



# BOARD OF DIRECTORS

April 20<sup>th</sup>, 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](http://www.brwa.com)



## MEETING NOTES

**To:** BRWA Board of Directors  
**From:** Brian M. Key, PE; Executive Director  
**Date:** April 15, 2021  
**Re:** Notes for the April 20, 2021 Board of Directors Meeting

---

Another meeting packed with action items. I hope that, unlike last month, we can adjourn this month before 10:30pm; I'll try to talk a little quicker this month. 😊

Below are some notes for the corresponding agenda items.

3. We have a rate hearing scheduled for the beginning of this meeting. I will give a short history of the rate consolidation process, and I will provide a summary of the reason that we need to adjust our rates. I'm still working on that presentation (agenda item 3.a.), so that is not included in your board packets; it will be placed in dropbox before the meeting. **Resolution 2021-04.01** is included for your consideration to adopt the rates following the hearing.
4. We have a second public hearing, as required by the Code of Virginia, for the purpose of proceeding with the eminent domain processes for the 122 waterline relocation project. **Resolution 2021-04.02** is included for your consideration in order to proceed with using eminent domain after the hearing.
7. Jill will review the financials for the current fiscal year as of the end of the month in March 2020. **Resolution 2021-04.03 and 2021-04.04** are for the consideration of the Board to adopt the operating and capital budgets.
9. Megan worked with the Personnel Committee to revise the Volunteer Program Policy; **Resolution 2021-04.05** is included if the board is interested in adopting this policy.
10. Engineering prepared a graphical schedule (like a Gantt chart) of the current CIP projects as was requested at last month's meeting; Rhonda will review the schedule with the board.
11. Based on the feedback at the March meeting, we revised the Bylaws policy to reflect what we believe the board requested in the policy; the Policies and Projects Committee reviewed the changes, and they are recommending **Resolution 2021-04.06** for approval to make the changes to the policy.

If you have any questions about any of the information contained in the 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:** April 14, 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, April 20, 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/87079416309?pwd=NGZGbDVeWJxdWZ5UXZ2WFhCcEJXZz09>
  - Meeting ID: 870 7941 6309
  - Password: Yk3bZ9
- Join the Zoom meeting with **audio only** by phone:
  - Phone Numbers:
    - 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)
  - Meeting ID: 870 7941 6309
  - Passcode: 726026
- Click on the link to the online meeting on our Facebook page or website
  - [www.brwa.com](http://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 Hearing for Rate Adjustments
  - a. Presentation about Rates
  - b. Public Comments about Rates
  - c. **Resolution 2021-04.01:** Rates
4. Public Hearing for Eminent Domain
  - a. **Resolution 2021-04.02:** Route 122 Waterline Relocation – Eminent Domain
5. Public Comments for all issues other than the public hearings

**To:** Board of Directors  
**From:** Brian Key – Executive Director  
**Date:** April 14, 2021  
**Re:** Notice of Board Meeting and Agenda

---

6. Approval of Minutes: March 16, 2021 – Regular Board Meeting
7. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end March 2021
  - b. **Resolution 2021-04.03:** Approval of Operating Budget for FY 2021-2022
  - c. **Resolution 2021-04.04:** Approval of Capital Improvement Projects for FY 2021-2022
8. Operations Report: Presented by Nathan Carroll
  - a. Work Order Summary
9. Administration Report: Presented by Megan Pittman
  - a. Public Relations Information
  - b. **Resolution 2021-04.05:** Time of Giving Volunteer Program Policy 20.60
10. Engineering Report: Presented by Rhonda English
  - a. Projects Summary
11. Executive Report: Presented by Brian Key
  - a. **Resolution 2021-04.06:** Board Compensation
12. Other business not covered on the above agenda
13. Motion to Adjourn



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

## RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Jill Underwood, Director of Finance  
**Date:** April 7, 2021  
**Re:** Resolution 2021-04.01 – Rate Adjustment

---

Attached is the above stated resolution for your consideration.

This resolution is necessary to adopt the rates and support the FY 2022 operating budget, which will be presented and approved later on the agenda.

A copy of the advertisement showing the proposed rate changes is attached to this resolution; if approved, the corresponding rate policy will be revised to reflect these rate changes.

**Sewer Rates - Fixed Charges & Co**

Note: The Fixed Charges are Listed

	FY21		FY22		FY23		FY24		FY25	
	%	\$	%	\$	%	\$	%	\$	%	\$
<b>County - Fixed Charges</b>										
5/8" meter	0.00%	\$ 23.00	2.90%	\$ 24.00	2.08%	\$ 24.50	2.04%	\$ 25.00	0.00%	\$ 25.00
3/4" meter	0.00%	\$ 29.00	6.90%	\$ 31.00	6.45%	\$ 33.00	6.06%	\$ 35.00	0.00%	\$ 35.00
1" meter	0.00%	\$ 42.00	12.70%	\$ 48.00	10.42%	\$ 53.00	9.43%	\$ 58.00	0.00%	\$ 58.00
1.5" meter	0.00%	\$ 72.00	12.96%	\$ 82.00	10.98%	\$ 91.00	9.89%	\$ 100.00	0.00%	\$ 100.00
2" meter	0.00%	\$ 108.00	16.05%	\$ 130.00	11.54%	\$ 145.00	10.34%	\$ 160.00	0.00%	\$ 160.00
3" meter	0.00%	\$ 194.00	18.21%	\$ 230.00	15.22%	\$ 265.00	13.21%	\$ 300.00	0.00%	\$ 300.00
4" meter	0.00%	\$ 320.00	18.75%	\$ 380.00	15.79%	\$ 440.00	13.64%	\$ 500.00	0.00%	\$ 500.00
6" meter	0.00%	\$ 628.00	19.75%	\$ 760.00	15.79%	\$ 880.00	13.64%	\$ 1,000.00	0.00%	\$ 1,000.00
8" meter	0.00%	\$ 989.00	21.44%	\$ 1,210.00	17.15%	\$ 1,417.50	14.64%	\$ 1,625.00	0.00%	\$ 1,625.00
10" meter	0.00%	\$ 1,638.00	22.63%	\$ 2,010.00	18.41%	\$ 2,380.00	15.55%	\$ 2,750.00	0.00%	\$ 2,750.00
<b>ITR - Fixed Charges - (Fixed Plus Minimum in FY14)</b>										
5/8" meter	0.00%	\$ 29.00	-4.60%	\$ 28.00	-5.36%	\$ 27.00	-7.41%	\$ 25.00	0.00%	\$ 25.00
3/4" meter	0.00%	\$ 35.00	0.00%	\$ 35.00	0.00%	\$ 35.00	0.00%	\$ 35.00	0.00%	\$ 35.00
1" meter	0.00%	\$ 53.00	3.14%	\$ 55.00	2.73%	\$ 57.00	1.75%	\$ 58.00	0.00%	\$ 58.00
1.5" meter	0.00%	\$ 83.00	6.83%	\$ 89.00	6.18%	\$ 95.00	5.26%	\$ 100.00	0.00%	\$ 100.00
<b>ITC &amp; ITI - Fixed Charges - (Fixed Plus Minimum in FY14)</b>										
5/8" meter	0.00%	\$ 28.00	-3.57%	\$ 27.00	-3.70%	\$ 26.00	-3.85%	\$ 25.00	0.00%	\$ 25.00
3/4" meter	0.00%	\$ 38.00	-2.63%	\$ 37.00	-2.70%	\$ 36.00	-2.78%	\$ 35.00	0.00%	\$ 35.00
1" meter	0.00%	\$ 53.00	3.14%	\$ 55.00	2.73%	\$ 57.00	1.75%	\$ 58.00	0.00%	\$ 58.00
1.5" meter	0.00%	\$ 83.00	6.83%	\$ 89.00	6.18%	\$ 95.00	5.26%	\$ 100.00	0.00%	\$ 100.00
2" meter	0.00%	\$ 142.00	4.23%	\$ 148.00	4.05%	\$ 154.00	3.90%	\$ 160.00	0.00%	\$ 160.00
3" meter	0.00%	\$ 220.00	12.12%	\$ 247.00	10.73%	\$ 274.00	9.49%	\$ 300.00	0.00%	\$ 300.00
4" meter	0.00%	\$ 368.00	11.96%	\$ 412.00	10.68%	\$ 456.00	9.65%	\$ 500.00	0.00%	\$ 500.00
6" meter	0.00%	\$ 714.00	13.35%	\$ 810.00	11.73%	\$ 905.00	10.50%	\$ 1,000.00	0.00%	\$ 1,000.00
<b>ATR - Fixed Charges - (Fixed Plus Minimum in FY14)</b>										
5/8" meter	0.00%	\$ 30.00	-5.56%	\$ 29.00	-6.90%	\$ 27.00	-7.41%	\$ 25.00	0.00%	\$ 25.00
3/4" meter	0.00%	\$ 37.00	-1.80%	\$ 37.00	-2.70%	\$ 36.00	-2.78%	\$ 35.00	0.00%	\$ 35.00
1" meter	0.00%	\$ 56.00	1.19%	\$ 57.00	0.88%	\$ 58.00	0.00%	\$ 58.00	0.00%	\$ 58.00
1.5" meter	0.00%	\$ 84.00	6.35%	\$ 90.00	5.56%	\$ 95.00	5.26%	\$ 100.00	0.00%	\$ 100.00
<b>ATC - Fixed Charges - (Fixed Plus Minimum in FY14)</b>										
5/8" meter	0.00%	\$ 27.00	-2.47%	\$ 27.00	-3.70%	\$ 26.00	-3.85%	\$ 25.00	0.00%	\$ 25.00
3/4" meter	0.00%	\$ 39.00	-3.42%	\$ 38.00	-3.95%	\$ 36.50	-4.11%	\$ 35.00	0.00%	\$ 35.00
1" meter	0.00%	\$ 58.00	0.00%	\$ 58.00	0.00%	\$ 58.00	0.00%	\$ 58.00	0.00%	\$ 58.00
1.5" meter	0.00%	\$ 88.00	4.55%	\$ 92.00	4.35%	\$ 96.00	4.17%	\$ 100.00	0.00%	\$ 100.00
2" meter	0.00%	\$ 130.00	7.69%	\$ 140.00	7.14%	\$ 150.00	6.67%	\$ 160.00	0.00%	\$ 160.00
3" meter	0.00%	\$ 228.00	10.53%	\$ 252.00	9.52%	\$ 276.00	8.70%	\$ 300.00	0.00%	\$ 300.00
4" meter	0.00%	\$ 372.00	11.47%	\$ 415.00	10.24%	\$ 457.50	9.29%	\$ 500.00	0.00%	\$ 500.00
6" meter	0.00%	\$ 720.00	12.96%	\$ 814.00	11.43%	\$ 907.00	10.25%	\$ 1,000.00	0.00%	\$ 1,000.00
<b>Cedar Rock - Fixed Charges - (Starting in 2019)</b>										
5/8" meter	0.00%	\$ 70.00	0.00%	\$ 70.00	0.00%	\$ 70.00	0.00%	\$ 70.00	0.00%	\$ 70.00

