478.28	8,473.02	24,000.00	15,526.98	35%
Total Lab Supplies	1,478.28	8,473.02	24,000.00	15,526.98	35%
Maintenance Expenses:					
4230-0100 Maintenance Supplies	6,886.11	22,813.60	46,402.00	23,588.40	49%
Total Maintenance Expenses	6,886.11	22,813.60	46,402.00	23,588.40	49%
Vehicles & Equipment Expenses:					
4240-0100 Vehicles and Equipment Supplies	4,578.53	16,803.12	32,350.00	15,546.88	52%
4240-0110 Vehicles and Equipment Contract...	11,092.15	74,928.04	81,600.00	6,671.96	92%
4240-0155 Vehicles & Equipment Fuel Costs	6,790.02	44,108.96	95,000.00	50,891.04	46%
4240-0162 Vehicles and Equipment Insurance	2,165.58	17,324.64	30,674.00	13,349.36	56%
Total Vehicles & Equipment Expe...	24,626.28	153,164.76	239,624.00	86,459.24	64%
Forest Water Expenses:					
4250-0100 Forest Water Supplies	1,511.77	13,526.44	35,000.00	21,473.56	39%
4250-0110 Forest Water Contracted Services	3,011.25	32,066.00	19,400.00	(12,666.00)	165%
4250-0140 Forest Water Communications	33.95	235.61	300.00	64.39	79%
4250-0150 Forest Water Power	849.92	3,946.03	3,000.00	(946.03)	132%
4250-0161 Forest Water Insurance	1,126.76	9,014.08	16,851.00	7,836.92	53%
4250-0240 Forest Water Sampling and Testing	697.50	1,720.41	15,000.00	13,279.59	11%
4250-0300 Forest Water Purchased	152,493.75	630,818.75	666,440.00	35,621.25	95%
4250-0410 Forest Water VDH Fees		24,930.45	24,756.00	(174.45)	101%
4250-0101 Forest Water Meter Installations			56,000.00	56,000.00	0%
4250-0115 Forest Water System Repairs & I...			3,500.00	3,500.00	0%
Total Forest Water Expenses	159,724.90	716,257.77	840,247.00	123,989.23	85%
Well Systems Expenses:					
4260-0100 Well Systems Supplies	223.39	3,502.93	15,000.00	11,497.07	23%
4260-0105 Well Systems Chemicals		3,534.22	3,000.00	(534.22)	118%
4260-0110 Well Systems Contracted Services		5,000.00	13,100.00	8,100.00	38%
4260-0150 Well Systems Power	551.07	3,545.64	5,500.00	1,954.36	64%
4260-0161 Well Systems Insurance	58.67	469.36	899.00	429.64	52%
4260-0240 Well Systems Sampling and Testi...		731.33	5,000.00	4,268.67	15%
4260-0410 Well Systems VDH Fees		678.50	679.00	0.50	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	833.13	17,461.98	45,678.00	28,216.02	38%
SML Central Distribution System Expenses:					
4265-0100 SML Central Supplies	1,894.80	16,410.77	10,000.00	(6,410.77)	164%
4265-0110 SML Central Contracted Services	2,352.02	20,163.63	3,000.00	(17,163.63)	672%
4265-0240 SML Central Sampling & Testing	93.00	513.91	10,000.00	9,486.09	5%
4265-0410 SML Central VDH Fees		3,354.15	3,345.00	(9.15)	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...	4,339.82	40,442.46	33,845.00	(6,597.46)	119%
SML Treatment Expenses:					
4270-0100 Highpoint Facility Supplies	5.74	5.74	2,000.00	1,994.26	0%
4270-0110 Highpoint Facility Contracted Servi...		4,080.00	3,550.00	(530.00)	115%
4270-0150 Highpoint Facility Power	1,273.30	9,010.88	16,800.00	7,789.12	54%
4270-0155 Highpoint Facility Fuel Costs		509.52	2,000.00	1,490.48	25%
4270-0161 Highpoint Facility Insurance	394.84	3,158.72	7,038.00	3,879.28	45%

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	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>	
4270-0300	SML Quality Monitoring		7,500.00	7,500.00	100%	
4270-0371	Highpoint Facility Road Maintenanc...	832.00	832.00	18.00	98%	
4270-0105	Highpoint Facility Chemicals		1,000.00	1,000.00	0%	
	Total SML Treatment Expenses	2,505.88	25,096.86	40,738.00	15,641.14	62%
SML WTF Expenses:						
4330-0100	SML WTF Supplies	8,365.48	23,906.59	30,000.00	6,093.41	80%
4330-0105	SML WTF Chemicals	707.00	31,025.41	45,000.00	13,974.59	69%
4330-0110	SML WTF Contracted Services	3,000.00	18,544.49	125,000.00	106,455.51	15%
4330-0140	SML WTF Communications	50.55	286.75	516.00	229.25	56%
4330-0150	SML WTF Power	11,172.69	123,584.13	228,000.00	104,415.87	54%
4330-0155	SML WTF Fuel Costs		281.45	2,000.00	1,718.55	14%
4330-0161	SML WTF Property Insurance	1,129.42	9,035.36	14,450.00	5,414.64	63%
4330-0240	SML WTF Sampling & Testing	67.96	5,307.12	40,000.00	34,692.88	13%
4330-0370	SML WTF Raw Water Fee		8,800.00	8,800.00	8,800.00	0%
	Total SML WTF Expenses	24,493.10	211,971.30	493,766.00	281,794.70	43%
Central Water Distribution Expenses:						
4275-0100	Central Water Supplies	4,031.77	11,757.19	37,500.00	25,742.81	31%
4275-0110	Central Water Contracted Services	4,472.00	34,451.85	108,700.00	74,248.15	32%
4275-0140	Central Water Communications		62.00		(62.00)	0%
4275-0155	Central Water Fuel Purchases	771.81	771.81	250.00	(521.81)	309%
4275-0240	Central Water Sampling & Testing	694.50	11,162.29	20,000.00	8,837.71	56%
4275-0410	Central Water VDH Fees		11,027.10	10,992.00	(35.10)	100%
4275-0101	Central Water Meter Installations			3,750.00	3,750.00	0%
4275-0115	Central Water Repairs & Improve...			44,500.00	44,500.00	0%
	Total Central Water Distribution E...	9,970.08	69,232.24	225,692.00	156,459.76	31%
Central Water Treatment Expenses:						
4276-0100	Central Water Treatment Supplies	412.46	25,617.26	20,000.00	(5,617.26)	128%
4276-0105	Central Water Treatment Chemica...	6,449.38	22,906.63	50,000.00	27,093.37	46%
4276-0110	Central Water Treatment Contract...		4,281.61	10,000.00	5,718.39	43%
4276-0140	Central Water Treatment Commun...	59.06	413.42	1,020.00	606.58	41%
4276-0150	Central Water Treatment Power	5,021.10	24,182.82	33,600.00	9,417.18	72%
4276-0161	Central Water Treatment Property...	790.76	6,326.08	18,569.00	12,242.92	34%
4276-0155	Central Water Treatment Fuel			2,000.00	2,000.00	0%
	Total Central Water Treatment Ex...	12,732.76	83,727.82	135,189.00	51,461.18	62%
Stewartsville Water Expenses:						
4280-0100	Stewartsville Water Supplies		397.79	2,000.00	1,602.21	20%
4280-0110	Stewartsville Water Contracted Se...		960.00	2,700.00	1,740.00	36%
4280-0140	Stewartsville Water Communicatio...	65.90	175.49	300.00	124.51	58%
4280-0150	Stewartsville Water Power	74.52	259.84	300.00	40.16	87%
4280-0161	Stewartsville Water Insurance	44.52	356.16	666.00	309.84	53%
4280-0240	Stewartsville Water Sampling and...		687.54	1,500.00	812.46	46%
4280-0300	Stewartsville Water Purchased	1,116.18	19,382.59	27,650.00	8,267.41	70%
4280-0410	Stewartsville Water VDH Fees		415.95	416.00	0.05	100%
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	1,301.12	22,635.36	38,532.00	15,896.64	59%
Forest Sewer Expenses:						
4290-0100	Forest Sewer Supplies	355.64	25,354.50	65,000.00	39,645.50	39%
4290-0105	Forest Sewer Chemicals	6,511.80	46,854.30	87,000.00	40,145.70	54%
4290-0110	Forest Sewer Contracted Services		16,741.49	104,500.00	87,758.51	16%
4290-0140	Forest Sewer Communications	141.01	987.07	3,600.00	2,612.93	27%
4290-0150	Forest Sewer Power	3,990.07	24,866.60	37,200.00	12,333.40	67%
4290-0161	Forest Sewer Insurance	349.78	2,798.24	5,025.00	2,226.76	56%
4290-0350	Forest Sewer Treatment Costs	25,000.00	175,000.00	300,000.00	125,000.00	58%
4290-0115	Forest Sewer Repairs & Improvem...			2,000.00	2,000.00	0%

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	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>	
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	36,348.30	292,602.20	609,825.00	317,222.80	48%
Central Sewer Collection System Expenses:						
4291-0100	Central Sewer Supplies	1,995.78	21,636.91	70,000.00	48,363.09	31%
4291-0110	Central Sewer Coll System Contra...		23,244.67	84,500.00	61,255.33	28%
4291-0115	Central Sewer Repairs & Improve...	28,135.12	28,144.81	104,000.00	75,855.19	27%
4291-0150	Central Sewer Power	1,110.13	5,119.98	55,000.00	49,880.02	9%
4291-0155	Central Sewer Fuel Costs		1,096.64	5,000.00	3,903.36	22%
4291-0240	Central Sewer Sampling & Testing	944.27	944.27	250.00	(694.27)	378%
	Total Central Sewer Collection Sy...	32,185.30	80,187.28	318,750.00	238,562.72	25%
Central Sewer Treatment Expenses:						
4293-0100	Center Sewer Treatment Supplies	3,512.82	36,401.16	73,000.00	36,598.84	50%
4293-0105	Center Sewer Treatment Chemicals	15,511.78	54,938.02	127,000.00	72,061.98	43%
4293-0110	Center Sewer Treatment Contract...	221.00	7,895.65	95,000.00	87,104.35	8%
4293-0115	Center Sewer Sludge Tipping Fees	3,362.60	10,590.29	45,000.00	34,409.71	24%
4293-0140	Center Sewer Treatment Commu...	1,043.17	4,947.06	7,200.00	2,252.94	69%
4293-0150	Center Sewer Treatment Power	20,660.81	141,424.03	228,000.00	86,575.97	62%
4293-0161	Center Sewer Treatment Property...	1,009.19	8,073.52	15,450.00	7,376.48	52%
4293-0240	Center Sewer Treatment Samplin...	696.93	11,977.95	25,000.00	13,022.05	48%
4293-0411	Center Sewer DEQ Charges		9,379.00	9,400.00	21.00	100%
4293-0155	Central Sewer Fuel			1,500.00	1,500.00	0%
	Total Central Sewer Treatment Ex...	46,018.30	285,626.68	626,550.00	340,923.32	46%
Moneta Sewer Collection System Expenses:						
4292-0100	Moneta Sewer Supplies	2,330.39	9,117.07	10,250.00	1,132.93	89%
4292-0105	Moneta Sewer Chemicals	1,078.40	3,113.68	2,000.00	(1,113.68)	156%
4292-0110	Moneta Sewer Contracted Services	662.08	4,205.85	3,050.00	(1,155.85)	138%
4292-0150	Moneta Sewer Power	1,029.19	8,155.09	12,000.00	3,844.91	68%
4292-0115	Moneta Sewer Repairs & Improve...			400.00	400.00	0%
4292-0155	Moneta Sewer Fuel Costs			3,500.00	3,500.00	0%
4292-0240	Moneta Sewer Sampling & Testing			600.00	600.00	0%
	Total Moneta Sewer Collection Sy...	5,100.06	24,591.69	31,800.00	7,208.31	77%
Moneta Sewer Treatment Expenses:						
4294-0100	Moneta Sewer Treatment Supplies	61.15	2,276.32	30,000.00	27,723.68	8%
4294-0105	Moneta Sewer Treatment Chemic...		6,579.52	9,000.00	2,420.48	73%
4294-0110	Moneta Sewer Contracted Services		23,594.64	21,500.00	(2,094.64)	110%
4294-0115	Moneta Sewer Sludge Tipping Fees	1,212.67	3,314.24	15,000.00	11,685.76	22%
4294-0140	Moneta Sewer Treatment Commu...	132.60	928.20	1,980.00	1,051.80	47%
4294-0150	Moneta Sewer Treatment Power	3,584.57	24,298.31	43,200.00	18,901.69	56%
4294-0155	Moneta Sewer Fuel		254.98	350.00	95.02	73%
4294-0161	Moneta Sewer Treatment Property...	485.59	3,884.72	6,417.00	2,532.28	61%
4294-0240	Moneta Sewer Treatment Samplin...	787.20	5,661.69	20,000.00	14,338.31	28%
4294-0411	Moneta Sewer DEQ Charges		2,889.00	3,000.00	111.00	96%
	Total Moneta Sewer Treatment Ex...	6,263.78	73,681.62	150,447.00	76,765.38	49%
Montvale Sewer Expenses:						
4295-0100	Montvale Sewer Supplies	266.91	5,939.03	6,000.00	60.97	99%
4295-0105	Montvale Sewer Chemicals		515.97	1,500.00	984.03	34%
4295-0110	Montvale Sewer Contracted Servi...		9,270.00	10,000.00	730.00	93%
4295-0140	Montvale Communications	10.52	104.16	300.00	195.84	35%
4295-0150	Montvale Sewer Power	28.10	206.01	360.00	153.99	57%
4295-0161	Montvale Sewer Insurance	60.89	487.12	1,570.00	1,082.88	31%
4295-0240	Montvale Sewer Sampling & Testi...	348.63	1,443.63	7,000.00	5,556.37	21%
4295-0411	Montvale Sewer DEQ charges		2,311.00	2,400.00	89.00	96%
4295-0155	Montvale Sewer Fuel Costs			250.00	250.00	0%

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	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
Total Montvale Sewer Expenses	715.05	20,276.92	29,380.00	9,103.08	69%
Mariners Landing Sewer Expenses:					
4340-0100 Mariners Landing Sewer Supplies	864.16	13,881.07	16,000.00	2,118.93	87%
4340-0110 Mariners Landing Sewer Contract...	14,221.93	37,056.66	28,400.00	(8,656.66)	130%
4340-0140 Mariners Landing Sewer Commun...	1,368.86	1,368.86	300.00	(1,068.86)	456%
4340-0150 Mariners Landing Sewer Power	2,196.13	14,934.56	27,000.00	12,065.44	55%
4340-0105 Mariners Landing Sewer Chemicals			4,500.00	4,500.00	0%
4340-0155 Mariners Landing Sewer Fuel Costs			4,200.00	4,200.00	0%
4340-0161 Mariners Landing Sewer Property...			1,570.00	1,570.00	0%
4340-0240 Mariners Landing Sewer Sampling...			2,400.00	2,400.00	0%
4340-0411 Mariners Landing Sewer DEQ Per...			2,400.00	2,400.00	0%
Total Mariners Landing Sewer Exp...	18,651.08	67,241.15	86,770.00	19,528.85	77%
Cedar Rock Sewer Expenses:					
4350-0100 Cedar Rock Sewer Supplies	17.39	7,930.86	5,000.00	(2,930.86)	159%
4350-0105 Cedar Rock Sewer Chemicals		145.98	700.00	554.02	21%
4350-0110 Cedar Rock Sewer Contracted Ser...		11,475.00	8,000.00	(3,475.00)	143%
4350-0140 Cedar Rock Sewer Communication	93.15	534.70	300.00	(234.70)	178%
4350-0150 Cedar Rock Sewer Power	637.01	3,589.59	5,100.00	1,510.41	70%
4350-0161 Cedar Rock Sewer Property Insur...	12.83	102.64	1,570.00	1,467.36	7%
4350-0240 Cedar Rock Sewer Sampling & Te...	50.40	291.75	2,400.00	2,108.25	12%
4350-0411 Cedar Rock Sewer DEQ Permit F...		2,311.00	2,400.00	89.00	96%
4350-0155 Cedar Rock Sewer Fuel Costs			600.00	600.00	0%
Total Cedar Rock Sewer Expenses	810.78	26,381.52	26,070.00	(311.52)	101%
Paradise Point Water Expenses:					
4360-0100 Paradise Point Supplies	296.62	296.62		(296.62)	0%
Total Paradise Point Water Expen...	296.62	296.62		(296.62)	0%
Schools Sewer Expenses:					
4300-0100 Schools Operations Supplies	42.98	1,971.56	10,000.00	8,028.44	20%
4300-0105 Schools Chemicals		3,199.18	10,000.00	6,800.82	32%
4300-0240 Schools Sampling and Testing	252.26	3,312.91		(3,312.91)	0%
4300-0110 Schools Contracted Services			15,000.00	15,000.00	0%
Total Schools Sewer Expenses	295.24	8,483.65	35,000.00	26,516.35	24%
Mariners Landing Water Expenses:					
4315-0100 Mariners Landing Water Expenses		738.76	6,868.00	6,129.24	11%
4315-0140 Mariners Landing Water Communi...	69.72	527.71	300.00	(227.71)	176%
4315-0150 Mariners Landing Water Power	63.25	3,448.23	11,925.00	8,476.77	29%
4315-0240 Mariners Landing Sampling Expen...	373.12	1,737.31	2,400.00	662.69	72%
4315-0410 Mariners Landing Water VDH Fees		1,059.05	1,162.00	102.95	91%
4315-0110 Mariners Landing Water Contracte...			2,000.00	2,000.00	0%
4315-0155 Mariners Landing Water Fuel Costs			2,800.00	2,800.00	0%
4315-0161 Mariners Landing Water Insurance			1,200.00	1,200.00	0%
Total Mariners Landing Water Exp...	506.09	7,511.06	28,655.00	21,143.94	26%
Franklin County Operations:					
4320-0100 Franklin County Supplies	2,269.10	10,765.53	7,000.00	(3,765.53)	154%
4320-0105 Franklin County Chemicals		8,409.67	9,000.00	590.33	93%
4320-0240 Franklin County Sampling & Testi...	511.50	4,857.33	20,000.00	15,142.67	24%
Total Franklin County Operations	2,780.60	24,032.53	36,000.00	11,967.47	67%
Total Operating Expenditures	894,774.40	6,120,110.33	10,790,218.18	4,670,107.85	57%
Depreciation:					
4400-0810 Office Depreciation			151,840.00	151,840.00	0%
4400-0811 Information Systems Depreciation			48,933.00	48,933.00	0%

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	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
4400-0812	Vehicles and Equipment Depreciat...		147,568.00	147,568.00	0%
4400-0813	Forest Water Depreciation		573,566.00	573,566.00	0%
4400-0814	Lakes Water Depreciation		26,316.00	26,316.00	0%
4400-0815	SML Central Depreciation		329,609.00	329,609.00	0%
4400-0816	Stewartsville Water Depreciation		48,895.00	48,895.00	0%
4400-0817	Forest Sewer Depreciation		511,568.00	511,568.00	0%
4400-0818	Montvale Sewer Depreciation		80,336.00	80,336.00	0%
4400-0819	Amortization Expense		1,000.00	1,000.00	0%
4400-0820	Studies Depreciation Expense		35,410.00	35,410.00	0%
4400-0821	Moneta Sewer Depreciation		444,330.00	444,330.00	0%
4400-0822	Central Sewer Depreciation		415,564.00	415,564.00	0%
4400-0823	Center Water Depreciation		438,551.00	438,551.00	0%
4400-0824	SML Water Treatment Facility Dep...		3,992.00	3,992.00	0%
	Total Depreciation		3,257,478.00	3,257,478.00	0%
Lynchburg Debt Service Paid:					
4500-0640	Lynchburg Sewer Interest		262.00	262.00	0%
	Total Lynchburg Debt Service Paid		262.00	262.00	0%
2012 VRA Interest:					
4500-0645	VRA 2012 Interest (2005 refunding)	78,796.88	139,400.00	60,603.12	57%
	Total 2012 VRA Interest	78,796.88	139,400.00	60,603.12	57%
2014 VRA Interest:					
4500-0660	VRA 2014 Interest (2005 Refundin...	38,640.63	77,281.00	38,640.37	50%
	Total 2014 VRA Interest	38,640.63	77,281.00	38,640.37	50%
2015 VRA Interest:					
4500-0665	VRA 2015 Interest	533,318.75	1,058,563.00	525,244.25	50%
	Total 2015 VRA Interest	533,318.75	1,058,563.00	525,244.25	50%
Assumed Debt from City:					
4500-0650	Assumed Debt from Town- Interest	79,579.90	80,070.00	490.10	99%
	Total Assumed Debt from City	79,579.90	80,070.00	490.10	99%
VRA 2019 Interest:					
4500-0670	VRA 2019 Refunding Interest	69,828.13	117,491.00	47,662.87	59%
	Total VRA 2019 Interest	69,828.13	117,491.00	47,662.87	59%
	Total Interest and Debt Service	800,164.29	1,473,067.00	672,902.71	54%
	Total Exp., Depr. and Debt Servi...	894,774.40	6,920,274.62	15,520,763.18	45%
	Total Revenues Less Oper Expense	(330,221.89)	(6,063,399.00)	(990,380.82)	612%
	Gross Cash Before Capital Exp	(330,221.89)	(6,063,399.00)	(990,380.82)	612%
	Less non-debt Capital Contributions	(2,180.88)	(47,071.69)	(220,000.00)	21%
	Earnings/(loss) before BRWA Capit...	(328,041.01)	(6,016,327.31)	(770,380.82)	781%

BRWA Cash Flow Analysis- SunTrust Checking Account

Description	July-20	August-20	September-20	October-20	November-20	December-20	January-21	February-21	March-21	April-21	May-21	June-21	YTD Total
Starting Balance	\$ 2,136,501.19	\$ 2,471,838.17	\$ 2,766,224.08	\$ 2,800,962.02	\$ 3,148,563.62	\$ 3,395,721.86	\$ 3,437,534.61	\$ 3,934,098.55					
DEBITS													
Debits from Operations													
Capital Contributions/Asset Sales and Dispos	\$ 5,118.00	\$ 25,675.00	\$ -	\$ 15.00	\$ 64.00	\$ 2,721.53	\$ -	\$ 21,093.88					\$ 54,687.41
Cash From Operations	\$ 1,339,885.55	\$ 1,431,050.59	\$ 1,394,976.43	\$ 1,415,075.47	\$ 1,274,873.85	\$ 1,215,667.76	\$ 1,222,588.51	\$ 1,158,717.19					\$ 10,452,835.35
Total Cash from Operations:	\$ 1,345,003.55	\$ 1,456,725.59	\$ 1,394,976.43	\$ 1,415,090.47	\$ 1,274,937.85	\$ 1,218,389.29	\$ 1,222,588.51	\$ 1,179,811.07	\$ -	\$ -	\$ -	\$ -	\$ 10,507,522.76
Debits from Non-Operating Sources													
County CIP & Debt Service	\$ -	\$ -	\$ 1,762,265.64	\$ -	\$ -	\$ -	\$ 500,000.00	\$ -					\$ 2,262,265.64
Transfers from Reserve Accounts	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -	\$ -	\$ -					\$ -
Transfers from SNAP Project Fund	\$ -	\$ -	\$ -	\$ 17,313.10	\$ -	\$ -	\$ -	\$ -					\$ 17,313.10
Transfers from Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers from Capital & Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,151.00					\$ 67,151.00
Transfers in Deposit Refund Program Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers from Economic Dev. Fund	\$ -	\$ -	\$ 50,000.00	\$ 16,104.08	\$ -	\$ -	\$ 10,000.00	\$ -					\$ 76,104.08
Transfers In Debt Service Fund	\$ -	\$ -	\$ 1,293,318.75	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 1,293,318.75
Total Cash from Non Operating:	\$ -	\$ -	\$ 3,105,584.39	\$ 33,417.18	\$ -	\$ -	\$ 510,000.00	\$ 67,151.00	\$ -	\$ -	\$ -	\$ -	\$ 3,716,152.57
Total Debits (Oper. and Non-Oper.)	\$ 1,345,003.55	\$ 1,456,725.59	\$ 4,500,560.82	\$ 1,448,507.65	\$ 1,274,937.85	\$ 1,218,389.29	\$ 1,732,588.51	\$ 1,246,962.07	\$ -	\$ -	\$ -	\$ -	\$ 14,223,675.33
CREDITS													
Credits for Operating Expenditures	\$ 729,149.57	\$ 704,205.16	\$ 1,130,343.01	\$ 813,227.83	\$ 739,691.40	\$ 894,765.99	\$ 683,529.51	\$ 994,131.63					\$ 6,689,044.10
Credits for Non-Operating Expenditures													
Payments on Capital Projects	\$ 5,900.00	\$ 60,594.74	\$ 8,240.00	\$ 19,325.04	\$ 18,197.06	\$ 22,789.03	\$ 6,500.00	\$ 674,220.31					\$ 815,766.18
Payments on Debt Service	\$ -	\$ 116,657.50	\$ 3,055,584.39	\$ -	\$ -	\$ -	\$ 272,544.75	\$ 116,657.50					\$ 3,561,444.14
Transfers to Debt Service Account	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00					\$ 1,600,000.00
Transfers to Capital Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers to Replacement Fund	\$ 74,617.00	\$ 71,174.00	\$ 63,860.34	\$ 68,353.18	\$ 65,939.84	\$ 55,070.21	\$ 69,499.00	\$ -					\$ 468,513.57
Transfers to Deposit Refund Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers to Investment Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers to Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers to SML WTF Depreciation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Payments/Transfers to Economic Development Fund	\$ -	\$ 9,708.28	\$ 7,795.14	\$ -	\$ 3,951.31	\$ 3,951.31	\$ 3,951.31	\$ 9,878.28					\$ 39,235.63
Total Non-Operating Expenditures:	\$ 280,517.00	\$ 458,134.52	\$ 3,335,479.87	\$ 287,678.22	\$ 288,088.21	\$ 281,810.55	\$ 552,495.06	\$ 1,000,756.09	\$ -	\$ -	\$ -	\$ -	\$ 6,484,959.52
Total Credits (Oper. and Non-Oper.)	\$ 1,009,666.57	\$ 1,162,339.68	\$ 4,465,822.88	\$ 1,100,906.05	\$ 1,027,779.61	\$ 1,176,576.54	\$ 1,236,024.57	\$ 1,994,887.72	\$ -	\$ -	\$ -	\$ -	\$ 13,174,003.62
Ending Cash Balance	\$ 2,471,838.17	\$ 2,766,224.08	\$ 2,800,962.02	\$ 3,148,563.62	\$ 3,395,721.86	\$ 3,437,534.61	\$ 3,934,098.55	\$ 3,186,172.90	\$ -	\$ -	\$ -	\$ -	\$ -



**GFOA Policy Statement
Issued March 9, 2021**

**Proper Referencing of the Comprehensive Annual Financial Report
– An Inclusivity Concern –**

Purpose:

The purpose of this policy is to outline an intentional change in the professional standards and expectations of government finance professionals and their industry affiliates as it relates to the formal and day-to-day discussion of Comprehensive Annual Financial Reports.

Applies To:

- All GFOA members
- All GFOA employees
- Media partners, especially those covering government and financial news and analysis
- The broader national bond management and government finance community

Overview:

The Government Finance Officers Association (GFOA) is asking all industry affiliates to immediately stop using the common four-letter acronym most often associated with the Comprehensive Annual Financial Report. Instead, GFOA recommends referring to the report by either the full name or by using a shortened format that does not include the four-letter acronym. For instance, the “Annual Report” is advised, the four-letter acronym even pronounced by saying each letter individually is still not advised.

This policy change is the result of a new and evolving industry understanding that the acronym, when pronounced aloud, mimics the pronunciation of a deeply derogatory term often used in other parts of the world but readily recognized among certain populations in the United States as well.

As an organization made up of 21,000 finance professionals that serve diverse communities across the country, and a growing list of important partners around the world, GFOA believes it is the responsibility of all government finance professionals to embrace change that moves us towards becoming more thoughtful, responsible, and inclusive global citizens.

Background:

Recently it came to the attention of GFOA leadership that this four-letter acronym, frequently leveraged in the government financial accounting industry to shorten the name of the Comprehensive Annual Financial Report, is pronounced the same way as a profoundly offensive racial slur in South Africa. The offensive version of this term is most often associated with the atrocities of the apartheid regime. Separately, a similar pronunciation also has a deeply controversial meaning in Arabic for those who practice Islam.

While GFOA serves governments in the US and Canada, the organization has significant international partners, including in South Africa through the Chartered Institute of Government Finance, Audit and Risk Officers (CIGFARO).

Much of the research, best practices, and programs that GFOA produces are relevant to, and recognized by, government finance officers around the world. Through the years, GFOA has been a leading partner helping to build financial best practices in South Africa's emerging democracy.

GFOA's leadership team understands that there may always be biases and concerns of which we are unaware, but has determined, with significant member input, that when confronted with new information on how our words or actions may negatively impact a particular group, it is our collective professional responsibility to give that information serious consideration.

While GFOA recognizes that the spellings of the South African slur, the Arabic term, and the acronym are different – as are the contexts in which they are used – the organization has determined that as influential community leaders with a shared commitment to diversity, equity, and inclusion, there is a responsibility to act. While doing so, GFOA and our partners can demonstrate our values in action, become more inclusive, and create safer spaces for the important work that we conduct.

Timeline: Effective Immediately, no end-date identified

Resources:

[End the Acronym – Fact Sheet](#)
[FAQ Document](#)



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

COMMITTEE MEETING SUMMARY

To: BRWA Board of Directors
From: Jill Underwood
Date: March 3, 2021
Re: Summary of February 25, 2021 Finance Committee Meeting

A meeting of the Finance Committee of the Bedford Regional Water Authority was held on **February 25, 2021 at 3:00 p.m.** in the **Board Room** of the Authority located in the **Annex** building at **1723 Falling Creek Road in Bedford County**. Due to COVID-19, only Committee members and staff were able to join the meeting in person.

Members Present: Thomas Segroves
Kevin Mele (virtual)

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

The following Agenda items were discussed:

1. Call to Order: The meeting began at approximately 3:00pm.
2. Review Draft FY 2021-2022 Budget: Prior to review of the draft budget, several items were discussed regarding the rate and budget preparation process. The following items were discussed to provide a better understanding of the process, as there are new members on the Board: rate equalization study as it relates to the reversion from the City of Bedford to the Town, how coverage is calculated and why it is important, line-item budgeting and the history and importance of the replacement set aside accounts that have been established. The Committee asked questions regarding several line items and their projections versus current balances; the projected column is calculated using a formula, that does not address any seasonal or periodic variances in spending patterns. The Committee asked staff to review the projections and adjust those that are skewed by the formula and highlight them for future budget review. The draft budget provides operating coverage minus replacement capital in the amount of \$642,158, with operating revenue increasing 7.2% and expenses increasing 5.9% from the current fiscal year. The expense category for Mariners Landing water was removed from the budget, as the system has now been added to the SML Central system. A category was added for expenses related to Paradise Point, as an application has been submitted to SCC and it is anticipated to close prior to the end of the current fiscal year. The debt schedule has been updated to reflect the debt service for the ESCO project that closed in the Fall of 2020 and estimated debt service amounts for the upcoming Ivy Creek sewer, that is anticipated to close in late Spring 2021.

To: BRWA Board of Directors
From: Jill Underwood
Date: March 3, 2021
Re: Summary of February 25, 2021 Finance Committee Meeting

3. Discuss Rate Implementation Schedule: The Committee discussed keeping with the original 10-year rate equalization study, with rates being equalized in FY 2024. The rates were not adjusted in FY 2021 due to the pandemic; this could have led to the rates not being equalized until FY 2025. Staff will revise the draft budget to include maintaining the 10-year rate equalization, instead of adding a year to make up for skipped adjustment in FY2021. In order to maintain a June 1 implementation date, the resolution to advertise the rates must be adopted at the March 16th Board meeting. A resolution allowing for the advertisement of the rates at the original 10-year plan will be included in the March Board packets for consideration. Rates can be advertised at higher amounts and then can be decreased; rates cannot be increased after the advertisement. The rates can be adopted anytime following the April 20, 2021 rate hearing.
4. Other business: As discussed in the Board meeting, easement acquisitions are underway for the Route 122 relocation project, and there are still agreements pending with 2 property owners. The Policies and Projects Committee will review the practice of offering prepayment credits in lieu of funds for the easements. The Finance Committee felt this was a good idea, but would prefer the time limit to use the credits for this particular instance be lessened from a 7-year period to either a 2 or 3-year period.
5. Motion to Adjourn: The meeting adjourned at approximately 4:59pm.