**Sewer Rates - Fixed Charges & Commodity Charges**

Note: The Fixed Charges are Listed Below

	FY21		FY22		FY23		FY24		FY25	
	%	\$	%	\$	%	\$	%	\$	%	\$
<b>Mariners - Fixed Charges - (Fixed Plus Minimum in FY14)</b>										
5/8" meter	0.00%	\$ 33.00	0.00%	\$ 33.00	0.00%	\$ 33.00	0.00%	\$ 33.00	0.00%	\$ 33.00
3/4" meter	0.00%	\$ 47.00	0.00%	\$ 47.00	0.00%	\$ 47.00	0.00%	\$ 47.00	0.00%	\$ 47.00
1" meter	0.00%	\$ 76.00	0.00%	\$ 76.00	0.00%	\$ 76.00	0.00%	\$ 76.00	0.00%	\$ 76.00
1.5" meter	0.00%	\$ 132.00	0.00%	\$ 132.00	0.00%	\$ 132.00	0.00%	\$ 132.00	0.00%	\$ 132.00
<b>County - Commodity Charges</b>										
Residential and Commercial	0.00%	\$ 7.52	2.13%	\$ 7.70	1.95%	\$ 7.90	1.27%	\$ 8.00	0.00%	\$ 8.00
Industrial	0.00%	\$ 6.94	2.69%	\$ 7.20	2.08%	\$ 7.40	1.35%	\$ 7.50	0.00%	\$ 7.50
<b>ITR - Commodity Charges</b>										
First 3,000	0.00%	\$ 4.80	22.22%	\$ 5.90	17.80%	\$ 7.00	14.29%	\$ 8.00	0.00%	\$ 8.00
Next 7,000 (up to 10,000)	0.00%	\$ 6.80	5.88%	\$ 7.20	5.56%	\$ 7.60	5.26%	\$ 8.00	0.00%	\$ 8.00
All over 10,000	0.00%	\$ 6.80	5.88%	\$ 7.20	5.56%	\$ 7.60	5.26%	\$ 8.00	0.00%	\$ 8.00
<b>ITC - Commodity Charges</b>										
First 3,000	0.00%	\$ 5.12	18.75%	\$ 6.00	16.67%	\$ 7.00	14.29%	\$ 8.00	0.00%	\$ 8.00
Next 7,000 (up to 10,000)	0.00%	\$ 7.60	1.75%	\$ 7.80	1.28%	\$ 7.90	1.27%	\$ 8.00	0.00%	\$ 8.00
Next 30,000 (up to 40,000)	0.00%	\$ 7.60	1.75%	\$ 7.80	1.28%	\$ 7.90	1.27%	\$ 8.00	0.00%	\$ 8.00
Next 60,000 (up to 100,000)	0.00%	\$ 7.60	1.75%	\$ 7.80	1.28%	\$ 7.90	1.27%	\$ 8.00	0.00%	\$ 8.00
Next 100,000 (up to 200,000)	0.00%	\$ 7.60	1.75%	\$ 7.80	1.28%	\$ 7.90	1.27%	\$ 8.00	0.00%	\$ 8.00
All over 200,000	0.00%	\$ 7.60	1.75%	\$ 7.80	1.28%	\$ 7.90	1.27%	\$ 8.00	0.00%	\$ 8.00
<b>ITI - Commodity Charges</b>										
Minimum 400,000	0.00%	\$ 6.38	5.85%	\$ 6.80	5.15%	\$ 7.20	4.17%	\$ 7.50	0.00%	\$ 7.50
All over 600,000	0.00%	\$ 5.90	9.04%	\$ 6.50	7.69%	\$ 7.00	7.14%	\$ 7.50	0.00%	\$ 7.50
<b>ATR - Commodity Charges</b>										
First 3,000	0.00%	\$ 5.12	18.75%	\$ 6.10	15.57%	\$ 7.10	12.68%	\$ 8.00	0.00%	\$ 8.00
Next 7,000 (up to 10,000)	0.00%	\$ 7.76	1.03%	\$ 7.90	0.63%	\$ 8.00	0.00%	\$ 8.00	0.00%	\$ 8.00
All over 10,000	0.00%	\$ 7.76	1.03%	\$ 7.90	0.63%	\$ 8.00	0.00%	\$ 8.00	0.00%	\$ 8.00
<b>ATC - Commodity Charges</b>										
First 3,000	0.00%	\$ 7.04	4.55%	\$ 7.40	4.05%	\$ 7.70	3.90%	\$ 8.00	0.00%	\$ 8.00
Next 7,000 (up to 10,000)	0.00%	\$ 8.40	-1.59%	\$ 8.30	-1.81%	\$ 8.20	-2.44%	\$ 8.00	0.00%	\$ 8.00
Next 30,000 (up to 40,000)	0.00%	\$ 8.40	-1.59%	\$ 8.30	-1.81%	\$ 8.20	-2.44%	\$ 8.00	0.00%	\$ 8.00
Next 60,000 (up to 100,000)	0.00%	\$ 8.40	-1.59%	\$ 8.30	-1.81%	\$ 8.20	-2.44%	\$ 8.00	0.00%	\$ 8.00
Next 100,000 (up to 200,000)	0.00%	\$ 8.40	-1.59%	\$ 8.30	-1.81%	\$ 8.20	-2.44%	\$ 8.00	0.00%	\$ 8.00
All over 200,000	0.00%	\$ 8.40	-1.59%	\$ 8.30	-1.81%	\$ 8.20	-2.44%	\$ 8.00	0.00%	\$ 8.00
<b>ATI - Commodity Charges</b>										
Minimum 400,000	0.00%	\$ 6.94	2.69%	\$ 7.20	2.08%	\$ 7.40	1.35%	\$ 7.50	0.00%	\$ 7.50
All over 600,000	0.00%	\$ 6.94	2.69%	\$ 7.20	2.08%	\$ 7.40	1.35%	\$ 7.50	0.00%	\$ 7.50
<b>Capital Recovery Fee</b>										
5/8" meter	0.00%	\$ 5,000	6.00%	\$ 5,900	0.00%	\$ 5,900	\$ -	\$ 5,900	\$ -	\$ 5,900
3/4" meter	0.00%	\$ 7,000	9.52%	\$ 9,000	0.00%	\$ 9,000	\$ -	\$ 9,000	\$ -	\$ 9,000
1" meter	0.00%	\$ 12,000	5.56%	\$ 14,000	0.00%	\$ 14,000	\$ -	\$ 14,000	\$ -	\$ 14,000
1.5" meter	0.00%	\$ 20,000	6.67%	\$ 24,000	0.00%	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 24,000
2" meter	0.00%	\$ 32,000	6.25%	\$ 38,000	0.00%	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000
3" meter	0.00%	\$ 60,000	6.11%	\$ 71,000	0.00%	\$ 71,000	\$ -	\$ 71,000	\$ -	\$ 71,000
4" meter	0.00%	\$ 100,000	6.00%	\$ 118,000	0.00%	\$ 118,000	\$ -	\$ 118,000	\$ -	\$ 118,000
6" meter	0.00%	\$ 200,000	6.00%	\$ 236,000	0.00%	\$ 236,000	\$ -	\$ 236,000	\$ -	\$ 236,000



**Water Rates - Fixed Charges & Commodity Charges**

Note: The Fixed Charges are Listed on a Monthly Basis

	FY21		FY22		FY23		FY24	
	%	\$	%	\$	%	\$	%	\$
<b>County - Fixed Charges</b>								
5/8" meter	0.00%	\$ 23.00	2.90%	\$ 24.00	2.08%	\$ 24.50	2.04%	\$ 25.00
3/4" meter	0.00%	\$ 33.00	2.02%	\$ 34.00	1.47%	\$ 34.50	1.45%	\$ 35.00
1" meter	0.00%	\$ 50.00	5.33%	\$ 53.00	4.72%	\$ 55.50	4.50%	\$ 58.00
1.5" meter	0.00%	\$ 84.00	6.35%	\$ 90.00	5.56%	\$ 95.00	5.26%	\$ 100.00
2" meter	0.00%	\$ 112.00	14.29%	\$ 130.00	11.54%	\$ 150.00	6.67%	\$ 160.00
3" meter	0.00%	\$ 204.00	15.69%	\$ 240.00	12.50%	\$ 270.00	11.11%	\$ 300.00
4" meter	0.00%	\$ 334.00	16.57%	\$ 390.00	14.10%	\$ 450.00	11.11%	\$ 500.00
6" meter	0.00%	\$ 656.00	17.48%	\$ 780.00	14.10%	\$ 890.00	12.36%	\$ 1,000.00
8" meter	0.00%	\$1,041.00	18.70%	\$1,240.00	15.52%	\$ 1,440.00	12.85%	\$ 1,630.00
10" meter	0.00%	\$1,728.00	19.71%	\$2,070.00	16.43%	\$ 2,410.00	14.11%	\$ 2,750.00
<b>ITR - Fixed Charges - (Fixed Plus Minimum in FY14)</b>								
5/8" meter	0.00%	\$ 23.00	2.90%	\$ 24.00	2.08%	\$ 24.50	2.04%	\$ 25.00
3/4" meter	0.00%	\$ 33.00	2.02%	\$ 34.00	1.47%	\$ 34.50	1.45%	\$ 35.00
1" meter	0.00%	\$ 50.00	5.33%	\$ 53.00	4.72%	\$ 55.50	4.50%	\$ 58.00
1.5" meter	0.00%	\$ 84.00	6.35%	\$ 90.00	5.56%	\$ 95.00	5.26%	\$ 100.00
<b>ITC &amp; ITI - Fixed Charges - (Fixed Plus Minimum in FY14)</b>								
5/8" meter	0.00%	\$ 23.00	2.90%	\$ 24.00	2.08%	\$ 24.50	2.04%	\$ 25.00
3/4" meter	0.00%	\$ 33.00	2.02%	\$ 34.00	1.47%	\$ 34.50	1.45%	\$ 35.00
1" meter	0.00%	\$ 50.00	5.33%	\$ 53.00	4.72%	\$ 55.50	4.50%	\$ 58.00
1.5" meter	0.00%	\$ 84.00	6.35%	\$ 90.00	5.56%	\$ 95.00	5.26%	\$ 100.00
2" meter	0.00%	\$ 131.00	7.38%	\$ 150.00	3.33%	\$ 160.00	0.00%	\$ 160.00
3" meter	0.00%	\$ 291.00	1.03%	\$ 300.00	0.00%	\$ 300.00	0.00%	\$ 300.00
4" meter	0.00%	\$ 488.00	0.82%	\$ 500.00	0.00%	\$ 500.00	0.00%	\$ 500.00
6" meter	0.00%	\$1,104.00	-3.14%	\$1,070.00	-3.27%	\$ 1,040.00	-3.85%	\$ 1,000.00
<b>ATR - Fixed Charges - (Fixed Plus Minimum in FY14)</b>								
5/8" meter	0.00%	\$ 25.00	0.00%	\$ 25.00	0.00%	\$ 25.00	0.00%	\$ 25.00
3/4" meter	0.00%	\$ 38.00	-2.63%	\$ 37.00	-2.70%	\$ 36.00	-2.78%	\$ 35.00
1" meter	0.00%	\$ 54.00	2.47%	\$ 56.00	1.79%	\$ 57.00	1.75%	\$ 58.00
1.5" meter	0.00%	\$ 95.00	1.75%	\$ 97.00	1.55%	\$ 98.50	1.52%	\$ 100.00
<b>ATC - Fixed Charges - (Fixed Plus Minimum in FY14)</b>								
5/8" meter	0.00%	\$ 29.00	-4.60%	\$ 28.00	-5.36%	\$ 27.00	-7.41%	\$ 25.00
3/4" meter	0.00%	\$ 42.00	-5.56%	\$ 40.00	-6.25%	\$ 38.00	-7.89%	\$ 35.00
1" meter	0.00%	\$ 54.00	2.47%	\$ 56.00	1.79%	\$ 57.00	1.75%	\$ 58.00
1.5" meter	0.00%	\$ 104.00	-1.28%	\$ 103.00	-1.46%	\$ 102.00	-1.96%	\$ 100.00
2" meter	0.00%	\$ 162.00	-0.41%	\$ 162.00	-0.62%	\$ 161.00	-0.62%	\$ 160.00
3" meter	0.00%	\$ 352.00	-4.92%	\$ 335.00	-5.22%	\$ 318.00	-5.66%	\$ 300.00
4" meter	0.00%	\$ 579.00	-4.55%	\$ 553.00	-4.79%	\$ 527.00	-5.12%	\$ 500.00
6" meter	0.00%	\$1,128.00	-3.78%	\$1,086.00	-3.96%	\$ 1,043.00	-4.12%	\$ 1,000.00