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: March 9, 2021
Re: Resolution 2021-03.01 – Advertise Rates

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

In order for the new rates to be effective on June 1, 2021, as will be seen on all bills sent out after June 30, 2021, we will need to hold a public hearing in April of this year.

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



RESOLUTION

2021-03.01

Advertise Rates

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Annex Building on the 16th day of March 2021, beginning at 7:00pm:

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

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

WHEREAS, the Authority is in the process of preparing a draft budget for the Fiscal Year 2021-2022, and the rates necessary for the proposed revenues to exceed the proposed expenditures are included in the rates being proposed for advertisement; and,

WHEREAS, the Authority intends to post notice of the proposed rates on March 24, 2021 and March 31, 2021 in a newspaper of general circulation, to send copy of the notice to the governing bodies of Bedford County and the Town of Bedford, and to hold a public hearing on the new rates on April 20, 2021; now,

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

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

Board Member Votes: ___Aye, ___Nay, ___Abstain

CERTIFICATION

The undersigned secretary of the Bedford Regional Water Authority does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Directors of the Bedford Regional Water Authority, present at a regular meeting of the Board of Directors of the Bedford Regional Water Authority duly called and held **March 16, 2021** 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

The Bedford Regional Water Authority ("BRWA") will hold a public hearing on April 20, 2021 at 7:00 p.m. for the purpose of receiving comments about the proposed changes of rates as shown herein. Details about how to join the meeting can be found at www.brwa.com. A description of the proposed changes can be found at www.brwa.com. The rates will not be adopted until after the public hearing. The rates are scheduled to take effect June 1, 2021 and be utilized for all billing statements after June 30, 2021.

Please direct questions to 540-586-7679 or rates@brwa.com.

Monthly Usage or Meter Size	Forest, Lakes, Stewartville, and Montvale Service Areas		Center Service Area			
	Water	Sewer	Inside Town of Bedford		Adjacent to Town	
			Water	Sewer	Water	Sewer
Residential Volume Charges per 1000 gallons						
First 3,000	\$5.80	\$7.70	\$4.80	\$5.90	\$4.80	\$6.10
Over 3,000	\$5.80	\$7.70	\$4.80	\$7.20	\$4.80	\$7.90
Commercial Volume Charges per 1000 gallons						
First 3,000	\$5.80	\$7.70	\$4.80	\$6.00	\$5.20	\$7.40
Over 3,000	\$5.80	\$7.70	\$4.80	\$7.80	\$5.20	\$8.30
Industrial: Volume Charges per 1000 gallons						
First 600,000	\$5.30	\$7.20	\$4.70	\$6.80	\$5.30	\$7.20
Over 600,000	\$5.30	\$7.20	\$4.70	\$6.50	\$5.30	\$7.20
Residential: Monthly Base Charges						
5/8"	\$24.00	\$24.00	\$24.00	\$28.00	\$25.00	\$29.00
3/4"	\$34.00	\$31.00	\$34.00	\$35.00	\$37.00	\$37.00
1"	\$53.00	\$48.00	\$53.00	\$55.00	\$56.00	\$57.00
1-1/2"	\$90.00	\$82.00	\$90.00	\$89.00	\$97.00	\$90.00
Other Service Areas: Monthly Base Charges						
Cedar Rock 5/8":	\$24.00	\$70.00	Mariners Landing 5/8":		\$24.00	\$33.00
Paradise Pnt. 5/8":	\$37.00	n/a	Mariners Landing 1":		\$53.00	\$76.00
Commercial and Industrial: Monthly Base Charges						
5/8"	\$24.00	\$24.00	\$24.00	\$27.00	\$28.00	\$27.00
3/4"	\$34.00	\$31.00	\$34.00	\$37.00	\$40.00	\$38.00
1"	\$53.00	\$48.00	\$53.00	\$55.00	\$56.00	\$58.00
1-1/2"	\$90.00	\$82.00	\$89.00	\$89.00	\$103.00	\$92.00
2"	\$130.00	\$130.00	\$150.00	\$148.00	\$162.00	\$140.00
3"	\$240.00	\$230.00	\$300.00	\$247.00	\$335.00	\$252.00
4"	\$390.00	\$380.00	\$500.00	\$412.00	\$553.00	\$415.00
6"	\$780.00	\$760.00	\$1,070.00	\$810.00	\$1,086.00	\$814.00
8"	\$1,240.00	\$1,210.00				
10"	\$2,070.00	\$2,010.00				
Capital Recovery Fees: All Service Areas have the same fees.						
5/8"	\$5,000.00	\$5,900.00				
3/4"	\$6,400.00	\$9,000.00				
1"	\$10,700.00	\$14,000.00				
1-1/2"	\$17,400.00	\$24,000.00				
2"	\$28,000.00	\$38,000.00				
3"	\$52,000.00	\$71,000.00				
4"	\$86,700.00	\$118,000.00				
6"	\$173,400.00	\$236,000.00				

OPERATIONS REPORT



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

MEMORANDUM

To: BRWA Board of Directors
From: Nathan Carroll, Assistant Executive Director
CC: Brian Key, Executive Director
Date: March 9, 2021
Re: February 2021 Work Order Report

The transition from our former asset management system (SEMS) to Cartegraph OMS took place on February 22, 2021. Due to the overlap within the month of the two systems, reporting the work completed for the month of February is more challenging than usual.

The work order report included in this month's board packet that you are accustomed to seeing runs through February 19th. The work completed within Cartegraph OMS during the remainder of February is listed in the table below. As we learn more about Cartegraph and improve the system, reporting will be much improved and not fragmented as this month's report is.

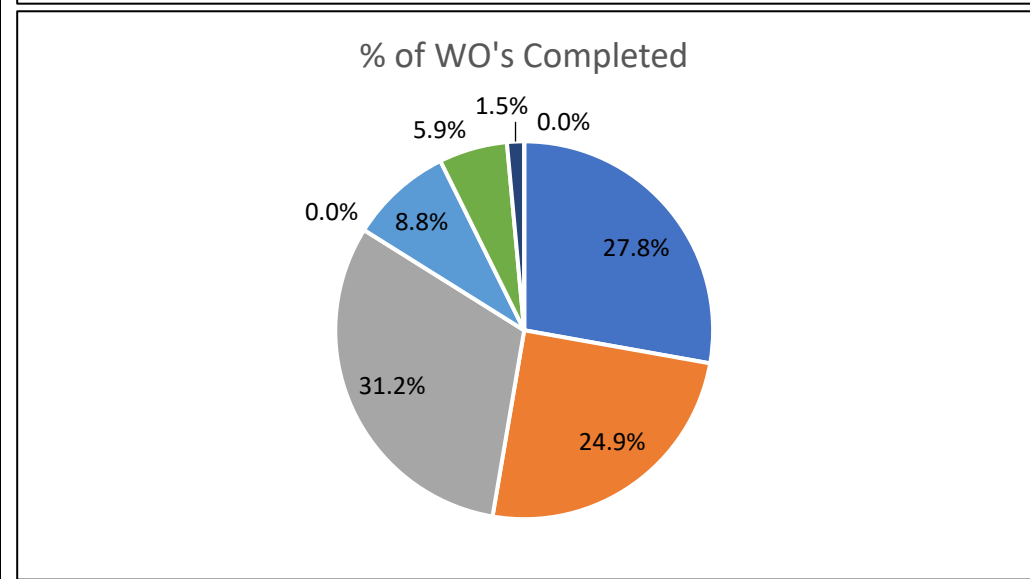
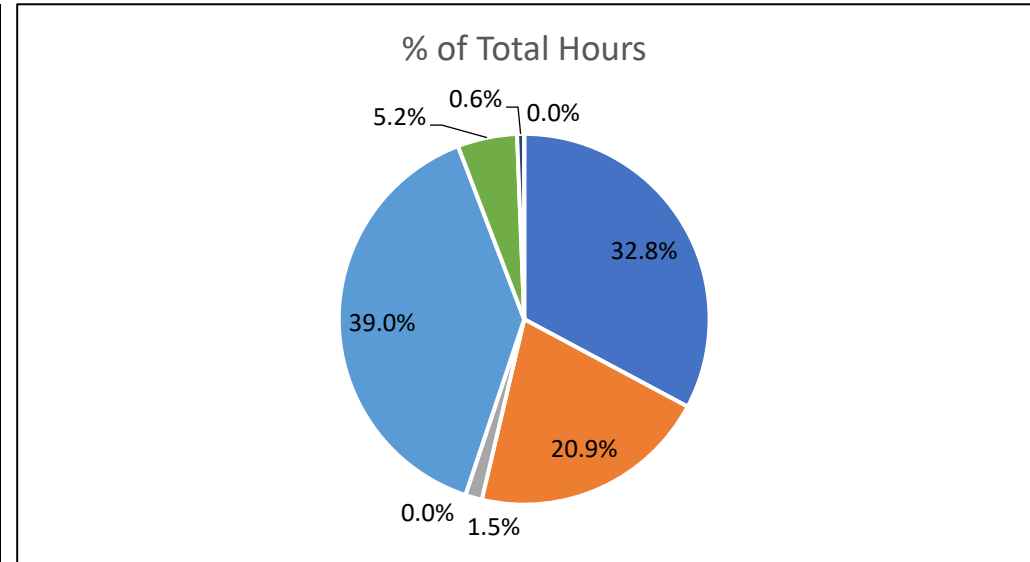
Thank you, and please let me know if you have any questions or concerns.

Service Area	Work Orders	Labor Hours
Central Sewer Collection	1	8
Central Sewer Treatment	1	0
Central Water Distribution	2	0.75
Central Water Treatment	6	0.6
Forest Water	9	54.55
Moneta Sewer Treatment	8	2.75
SML Central Distribution	1	0.1
SML Treatment (SMLWTF)	1	0
Stewartsville Water	1	0.1
(blank)	25	146.33
Grand Total	55	213.18



February 2021 Work Orders
(excluding Meter Replacement Program)

Service Area	Hours	% of Total Hours	Completed Work Orders	% of WO's Completed
Central Sewer Collection	147.0	9.0%	9	4.4%
Central Sewer Treatment	20.2	1.2%	25	12.2%
Central Water Distribution	363.5	22.3%	22	10.7%
Central Water Treatment	3.0	0.2%	1	0.5%
Central Total:	533.7	32.8%	57.0	27.8%
Forest Sewer	123.3	7.6%	15	7.3%
Forest Water	216.0	13.3%	36	17.6%
Forest Total:	339.3	20.9%	51.0	24.9%
Moneta Sewer Collection	0.0	0.0%	0	0.0%
Moneta Sewer Treatment	23.8	1.5%	64	31.2%
Moneta Sewer Total:	23.8	1.5%	64.0	31.2%
Montvale Sewer Collection	0.0	0.0%	0	0.0%
Montvale Sewer Treatment	0.0	0.0%	0	0.0%
Montvale Sewer Total:	0.0	0.0%	0.0	0.0%
Office - Admin Building	0.0	0.0%	3	1.5%
Office - Annex Building	0.0	0.0%	0	0.0%
Other	635.0	39.0%	15	7.3%
Offices/Other Total:	635.0	39.0%	18.0	8.8%
SML Central Distribution	47.4	2.9%	5	2.4%
SML Treatment (SMLWTF)	37.2	2.3%	7	3.4%
SML Total:	84.5	5.2%	12.0	5.9%
Stewartsville Water Total:	10.0	0.6%	3	1.5%
BRWA Well Systems Total:	0.0	0.0%	0	0.0%
Grand Totals:	1626.2	100.0%	205	100.0%

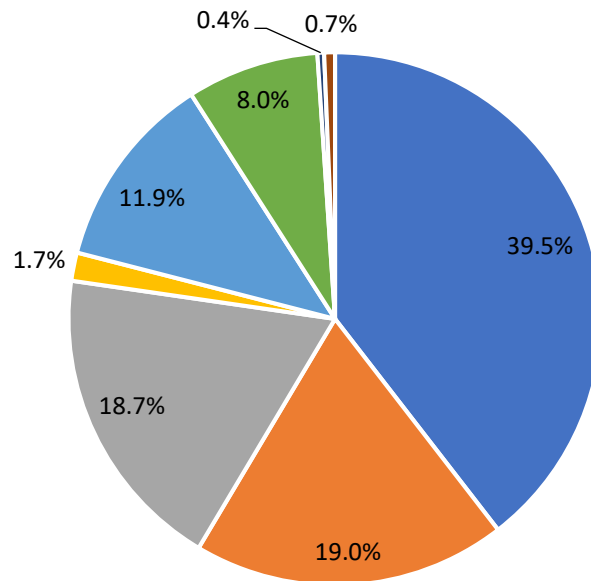




Work Order Summary All Departments Running Totals Tracking Sheet

Service Area	March '20	April '20	May '20	June '20	July '20	August '20	September '20	October '20	November '20	December '20	January '21	February '21	Running Total	Running Total %
Central	211	192	167	204	186	173	157	182	149	170	204	57	2052	39.5%
Forest	93	85	77	99	127	69	95	66	81	73	72	51	988	19.0%
Moneta	80	65	61	83	93	83	86	92	92	87	87	64	973	18.7%
Montvale	8	9	11	6	4	9	5	12	7	7	11	0	89	1.7%
Offices/Other	68	48	52	47	64	55	50	73	39	23	82	18	619	11.9%
SML	43	34	38	36	39	35	34	43	21	39	42	12	416	8.0%
Stewartsville	3	3	1	0	0	1	4	1	1	2	2	3	21	0.4%
BRWA Well Systems	5	7	1	2	2	2	6	5	1	2	1	0	34	0.7%
Monthly Totals:	511	443	408	477	515	427	437	474	391	403	501	205	5192	100.0%

% of Work Orders Completed - Running Total



ADMINISTRATION REPORT

https://www.smithmountaineagle.com/news/article_a615863c-756f-11eb-bdab-934ae28c4624.html

Bedford Regional Water Authority discusses water security

Feb 22, 2021

With a system breach that happened at a water treatment facility in Oldsmar, Florida, on Friday, Feb. 5, water utilities across the nation have begun re-examining their current security measures to ensure that the community's water supply is protected from harmful attacks.

The Bedford Regional Water Authority (BRWA) also is exploring additional safeguards to bolster current security measures and assured the community that their safety is of the utmost importance. The BRWA has numerous physical security measures accompanied by digital security programs to protect the BRWA's data and water system.

"What happened in Oldsmar, Florida, is a reality check that all water utilities need to take security seriously," BRWA stated. "The BRWA is evaluating the security measures that it already has in place, and we are looking at even greater measures for providing an extra layer of security to our system. We have a dedicated staff who take the operation, management and safety of our water systems incredibly seriously. For many of our employees, it is very personal; the water they are treating and protecting goes directly to not only their homes but also to those of their friends and family," said Brian Key, BRWA executive director.

BRWA's mission to the community is to provide high quality water and wastewater services. To do this, the BRWA stated that it holds high standards, many of which lead back to ensuring its water treatment process is secure through its information technology systems, its physical security measures, and licensed operators on site.

BRWA stated that the current safety measures that are employed include the following:

- 1) The BRWA has licensed water and wastewater operators working at each of its facilities; these operators pass rigorous testing to receive their licenses. The licenses also require continuing education credits, ensuring that staff are properly trained year after year. These operators are also experts on how to respond to emergencies and could act quickly if the need ever arises.

2) The BRWA has a sophisticated network system in place with firewalls to protect the network and data files.

3) The BRWA has alarm systems at all of its facilities accompanied by advanced key systems to prevent unauthorized access. Video surveillance systems are also utilized to monitor and record the actions at the facilities.