**Water Rates - Fixed Charges & Commodity Charges**

Note: The Fixed Charges are Listed on a Monthly Basis

	FY21		FY22		FY23		FY24	
	%	\$	%	\$	%	\$	%	\$
<b>County - Commodity Charges</b>								
Residential and Commercial	0.00%	\$ 5.60	2.38%	\$ 5.80	1.72%	\$ 5.90	1.69%	\$ 6.00
Industrial	0.00%	\$ 5.20	1.92%	\$ 5.30	1.89%	\$ 5.40	1.85%	\$ 5.50
<b>ITR - Commodity Charges</b>								
First 3,000	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
Next 7,000 (up to 10,000)	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
All over 10,000	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
<b>ITC - Commodity Charges</b>								
First 3,000	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
Next 7,000 (up to 10,000)	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
Next 30,000 (up to 40,000)	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
Next 60,000 (up to 100,000)	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
Next 100,000 (up to 200,000)	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
All over 200,000	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
<b>ITI - Commodity Charges</b>								
First 600,000	0.00%	\$ 4.30	9.30%	\$ 4.70	8.51%	\$ 5.10	7.84%	\$ 5.50
All over 600,000	0.00%	\$ 4.30	9.30%	\$ 4.70	8.51%	\$ 5.10	7.84%	\$ 5.50
<b>ATR - Commodity Charges</b>								
First 3,000	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
Next 7,000 (up to 10,000)	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
All over 10,000	0.00%	\$ 4.20	14.29%	\$ 4.80	12.50%	\$ 5.40	11.11%	\$ 6.00
<b>ATC - Commodity Charges</b>								
First 3,000	0.00%	\$ 4.80	8.33%	\$ 5.20	7.69%	\$ 5.60	7.14%	\$ 6.00
Next 7,000 (up to 10,000)	0.00%	\$ 4.80	8.33%	\$ 5.20	7.69%	\$ 5.60	7.14%	\$ 6.00
Next 30,000 (up to 40,000)	0.00%	\$ 4.80	8.33%	\$ 5.20	7.69%	\$ 5.60	7.14%	\$ 6.00
Next 60,000 (up to 100,000)	0.00%	\$ 4.80	8.33%	\$ 5.20	7.69%	\$ 5.60	7.14%	\$ 6.00
Next 100,000 (up to 200,000)	0.00%	\$ 4.80	8.33%	\$ 5.20	7.69%	\$ 5.60	7.14%	\$ 6.00
All over 200,000	0.00%	\$ 4.80	8.33%	\$ 5.20	7.69%	\$ 5.60	7.14%	\$ 6.00
<b>ATI - Commodity Charges</b>								
First 600,000	0.00%	\$ 5.20	1.92%	\$ 5.30	1.89%	\$ 5.40	1.85%	\$ 5.50
All over 600,000	0.00%	\$ 5.20	1.92%	\$ 5.30	1.89%	\$ 5.40	1.85%	\$ 5.50
<b>Capital Recovery Fee</b>								
5/8" meter	6.25%	\$ 4,000	8.33%	\$ 5,000	0.00%	\$ 5,000	0.00%	\$ 5,000
3/4" meter	0.00%	\$ 6,000	5.56%	\$ 6,400	4.69%	\$ 6,700	4.48%	\$ 7,000
1" meter	0.00%	\$ 10,000	6.67%	\$ 10,700	6.07%	\$ 11,400	5.26%	\$ 12,000
1.5" meter	0.00%	\$ 16,000	8.33%	\$ 17,400	7.47%	\$ 18,700	6.95%	\$ 20,000
2" meter	0.00%	\$ 26,000	7.69%	\$ 28,000	7.14%	\$ 30,000	6.67%	\$ 32,000
3" meter	0.00%	\$ 48,000	8.33%	\$ 52,000	7.69%	\$ 56,000	7.14%	\$ 60,000
4" meter	0.00%	\$ 80,000	8.33%	\$ 86,700	7.67%	\$ 93,400	7.07%	\$ 100,000
6" meter	0.00%	\$ 160,000	8.33%	\$ 173,400	7.67%	\$ 186,700	7.12%	\$ 200,000

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](http://www.brwa.com). A description of the proposed changes can be found at [www.brwa.com](http://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](mailto: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
<b>Residential: Volume Charges per 1000 gallons</b>						
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
<b>Commercial: Volume Charges per 1000 gallons</b>						
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
<b>Industrial: Volume Charges per 1000 gallons</b>						
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
<b>Bulk Filling: Volume Charges per 1000 gallons</b>						
	\$12.00	n/a	\$12.00	n/a	\$12.00	n/a
<b>Residential: Monthly Base Charges</b>						
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
<b>Other Service Areas: Monthly Base Charges</b>						
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	
<b>Commercial and Industrial: Monthly Base Charges</b>						
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				
<b>Capital Recovery Fees: All Service Areas have the same fees.</b>						
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				



---

**RESOLUTION**  
2021-04.01  
**Rate Adjustment**

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 20<sup>th</sup> day of April 2021, beginning at 7:00pm:

**WHEREAS**, to provide sufficient revenue to cover all of the expenditures that are included in the proposed FY 2021-2022 operating budget, certain changes have been proposed to the Authority schedule of rates and charges; and,

**WHEREAS**, the Authority has provided sufficient notice in the Bedford Bulletin on March 24, 2021 and March 31, 2021 and conducted a public hearing on Tuesday, April 20, 2021 to solicit public comments on the proposed changes to the schedule of rates; and,

**WHEREAS**, the Board of Directors of the Authority has reviewed the proposed changes to the schedule of rates and rate information and desires to implement these changes; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Bedford Regional Water Authority does hereby authorize the Executive Director to proceed with implementing the rates as properly advertised. The new rates will be effective for all usage beginning on June 1, 2021 and for all bills sent out after June 30, 2021.

Member \_\_\_\_\_ made a motion to approve this Resolution.

Member \_\_\_\_\_ made a Second to approve.

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 April 20, 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

# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Rhonda English, PE; Director of Engineering  
**Through:** Brian Key, PE; Executive Director  
**Date:** April 12, 2021  
**Re:** Resolution 2021-04.02 – Route 122 Waterline Relocation - Eminent Domain

---

As was discussed at the February board meeting, and per Resolution 2021-02.01 which was approved at said meeting, a public hearing will be held at the April 20, 2021 board meeting.

Below is information on the property in which an easement still needs to be obtained. Upon conclusion of the public hearing, if the board agrees to authorize the use of eminent domain where needed, then the attached resolution is enclosed for your consideration.

Parcel ID No. – 198-1-1, Owner – Montgomery M. & Janice G. Stevens: We have continued efforts to reach the Stevens to discuss and obtain the final easement necessary for this project.

- January 11, 2021 – Initial easement request was mailed
- February 10, 2021 – Left phone message
- February 18, 2021 - Staff spoke with the Stevens and the Stevens indicated their desire to work with the Authority and their intent to execute the easement.
- March 5, 2021 and March 12, 2021 - Additional phone messages were left to follow up with the Stevens on the easement.
- March 18, 2021 - A certified letter with the easement request was mailed on March 18, 2021 and delivered to the Stevens on March 22.
- March 29, 2021 - Upon receiving no response, a Good Faith Offer letter was mailed certified and is still pending the Stevens' acceptance at the post office.
- April 7, 2021 - A voicemail message was left with the Stevens informing them of the Good Faith Offer letter and advertised public hearing for April 20, 2021.

# Order Confirmation

Order# 0001204645

**Client:** BEDFORD REGIONAL WATER AUTHORITY  
**Phone:** 5405867679

**Payor :** BEDFORD REGIONAL WATER AUTHORITY  
**Phone:** 5405867679

**Account:** 3624803  
**Address:** 1723 FALLING CREEK RD.  
 BEDFORD VA 24523

**Account:** 3624803  
**Address:** 1723 FALLING CREEK RD.  
 BEDFORD VA 24523

**Sales Rep**      **Accnt Rep**      **Ordered By**  
 dhubbardLYN      cwhite      Cody Ward

**Fax:**  
**Email:** m.aubrey@brwa.com

**Total Amount**                      \$535.00  
**Payment Amount**                      \$0.00

<b>Amount Due</b>	<b>\$535.00</b>	<b><u>Tear Sheets</u></b>	<b><u>Proofs</u></b>	<b><u>Affidavits</u></b>	<b><u>PO Number:</u></b>
<b>Tax Amount:</b>	0.00	0	0	1	
<b>Payment Meth:</b>	Invoice - Statement				

<b><u>Ad Number</u></b>	<b><u>Ad Type</u></b>	<b><u>Ad Size</u></b>	<b><u>Color</u></b>
0001204645-01	CLS Legal Liner	2 X 34 li	\$0.00

**Production Method**  
 AdBooker (liner)

**Production Notes**

<b><u>Product and Zone</u></b>	<b><u>Placement</u></b>	<b><u>Position</u></b>	<b><u># Inserts</u></b>
LYN News & Advance	C-Legal Ads	Legal Notices	2

**Run Schedule Invoice Text:** NOTICE OF PUBLIC HEARING TO THE CITIZENS OF THE  
**Run Dates** 4/ 6/2021, 4/13/2021

<b><u>Product and Zone</u></b>	<b><u>Placement</u></b>	<b><u>Position</u></b>	<b><u># Inserts</u></b>
LYN newsadvance.com	C-Legal Ads	Legal Notices	17

**Run Schedule Invoice Text:** NOTICE OF PUBLIC HEARING TO THE CITIZENS OF THE  
**Run Dates** 4/ 6/2021, 4/ 7/2021, 4/ 8/2021, 4/ 9/2021, 4/10/2021, 4/11/2021, 4/12/2021, 4/13/2021, 4/14/2021, 4/15/2021,  
 4/16/2021, 4/17/2021, 4/18/2021, 4/19/2021, 4/20/2021, 4/21/2021, 4/22/2021

**TagLine:** NOTICEOFPUBLICHEARINGTOTHECITIZENSOFTHETOWNOFBEDFORDBEDFORDCOUNTYANDALLCUST  
 OMERSOFTHEBEDFORDREGIONALWATERAUTHORITYTHEBOARDOFDIRE

**Ad Content Proof**

Note: Ad size does not reflect actual ad

**NOTICE OF PUBLIC HEARING**

**TO THE CITIZENS OF THE TOWN OF BEDFORD,  
BEDFORD COUNTY, AND ALL CUSTOMERS OF THE  
BEDFORD REGIONAL WATER AUTHORITY**

The Board of Directors of the Bedford Regional Water Authority (the "BRWA") will hold a public hearing to consider the necessity of initiating condemnation proceedings to acquire water easements on properties owned by Montgomery M. & Janice G. Stevens, tax parcel 98-1-1, in order to relocate a water transmission main along Moneta Road between Ratliff Road and Placid Lane where slope failures within the VDOT right-of-way have caused need for water main relocation in Bedford County, Virginia.

The Public Hearing will be held April 20, 2021 at 7:00 p.m. in the BRWA Board Meeting Room in their Annex Building located at 1723 Falling Creek Road, Bedford, Virginia 24523, with public attendance offered virtually. For directions on how to virtually access the public hearing, go to the Authority's website at <https://www.brwa.com/SitePages/Home.aspx>, or search "Bedford Regional Water Authority", and follow the link in that says 'Upcoming Events' and go to Board of Directors Meeting April 20, 2021.

All citizens are cordially invited to attend and state their views thereon.

If you are unable to attend this public hearing and would like to have your views included, please contact the Bedford Regional Water Authority at (540) 586-7679, by noon on Monday, April 19, 2021.

BEDFORD REGIONAL WATER AUTHORITY



---

**RESOLUTION**

2021-04.02

**Route 122 Waterline Relocation – 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 20<sup>th</sup> of April 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 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





---

**WHEREAS**, in order to proceed with the new potable water line, the Director of Engineering has recommended that the Authority acquire such permanent water system easements either through negotiations with the property owners or through the exercise of eminent domain if negotiations with the property owners prove unsuccessful; and,

**WHEREAS**, the Authority has been unable to acquire the permanent water system easements with the property owners; and,

**WHEREAS**, the Authority properly advertised a public hearing for the purpose of informing the public of the need to exercise eminent domain to acquire the permanent water system easements, and such public hearing was held at the offices of the Authority at 7:00 p.m. on April 20, 2021 for the purpose of giving all citizens the opportunity to state their views; now,

**THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bedford Regional Water Authority that acquisition of the permanent water system easements through the exercise of eminent domain is hereby approved and the Director of Engineering is hereby authorized and directed to initiate condemnation proceedings and to take all steps necessary to acquire the permanent water system easements through the exercise of eminent domain.

This resolution shall take effect immediately.

Member \_\_\_\_\_ made a motion to approve this Resolution.

Member \_\_\_\_\_ made a Second to approve.

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 April 20, 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

# MINUTES

---

**Bedford Regional Water Authority – Board of Directors  
Regular Board Meeting – Minutes  
March 16, 2021**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, March 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  
Jay Gray  
Rusty Mansel  
Kevin Mele  
Thomas Segroves  
Walter Siehien (Virtually)

Members Absent:..... None

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

**1. Call to Order**

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

**2. Review of Agenda**

The following agenda was reviewed as shown.

1. Call to Order
  - a. Pledge of Allegiance
  - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: February 16, 2021 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end February 2021
  - a. Finance Committee Meeting Summary – February 25, 2021
    - i. **Resolution 2021-03.01**: Rate Advertisement
2. Operations Report: Presented by Nathan Carroll
  - a. Work Order Summary
3. 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
4. Engineering Report: Presented by Rhonda English
  - a. Projects Summary
5. Legal Counsel Report

6. Executive Director's 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
7. Other business not covered on the above agenda
8. Motion to Adjourn

### 3. Public Comments

Traci Blido, Director of Economic Development for Bedford County, thanked the board for being economically friendly, as the Board is considering a resolution allocating funding towards the Burnbridge sewer project later on the agenda.

### 4. Approval of Minutes: February 16, 2021 Regular Board Meeting

The regular Board Meeting Minutes from February 16, 2021, were reviewed.

Member Mele made a motion to approve the minutes.

Member Moldenhauer 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 February 2021

The transition from Paymentus to Invoice Cloud, a third payment party provider, began on Monday. Lines 17 and 18 were added to the Customer Service summary as requested at the February board meeting to include the history of delinquent accounts. Letters are being sent to customers on the past due list to outline the repayment options available to them. There are currently 326 residential customers that are past due, totaling \$93,086, and twenty businesses that are past due totaling \$8,125. In comparison to February 2020, water revenue increased 7.62% and sewer revenue increased 5.19%.

Ms. Underwood reviewed some of the details about the financial reports for the period ending February 2021. The targeted budget goal for February was 67%; operating revenues were 79%, and operating expenditures were 57%. Capital recovery fees received are 118% of the total budgeted amount, with water at 90% and sewer at 211%. There were 18 new connections, 16 in Forest and two in Moneta in February.

A category was added for expenses related to Paradise Point. The acronym for the Comprehensive Annual Financial Report will no longer be used due to a negative connotation.

- b. Finance Committee Meeting Summary – February 25, 2021

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 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, which is anticipated to close in late Spring 2021.

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 the skipped increase in FY2021. The board discussed the Capital Recovery Fee increase. Mr. Key said at the next meeting a comparison of neighboring localities fees could be presented.

Mr. Carroll presented a memo suggesting to amend Resolution 2021-03.01 to add a bulk water fill rate to \$12.00 per thousand gallons, the current rate is the same as the commodity charge for the respective service area. The board agreed to add this rate to the resolution. They also asked Mr. Carroll to continue research on other options as well.

i. **Resolution 2021-03.01: Rate Advertisement**

For the new rates to be effective on June 1, 2021, as will be seen on all bills sent out after June 30, 2021, the Authority will need to hold a public hearing in April 2021. There is an advertising period that is required before the hearing, and this resolution authorizes the public notice which initiates this process.

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 Segroves made a motion to approve this resolution with the addition of a \$12.00 per thousand gallons rate for bulk water filling. Being a motion from a committee, a second motion was not needed.

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

**6. Operations Report: Presented by Nathan Carroll**

a. Work Order Summary

Mr. Carroll explained the reporting summary included in the packet since the Authority is in the process of transitioning from SEMS to Cartegraph. Mr. Carroll answered questions about the new system.

## 7. Administration Report: Presented by Megan Pittman

### a. Public Relations Information

Ms. Pittman explained there have been multiple news stories about the Authority's security methods and the completion of the Country Estates waterline project.

### b. Personnel Committee Meeting Summary – March 3, 2021

Ms. Pittman presented the updated rates for health insurance from The Local Choice. The other items reviewed by the Personnel Committee will be discussed under the Executive Director's report.

#### i. Resolution 2021-03.02: Health Insurance

The rates proposed for health insurance in fiscal year 2021-2022 reflect a decrease of 1% in the premium for continuation of coverage. A resolution is required before April 1<sup>st</sup> of each year to allow the Authority to sign up for Health Insurance as an employee benefit.

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 16<sup>th</sup> 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 Moldenhauer made a motion to approve this resolution. Being a motion from a committee, a second motion was not needed.

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

## 8. Engineering Report: Presented by Rhonda English

### a. Projects Summary

Ms. English updated the board that the design-build group for the Ivy Creek Sewer Project is working through easements and permitting. Staff is still working with property owners to negotiate easements for the 122 waterline project and the EDA is working on easements for the Burnbridge project. A closing date for Paradise Point water system is set for May 24<sup>th</sup> with beginning operations on May 25<sup>th</sup>. Ms. English also reviewed the use of irrigation meters by developers.

## 9. Legal Counsel Report

The Authority is under pending litigation with Paymentus; Mr. Darby suggested going into a closed session to discuss tactics about the case.

Member Moldenhauer moved that the Board of Directors go into Closed Meeting pursuant to Section 2.2-3711 A.1 of the Code of Virginia (1950), as amended, to discuss personnel matters.

- Board member votes:
  - Aye: Bob Flynn, Michael Moldenhauer, Jay Gray, Rusty Mansel, Kevin Mele, Thomas Segroves, Walter Siehien
  - Nay: None
  - The motion passed.
- The board entered into closed session at approximately 8:26 pm.

At approximately 8:44 pm Member Moldenhauer moved that the board exit closed session and return to open session. Segroves seconded the motion.