4) The Smith Mountain Lake Water Treatment Facility utilizes a state-of-the-art treatment process that relies primarily on physical (not chemical) treatment whereby membranes are utilized to clean the water; this means large volumes of chemicals are not used for water treatment at this facility.

5) The BRWA has access to three water treatment facilities that treat water from multiple water sources. In the case of an emergency, any affected source can be quickly removed from the treatment process, and the other source(s) can be utilized to ensure continuity of service and safety to the customers.

For more information about the BRWA's security methods, visit www.brwa.com.

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.

Read more stories in the current issue of the Smith Mountain Eagle newspaper. Pick up a copy or subscribe at www.smithmountaineagle.com/subscriber_services to view articles in the print and/or e-edition version.

BRWA reassesses security after Florida hacking incident | Smith Mountain Lake Local News

Hacking

News Highlights: BRWA reassesses security after Florida hacking incident | Smith Mountain Lake Local News

“We are continuously assessing security, both physical and cybersecurity,” said Pittman. “We have an entire department for our information systems to make sure our cyber security is always optimal.”

The Florida system had many shared passwords, Pittman said. BRWA does not use shared passwords, and passwords are deactivated once someone is no longer employed, she said.

“One of our best assets is our employees,” said Pittman. “We have highly trained operator personnel. Our site is monitored 24/7, 365 days a year and they must have continuing education licenses and credits. These operators are also experts in emergency response and can act ...

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Author: Eden Nelson

February 24,2021

https://smithmountainlake.com/news/local/brwa-reassesses-security-following-florida-hacking-incident/article_c89aba04-7459-11eb-9131-f3a90b83b970.html

BRWA reassesses security following Florida hacking incident

Feb 24, 2021

When a hacker gained access to the water treatment plant in Oldsmar, Fla., on Feb. 5, increasing the sodium hydroxide in the water to a dangerous level, water treatment plants all over the country began self-examinations.

Locally, the Bedford Regional Water Authority looked into how safe its security is at its water treatment plants including the Smith Mountain Lake Water Treatment Facility and what can be done to make it safer.

“What happened in Oldsmar, Fla., is a reality check that all water utilities need to take security seriously,” said Brian Key, BRWA executive director. “The BRWA is evaluating the security measures that it already has in place and we are looking at even greater measures for providing an extra layer of security to our system. We have a dedicated staff who take the operation, management and safety of our water systems incredibly seriously. For many of our employees, it is very personal; the water they are treating and protecting goes directly to not only their homes but also to those of their friends and family.”

Megan Pittman, director of administration for BRWA, said they did receive some phone calls from customers following the incident in Oldsmar. Work was done to get information out to customers to assure them the water is protected.

The Oldsmar Water Treatment Plant has about the same number of customers as BRWA, but the Florida plant is surrounded by larger cities. When the news broke that a hacker had raised the level of chemicals going into the water, BRWA saw it as an opportunity to raise public awareness.

“We are continually assessing security both physically and cyber security,” Pittman said. “We have a whole department for our information systems to ensure our cyber security is the best it can be all the time.”

The Florida system had a lot of shared passwords, Pittman said. BRWA does not use shared passwords, and passwords are deactivated as soon as someone is no longer employed, she said.

“One of our best assets are our employees,” Pittman said. “We have highly trained staff of operators. Our site is monitored 24/7, 365 days a year, and they must have licenses and continuing education credits. These operators are also experts on how to respond to emergencies and could act quickly if the need ever arises.”

The BRWA service area runs from the Forest-Boonsboro area all the way to Smith Mountain Lake. Eighty employees staff two water treatment plants and two main wastewater treatment plants, as well as tend to maintenance of water pipes. Crews were out during the recent ice storms fixing pipes keep the water flowing, Pittman said.

BRWA has a sophisticated network system in place with firewalls to protect the network and data files, Pittman said. Securing the BRWA is two-fold—cyber as well as securing locations of the water treatment plants.

BRWA has alarm systems at all its facilities accompanied by advanced key systems to prevent unauthorized access, Pittman said. Video surveillance systems are also used to monitor and record the actions at the facilities.

“One of the great things about our system is we have a lot of redundancy,” Pittman said. “We have our Smith Mountain Lake water treatment plant; we also have our central location, which is how we refer to our Bedford treatment plant, and we buy water from the city of Lynchburg to supply water to our customers in Forest. That gives us three reliable water sources. So, if anything were to happen to one of those, we can quickly shut that down and use the other two.”

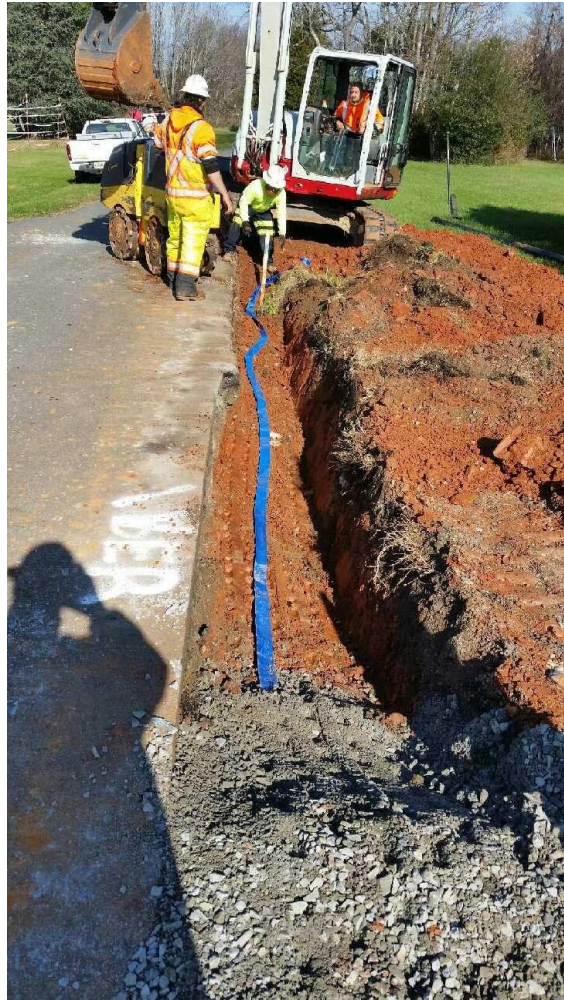
The water treatment plant at SML went online in 2017. It is a membrane system, and uses some of the newest technology out there, Pittman said. The water is treated with less chemicals. “It is squeezed through membranes about the size of spaghetti and basically it cleans the water of its impurities,” Pittman said.

All water systems are required to release the chemical makeup of the water in their system.

https://www.smithmountaineagle.com/news/article_d32b973c-7b92-11eb-a61a-3324a0fc10a9.html

Bedford Regional Water Authority completes Country Estates Waterline Extension to provide service to residents struggling to access water

Mar 2, 2021



The BRWA's Capital Improvement Project maintenance team installing a portion of the waterline for Country Estates Drive.

Contributed

Residents in the Country Estates Drive subdivision now have access to public water provided by the Bedford Regional Water Authority (BRWA). This area in Goode only has ten properties, however, residents on this road have been in great need of a dependable water source for years.

As early as 2008, the subdivision has approached the BRWA to see how the two could work together as the residents' wells were failing and access to water was becoming increasingly challenging. Due to the location of the subdivision to the BRWA's waterlines at that time, it would take over 4000 feet of waterline to reach the subdivision, in addition to over 3000 feet of waterline necessary within the subdivision. Unfortunately, for both the BRWA and the residents, the cost to build this project was not financially feasible.

Thankfully, the completion of the Smith Mountain Lake Water Treatment Facility and Waterline Extension project changed that. Once the project was completed in 2017, the possibility of that connection became much more feasible. With the waterline now adjacent to the subdivision, the cost dramatically dropped and steps towards starting the project began.

"The planning and completion of the Smith Mountain Lake Water Treatment Facility and Waterline Extension project was a giant step in not only providing a redundant water source for all of our customers but also providing new access to residents in the County who had struggled before to have a reliable water source. This addition of Country Estates may feel small to the majority, but it is a life-changing project to those residents. No matter the size of the project, our mission is to provide quality drinking water to our customers. Every step towards this is a success for us," said Rhonda English, BRWA's Director of Engineering.

To make this project happen, the BRWA and property owners came to an agreement where each of the property owners agreed to pay a portion of the construction cost over and above the BRWA's standard Neighborhood Line Extension Project Fees and standard New Customer Signup Fees. This allowed the BRWA to be able to have the project eventually pay for itself without having to affect existing customer rates outside of the subdivision. In addition, the BRWA donated time for the design and administration of the project, and through using the BRWA's internal maintenance personnel, considerable costs were saved for these residents in regards to the final overage construction costs.

Although this is a project that only affects a small number of citizens, its value is incredibly important to those few. Throughout the years, some residents have struggled to have any available water on their property at all.

One resident has had to transport water to his residence through the BRWA's bulk fill station due to not being able to get a well to take. Another resident started construction on a home in the area and had to put the project on pause since water was not found on the site.

Unfortunately, this resident was not able to sell the lot after purchasing another one elsewhere due to the lack of water. This has been the same issue the original developer of the subdivision has also encountered.

Country Estates property owner Steve Hodge stated, "The waterline is an answer to 13 years of prayer! Although we became accustomed to dropping ice down the well (counting seconds till the "plop"), being conservative with our usage, and hauling water on the back of a pick-up during extreme droughts (sometimes for months), we are grateful and relieved to have the waterline on Country Estates. Not only will our lives be immediately better, but our property value is secure for the future."

Thankfully, not all residents had these extreme issues; regardless they still rallied together as a community to support the project financially to enable their neighbors to get water.

It was a momentous day when the BRWA's maintenance team started construction on the new waterline in June 2020 and then when letters were mailed to residents on February 8, 2021, to announce that service was now available to them. This project is a true culmination of future planning and community support to get the essential service of water to a struggling set of residents.

LOCAL NEWS

After years of struggling, some Bedford County residents finally have a reliable water source

Some homeowners have been asking for help since 2008

Tim Harfmann, Lynchburg Bureau Reporter

Published: **March 2, 2021, 11:00 pm**

Tags: **Bedford County, Bedford Regional Water Authority**

Danville-centric board game causes concern for NAACP chapter president

BEDFORD COUNTY, Va. – Homeowners within the Country Estates Drive subdivision, off Route 460, have been asking for help since 2008.

The Bedford Regional Water Authority said the challenge was connecting the rural area to the closest water line.

In the past eight months, the county constructed a new water line.

“[The homeowners] were used to hauling water from our bulk fill stations and having to put it in a truck and get it to their house, or put ice down their well to have water in there. So, I think now they have the luxury of not having to think about water,” said Megan Pittman, director of administration for the Bedford Regional Water Authority.

Homeowners agreed to pay some of the cost of the waterline extension above the water authority's standard fees to make the project happen.

ABOUT THE AUTHOR:



[Tim Harfmann](#)

Tim Harfmann joined the 10 News team in September 2020 and works at the station's Lynchburg bureau.

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

COMMITTEE MEETING SUMMARY

To: BRWA Board of Directors
From: Megan Pittman, Director of Administration
CC: Brian Key, Executive Director
Date: March 4, 2021
Re: Summary of the March 3, 2021 Personnel Committee Meeting

A meeting of the Personnel Committee of the Bedford Regional Water Authority was held virtually on **Wednesday, March 3, 2021 at 2:00 p.m.** via Zoom.

Members Present: Rusty Mansel
Mike Moldenhauer

Staff Present: Brian Key – Executive Director
Jill Underwood – Director of Finance
Megan Pittman – Director of Administration

The following Agenda items were discussed:

1. Call to Order: *The meeting began at approximately 2:00 pm. Mr. Key gave a brief introduction about the process of committee meetings for the BRWA.*
2. Policy Revisions: *There were no items that were discussed for this item.*
3. Health Insurance Rates: *Ms. Pittman presented the updated rates for health insurance from The Local Choice. Mr. Moldenhauer recommended proceeding with these rates. Mr. Mansel seconded the recommendation. A resolution will be presented at the March board meeting recommending these rates.*
4. Budget – Salaries: *Mr. Key explained that the Personnel Committee recommends an overall percentage salary increase for the Finance Committee to use throughout the development of the budget. Mr. Key shared the minimum wage update that Virginia has approved that will step up minimum wage incrementally up to a proposed \$15.00 by January 2026. Mr. Key shared that a few neighboring localities have approved or proposed a 3-5% raise. Mr. Key shared with the Committee the budget salary sheet and how changes to the salaries impact the budget. Mr. Moldenhauer asked for a chart of the approved rate increases since the BRWA's inception. He also asked for the staff to find out what the other water and sewer providers were proposing to increase their salaries to stay competitive. Mr. Key said the next Finance Committee meeting is late March; this is when the recommendation would be needed. Mr. Mansel asked for a better comparison to local entities since the information presented was primarily based on schools. Staff will reach out to CCUSA, WVWA, and Lynchburg to see what changes they are proposing.*

To: Personnel Committee
From: Megan Pittman, Director of Administration
Date: March 4, 2021
Re: Notice and Agenda

5. Proposed Volunteer Program: *Ms. Pittman made a presentation about the proposed volunteer program targeted to increase the participation of the BRWA staff to help the Bedford community. The Committee provided some input to the drafted program, and requested that some additional changes be made to the draft and to bring the revised draft to the Committee in the future.*
6. Closed Meeting - Evaluation of Executive Director: *The Committee went into closed session at approximately 3:25 pm and finished the closed session at approximately 3:45 pm. The Committee requested that Ms. Pittman join the closed session meeting, while asking Mr. Key to disconnect from the meeting while the Committee reviewed the results of the evaluation surveys from the other board members with Ms. Pittman. The Committee asked Mr. Key to rejoin the meeting at approximately 3:45pm, and they stated that they needed a little more time to review the results before reporting them to Mr. Key; the Committee suggested a follow-up meeting for March 11 to continue the evaluation process.*
7. Other business: *No other business was discussed.*
8. Adjourn: *The meeting adjourned at approximately 3:50 pm.*



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: Melissa Meador, HR Manager
Through: Brian Key, Executive Director
Date: March 9, 2021
Re: Resolution 2021-03.02 – Health Insurance

Enclosed, for your consideration, is the above referenced resolution, as well as the rates proposed for health insurance in fiscal year 2021-2022. The rates proposed reflect a **decrease** of **1%** in the premium for continuation of coverage.

This resolution is required before April 1st of each year in order to allow the Authority to sign up for Health Insurance as an employee benefit.



RESOLUTION
2021-03.02
Health Insurance

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Administrative Annex Building on the 16th day of March 2021, beginning at 7:00pm:

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

WHEREAS, the Authority received the health insurance program renewal documentation from The Local Choice in February 2021, and included in the renewal are the proposed rates for Fiscal Year 2021-2022; and,

WHEREAS, attached to this resolution is the data showing the proposed rates which indicate the costs to the Authority to provide health insurance coverage in FY 2021-2022; and,

WHEREAS, if the Authority is going to proceed with renewing the health insurance coverage with the Local Choice for the next fiscal year, action needs to be taken by the Board before April 1, 2021; now,

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

On behalf of the Personnel 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 March 16, 2021 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

FY 2021-2022 TLC Premiums

Full-Time

	FY 20-21 Monthly Total Premium	FY 21-22 Monthly Total Premium	BRWA's Share (%)	FY 21-22 Authority Monthly Premium Share	Employee's Share (%)	FY 21-22 Employee Monthly Premium Share	Planned FY 21- 22 Employee Share per Pay Period	FY 20-21 Employee Share per Pay Period	Difference per Pay Period
Key Advantage Expanded Comprehensive									
FT Employee Only	\$ 729.00	\$ 722.00	90.0%	\$ 649.80	10.0%	\$ 72.20	\$ 33.32	\$ 33.65	\$ (0.32)
FT Employee + 1	\$ 1,349.00	\$ 1,336.00	60.0%	\$ 801.60	40.0%	\$ 534.40	\$ 246.65	\$ 249.05	\$ (2.40)
FT Family	\$ 1,968.00	\$ 1,949.00	60.0%	\$ 1,169.40	40.0%	\$ 779.60	\$ 359.82	\$ 363.32	\$ (3.51)
Key Advantage Expanded Preventative									
FT Employee Only	\$ 712.00	\$ 705.00	90.0%	\$ 634.50	10.0%	\$ 70.50	\$ 32.54	\$ 32.86	\$ (0.32)
FT Employee + 1	\$ 1,317.00	\$ 1,304.00	60.0%	\$ 782.40	40.0%	\$ 521.60	\$ 240.74	\$ 236.00	\$ 4.74
FT Family	\$ 1,922.00	\$ 1,904.00	60.0%	\$ 1,142.40	40.0%	\$ 761.60	\$ 351.51	\$ 354.83	\$ (3.32)
Key Advantage 250 Comprehensive									
FT Employee Only	\$ 667.00	\$ 657.00	95.0%	\$ 624.15	5.0%	\$ 32.85	\$ 15.16	\$ 15.39	\$ (0.23)
FT Employee + 1	\$ 1,234.00	\$ 1,215.00	65.0%	\$ 789.75	35.0%	\$ 425.25	\$ 196.27	\$ 199.34	\$ (3.07)
FT Family	\$ 1,801.00	\$ 1,774.00	65.0%	\$ 1,153.10	35.0%	\$ 620.90	\$ 286.57	\$ 290.93	\$ (4.36)
Key Advantage 250 Preventative									
FT Employee Only	\$ 650.00	\$ 640.00	97.0%	\$ 620.80	3.0%	\$ 19.20	\$ 8.86	\$ 9.00	\$ (0.14)
FT Employee + 1	\$ 1,203.00	\$ 1,184.00	66.0%	\$ 781.44	34.0%	\$ 402.56	\$ 185.80	\$ 188.78	\$ (2.98)
FT Family	\$ 1,755.00	\$ 1,728.00	66.0%	\$ 1,140.48	34.0%	\$ 587.52	\$ 271.16	\$ 275.40	\$ (4.24)

ENGINEERING REPORT

Job #	2012001	Job Type:	Water & Sewer	Location	Central County/Bedford City	Last updated on:	
Job Name	Harmony in Bedford Site 1					Last updated on:	9/3/2020
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).					Department Contact:	S Foster
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. Esmt Exhibit 01 Comments issued 12/6/17. As-Built 03 rec'd 1/17/18. 9/24/18 reached out to developer via email with outstanding project close out items. Annual project close out requirements letter mailed 9/3/20.						
Job #	2013086.2	Job Type:	Other	Location	Central - Bedford	Last updated on:	
Job Name	Route 43 - Stoney Creek Bridge VDOT Improvement					Last updated on:	7/10/2020
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					Department Contact:	S Dade
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. Working to gather close-out documents						
Job #	2015058	Job Type:	Water & Sewer	Location	Forest	Last updated on:	
Job Name	Corporate Park Drive Extension - Design					Last updated on:	3/4/2021
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 Facilites plans dated 1-1994					Department Contact:	S Dade
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 10/15/219 and existing sanitary sewer is now connected to new sanitary sewer alignment. Testing complete; puchlist mailed 2/10/20. Punchlist mailed 7/24/20. Gathering close out documents 11/9/20. Waiting for revised As-Builts from Engineer. Engineer is waiting on VDOT comments before finalizing As-Builts.						
Job #	2016062	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	Kitsmont Subdivision - Design					Last updated on:	3/4/2021
Description	New construction of approximately 4,100 LF of WL and appurtenances for 52 lots.					Department Contact:	S Dade
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 feed rec'd 10/4/19. Comments issued 10/16/19. Met w/ Surveyor & Engineer to go over comments 10/21/19. Re-review fee rec'd 1/29/20. Dsgn 07 rec'd 1/30/20. 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). Waterline complete, testing complete and punchlist mailed 11/9/20. Punchlist completed; Warranty Letter rec'd; Locator has marked lines and Inspector has notified Sureveyors (Peace of Mind) we are ready for As-Builts.						

Job #	2017060	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Burnbridge Sewer Extension - Design						3/8/2021
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; 4/3/2020 H&P reviewing alternate pressure sewer alignment along roadways. 6/22/2020. Preliminary FM Dsgn 01 rec'd 10/06/20. Plans intended for VDOT's review. Full set of plans to be sent in at a later date. Dsgn 01 rec'd 11/20/20. Comments emailed to engineer 12/3/20 Dsgn 02 rec'd 12/14/20. Comments emailed to engineer 1/4/21. Dsgn 03 rec'd 1/22/21. Comments emailed to the engineer 2/5/21. Easement Exhibits rec'd 2/4/21 Comments Emailed 2/23/21 Easement Exhibits rec'd 2/24/21. Dsgn 04 rec'd 3/8/21.						
Job #	2018023.1	Job Type:	Water	Location	Lakes / Huddleston	Last updated on:	
Job Name	Mariners Landing System Transfer - Waterline Extension						3/4/2021
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. 12" Waterline installation and pressure testing complete on SML Parkway. Bac-t samples and PRV vault to be installed at a later date. Water Analysis samples rec'd 8/21/20. Water Analysis sample rec'd 8/31/20. ESMT #200009947 recorded 8/31/20. Water Analysis sample rec'd 9/4/20. Construction complete and punchlist items sent 9/20/20. Punchlist complete except minor grading around FH. Project surveyed by Locator. Still need to confirm status of well(s).						
Job #	2018034	Job Type:	Other	Location	Forest / Goode	Last updated on:	
Job Name	VDOT Everett Rd Bridge Replacement						11/12/2020
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. Minor Site Plan SP# 20-0106 for a temp job trailer for bridge replacement rec'd 11/12/20 no impact on BRWA.						
Job #	2018055	Job Type:	Preliminary Plan	Location	Forest	Last updated on:	
Job Name	Cambridge Manor Estates - Preliminary Plan						12/9/2020
Description	Preliminary layout for Country Club Meadows subdivision. 156 single family lots on public water & private septic. Roads Connecting to Everett Road and 221. Currently planned for 2 phases. Previously known as "Country Club Meadows - Prelim Plan".					Department Contact:	S Foster
Status	Preliminary Plan 01 rec'd 5/9/18. TRC 5/22/18. Preliminary Plan 02 rec'd 12/07/18. Comments issued 1/16/19. Preliminary Plan 03 rec'd 2/19/20. Comments sent to Planning 3/4/20. Preliminary Plan 04 rec'd 6/29/20. Items noted are outside BRWA purview - therefore no BRWA comments on 4th submittal & BRWA ok for approval. Preliminary Plan 05 rec'd 11/30/20. "No Further BRWA Comments" issued 12/9/20.						
Job #	2018062.2	Job Type:	Internal	Location	Bedford Central	Last updated on:	
Job Name	BRWA Administration Parking Lot - North						3/2/2021
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; VDOT comments rec'd 7/9/20 indicating waiver request for new entrance would require review by regional office and possibly another 3 month's review time. Revised plans were submitted for VDOT review on 8/4/20. Nutrient purchase agreement and invoice were received 8/3. W W notified on 12/4/20 of VDOT comments sent to County in 10/2020 but not delivered to BRWA or W W. W W removing new entrance to address VDOT comments. Pricing received from Annual Contractor on 3/1/21; will phase project to available budget and construct public parking lot at a later time.						

Job # 2018086 **Job Type:** Sewer **Location** Forest **Last updated on:**
Job Name Sewer Force Main for TM# 118-A-6A - Design 3/4/2021
Description Sanitary Force Main Plan and Profile for TM# 118-A-6A. **Department Contact:**
S Dade
Waterline Relocation added to project in 8th submittal (See 2018-086.1 for Waterline C2C/COC purposes)

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 approved. 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. 7/30/20 - Called Tommy & responded to e-mail of 7/29 requesting guidance for what is needed to move forward. Per Developer - Falwell Corp to construct water & Vision Directional Drilling proposed to construct FM. Rec'd Contractor Qualification Statement and app'vd Vision Directional Drilling for the FM construction. FM Shop Dwg submittal 1 rec'd & review comments issued. Still awaiting issuance of VDOT permit. VDOT Land Use Permit #216-28329 rec'd 10/6/20. Shop Dwgs app'd 10/8/20 for sewer only. C2C for Sewer Only issued to Inspector 10/9/20. Developer changing Contractors to Toney Construction (12/11/20) New C2C prepared and ready to issue pending Shop Dwgs from Toney Construction. Waterline & testing complete. Punchlist sent to contractor. C2C for Vision Directional Drilling VOIDED; Pre-Con held and C2C issued to Toney Const for the FM (2/3/21) and construction underway.

Job # 2018086.1 **Job Type:** Water **Location** Forest **Last updated on:**
Job Name 221 Car Wash Waterline Relocation - Design 3/4/2021
Description For C2C & COC purposes only. **Department Contact:**
Reference 2018-086. S Dade

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. Per Developer 7/30/20 - Falwell Corp to construct water. Shop Dwgs app'd 10/1/20 for water only. C2C for Water Only issued to Inspector 10/5/20. Waterline relocation work and testing complete. Punchlist issued. Sampling has not yet been performed.

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 **Department Contact:**
Road. Property owners inquiring about BRWA taking over system, including aged and failing booster station. 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 # 2018125 **Job Type:** Sewer **Location** Forest **Last updated on:**
Job Name Forest Middle School Improvements - Site/Design 3/4/2021
Description Proposed expansion and upgrades to the existing Forest Middle School. Project will include relocating **Department Contact:**
portion of existing public sewer and addressing unmetered fire line. S Dade

Status TRC 12/13/18. Concept plan 01 rec'd 12/13/18. Site/Design Plan 01 rec'd 02/01/19 & waiting on \$400 Base Review Fee. Met w/ Engineer, BCPS, Planning & VDOT 2/8/19. Per the meeting, BRWA is deferring review & comment until 2nd submittal - posted comment to that effect for 1st submittal. Base Review Fee rec'd 3/8/19. Fire Flow Test Fee rec'd 4/12/19. Site Plan 02 rec'd 4/23/19. Meeting held 5/16/19. Several revised conceptual SS alignments sent via e-mail. Dsgn 02 comments issued 5/20/19. Dsgn 03 rec'd 5/24/19. Comments posted 5/29/19. Dev Agrmt -Signed- rec'd 5/30/19. Dsgn 04 rec'd 6/10/19 - comments issued 6/18/19; Rev & Insp Fee rqmnts issued 6/18/19; Esmt Exhibit 01 review comments issued 6/18/19. Dsgn 05 (Slip Sheets) rec'd 6/25/19. Site Plan app'vd by BRWA 6/26/19. Requested 4 copies for C2C purposes & e-mailed BCPS status update of outstanding items needed for C2C on 6/26/19. Shop Dwgs 01 rec'd 7/10/19. Review Fees, Inspection Fees & Re-Review Fees Rec'd 7/15/19. Construction Cost Estimate of \$197,500 rec'd/agreedupon 7/16/19. Shop Dwgs 02 rec'd 7/16/19; Shop Dwgs & Plans app'vd 7/19/19; C2C prepared for Pre-Con on 7/22/19; Easement Agmnts prepared to execute. Pre-Con meeting & C2C issued 7/22/19. Private waterlines have been disconnected from the public main and rerouted behind the existing vault. The sanitary sewerline has been constructed and tested. Punchlist mailed to BCPS and Contractor 5/20/2020. Need to confirm punchlist status. Will be using BRWA Inspector mark-ups for As-Builts and proceed toward closeout.

Job #	2019034	Job Type:	Water & Sewer	Location	Forest	Last updated on:	
Job Name	Westyn Village Townhomes 2019 - Site/Design					Last updated on:	3/4/2021
Description	Proposed (8) 9 unit residential townhomes and (3) 8 unit Townhomes with private road					Department Contact:	S Dade
Status	Site/Dsgn rec'd 3/12/19. Awaiting \$400 review fee. Comments & Dev Pkg issued 4/8/19. Met w/ Russ Orrison to discuss review & PS analysis 4/12/19. Requested flow data from CS 4/29/19; Site/Dsgn Plan 02 rec'd 8/29/19. CS water consumption data sent to Russ Orrison 8/29/19. Updated Plans rec'd 9/9/19 prior to review of the set rec'd 8/29. Replaced as Submittal 02 rec'd 9/9/19. Review & Inspection Fees rec'd 9/10/19. Review 02 comments issued 9/17/19. Re-review fee rec'd 11/06/19. Site/Desgn 03 rec'd 11/7/19. Signed Dev Agmt rec'd 11/22/19. Site Plan 03 approved pending matching plat submittal and approval. Requested 3 additional copies for construction purposes. Calcs approved 12/2/19. 3 copies of revised Plans Design 04 rec'd 12/20/19; Comments issued 1/21/20. Design 05 rec'd 1/27/20. Signed Dev agmt rec'd 2/6/20. Re-review feed rec'd 2/7/20. Comments issued 2/12/20 - Approvable. Shop Drawings approved 2/27/20. Awaiting Surety & Contractor confirmation. Revised Cost Est rec'd & revised Surety Rqmnt sent. Surety rec'd 7/7/20 with inaccuracies - returned to Developer 7/8/20 with notification of needed corrections. On-Site Contractor will be Thomas Builders of VA; Contractor for public connections to existing will be JL Crawford per e-mail from Developer 6/26/20. C2C pending receipt of corrected Surety. Awaiting Contractor & Surety Information. Surety LOC# 582 rec'd 7/15/20. Dev agmt executed 7/16/20. Water Cert completed 7/16/20. C2C issued 7/16/20. Request rec'd from P&O regarding meter placement related to sewer main. Sewerline construction complete & tessting near completion. Waterline construction approximately 90% complete.						
Job #	2019061	Job Type:	Internal	Location	Central, Lakes	Last updated on:	
Job Name	Energy Performance Study and Improvements					Last updated on:	2/4/2021
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. Design Intent Document (DID) was reviewed with proposed Energy Control Measures (ECMs). VRA funding application submitted. Final DID prepared. Bond paperwork signed 11/5. Board approved contract at 11/2020 Board meeting. Utilities marked by locators for project survey.						
Job #	2019081	Job Type:	Internal	Location	Lakes	Last updated on:	
Job Name	Paradise Point Water System Transfer Request					Last updated on:	2/4/2021
Description	Owner is requesting BRWA take ownership of water system. Water system serves 24 customers. Treatment includes orthophosphate, soda ash, and chlorine.					Department Contact:	R English
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 WVVA 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 recommended and Board approved \$37 rate with no further reductions based on 5/28/20 review and discussion of revised calculations. Request received on 7/28/20 from owners for system transfer. Information given to legal counsel for document preparation, with information being received from Paradise Point. Goals planned for draft documents by end of October, SCC submission by end of November, and transfer by 5/31/2021. Draft Petition, Summary and Transfer Agreement reviewed by BRWA on 11/5 and sent to Paradise Point for review. Final documents were sent to J Maas on 11/17 for review. Final documents signed by Paradise Point on 12/21/20. Legal counsel e-filed with SCC on 1/14; SCC acknowledged complete application on 1/20/21.						
Job #	2019085	Job Type:	Sewer	Location	Smith Mountain Lake	Last updated on:	
Job Name	Moneta Storage Units Lot 6 - Site Plan					Last updated on:	3/3/2021
Description	New construction of a mini warehouse complex. Includes relocation of 40-ft of existing FM, installation of 1 FM valve, 1 sewer connection & 1 water connection - Requires a Developer Project					Department Contact:	S Foster
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 until C2C is issued (have not rec'd signed Dev Agmnt or Fees). Site no longer requesting w/s connection. Notified Engineer & Owner of outstanding Dev Agmnt for requisite FM relocation.						
Job #	2019088	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	The Stables On Coffee Subdivision - Design					Last updated on:	9/11/2020
Description	Proposed 15 lot residential subdivision with public roadway & water line. Comments Emailed to County 12/31/19.					Department Contact:	J Dean
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. Dsgn 03 rec'd 7/1/20. Design & Water Calcs Approved and sent comments to Planning & Engineer 7/17/2020. Dsgn 04 rec'd 8/12/20. Inspection fees rec'd 8/13/20. Surety #20-200 rec'd 8/25/20. Shop Drwgs Approved 9/11/2020.						