  - Board Member Votes: 7 Aye; 0 Nay; 0 Abstain. The motion carried.
- Member Moldenhauer moved that the Board of Directors take a roll call vote certifying that to the best of the member's knowledge only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.
  - Board member votes:
    - Aye: Bob Flynn, Michael Moldenhauer, Jay Gray, Rusty Mansel, Kevin Mele, Thomas Segroves, Walter Siehien
    - Nay: None
    - The motion passed.

Mr. Flynn expressed his gratitude for Mr. Darby's hard work and legal guidance throughout the years with the Authority.

Mr. Darby explained that the Freedom of Information Act (FOIA) is limited to public documents but has nothing to do with the device it is located on. The board also discussed whether the members should have an Authority email account. The board agreed to individually decide if they would like to establish an Authority account.

## 10. Executive Director's Report: Presented by Brian Key

- a. Policies and Projects Committee Summary – March 3, 2021
  - i. **Resolution 2021-03.03:** EDA support 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 to 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 balance.

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 Siehien made a motion to approve this resolution. Being a motion from a committee, a second motion was not needed.

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

ii. **Resolution 2021-03.04:** Board Compensation

The Committee discussed the idea of reimbursing board members for mileage expenses related to attending board meetings and committee meetings. The Committee reviewed the IRS guidelines related to 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 also to adjust for inflation since the Board stipend has not been adjusted since its inception in 2013, the Committee recommended increasing the salaries for board members; the suggested increase in pay would take monthly pay from the current \$250/month to \$300/month.

Mr. Mele questioned the taxing of the mileage and suggested the board wait to take action on this item until checking with Bedford County and Bedford County Schools to find out how they handle this process. Mr. Flynn suggested that a policy be drafted for board reimbursement as an alternative option. Various board members stated that they viewed being on the board as an honor and did not see the need for mileage reimbursement or a raise.

No action was taken on the proposed resolution.

iii. **Resolution 2021-03.05:** Prepayment Policy Revisions

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 has been approved by the VRA since it impacts the amount of revenue that may be generated.



The Committee agreed to recommend to the board amending the Prepayment Policy to allow for it to be used for easement acquisitions.

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 Gray made a motion to approve this resolution. Being a motion from a committee, a second motion was not needed.

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

b. Personnel Committee Meeting Summary – March 12, 2021

Ms. Pittman presented a summary of the Committee’s discussion about forming a volunteer program for staff. The Committee recommended an optional program for staff to earn compensatory time for up to eight hours of volunteer time performed after hours for a 501(c)(3). They also recommended an incentive program for employees to enter a drawing to win a gift card for every eight-hour block of volunteer time completed.

Mr. Mansel stated that he believes this program is an important element in attracting new talent and programs like this will ultimately save the Authority money in turnover. Mr. Moldenhauer said that he supported this program and requested that Ms. Pittman check with legal counsel about the liability if a staff member were injured while volunteering. Mr. Gray said that he thinks that it should be adopted as quickly as possible. Mr. Mele and Mr. Siehien agreed. The board asked the Personnel Committee to review a policy and bring it to the board at a future meeting with a resolution.

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

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

- The board entered into closed session at approximately 9:44 pm.

At approximately 10:29pm Member Moldenhauer moved that the board exit closed session and return to open session. Member Segroves seconded the motion.

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

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

- Board member votes:

- o Aye: Bob Flynn, Michael Moldenhauer, Jay Gray, Rusty Mansel, Kevin Mele, Thomas Segroves, Walter Siehien
    - o Nay: None
    - o The motion passed.

## 11. Other Business

The board asked about how the Broadband installation was going. Mr. Key explained that it was progressing well, and that the current communications with the broadband installer was going much smoother than in the past. No other business was discussed.

## 12. Motion to Adjourn:

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

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

The meeting adjourned at approximately 10:39pm.

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: April 7, 2021**  
**Re: Financial Highlights for March 2021**

---

## **Customer Service Statistical Report:**

There are currently 305 residential customers that are past due, totaling \$99,378. There are 3 businesses that are past due totaling \$1,572.

To compare to February's financials: the amount of payments increased 8.72%, water revenue decreased 10.88% and sewer revenue decreased 8.14%. In comparison to March 2020, water revenue increased 3.06% and sewer revenue increased 2.17%.

## **Summary of Revenues & Expenses:**

- 1) Budget goal is 75% for March, operating revenues are at 80% and operating expenses at 63%.
- 2) Capital Recovery fees received so far this FY are 132% of the total budgeted amount, with water at 101% and sewer at 233%. There were 14 new connections 11 in Forest and 3 in Moneta during March.
- 3) The remainder of the moral obligation from the County was received for FY 2021 and debt service payments were made in advance of the April 1<sup>st</sup> due date. The first interest payment for the ESCO project was made. As a reminder, principal and interest are paid in October and interest only in April.

## **Cash Flow Summary**

The summary is included in your packets.

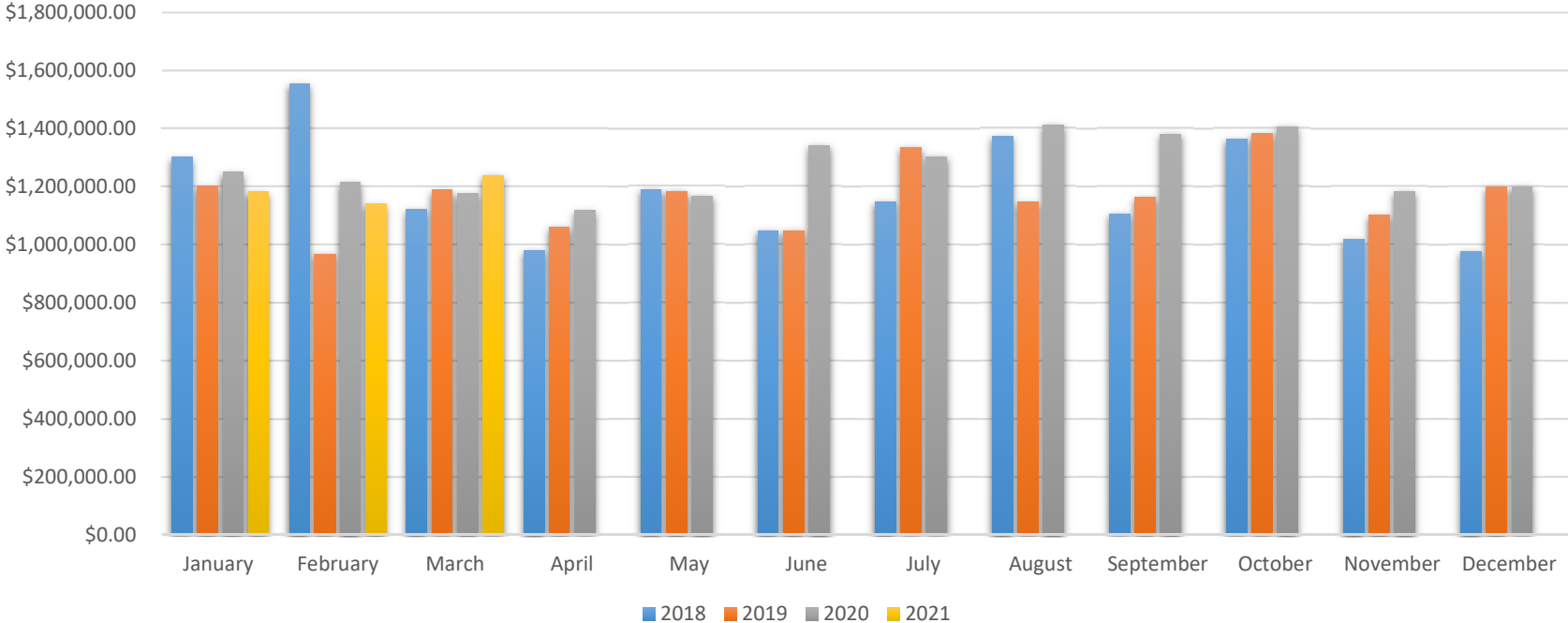
## **FY 2022 Budget**

The Finance Committee met on March 24 to review changes to the budget since the first meeting in February. They are ready to present the operating and capital budget to the Board for approval this month. The resolutions and documents are included in the packet.

### Tracking Data for Customer Service Department

Description	April '20	May '20	June '20	July '20	August '20	September '20	October '20	November '20	December '20	January '21	February '21	March '21	Running 12 Month Totals
1 Statements Mailed	14,600	15,017	15,091	15,149	15,179	15,170	15,175	15,180	15,183	15,162	15,186	15,215	181,307
2 Statements Sent Electronically	1,552	1,613	1,675	1,712	1,743	1,781	1,821	1,860	1,868	1,834	1,938	2,113	21,510
3 Total of Payments Received	12,456	11,757	13,019	12,372	12,986	12,723	12,792	12,523	12,864	11,774	11,731	13,237	150,234
4	\$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	\$1,239,274.12	\$15,074,124.81
5	2,600	2,516	2,698	2,668	2,642	2,617	2,625	2,582	2,755	2,498	2,575	2,790	31,566
6 Bill Payer Payments	\$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	\$176,927.30	2,139,233
7	20.9%	21.4%	20.7%	21.6%	20.3%	20.6%	20.5%	20.6%	21.4%	21.2%	22.0%	21.1%	21.0%
8	2,216	1,982	2,150	2,189	2,209	2,356	2,481	2,253	2,260	2,173	1,841	1,697	25,807
9 Paymentus Payments	\$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	\$145,796.56	\$2,313,577.33
10	17.8%	16.9%	16.5%	17.7%	17.0%	18.5%	19.4%	18.0%	17.6%	18.5%	15.7%	12.8%	17.2%
11												527	527
12 Invoice Cloud Payments												\$52,681.20	\$52,681.20
13	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.0%	0.4%
14	1,620	1,629	1,692	1,701	1,705	1,736	1,746	1,749	1,769	1,715	1,723	1,789	20,574
15 Automatic Draft Payments (ACH)	\$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	\$105,915.93	\$1,351,694.82
16	13.0%	13.9%	13.0%	13.7%	13.1%	13.6%	13.6%	14.0%	13.8%	14.6%	14.7%	13.5%	13.7%
17 Account Transfers	134	136	167	205	174	149	158	140	137	95	116	223	1,834
18 New Customers - Forest	17	10	18	33	23	15	19	12	13	24	16	11	211
19 New Customers - SML	2	6	3	3		6	1	3	4	2	2	3	35
20 Residential Past Due Customers	-	-	860	504	360	239	152	236	441	336	326	305	3,759
21	-	-	\$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	99,378	928,860
22 Meters Read - Normal and Transfer Readings	14,289	14,315	14,334	14,363	14,369	14,385	14,399	14,415	14,477	14,438	14,456	14,525	172,765
23 Radio Read Meters	12,515	12,595	12,727	12,771	12,781	12,798	12,843	12,874	13,000	13,058	13,160	13,364	154,486
24 Manually Read Meters	1,774	1,720	1,607	1,592	1,592	1,587	1,556	1,541	1,477	1,380	1,296	1,113	18,235
25 Tower Read Meters	1,071	1,283	1,037	1,002	950	1,037	1,085	1,115	861	987	1,673	1,446	13,547
26 New Meter Installs	11	7	22	22	11	4	18	15	10	7	5	20	152
27 Broken Meters Replaced	13	-	4	2	1	4	3	2	5	7	21	23	85
28 Meters Changed - Program	150	78	108	10	1	4	31	5	112	55	74	181	809
29 Connections paid for but not installed	286	281	291	300	303	311	309	308	308	331	336	359	N/A
30 Remaining Developer's Credits	\$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	\$341,484.01	N/A
31 Bulk Water Sales - New London (Gallons)	58,475	23,485	82,673	42,738	-	6,280	12,760	9,395	835	935	4,150	43,764	285,490
32 Bulk Water Sales - Moneta (Gallons)	8,610	12,200	40,480	6,000	-	20,128	-	-	-	-	-	-	87,418
33 Bulk Water Sales - Central Distr (Gallons)	-	400	-	28,700	3,900	17,800	3,500	17,500	8,460	200	-	8,150	88,610
34 Total Bulk Water Sales	\$362.26	\$194.86	\$665.03	\$418.17	\$21.06	\$238.72	\$87.80	\$145.23	\$50.19	\$6.13	\$22.41	\$280.34	\$2,492.20