Job #	2019106	Job Type:	Water	Location	Stewartsville	Last updated on:	
Job Name	Hardy Road Waterline Extension						9/4/2020
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. Conference call held 8/20 with VDH, SERCAP, RD, DHCD and owner to review options. Discussed with VDH on 8/24 inability to assist with funding or staffing for project currently.						
Job #	2019108	Job Type:	Water	Location	164-A-46A	Last updated on:	
Job Name	1906 Bunker Hill Loop Waterline Extension						3/4/2021
Description	DEQ requesting a possible waterline extension to serve the 1906 Bunker Hill Loop					Department Contact:	W Blankenship / S Dade
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. Scope of Work for BRWA was emailed to DEQ for review/approval on 6/10/2020. Plans sent to Agencies for review on 8/3/2020. Public Hearing for Special Review Project on 9/15/2020. VDOT LUP App hand delivered (w/out check) 9/17/20. VDOT LUP Check hand delivered 10/1/20. VDOT LUP #216-28348 rec'd 10/27/20. NTP was issued 10/21/2020. Construction complete 12/23/20. Testing complete 1/7/21. As-Built 01 rec'd 3/4/21.						
Job #	2019113	Job Type:	Internal	Location	SML (Bridgewater Bay Deve	Last updated on:	
Job Name	Bridgewater Bay Water Pressure Issues						2/4/2021
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. Responded to status update request from Mr. Harmon on 8/6/20 explaining CIP budget cut due to COVID. Also e-mailed info on BRWA waterline their private FM around entrance area per Mr. Harmon's request. Mr. Harmon reported they have not been having the failures that they had previously been experiencing. Mr. Harmon contacted again on 2/3/21 asking for update on mainline PRV installation.						
Job #	2019117	Job Type:	Water & Sewer	Location	Forest	Last updated on:	
Job Name	Westyn Village Condotels - Site/Design						9/2/2020
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, Esmnt Exhibits 01 comments & Revised Developer Agreement issued 6/1/20. Easement Exhibit submittal 02 rec'd 6/11/20. Exhibit review comments e-mailed to Engineer 8/25/20. Project 'on-hold' pending sewer capacity issues being resolved.						
Job #	2020008	Job Type:	Water	Location	Bedford Central	Last updated on:	
Job Name	Turkey Mountain Booster Station						1/5/2021
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. First draft of Design Report rec'd from H&P on 6/3 and was distributed internally for review/comments. Comments were provided to H&P on 6/10. H&P submitted the second submittal of the design report on 6/29 and 30% drawings on 6/30. BRWA comments were sent to H&P on 7/7. Public Hearing for Special Review Project on 9/15/2020. SRP approved. Reviewing third plan submittal. Plans finalized and sent to VDH for review as of 12/2020						
Job #	2020020	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	Cambridge Manor Phase 1 - Design						2/19/2021
Description	Road & waterline plan & profile for Country Club Meadows Phase 1 (59 lot single family development). Previously known as "Country Club Meadows Phase 1 - Design".					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. Dsgn 02 rec'd 6/30/20. Fees & Agmt have not yet been rec'd. 2nd Review Comments issued and due to Project name change & design changes a revised Dev Pkg was issued 7/31/20. Please do not accept 3rd submittal w/o Agmnt, Base Fee, Review Fees & Re-Review Fee. Dsgn 03 rec'd 11/30/20 (need Signed Agmnt, Base Fee, Review Fees & Re-Review Fee before review completed/comments released). Review complete & Developer notified 12/31/20 via e-mail of outstanding items needed prior to release of comments. Base fee, Review fees & Re-review fee rec'd 2/2/21; Agmnt rec'd via e-mail 2/17/21 & Review 03 comments issued 2/19/21.						

Job #	2020022	Job Type:	Fire Flow Meter	Location	Forest	Last updated on:	
Job Name	Berglund Toyota - Site/Design					Last updated on:	1/19/2021
Description	Improvements proposed include demolition of existing (vacant) car dealership building & construction of new dealership building (automobile parts/supply & retail) with associated parking expansion & utilities.					Department Contact:	C Slusser
Status	TRC 2/11/20. Concept 01 rec'd 2/5/20. FFT Fee rec'd 2/28/20. Site/Dsgn 01 & Calcs rec'd 6/5/20. Base Review Fee rec'd 6/11/20. Comments 01 & Dev Pkg emailed/mailed 7/10/20. Updated Dev Agmt emailed 7/29/20. Site/Dsgn 02 rec'd 8/3/20; hard copies rec'd from Planning 8/12/20. Site/Dsgn 02 approvable as of 8/14/20 - need Dev Agmt & Fees. Updated Dev Agmt emailed 8/24/20. Esmt Exhibit 01 reviewed & comments issued 9/14/20. Esmt, Dev Agmt, & Review & Inspection Fee rec'd 12/22/20. Esmt #200015740 recorded 12/22/20. Site Plan approval emailed to Planning & Engineer 12/23/20; waiting on remaining items before issuing C2C. 2 additional copies rec'd 12/29/20. Bowman Excavating app'd as Contractor & Construction Cost Est accepted 1/19/21.						
Job #	2020023	Job Type:	Sewer	Location	Lakes	Last updated on:	
Job Name	Bridgewater Bay Sewer Inquiry					Last updated on:	1/8/2021
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. Dan Early submitted courtesy plans 12/22/20 for upgrading pump station to solids handling; BRWA requested project be brought to BRWA standard considering ongoing request for public acceptance.						
Job #	2020028	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:	
Job Name	Innerspec Building Addition - Site Plan					Last updated on:	12/9/2020
Description	Proposed 10,400 SF building addition and associated stormwater measures. Building use will be light manufacturing.					Department Contact:	J Dean
Status	TRC 2/25/20. Concept 01 rec'd 2/20/20. Site Plan 01 rec'd 9/23/20. Review & Inspection fees rec'd 10/23/20. Signed Developer Agreement & Signed Esmt rec'd 10/28/20. Site Plan 02 rec'd 11/2/20. Site Plan 02 approved 11/12/20. Shop Drawings apprvd 11/24/20. Surety #B1246569 rec'd 12/7/20. ESMT #200015039 recorded 12/9/20.						
Job #	2020035	Job Type:	Internal	Location		Last updated on:	
Job Name	Asset Management Conversion					Last updated on:	3/2/2021
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. Live date revised from September 2020 to February 2021. System live on 2/22/21.						
Job #	2020043.1	Job Type:	Water & Sewer	Location	Forest	Last updated on:	
Job Name	Ivy Creek Divisions 5 & 6 Interceptors - PPEA					Last updated on:	2/4/2021
Description	Unsolicited PPEA proposal received for Ivy Creek sewer and Route 460 Water Pump Station.					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. Two additional proposals received; internal review completion anticipated 7/31. Additional information requested of proposers to reach uniform proposals; interviews held 9/16 and 9/17 with all 3 groups. Selection made for EC Pace and CHA based on scoring. Debriefings held with non-selected groups. Comments returned on Preliminary Stage Agreement on 10/21 and discussed with DB on 10/27. DB worked with DEQ to ensure agreement meets DEQ requirements before submitting revisions. Final draft rec'd 11/18/20; awaiting formal comments from legal counsel. Preliminary Stage contract signed on 12/18/20. Project kickoff meeting held 1/28/21.						
Job #	2020043.2	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Ivy Creek Divisions 5 & 6 Interceptors - Funding					Last updated on:	3/2/2021
Description	Funding to complete the Ivy Creek sewer line to take the Lake Vista Pump Station offline.					Department Contact:	R English
Status	PER modification completed for CWRLF funding application; application submitted on 7/8/20. Conditional approval rec'd, final approval upon SWCB meeting in December. Meeting held with DEQ and DB team on 10/7 to discuss funding process. DEQ approved funding in 12/2020. Anticipated closing on loan in Spring 2021. Request of EA exemption for 460 pump station submitted 2/12/21; waiting for approval prior to submitting AIS waiver request.						
Job #	2020043.3	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Ivy Creek Divisions 5 & 6 Interceptors					Last updated on:	3/2/2021
Description	Design and construction of Ivy Creek sewer extension from Lake Vista to Lynchburg; includes temporary capacity measures at Lake Vista Pump Station until project completion.					Department Contact:	R English
Status	Meeting held 1/11/21 at LVPS to review station for temporary capacity measures needed. Survey and permitting efforts underway for sewer line.						

Job #	2020043.4	Job Type:	Water	Location	Bedford Central	Last updated on:	
Job Name	Route 460 Water Pump Station						3/2/2021
Description	Value engineering design and construction of booster station at the end of East Crest Drive.					Department Contact:	R English
Status	Preliminary Stage contract for PPEA project executed 12/18/20. Construction Stage contract for this portion of the project anticipated early spring 2021. Working with contractor to obtain permanent electric service installed for use with temporary pump measures. In 2/2021, Bedford Electric indicated 9 month delay to obtain 3-phase transformer for site.						
Job #	2020048	Job Type:	Water & Sewer	Location	Town Tax Map 129	Last updated on:	
Job Name	Avenel Ave Water & Sewer Replacement						2/23/2021
Description	To replace a 4"/3" waterline and 6" sewerline on Avenel Ave to coincide with the Town of Bedford paving schedule given by Wayne Hale.					Department Contact:	C Ward
Status	Research and designPlans sent for BRWA internal review 4/24/2020. Plans revised and approved by BRWA 6/29/2020. Revised plans sent to Town of Bedford for review and approval 6/30/2020. Easement agreement mailed to Rucker 7/8/2020. Easement Agreement declined by property owner 7/21/2020. New easement agreement mailed to Johnston 7/23/2020. Comments rec'd from Town of Bedford 9/4/2020 Construction began 2/23/21						
Job #	2020049	Job Type:	Fire Flow Meter	Location	Forest	Last updated on:	
Job Name	Tractor Supply 2020 - Site Plan						3/8/2021
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. Site Plan 02 rec'd 6/18/20. Dev Agreement mailed 6/29/20. Review & Inspection fee rec'd 7/7/20. Site Plan 03 rec'd 7/24/20. Esmt #200009480 recorded 8/20/20. Signed Dev Agmt rec's 8/21/20. 4 sets of approved plans rec'd 9/1/20. Slip Sheets rec'd 9/3/20. Surety #S203236 rec'd 9/9/20. Shop drawings approved 10/22/20. C2C issues 10/22/20. Test Results rec'd 2/24/21. Test Results rec'd 3/8/21.						
Job #	2020053	Job Type:	Sewer	Location	Lynchburg/Bedford	Last updated on:	
Job Name	City of Lynchburg Lake Crest Drive Sewer Extension - Design						3/4/2021
Description	Sanitary sewer extension for proposed 3 lot subdivision. Line will be owned by Lynchburg. BRWA limited to inspection of connection to existing BRWA MH.					Department Contact:	S Dade
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. Comments 6/8/20 - no comments & requested 2 hard copies of final signed/app'd plans. Work order will be issued for BRWA connection inspection. Miss Utility Ticket called in by Midstate Construction 12/28/20. Reached out and obtained 'Final Plans Approved by Lynchburg' 12/29/20; Issued SEMS WO #33912 for Insp of MH tie-in 12/29/20; Saved, printed, filed and made copy of Plans for Insp 12/31/20. Tie-in complete and Work Order for Inspection of tie-in has been closed.						
Job #	2020066.1	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	FMS Pump Station Upgrades - Preliminary						3/2/2021
Description	Review of upgrades needed to Forest Middle School Pump Station to serve current and future development.					Department Contact:	R English
Status	Basis of Design Report received from WRA on 9/3/20 and given to P&O. Basis of design report revised on 2/26/21 to reflect additional development projections from Westin / Westyn Village						
Job #	2020066.2	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	FMS Pump Station Upgrades- Prepayment Request						3/2/2021
Description	Prepayment request to complete upgrades to Forest Middle School pump station to allow for current and future growth. Current growth related to Westin Village development.					Department Contact:	R English
Status	Discussions held on 9/23/20 with R Orrison and D Cyrus of process and developer's responsibility for design. Prepayment request approved at October Board Meeting for \$100k less than total construction cost. Developer still working through surety concerns.						
Job #	2020066.3	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Westyn Village Forest Middle School Pump Station Upgrades - Design						3/5/2021
Description	Upgrades to Forest Middle School pump station to allow for current and future growth. Current growth related to Westin Village development.					Department Contact:	R English
Status	Meeting held on 12/3/20 with P&O to discuss station design. P&O working with Chris Fewster on pump station design. Revised basis of design report given to P&O on 3/1/21 based on increase in proposed development. Design 01 rec'd 3/5/21.						
Job #	2020073	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	West Crossing Section 4 - Design						1/26/2021
Description	Road plan, waterline design and profile for section 4. 19 lots approximately 2900 LF Waterline.					Department Contact:	S Foster
Status	Dsgn 01 rec'd via e-mail (pdf) 6/29/20. Hard copy rec'd 7/8/20. Comments issued 8/6/20. Dev Pkg issued 8/6/20. Need Base Fee. Need Review Fees. Need Dev Agmnt. Dsgn 02 rec'd 10/22/20. Review 02 complete 11/4/20. Base Review Fee, Review Rees & Re-review Fee for forthcoming 3rd submittal rec'd 11/17/20. Signed Developer Agmt rec'd 11/17/20. Review 02 comments issued 11/17/20. Fire Flow Test fee rec'd 1/26/21.						

Job #	2020095	Job Type:	Water & Sewer	Location	Forest	Last updated on:	
Job Name	Boonsboro Meadows Sections 3 & 4 - Design						3/8/2021
Description	Sections 3 (20 Lots) & 4 (20 Lots) of Boonsboro Meadows. Water & Sewer (LPFM).					Department Contact:	S Foster
Status	Water Calcs rec'd via e-mail from H&P 8/11/20. Link to Plans rec'd from H&P 8/26/20 while awaiting official submittal through Planning. Dsgn 01 rec'd 9/28/20. Dsgn 01 & Water Calc 01 Review comments issued 10/15/20. Dev Pkg issued 10/19/20. Base Review Fee & Signed Developer Agreement rec'd 10/30/20. Review Fees rec'd 1/5/21. Dsgn 02 rec'd 1/22/21. Dsgn 02 Comments issued 2/3/21 Surety #2021-005 rec'd 2/8/21. Water Calcs 04 Rec'd 2/16/21. FM Calc 01review completed and comments issued 2/17/21.Inspection Fees rec'd 3/8/21.						
Job #	2020107	Job Type:	Water & Sewer	Location	Forest	Last updated on:	
Job Name	Boonsboro Section 5 Roadway & Water - Design						11/5/2020
Description	Proposed Section 5 (Proposed 16 Lots). Consisting of Water and LPFM. Wild Doe Drive					Department Contact:	S Foster
Status	Desgn 01 rec'd 9/28/20. Comments & Dev Pkg issued 10/26/20. Need \$400 Base Fee, Review Fees and Agmnt w/ 2nd submittal. Base Review fee rec'd 11/5/20.						
Job #	2020108.1	Job Type:	Internal	Location	Countywide	Last updated on:	
Job Name	Capital Improvement Plan 2021-22						3/2/2021
Description	Listing of proposed projects and purchases for the 2021-2022 fiscal year.					Department Contact:	W Blankenship / R English
Status	Preliminary capital project listing sent to managers for review with requests due 1/22/21. Drawings, descriptions, and plan summary are near complete and will be presented to Finance Committee on 3/24/21.						
Job #	2020108.2	Job Type:	Water & Sewer	Location	Countywide	Last updated on:	
Job Name	Water and Sewer Replacement Projects						1/8/2021
Description	Replacement Project planning for use of water and sewer setaside funds.					Department Contact:	W Blankenship / R English
Status	Meeting held with Engineering and Maintenance to discuss upcoming projects and distribution between annual contractor and CIP crew.						
Job #	2020112	Job Type:	Site Plan w/Proposed Utilities	Location	Forest	Last updated on:	
Job Name	NLBTC Lot 3B - Site Plan						2/3/2021
Description	Proposed 10,000 SF manufacturing building with parking.					Department Contact:	C Slusser
Status	Site Plan 01 rec'd 10/14/20. Comments 01 emailed to Planning & Engineer 10/21/20. Site Plan 02 rec'd 1/29/21. Comments 02 emailed to Planning & Engineer 2/3/21.						
Job #	2020125	Job Type:	Internal	Location		Last updated on:	
Job Name	Ratliff Road Route122 Waterline Replacement						2/26/2021
Description						Department Contact:	C Ward
Status	Design and easements prepared 1/8/21/. ESMT#210002180 recorded 2/11/21. ESMT #210002895 recorded 2/26/21.						
Job #	2021005	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:	
Job Name	LTB Holding Company - Site Plan						1/12/2021
Description	Change of use from a General Office to an Automobile Dealership.					Department Contact:	C Ward
Status	Site Plan 01 rec'd 1/7/21. Comment emailed to Planning 1/12/2021						
Job #	2021008	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:	
Job Name	Burnbridge Commercial Outdoor Recreational Space - Site Plan						1/20/2021
Description	Proposed auto dealership / commercial outdoor entertainment.					Department Contact:	C Slusser
Status	Site Plan 01 rec'd 1/15/21. Comments 01 emailed to Planning 1/20/21.						