### 2018-2021 Total Payments Received



Bedford Regional Water Auth.  
Balance Sheet  
For the Nine Months Ending Wednesday, March 31, 2021

		<u>7/1/2020</u>	<u>Mar 2021</u>
		<u>Beginning</u>	<u>Actual</u>
<b>ASSETS</b>			
1000:1000	Cash	\$5,993,484.61	\$7,136,906.43
1001	Restricted Investments	8,150,166.66	8,514,887.12
1002:1002	Prepaid Expenses	828,812.19	731,049.27
1101:1101	Accounts Receivable	2,157,333.40	2,125,675.84
1102	Accounts Receivable Other	33,439.18	142,152.29
1200	Inventory	488,551.59	778,340.17
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	297,742.21	1,232,412.27
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		153,425.89
1900	Depreciation	<u>(64,747,719.17)</u>	<u>(64,747,719.17)</u>
	Total assets	<u>124,295,543.27</u>	<u>127,160,862.71</u>
<b>LIABILITIES</b>			
2000	Accounts Payable	(419,653.13)	(202,458.06)
2001	Customer Liabilities	(515,437.37)	(364,150.54)
2100	Employee Liabilities	(1,264,686.26)	(1,171,492.30)
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>(121,005,552.41)</u>
	Operating Surplus/ (Loss)		6,155,310.30

Bedford Regional Water Auth.  
Balance Sheet  
For the Nine Months Ending Wednesday, March 31, 2021

		<u>7/1/2020</u>	<u>Mar 2021</u>
		<u>Beginning</u>	<u>Actual</u>
<b>ASSETS</b>			
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	3,279,667.84
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	322,251.36	322,689.11
1000-1000	VA Investment Pool-Capital Projects Reserve	2,498,188.70	2,501,684.50
1000-2000	VA Investment Pool- Operating Reserves	1,035,951.79	1,037,401.41
1000-0005	Cash Suspense Account (for F.A.)		(5,128.00)
	<b>Total Cash</b>	<b>5,993,484.61</b>	<b>7,136,906.43</b>
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	1,705,687.91	1,711,148.57
1001-0020	Reserve for future capital projects	662,705.67	662,997.24
1001-0021	County Funds for New Projects	229,925.42	189,207.65
1001-0022	SML WTF Depreciation Fund W/WWA	252,079.10	252,095.85
1001-0023	BRWA Cell Tower Funds	240,538.75	264,144.63
1001-0024	SML WTF Depreciation Fund- BRWA portion	252,065.18	252,081.92
1001-0025	Vehicle and Equipment Replacement Fund	295,493.54	401,575.11
1001-0030	Information Systems Replacement Fund	157,872.83	172,695.99
1001-0035	Meter Replacement Fund	318,719.33	395,232.46
1001-0040	Sewerline Replacement Fund	558,195.16	633,192.16
1001-0045	Waterline Replacement Fund	522,165.92	642,162.92
1001-0050	Tank Rehab	237,996.00	237,996.00
1001-1010	VA Investment Pool- Reserve Fund	450,171.30	451,119.17
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
	<b>Total Restricted Investments</b>	<b>8,150,166.66</b>	<b>8,514,887.12</b>
Prepaid Expenses:			
1002-1000	Prepaid Insurance	113,720.53	38,094.28
1002-1001	Prepaid Dues/Service Contracts	62,308.66	40,171.99
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)
	<b>Total Prepaid Expenses</b>	<b>828,812.19</b>	<b>731,049.27</b>
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,411,415.24	1,363,101.98
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	917,919.05
1101-3210	Credit Card Convenience Fee AR	847.58	844.58
1101-4000	Allowance for Doubtful Accounts	(486,341.29)	(486,341.29)
1101-4001	Water Penalties- A/R	39,404.50	47,831.95
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	25,136.10	31,120.64
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	85,229.00



Bedford Regional Water Auth.  
Balance Sheet  
For the Nine Months Ending Wednesday, March 31, 2021

		<u>7/1/2020</u> <u>Beginning</u>	<u>Mar 2021</u> <u>Actual</u>
1101-5002	Returned Check A/R	784.75	1,148.80
1101-5003	Sewer Facility Fees A/R	55,627.78	35,627.78
1101-5005	Reconnect Fee A/R	27,058.15	26,751.69
1101-6000	Water Account Charge A/R	10,552.03	9,123.53
1101-6003	Sewer Account Charges A/R	6,168.09	5,093.09
1101-7001	Water Deposits A/R	3,393.56	3,130.06
1101-7003	Sewer Deposits A/R	20,712.75	20,129.25
1101-7500	Meter Base Installation Fee A/R	14,244.02	20,810.02
1101-7504	Sewer Pump Maintenance A/R	4,284.79	5,181.21
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	6,050.00
1101-7508	A/R- Industrial Pretreatment	1,541.66	1,416.66
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	7,810.26
1101-8009	Pending Electronic Payments	5,909.09	13,498.47
1101-7502	A/R- Sewer Clean-Out Installation Fee		4,912.81
1101-7510	SGP Review and Inspections A/R		1,200.00
	<b>Total Accounts Receivable</b>	<u>2,157,333.40</u>	<u>2,125,675.84</u>
<b>Accounts Receivable Other:</b>			
1102-0001	Miscellaneous Accounts Receivable	33,439.18	142,152.29
	<b>Total Accounts Receivable Other</b>	<u>33,439.18</u>	<u>142,152.29</u>
<b>Inventory:</b>			
1200-0001	Maintenance Inventory	174,859.22	297,873.73
1200-0002	Meter Inventory	313,692.37	480,466.44
	<b>Total Inventory</b>	<u>488,551.59</u>	<u>778,340.17</u>
<b>Loan Related Assets:</b>			
1202-0009	VRA 2014 Cash Account (per docs)	3,934.66	3,934.66
	<b>Total Loan Related Assets</b>	<u>3,934.66</u>	<u>3,934.66</u>
<b>Construction In Progress:</b>			
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	95,972.27
1250-0391	CIP- Turkey Mtn Booster Station	18,002.50	41,335.00
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)		61,061.00
1250-0394	Mariners Landing WWTP		103,767.61
1250-0395	ESCO Project		540,321.84
1250-0396	CIP- Avenel Ave		77,698.30
1250-0397	Route 122 Waterline Relocation		4,464.00
	<b>Total Construction In Progress</b>	<u>297,742.21</u>	<u>1,232,412.27</u>
<b>Tangible Assets- Office:</b>			
1301-0001	Office Facilities	2,725,886.28	2,725,886.28
1301-0002	Information Systems	1,659,538.66	1,659,538.66
	<b>Total Tangible Assets- Office</b>	<u>4,385,424.94</u>	<u>4,385,424.94</u>

Bedford Regional Water Auth.  
Balance Sheet  
For the Nine Months Ending Wednesday, March 31, 2021

	<i>7/1/2020 Beginning</i>	<i>Mar 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		153,425.89
Total Fixed Asset Clearing Account		153,425.89
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	127,160,862.71
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)	(290,054.21)
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)	(44,463.39)
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)	(26,721.73)
Total Customer Liabilities	(515,437.37)	(364,150.54)

Bedford Regional Water Auth.  
Balance Sheet  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>7/1/2020</u> <u>Beginning</u>	<u>Mar 2021</u> <u>Actual</u>
<b>Employee Liabilities:</b>		
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	440.30
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)	(18,983.73)
2100-0600	VRS Mandatory Cash Match- Hybrid 1.25	1.25
2100-0750	Optional Life Insurance Payable 342.81	746.72
2100-0800	AFLAC Withholding Payable 1,697.23	1,713.71
2100-0900	Outstanding Payables Checks (49.83)	(49.83)
2100-0200	State Withholding Payable	(38,184.21)
	<b>Total Employee Liabilities</b>	<b>(1,171,492.30)</b>
<b>Notes Payable:</b>		
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)
	<b>Total Notes Payable</b>	<b>(39,261,279.55)</b>
<b>Developer Credits:</b>		
2300-0000	Deferred Revenue Liability (368,484.01)	(341,484.01)
2300-1000	Deferred Inflows of Resources (83,956.00)	(83,956.00)
	<b>Total Developer Credits</b>	<b>(425,440.01)</b>
<b>Equity:</b>		
2900-0150	Customer Contributions for Line Extensions (41,000.00)	(41,000.00)
	<b>Total Equity</b>	<b>(41,000.00)</b>
<b>Retained Earnings:</b>		
2999-0000	Retained Earnings (79,539,731.95)	(79,539,731.95)
	<b>Total Retained Earnings</b>	<b>(79,539,731.95)</b>
	<b>Total liabilities</b>	<b>(121,005,552.41)</b>
	<b>Operating Surplus/ (Loss)</b>	<b>6,155,310.30</b>

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</u>	
<b>OPERATING REVENUE</b>						
3000-3000 +...	Water Sales	(\$642,830.60)	(\$6,626,571.54)	(\$8,372,144.00)	(\$1,745,572.46)	79%
3100-3000:3...	Sewer Sales	(335,865.69)	(3,396,585.49)	(4,279,608.00)	(883,022.51)	79%
3902	Penalties	(5,997.25)	(39,520.18)	(70,000.00)	(30,479.82)	56%
3903-3231:3...	Account Charges	(4,675.00)	(46,750.00)	(60,000.00)	(13,250.00)	78%
3903-3240:3...	Review Fees	(12,618.72)	(59,381.36)	(53,500.00)	5,881.36	111%
3900-3250:3...	Interest Earned	(440.92)	(6,746.72)	(60,000.00)	(53,253.28)	11%
3903-3245:3...	Sewer Clean Outs	(4,700.00)	(12,612.81)	(7,000.00)	5,612.81	180%
3903-3250 +...	Meter Installation Revenues	(16,500.00)	(154,194.95)	(95,000.00)	59,194.95	162%
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(13,687.38)	(18,000.00)	(4,312.62)	76%
3903-3261	Rent/Meter Charges	(4,947.84)	(5,874.88)	(5,000.00)	874.88	117%
3903-3262:3...	Misc	(14,821.94)	(105,708.06)	(112,729.00)	(7,020.94)	94%
3903-3280:3...	Fixed Asset Disposals		(1,744.00)		1,744.00	0%
3901-3211:3...	Account Default Fees	(290.00)	(2,005.00)	(23,000.00)	(20,995.00)	9%
3201-3275 +...	Contract Reimbursements	(102,204.83)	(198,436.40)	(151,000.00)	47,436.40	131%
	Revenue from BRWA Operations	<u>(1,147,413.61)</u>	<u>(10,669,818.77)</u>	<u>(13,306,981.00)</u>	<u>(2,637,162.23)</u>	80%
3000-3220 +...	Capital Recovery Fees	(130,000.00)	(1,241,500.00)	(939,010.00)	302,490.00	132%
3903-3265 +...	Cellular Antenna Site Rental-County...	(6,474.62)	(46,936.31)	(45,153.00)	1,783.31	104%
3904-3310	BOS Capital Contributions	(237,734.36)	(2,000,000.00)	(2,000,000.00)		100%
3904-3312 +...	BOS Contributions for New Develop...		(500,000.00)		500,000.00	0%
3904-3315	Developer Line Contributions	(26,288.00)	(26,288.00)	(200,000.00)	(173,712.00)	13%
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		(33.49)		33.49	0%
3904-3317	Developer Prepayments Redemptio...			(20,000.00)	(20,000.00)	0%
3904-3320	Customer Line Contributions	(5,088.72)	(7,269.60)		7,269.60	0%
	Revenue from Other Sources	<u>(405,585.70)</u>	<u>(3,866,888.59)</u>	<u>(3,204,163.00)</u>	<u>662,725.59</u>	121%
	<b>Total Revenue</b>	<b>(1,552,999.31)</b>	<b>(14,536,707.36)</b>	<b>(16,511,144.00)</b>	<b>(1,974,436.64)</b>	<b>88%</b>
<b>OPERATING EXPENSES</b>						
4000 + 4002...	Salaries	323,023.15	2,757,203.53	4,169,901.18	1,412,697.65	66%
4010	General Office Expenses	17,552.17	144,688.95	268,467.00	123,778.05	54%
4100	Employee Benefit & Related Expens...	139,248.05	1,116,483.77	1,724,071.00	607,587.23	65%
4110	Billing Expenses	8,446.01	162,099.30	211,404.00	49,304.70	77%
4120	Information Systems Expenses	19,985.43	117,960.78	158,194.00	40,233.22	75%
4130	Adminstration Supplies	24.99	2,651.46	500.00	(2,151.46)	530%
4140	Customer Service Supplies	29.88	667.36	3,368.00	2,700.64	20%
4210	Engineering Expenses	2,947.78	34,431.36	81,353.00	46,921.64	42%
4220 + 4223	Operations Expenses		600.84	2,400.00	1,799.16	25%
4221	Compliance Program Supplies			8,000.00	8,000.00	0%
4222	Pretreatment Expenses	2,329.91	14,720.26	19,600.00	4,879.74	75%
4225-0100	Lab Supplies	1,892.65	10,365.67	24,000.00	13,634.33	43%
4230	Maintenance Expenses	1,982.63	24,796.23	46,402.00	21,605.77	53%
4240	Vehicles & Equipment Expenses	15,924.50	169,089.26	239,624.00	70,534.74	71%
4250	Forest Water Expenses	3,822.02	720,079.79	840,247.00	120,167.21	86%
4260	Well Systems Expenses	2,746.29	20,208.27	45,678.00	25,469.73	44%
4265	SML Central Distribution System Ex...	4,895.30	45,337.76	33,845.00	(11,492.76)	134%
4270	Highpoint Facility Expenses	4,447.46	29,544.32	40,738.00	11,193.68	73%
4330	SML WTF Expenses	14,900.64	226,970.84	493,766.00	266,795.16	46%
4275	Central Water Distribution Expenses	28,191.07	97,423.31	225,692.00	128,268.69	43%
4276	Central Water Treatment Expenses	11,975.52	95,703.34	135,189.00	39,485.66	71%
4280	Stewartsville Water Expenses	1,600.77	24,236.13	38,532.00	14,295.87	63%
4290	Forest Sewer Expenses	17,797.78	310,399.98	609,825.00	299,425.02	51%
4291	Central Sewer Collection System Ex...	18,604.85	98,792.13	318,750.00	219,957.87	31%
4293	Central Sewer Treatment Expenses	41,452.29	327,078.97	626,550.00	299,471.03	52%
4292	Moneta Sewer Collection System E...	(2,524.57)	22,067.12	31,800.00	9,732.88	69%
4294	Moneta Sewer Treatment Expenses	13,084.50	86,766.12	150,447.00	63,680.88	58%
4295	Montvale Sewer Expenses	1,048.43	21,325.35	29,380.00	8,054.65	73%
4340	Mariners Landing Sewer Expenses	16,662.23	83,903.38	86,770.00	2,866.62	97%
4350	Cedar Rock Sewer Expenses	886.58	27,268.10	26,070.00	(1,198.10)	105%

Bedford Regional Water Auth.  
 Summary of Revenue & Expenditures  
 For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</u>	
4360	Paradise Point Water Expenses	(296.62)			0%	
4300 + 4310	Schools Sewer Expenses	1,971.90	10,412.57	35,000.00	24,587.43	30%
4315	Mariners Landing Water Expenses	497.55	8,008.61	28,655.00	20,646.39	28%
4320	Franklin County Operations	6,892.24	30,868.85	36,000.00	5,131.15	86%
	Total Operating Expenditures	<u>722,043.38</u>	<u>6,842,153.71</u>	<u>10,790,218.18</u>	<u>3,948,064.47</u>	63%
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	60,603.13	139,400.01	139,400.00	(0.01)	100%
4500-0660	2014 VRA Interest	38,640.63	77,281.26	77,281.00	(0.26)	100%
4500-0665	2015 VRA Interest	525,243.75	1,058,562.50	1,058,563.00	0.50	100%
4500-0650	Assumed Debt from City		79,579.90	80,070.00	490.10	99%
4500-0670	VRA 2019 Interest	47,662.50	117,490.63	117,491.00	0.37	100%
4500-0675	VRA 2020 Interest (ESCO project)	66,929.05	66,929.05		(66,929.05)	0%
	Total Interest and Debt Service	<u>739,079.06</u>	<u>1,539,243.35</u>	<u>1,473,067.00</u>	<u>(66,176.35)</u>	104%
	Total Exp., Depr. and Debt Servi...	1,461,122.44	8,381,397.06	15,520,763.18	7,139,366.12	54%
	Total Revenues Less Oper Expense	(91,876.87)	(6,155,310.30)	(990,380.82)	5,164,929.48	622%
	Gross Cash Before Capital Exp	<u>(91,876.87)</u>	<u>(6,155,310.30)</u>	<u>(990,380.82)</u>	<u>5,164,929.48</u>	622%
	Less non-debt Capital Contributions	(31,376.72)	(78,452.28)	(220,000.00)	(141,547.72)	36%
	Earnings/(loss) before BRWA Capit...	<u>(60,500.15)</u>	<u>(6,076,858.02)</u>	<u>(770,380.82)</u>	<u>5,306,477.20</u>	789%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