Job # 2021011 **Job Type:** Internal **Location** Countywide **Last updated on:**
Job Name County Comprehensive Plan Review 3/2/2021
Description Review of 2020 / 2021 Comprehensive Plan update as it relates to utilities **Department Contact:**
Status Received copy of files from Planning for review on 2/1/2021. Submitted suggested revisions on 2/25/21.

Job # 2021015 **Job Type:** Site Plan w/ Existing Utilities **Location** Forest **Last updated on:**
Job Name Forest Pet Care - Site Plan 2/9/2021
Description Proposed 4,200 SF open pole roof over an existing slab with no modifications to utilities or entrances. **Department Contact:**
Status Site Plan 01 rec'd 2/8/21. Comments 01 emailed to Planning 2/9/21. C Slusser

Job # 2021022 **Job Type:** Concept **Location** Smith Mountain Lake **Last updated on:**
Job Name Lot 4 Moneta Business Center Hardee's - Concept 3/4/2021
Description Proposed Hardee's restaurant. **Department Contact:**
Status TRC 3/9/21. Concept 01 rec'd 3/4/21. C Slusser

EXECUTIVE DIRECTOR'S REPORT



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

COMMITTEE MEETING SUMMARY

To: Board of Directors
From: Brian Key, Executive Director
Date: March 5, 2021
Re: Summary of Policies and Projects Committee Meeting

A meeting of the Policies and Projects Committee of the Bedford Regional Water Authority was held **virtually** on **Wednesday, March 3, 2021 at 10:00 a.m.** Below is a summary of the meeting.

1. Call to Order: *The meeting was called to order at 10:00am. All attendees joined virtually, including:*
 - Jay Gray – Committee Member
 - Walter Siehien – Committee Member
 - Brian Key – Executive Director
 - Rhonda English – Director of Engineering
 - Jill Underwood – Director of Finance
2. EDA request for Burnbridge: *The Committee reviewed the written request from the Bedford County Economic Development Coordinator dated February 8, 2021. The account balances for the cellular co-location revenues were reviewed with the Committee, and the Committee discussed the feasibility of allowing the account to have withdrawals in excess of the available funds thus leading a negative account balance. Rather than having the account have a negative balance, the Committee recommended having the Authority contribute up to five thousand dollars (\$5000) from the BRWA's cellular revenue account to the Economic Development Authority for this project, ensuring that the EDA's cellular revenue account maintained a positive cash balance. A resolution to provide support of \$5000 to the EDA for this project will be presented to the board for their consideration at the upcoming March board meeting.*
3. Mileage Reimbursement: *The Committee discussed the idea of reimbursing board members for mileage expenses related to attending board meeting and committee meetings. The Committee reviewed the IRS guidelines related to the mileage reimbursements, and discussed that the mileage for commuting to meetings would be taxable per the guidance of the IRS. Rather than reimbursing for mileage, and to adjust for inflation, the Committee recommended to make an adjustment to the salaries for board members; the suggested increase in pay would take monthly pay from the current \$250/month to \$300/month. A resolution to modify the Bylaws will be presented to the board for their consideration at the upcoming March board meeting.*

To: Board of Directors
From: Brian Key, Executive Director
Date: March 5, 2021
Re: Summary of Policies and Projects Committee Meeting

4. *Prepayment Credits: The committee reviewed a staff request to allow offering prepayment credits to property owners where easements are needed; these credits would offset the connection expense to the property owners, while also not requiring as much cash payment from the Authority for the purchase of the easements. This proposed policy revision would need to be approved by the VRA, since it impacts the amount of revenue which may be generated; any resolution created would need to have such a caveat included. The Committee agreed with amending the Prepayment Policy to allow for it to be used for easement acquisitions, and a resolution to modify the policy will be presented to the board for their consideration at the upcoming March board meeting.*
5. *Other business: Mr. Gray asked if the Authority provided some type of identification for Board Members, in the form of a company ID. Mr. Key explained that it would be possible to provide an company ID, or business cards, or a name tag for board members if so desired. Mr. Gray said he would like to see what the rest of the board's thoughts were about having some form of BRWA identification.*
6. *Adjourn: The meeting adjourned at approximately 11:00am.*



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RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Brian Key; Executive Director
Date: March 9, 2021
Re: Resolution 2021-03.03 – EDA support for Burnbridge

Attached is a resolution for support of the EDA with the Burnbridge Project. The Policies and Projects Committee reviewed the attached request from the EDA, and they are recommending that the Authority support the EDA with \$5000 from the BRWA's cellular revenue account rather than allowing the EDA to go into a negative position on their account.



To: Brian Key, BRWA Executive Director
From: Traci Blido, Bedford County Economic Development Director
Through: Pam Bailey, Marketing and Business Development Coordinator
CC: Robert Hiss, County Administrator
Date: February 8, 2021
Subject: Request of advance of funds to EDA for Burnbridge Road sewer project

On Friday, February 5, 2021, the Bedford County Office of Economic Development received a progress report from Doyle Allen, Hurt & Proffitt, for the Burnbridge Road sewer project. As you know, this project has been in development for more than three years. Two years ago, the EDA committed \$50,000 from its cell tower fund with the BRWA. Without realizing that the monies had not been set aside, the EDA assisted two other businesses through the cell tower fund (Cintas and Bison Printing) bringing the total amount available at this time to just under \$40,000.

The Burnbridge Road project appears to be coming to fruition with a planned start date of April 2021. We are unsure when the payments will need to be made to the contractor, but most likely it will take a few months to complete the project and by June 2021, we will still only have about \$45,000 available to use in the EDA fund.

We are asking you to consider allowing the EDA an advance of the funds that will become available in this account over the coming months to pay for this important sewer project along Burnbridge Road. This project will ultimately bring additional revenues to the BRWA and the County with the prospective projects that are currently on hold due to the many hurdles faced over these past few years.

Please let me know if you have any questions and thank you for your support for this challenging project!



RESOLUTION

2021-03.03

EDA support for Burnbridge

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Administrative Annex Building on the 16th of March 2021, 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 has received a request from the Bedford County Economic Development Director dated February 8, 2021 in which a request was made to allow the advance of funds from the Economic Development Authority’s (EDA) cellular revenue account; and,

WHEREAS, at their March 3, 2021 meeting, the Policies and Projects Committee reviewed the request in detail. The Committee’s recommendation is that the Authority contribute five thousand dollars (\$5000) to the EDA rather than approve of the requested advance to the EDA’s account; the Committee recommended that the funding come from the Authority’s Economic Development setaside account which is funded from the Authority’s portion of the cellular co-location revenue; now,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority that Authority contribute \$5000 from the Authority’s Economic Development setaside account to the Bedford County Economic Development Authority for the support of the Burnbridge Sewerline Project. This contribution will be made at the same time that funds are transferred to the EDA from the EDA’s cellular setaside account as held by the Authority.

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

Being a motion from a Committee, no second 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 March 16, 2021 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



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

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Brian Key; Executive Director
Date: March 9, 2021
Re: Resolution 2021-03.04 – Board Compensation

Attached is a resolution for revisions to the Bylaws policy to address changes to the compensation for the Board. These changes were reviewed by the Policies and Projects Committee at their meeting on March 3, 2021, and the Committee stated that they would like to recommend the changes for approval to the Board.

BYLAWS

ARTICLE I: OFFICES

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

ARTICLE II: MEETINGS

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

BYLAWS

5. Electronic Participation is acceptable by members subject to the express limitations imposed by § 2.2-3708.2 of the FOIA and as defined in this policy section.
 - a. At all meetings in which a Member participates remotely by means of electronic communication, a quorum of the Board must be physically assembled at one primary or central meeting location; and,
 - b. The Authority must make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
 - c. If participation by a member through electronic communication takes place, the Authority shall record in its minutes the remote location from which the member participated. The remote location need not be open to the public for attendance.
 - d. In order to participate remotely by means of electronic communication, a Member must, on or before the day of a meeting, notifies the Chair that remote participate is necessary due to any of the reason shown below.
 - i. Such Member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance. The Authority shall include in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member physical attendance; or,
 - ii. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.
 - a) Participation by a Member pursuant to this situation is limited each calendar year to two meetings.
 - b) If approved, the Authority shall include in its minutes the specific nature of the personal matter cited by the Member.
 - c) If denied, because such participation would violate this section of the policy, such disapproval shall be recorded in the minutes with specificity.
 - iii. A member notifies the chair that such member's principal residence is more than ~~thirty~~ sixty (3060) miles from the meeting location identified in the required notice for such meeting.

ARTICLE III: MEMBERS

1. Appointment:
 - a. The Authority members shall be appointed, and vacancies filled, as specified in the Authority's Articles of Incorporation.
 - b. Any vacancy occurring in the membership shall not impair the right of a quorum to exercise or perform duties and rights of the Authority.
2. Terms:
 - a. The terms of each member are as specified in the Authority's Articles of Incorporation.
 - b. Any appointed member may be removed by the Locality appointing or the Localities approving such member for malfeasance in office.
3. Attendance:
 - a. Each member shall strive to attend in person every meeting possible.

BYLAWS

- b. Except under unusual circumstances, as determined by a majority vote of the members, each member should miss no more than two meetings in a row, not to exceed three meetings within any twelve month period. In the event that such attendance requirements are not met, it shall be considered a neglect in duty and thus that member may be removed from office by the Locality appointing or the Localities approving such member without limitation. In such an event, a successor shall be appointed by the Locality appointing or the Localities approving such member for the unexpired portion of the term of the member who has been removed.
4. Expenses and fees:
 - a. The Authority shall provide for the payment of direct expenses incurred by members and liaisons in the performance of their official duties; the Chair, prior to the expenditures being made, shall approve such expenses.
 - b. The Authority shall pay each member three hundred dollars (\$300) ~~\$250~~ per month for their services. The members will be salaried employees of the Authority, and withholdings will be made according to federal, state, and local tax regulations.
 - ~~b.c.~~ Mileage expenses will be reimbursed to members at the Internal Revenue Service's posted rate for all travel that takes place for Authority approved meetings, conferences, or trainings that occur at locations outside of the borders of Bedford County. Written documentation must be submitted to the Treasurer in order for mileage to be reimbursed.
 - ~~e.d.~~ No benefits, other than those listed above, will be provided to the members.
5. Duties:
 - a. The members shall conduct all business to ensure that:
 - i. The Authority operates in a manner such that it adheres to the Authority's adopted mission statement
 - ii. The Authority fulfills the purpose of the Authority as set forth in the Article of Incorporation.
 - b. The members shall hire an Executive Director to oversee and manage the daily operation of the Authority.
 - c. The members shall adopt an annual budget, with a fiscal year running from July 1 through June 30, prior to the close of the previous fiscal year. The members shall review the financial statements at least monthly to ensure adherence to the adopted budget.
 - d. The members shall review and act upon committee recommendations.

ARTICLE IV: OFFICERS

1. Requirements:
 - a. The officers of the Authority shall be a Chair, Vice-Chair, Secretary and Treasurer, and such assistant secretaries and treasurers as shall be convenient to the conduct of the Authorities' business. Such officers shall be elected in accordance with the provisions of this article. The Secretary and Treasurer and such assistants as shall be needed need not be members of the Authority and the office of the Secretary and Treasurer may be combined if such is the vote of the majority of the members of the Authority.

BYLAWS

2. Election and Term of Office:
 - a. The officers of the Authority shall be elected annually by the members of the Authority at the regular monthly meeting of the Authority held in the month of December of each year and shall take office the first day of the following month. If the election of officers shall not be held as of such meeting, such election shall be held as soon thereafter as it conveniently may be done. Each officer shall hold office until his or her successor shall have been duly elected.
3. Removal of Officers:
 - a. ~~a.~~ Any officer elected or appointed by the members of the Authority may be removed by the members of the Authority whenever in its judgment the best interest of the Authority would be served thereby, but such removal shall be without prejudice to the contract rights of any of the officers so removed.

BYLAWS

4. Chair:
 - a. The Chair shall be the principal executive officer of the Authority and shall in general supervise and control all the business and affairs of the Authority.
 - b. He or she shall preside at all meetings of the members.
 - c. He or she may sign, with the Secretary or any other proper officer of the Authority, authorized by the members of the Authority, any deeds, mortgages, bonds, contracts, or other instruments which the members of the Authority have authorized to be executed, except in cases where the signing and the execution thereof shall be expressly delegated by the members of the Authority or by these bylaws or by statute to some other officer or agent of the Authority.
 - d. He or she shall in general perform all duties incident to the office of the chairman and such other duties as may be prescribed by the members of the Authority from time to time.
 - e. The Chair shall appoint the committees, both special and/or standing.
5. Vice-Chair:
 - a. The Vice-Chair shall preside and assume the duties of the Chair in the absence of the Chair or the inability of the Chair to act.
6. Treasurer:
 - a. The Treasurer shall have charge and custody of and be responsible for all bonds and securities of the Authority, receive and give receipts for monies due and payable to the Authority from any source whatsoever, and deposit all such monies in the name of the Authority in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these bylaws; and in general perform all the duties incumbent to the office of the Treasurer and such other duties as from time to time may be assigned to him or her by the Chairman or by the members of the Authority.
7. Secretary:
 - a. The Secretary shall keep the minutes of the meetings of the members of the Authority; said minutes may be kept in one or more books provided for that purpose, or may be posted on a website for public viewing. The Secretary shall see that all required notices are duly given; by custodian of the corporate records and of the seal of the Authority and see that the seal of the Authority is affixed to all necessary documents, the execution of which on behalf of the Authority under its seal is duly authorized in accordance with the provisions of these bylaws; and in general perform all duties incumbent to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chairman or by the members of the Authority.

ARTICLE V: COMMITTEES

1. Standing Committees:
 - a. The Chair will assign members to the standing committees at or before the first meeting after having taken the office of Chair from the previous month elections.
 - ~~b.~~ Each of the standing committees shall have at least two members assigned to them; other members may be requested by the Chairman to join a committee on an “ad hoc” basis or as needed.

BYLAWS

- c. The Authority shall have at least the following three standing committees that will make recommendations to the board, with their primary duties being shown as follows:
 - i. Personnel committee:
 - A. To review policies directly related to employment and the employees
 - B. To review staff related issues with the Executive Director.
 - C. To perform an annual evaluation of the Executive Director.
 - D. To hear board appeals from the staff.
 - ii. Finance committee:
 - A. To assist in the preparation of the annual budget.
 - B. To review financial policies.
 - C. To provide financial guidance to the Executive Director.
 - iii. Policies and Projects committee:
 - A. To review all policies other than those assigned to the Finance committee or Personnel committee.
 - B. To identify and review proposed construction projects.
 - C. To hear board appeals from the public.
2. Special Committees:
 - a. The Chair shall appoint or disband any special committees as deemed necessary by the Chair.
3. Committee Attendance:
 - a. Each committee member shall strive to attend in person every meeting possible.
 - b. The chair may remove and reappoint any member from a standing or special committee if deemed necessary due to attendance, availability, conflicts, or other issues as deemed appropriate by the Chair.

ARTICLE VI: CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

1. Contracts:
 - a. The Authority may authorize any officer or officers, agent or agents of the Authority, in addition to the officers so authorized by the bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific instruments.
2. Checks, etc.:
 - a. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Authority, shall be signed by:
 - i. Any member of the Authority. In addition, such officer or officers, agent or agents of the Authority as shall from time to time be designated by resolution of the Authority; and,
 - ii. Each such instrument shall also be signed by either the Treasurer, the Executive Director, the Assistant Executive Director, or the Chairman.
 - b. Electronic payment of invoices, statements, and routine accounts payable may be made provided that two (2) officers sign a form to approve of the payment(s) being made in that manner.
3. Deposits:
 - a. ~~a.~~ All funds shall be deposited as directed by the Authority.

BYLAWS

4. Gifts:
 - a. The Authority may accept on behalf of the Authority any contribution, gift, bequest, or otherwise for the general purposes or for any special purpose of the Authority.

ARTICLE VII: BOOKS AND RECORDS

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

ARTICLE VIII: YEAR

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

ARTICLE IX: SEAL

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

ARTICLE X: WAIVER OF NOTICE

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

ARTICLE XI: AMENDMENT TO BYLAWS

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

BYLAWS

ARTICLE XII: REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on December 18, 2013.
- B. This policy was modified with the following amendments:
 1. Approved July 23, 2013, effective July 24, 2013:
 - a. Article II 1.a was modified to change the meeting date from the fourth Tuesday to the third Tuesday of each month.
 2. Approved August 23, 2016, effective August 24, 2016:
 - a. Article III 1. was modified to provide information on meeting cancellations.
 3. Approved January 21, 2020, effective January 22, 2020:
 - a. Article VI 2. was modified to allow any board member to sign checks, and to allow the Assistant Executive Director or the Executive Director to be the second signatory for checks, in the absence of the Treasurer.
 4. Approved February 18, 2020, effective February 19, 2020:
 - a. Article V.1. was modified to allow more than two members assigned to a committee.
 5. Approved April 21, 2020, effective immediately on April 21, 2020:
 - a. Article II.5. was added to allow for remote electronic participation.
 6. Approved March 16, 2021, effective on March 17, 2021:
 - a. Article III.4. was modified to change the compensation rate and to clarify the mileage reimbursement.
 - a.b. Article II.5.d.iii was modified to follow the state code.



RESOLUTION
2021-03.04
Board Compensation

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 March 2021, 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, at their March 3, 2021 meeting, the Policies and Projects Committee reviewed the current board compensation and they also reviewed the impact if mileage were to be paid to board members for attendance at meetings. The Committee reviewed that the compensation for board members has not changed since the Authority began in 2013, and that mileage reimbursement for attending the board meetings would be taxable under the commuter rules of the IRS; and,

WHEREAS, the Committee recommends that the Bylaws Policy 1.30 be changed as shown with markups on the attached policy; now,

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

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

Being a motion from a Committee, no second 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 March 16, 2021 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



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: March 9, 2021
Re: Resolution 2021-03.05 – Prepayment Policy 4.40 Revisions

Attached is a resolution for revisions to the Prepayment policy that will allow prepayment credits to be used as compensation in easement negotiations. Proposed revisions were discussed with the Policies and Projects Committee at their meeting on March 3, 2021, and the Committee agreed to recommend the changes to the Board.

PREPAYMENT

Section 1. PURPOSE

Occasionally developers of property located in Bedford County are interested in ~~extending~~ expanding public water and/or sewer utility services in order to obtain public service for their proposed development. In order for the Bedford Regional Water Authority (“Authority”) to consider and/or encourage extension and/or expansion of said facilities for developments that do not fall within utility extension provisions as outlined by the Bedford County Subdivision Ordinance, other such ordinances, and/or laws that take precedence, this policy outlines the requirements for consideration of offsite water and/or sewer extensions and/or expansions to provide accessibility to new subdivisions. Provisions of this policy may also be considered as an ~~for~~ alternative compensation methods for the acquisition of easements.

Section 2. POLICY

- A. This policy is subordinate to all provisions of the Bedford County Subdivision Ordinance and applicable Town of Bedford Ordinances.
- B. The intent of this policy is to establish a method by which a utility service area can be expanded as deemed feasible and aligned with the overall growth expectations for Bedford County and done so as a partnership between the developers and the Authority; this policy provides the developers with the opportunity to construct offsite utilities to their desired development areas with financial consideration being given by the Authority.
- C. It shall be the policy of the Authority to reimburse developers who construct and dedicate offsite facilities of appropriate use to the Authority. Such reimbursement shall be for the verifiable costs of construction and may be made through reimbursements or credits for ~~Facility fees~~ Capital Recovery Fees or other such methods as deemed appropriate by the Authority.
- D. Each project proposed for reimbursement shall be evaluated by the Board of Directors on a case by case basis and shall be directed by an agreement signed between the parties involved in the project in accordance with established procedures.
- E. After the Board of Directors gives approval for a project to have prepayment credits issued, the credits must be issued within one (1) year or the agreement will be void.
- F. All prepayment credits must be used within a seven (7) year period from the date in which the credits were issued. Any credits not used in this timeframe will be void and may not be redeemed at any point after the period.

Section 3. ALTERNATE COMPENSATION

- A. Prepayment credit for Capital Recovery Fees may be offered as just and fair compensation for easement purchases upon evaluation and approval on a case by case basis. Prepayment credit up to the value of a single equivalent residential Capital Recovery Fee per lot shall be reviewed for

PREPAYMENT

approval by the Executive Director, with all prepayment credits exceeding this amount being evaluated for approval by the Board of Directors.

B. All prepayment credits given as an alternate form of easement compensation must be used within a three (3) year period from the date in which the credits were issued. Any credits not used in this timeframe will be void and may not be redeemed at any point after the period.

~~Section 3.~~Section 4. 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:

a. Approved ~~April XX, 2019~~March XX 2021, effective ~~April XX, 2019~~March XX 2021:

i. Section 2.C was updated with the new fee name.

—Section 3 was added for alternative compensation for easements.

—ii.



RESOLUTION

2021-03.05

Prepayment Policy 4.40 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 March 2021, 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 Policies and Projects Committee reviewed the proposed policy changes at their March 3, 2021 meeting, and recommend the Board approve the changes; now,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority that the changes to the above noted policy, as shown on the attached policy with revisions shown, be hereby adopted by the Authority pending review and approval by Virginia Resource Authority that the changes comply with bond covenants.

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

Being a motion from a Committee, no second 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 March 16, 2021 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



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

COMMITTEE MEETING SUMMARY

To: BRWA Board of Directors
From: Megan Pittman, Director of Administration
CC: Brian Key, Executive Director
Date: March 12, 2021
Re: Summary of the March 12, 2021 Personnel Committee Meeting

A meeting of the Personnel Committee of the Bedford Regional Water Authority was held in the in the **Board Room** of the Authority located in the **Annex** building at **1723 Falling Creek Road in Bedford County** and virtually via Zoom on **Friday, March 12, 2021 at 1:00 p.m.**

Members Present: Rusty Mansel
Mike Moldenhauer

Staff Present: Brian Key – Executive Director
Megan Pittman – Director of Administration (Virtual)

The following Agenda items were discussed:

1. Call to Order: *The meeting began at approximately 1:09 pm.*
2. Budget – Salaries: *Mr. Key reviewed the documents showing the different proposed salary increases of neighboring localities and the BRWA’s history of salary raise percentages. Mr. Moldenhauer also noted that the sheet did not take into account the \$500 hazard pay given to every employee in July 2020. Mr. Moldenhauer stated the amount of the increase that he was comfortable recommending to the Board, and Mr. Mansel agreed with recommending the same amount of increase. The Committee members also discussed the effect of minimum wage on upcoming budget years. The Committee stated that they would like to discuss this in closed session with the Board at the March meeting.*
3. Proposed Volunteer Program: *Ms. Pittman reviewed the memo and three options outlined for a volunteer program. The Committee discussed all three options, focusing on which item would be best received by both the public and staff. The Committee recommended that option two be chosen, only offering compensatory time (no overtime pay), changing the name to “Time of Giving”, and allowing entries for the incentive program in eight hour increments. The program will be added to the agenda for the board meeting in March. After this discussion Ms. Pittman ended the Zoom recording and left the meeting.*
4. Closed Meeting - Evaluation of Executive Director: *The Committee went into closed session at approximately 2:08 pm and finished the closed session at approximately 3:45 pm. The Committee would like to continue the evaluation with the Board at the March board meeting.*
5. Other business: *No other business was discussed.*
6. Adjourn: *The meeting adjourned at approximately 3:45 pm.*



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brwa@brwa.com

MEMORANDUM

To: Board of Directors
From: Megan Pittman, Director of Administration, on behalf of the Personnel Committee
CC: Brian Key, Executive Director
Date: March 12, 2021
Re: Time of Giving Volunteer Program

The Personnel Committee would like to recommend an Authority-sponsored volunteer program to encourage community involvement and volunteerism among staff. The Authority's core value of "providing quality service" was specifically chosen to encourage staff to think of the community at large as customers to whom they provide the highest level of care and service. This program would provide another venue the Authority can provide quality service to the greater community.

The Committee recommends a volunteer program where:

- Employees can accrue compensatory time for up to eight (8) hours of volunteer time outside of regular working hours at 501(c)(3) non-profit organizations.
- As an extra incentive, employees would be entered into a drawing for a gift card for every block of eight volunteer hours, although only the first eight would count as compensatory time.
- To qualify, employees would have to be in good standing and would have to submit a form to HR where the non-profit supervisor verified the employee's volunteer hours.
- The employee would be representing the Authority and would be held all Authority policies, just like they would while on-site at work.

The Personnel Committee believes strongly in giving back to the community and recommends this program as an added benefit for Authority staff since it would, in turn, benefit the community as well.

To: Board of Directors
Date: March 12, 2021
Re: Time of Giving Volunteer Program

Time of Giving Volunteer Program

The Bedford Regional Water Authority (Authority) encourages employees to become involved in the community, lending their voluntary support to programs that positively impact the quality of life within the community. The following guidelines are for the Authority's employees who serve as volunteers for 501(c)(3) non-profit organizations.

- I. Volunteer Time
 - a. Employees are encouraged to volunteer up to eight (8) hours outside of regular working hours to participate in their choice of a volunteer program.
- II. Documentation and Scheduling
 - a. Proper documentation must also be submitted to the participant's manager and HR. The eight hours do not need to be completed in one increment. However, for each new volunteer organization, documentation must be provided.
- III. Compensation & Incentive
 - a. Employees can accrue compensatory time for up to eight (8) hours of volunteer time outside of their regularly scheduled hours. Volunteer time should not create a conflict with the employee's regular duties and responsibilities. Volunteers can accrue compensatory time following Policy 20.10 Work Hours and Compensation.
 - b. As an incentive for those who choose to volunteer, for every eight hours of volunteer time that abide by the guidelines of this program, the employee will be entered into a drawing to win a \$250 gift card at the end of the year. Eight hours of volunteer time equals one entry into the contest and will be obtained through the documentation submitted for the program.
 - c. If employees volunteer more than eight hours they will not receive extra compensatory time; however, they will gain extra entries into the gift card drawing.
- IV. Apparel and Conduct
 - a. While volunteering under this program, employees must remember they are representing the Authority and act under all governing Authority policies, including Policy 20.01 Standards of Conduct, Policy 20.31 Drug and Alcohol, and Policy 20.45 Smoking. Any employee found acting outside of Authority policies while representing the BRWA at a volunteer event will receive discipline following Policy 20.81.
 - b. Employees should wear apparel with the Authority's logo on it while volunteering.
 - c. If employees can provide four weeks' advance notice of their volunteering, the employee will be provided an Authority volunteer t-shirt to wear while volunteering.
- V. Timesheet
 - a. Employees should mark the number of hours volunteered under "General Administration" and put a note in the comments section that these were for the volunteer program. Employees should also list in the comments section the organization for which they volunteered.
- VI. Eligibility and Liability
 - a. All employees who are in good standing are eligible.
 - b. The benefiting organization should not conflict with the purpose and business of the Authority and the efforts should comply with the guiding principles of the Authority.
 - c. Interested employees should meet with their manager to discuss their volunteer choice, the schedule for the event, and to receive approval.
 - d. The Authority will not be held responsible for any injuries that occur while the employee is volunteering offsite of the Authority owned facilities.

MOTIONS TO ENTER INTO CLOSED SESSION (made while in open meeting): ¹

- **MOTION – PERSONNEL:** I move that the Board of Directors go into Closed Meeting to discuss personnel matters pursuant to Section 2.2-3711 A. 1. of the Code of Virginia, 1950, as amended.
- **MOTION – REAL PROPERTY:** I move that the Board of Directors go into Closed Meeting to discuss or consider the acquisition or the disposition of real property for public purpose pursuant to Section 2.2-3711 A. 3. of the Code of Virginia, 1950, as amended.
- **MOTION – BUSINESS:** I move that the Board of Directors go into closed meeting to discuss a matter as to a business as to which no previous public announcement has been made of its intent to locate or expand in the community pursuant to Section 2.2-3711 A. 5. of the Code of Virginia (1950), as amended.
- **MOTION – LEGAL ADVICE:** I move that the Board of Directors go into Closed Meeting to consult with legal counsel retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Section 2.2-3711 A. 7. of the Code of Virginia (1950), as amended.
- **MOTION – LITIGATION:** I move that the Board of Directors go into Closed Meeting to receive legal advice and staff briefings with regard to matters of actual or probable litigation pursuant to Section 2.2-3711 A. 7. of the Code of Virginia, 1950, as amended.
- **MOTION – PUBLIC CONTRACT:** I move that the Board of Directors go into Closed Meeting for discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in open session would adversely affect the bargaining position or negotiating strategy of the Board pursuant to Section 2.2-3711 A. 29. of the Code of Virginia (1950), as amended.

MOTION TO EXIT OUT OF CLOSED MEETING (made while in closed meeting) ¹

- **MOTION – EXIT CLOSED MEETING:** I move that the Board of Directors exit out of this Closed Meeting, and enter back into an Open Meeting.

MOTION ONCE OUT OF CLOSED MEETING (made while in open meeting) ¹

- **MOTION – CERTIFYING CLOSED MEETING:** I move that the Board of Directors take a roll call vote certifying that to the best of the member's knowledge only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

Notes:

1. As with any motion, a second should be made, and a majority vote (roll call if desired) must be made before any of the motions are approved and acted upon.

**LEGAL COUNSEL
REPORT**

Memorandum

To: Directors of Bedford Regional Water Authority
From: HMDJr
Date: March 16, 2021
Re: Report of Counsel

1. Paymentus Case.

The Authority has been disappointed in the performance of a Charlotte, North Carolina-based software invoicing company named Paymentus Corporation. The written contract runs five years from a date called the “Effective Date,” which makes the contract last approximately two years longer. Paymentus refused when asked to agree to a contract termination, so we gave them Notice of Material Default and cancelled the contract effective March 13. Paymentus denied any fault and is threatening a suit for approximately \$100,000 in losses.

The Authority is certain of its position. Paymentus is asserting that the staff at the Authority didn’t understand the billing system, especially the integration of other software into the Paymentus System.

The Western Virginia Water Authority had similar issues with Paymentus.

Over the course of negotiations, Paymentus has reduced its demand to \$40,000 and the Authority has raised its offer from \$5,000 to \$10,000. Paymentus has refused to make a lower demand and is sticking to its \$40,000 demand.

Under the terms of the contract, Paymentus would have to bring suit in Virginia and pay its own attorney fees. The Authority would have the distraction of developing a defense to the suit and the cost of its own attorney’s fees. The case is fact intensive., which means a lot of time put in by lawyers, which means cost to the Authority.

2. Gap View LLC Condemnation.

We reviewed and updated the Authority’s Steps in Condemnation, reviewed the Authority’s resolution and value calculations and prepared a notice of public hearing and a Certificate of Take for the condemnation of easements on three parcels on Route 122 owned by Gap View, LLC. Fortunately, the Authority was able to negotiate a price with the landowner and has received the necessary easements.

Memorandum
March 16, 2021
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3. Forest Sewer Financing

Glenn Feldmann is scheduled to serve this year as bond counsel on a DEQ revenue bond financing for the Forest Sewer Project, but the commitment hasn't been issued yet.

HMDJr:wmj:000060.00112