		<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</u>
<b>OPERATING REVENUE</b>						
<b>Water Sales:</b>						
3000-3000	Water Sales	(633,463.76)	(6,520,323.43)	(8,298,674.00)	(1,778,350.57)	79%
3000-3050	Contract Water Sales	(9,366.84)	(106,248.11)	(73,470.00)	32,778.11	145%
	<b>Total Water Sales</b>	<u>(642,830.60)</u>	<u>(6,626,571.54)</u>	<u>(8,372,144.00)</u>	<u>(1,745,572.46)</u>	<u>79%</u>
<b>Sewer Sales:</b>						
3100-3000	Sewer Sales	(333,200.80)	(3,372,336.31)	(4,248,408.00)	(876,071.69)	79%
3100-3050	Cedar Rock Revenue	(2,664.89)	(24,249.18)	(31,200.00)	(6,950.82)	78%
	<b>Total Sewer Sales</b>	<u>(335,865.69)</u>	<u>(3,396,585.49)</u>	<u>(4,279,608.00)</u>	<u>(883,022.51)</u>	<u>79%</u>
<b>Penalties:</b>						
3902-3211	Water Penalty Revenue	(3,890.71)	(24,201.08)	(45,000.00)	(20,798.92)	54%
3902-3213	Sewer Penalty Revenue	(2,106.54)	(15,319.10)	(25,000.00)	(9,680.90)	61%
	<b>Total Penalties</b>	<u>(5,997.25)</u>	<u>(39,520.18)</u>	<u>(70,000.00)</u>	<u>(30,479.82)</u>	<u>56%</u>
<b>Account Charges:</b>						
3903-3231	Water Account Charge Revenue	(3,300.00)	(31,375.00)	(40,000.00)	(8,625.00)	78%
3903-3233	Sewer Account Charge Revenue	(1,375.00)	(15,375.00)	(20,000.00)	(4,625.00)	77%
	<b>Total Account Charges</b>	<u>(4,675.00)</u>	<u>(46,750.00)</u>	<u>(60,000.00)</u>	<u>(13,250.00)</u>	<u>78%</u>
<b>Review Fees:</b>						
3903-3240	Engineering Review Fees	(11,568.72)	(52,781.36)	(50,000.00)	2,781.36	106%
3903-3242	Engineering Fire Flow Testing	(150.00)	(300.00)	(1,500.00)	(1,200.00)	20%
3903-3243	SGP Review and Inspections	(900.00)	(6,300.00)	(2,000.00)	4,300.00	315%
	<b>Total Review Fees</b>	<u>(12,618.72)</u>	<u>(59,381.36)</u>	<u>(53,500.00)</u>	<u>5,881.36</u>	<u>111%</u>
<b>Interest Earned:</b>						
3900-3250	Bank Interest Earned	(440.92)	(6,746.72)	(60,000.00)	(53,253.28)	11%
	<b>Total Interest Earned</b>	<u>(440.92)</u>	<u>(6,746.72)</u>	<u>(60,000.00)</u>	<u>(53,253.28)</u>	<u>11%</u>
<b>Sewer Clean Outs:</b>						
3903-3245	Sewer Clean-Out Installation Fee	(4,700.00)	(12,612.81)	(7,000.00)	5,612.81	180%
	<b>Total Sewer Clean Outs</b>	<u>(4,700.00)</u>	<u>(12,612.81)</u>	<u>(7,000.00)</u>	<u>5,612.81</u>	<u>180%</u>
<b>Meter Installation Revenues:</b>						
3903-3250	Meter Fee Revenue	(4,300.00)	(44,025.00)	(35,000.00)	9,025.00	126%
3903-3260	Meter Base Installation Revenue	(12,200.00)	(110,169.95)	(60,000.00)	50,169.95	184%
	<b>Total Meter Installation Revenues</b>	<u>(16,500.00)</u>	<u>(154,194.95)</u>	<u>(95,000.00)</u>	<u>59,194.95</u>	<u>162%</u>
<b>Industrial Pretreatment Revenue:</b>						
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(13,687.38)	(18,000.00)	(4,312.62)	76%
	<b>Total Industrial Pretreatment Reve...</b>	<u>(1,520.82)</u>	<u>(13,687.38)</u>	<u>(18,000.00)</u>	<u>(4,312.62)</u>	<u>76%</u>
<b>Rent/Meter Charges:</b>						
3903-3261	Service Repairs & Equipment Ren...	(4,947.84)	(5,874.88)	(5,000.00)	874.88	117%
	<b>Total Rent/Meter Charges</b>	<u>(4,947.84)</u>	<u>(5,874.88)</u>	<u>(5,000.00)</u>	<u>874.88</u>	<u>117%</u>
<b>Misc:</b>						
3903-3262	Cellular Antenna Rental- BRWA p...	(9,711.94)	(53,079.50)	(67,729.00)	(14,649.50)	78%
3903-3264	Sewer Pump Maintenance Reven...	(5,110.00)	(45,815.00)	(40,000.00)	5,815.00	115%
3903-3270	Miscellaneous Revenue		(6,813.56)	(5,000.00)	1,813.56	136%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</u>
Total Misc	(14,821.94)	(105,708.06)	(112,729.00)	(7,020.94)	94%
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:					
3901-3211 Reconnect Fee Revenue	(150.00)	(150.00)	(20,000.00)	(19,850.00)	1%
3901-3212 Return Check Revenue	(140.00)	(1,855.00)	(2,000.00)	(145.00)	93%
3901-3213 Unauthorized Service Revenue			(1,000.00)	(1,000.00)	0%
Total Account Default Fees	(290.00)	(2,005.00)	(23,000.00)	(20,995.00)	9%
Contract Reimbursements:					
3201-3275 School System Operations	(17,079.26)	(27,786.64)	(51,000.00)	(23,213.36)	54%
3904-3318 Franklin County Contract Operatio...	(85,125.57)	(170,649.76)	(100,000.00)	70,649.76	171%
Total Contract Reimbursements	(102,204.83)	(198,436.40)	(151,000.00)	47,436.40	131%
Revenue from BRWA Operations	(1,147,413.61)	(10,669,818.77)	(13,306,981.00)	(2,637,162.23)	80%
Capital Recovery Fees:					
3000-3220 Water Capital Recovery Fees	(80,000.00)	(729,500.00)	(719,710.00)	9,790.00	101%
3100-3220 Sewer Capital Recovery Fees	(50,000.00)	(512,000.00)	(219,300.00)	292,700.00	233%
Total Capital Recovery Fees	(130,000.00)	(1,241,500.00)	(939,010.00)	302,490.00	132%
Cellular Antenna Site Rental-County portion:					
3903-3265 Cellular Antenna Revenue- Co. po...	(6,474.62)	(35,386.31)	(45,153.00)	(9,766.69)	78%
3903-3285 Bedford County Broadband Reven...		(11,550.00)		11,550.00	0%
Total Cellular Antenna Site Rental...	(6,474.62)	(46,936.31)	(45,153.00)	1,783.31	104%
BOS Capital Contributions:					
3904-3310 Bedford County Debt Support	(237,734.36)	(2,000,000.00)	(2,000,000.00)		100%
Total BOS Capital Contributions	(237,734.36)	(2,000,000.00)	(2,000,000.00)		100%
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	(26,288.00)	(26,288.00)	(200,000.00)	(173,712.00)	13%
Total Developer Line Contributions	(26,288.00)	(26,288.00)	(200,000.00)	(173,712.00)	13%
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		(33.49)		33.49	0%
Total SML WTF Revenue		(33.49)		33.49	0%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</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...	(5,088.72)	(7,269.60)		7,269.60	0%
Total Customer Line Contributions	(5,088.72)	(7,269.60)		7,269.60	0%
Revenue from Other Sources	(405,585.70)	(3,866,888.59)	(3,204,163.00)	662,725.59	121%
<b>Total Revenue</b>	<b>(1,552,999.31)</b>	<b>(14,536,707.36)</b>	<b>(16,511,144.00)</b>	<b>(1,974,436.64)</b>	<b>88%</b>

OPERATING EXPENSES

Salaries:					
4000-0010 Administration Salaries	54,650.25	513,341.54	794,279.12	280,937.58	65%
4000-0019 IT Oncall Stipend	600.00	5,250.00	7,800.00	2,550.00	67%
4000-0020 Administration Overtime		129.51	3,170.28	3,040.77	4%
4002-0010 Customer Service Salaries	24,929.96	228,890.17	340,458.28	111,568.11	67%
4002-0020 Customer Service Overtime	1,030.44	6,768.25	17,984.58	11,216.33	38%
4003-0010 Engineering Department Salaries	56,059.46	468,423.67	620,091.59	151,667.92	76%
4003-0019 Engineering OnCall Stipend	450.00	5,400.00	7,800.00	2,400.00	69%
4003-0020 Engineering Department Overtime	7,081.90	26,585.54	32,240.31	5,654.77	82%
4004-0010 Maintenance Department Salaries	61,314.02	552,764.26	859,238.92	306,474.66	64%
4004-0019 Maintenance Oncall Stipend Expe...	1,200.00	11,250.00	18,720.00	7,470.00	60%
4004-0020 Maintenance Department Overtime	18,712.26	70,565.87	137,797.55	67,231.68	51%
4005-0010 Operations Department Salaries	89,891.59	820,062.62	1,232,559.27	412,496.65	67%
4005-0020 Operations Department Overtime	7,103.27	47,772.10	97,761.28	49,989.18	49%
<b>Total Salaries</b>	<b>323,023.15</b>	<b>2,757,203.53</b>	<b>4,169,901.18</b>	<b>1,412,697.65</b>	<b>66%</b>

General Office Expenses:					
4010-0075 Board & Committee Meetings	38.75	854.76	600.00	(254.76)	142%
4010-0100 Office Supplies	140.34	3,246.51	10,000.00	6,753.49	32%
4010-0103 Public Outreach Expenses	70.00	2,167.54	16,415.00	14,247.46	13%
4010-0110 Building Maintenance Expense	1,676.75	18,139.98	21,000.00	2,860.02	86%
4010-0130 Postage and Shipping Expense	7.70	4,126.81	8,000.00	3,873.19	52%
4010-0140 Commercial Phone Charges	1,121.61	8,890.76	12,600.00	3,709.24	71%
4010-0142 Cellular Phone Service	2,568.72	10,936.40	19,220.00	8,283.60	57%
4010-0150 Building Power and Utilities	3,280.74	13,520.53	20,500.00	6,979.47	66%
4010-0155 Building Fuel Costs	1,059.16	3,071.53	8,000.00	4,928.47	38%
4010-0160 Employee Bond	42.33	380.97	669.00	288.03	57%
4010-0161 Building Insurance	346.00	3,114.00	3,863.00	749.00	81%
4010-0170 Advertising	364.72	1,629.94	18,000.00	16,370.06	9%
4010-0175 Bank Service charges	1,033.85	10,374.13	15,600.00	5,225.87	67%
4010-0200 Accounting Services		23,385.00	30,000.00	6,615.00	78%
4010-0220 Legal Expenses	4,051.50	25,100.09	18,000.00	(7,100.09)	139%
4010-0400 Board of Directors Fees	1,750.00	15,750.00	21,000.00	5,250.00	75%
4010-0085 Long Range Planning			45,000.00	45,000.00	0%
<b>Total General Office Expenses</b>	<b>17,552.17</b>	<b>144,688.95</b>	<b>268,467.00</b>	<b>123,778.05</b>	<b>54%</b>

Employee Benefit & Related Expenses:					
4100-0030 Payroll Taxes	23,407.49	209,189.39	316,372.00	107,182.61	66%
4100-0040 VRS Retirement and Group Life	46,925.69	215,584.85	356,583.00	140,998.15	60%
4100-0041 VRS Hybrid Disability Program	1,054.21	4,763.42	10,210.00	5,446.58	47%
4100-0045 Unemployment Payments		701.87	6,000.00	5,298.13	12%
4100-0050 Health Insurance	58,798.65	572,047.22	728,478.00	156,430.78	79%
4100-0055 Flexible Spending Account	469.92	(1,190.14)	2,500.00	3,690.14	(48%)
4100-0060 Worker's Compensation	4,680.92	40,437.28	109,604.00	69,166.72	37%
4100-0065 Employee Testing	64.00	2,433.00	4,785.00	2,352.00	51%



Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</u>	
4100-0070	Mileage Reimbursements		460.00	460.00	0%	
4100-0075	Meetings		6,140.00	5,725.03	7%	
4100-0080	Professional Dues	1,513.00	5,385.33	23,150.00	17,764.67	23%
4100-0085	Training and Education	(129.85)	9,995.42	54,117.00	44,121.58	18%
4100-0101	Clothing and Uniforms	1,048.61	13,998.44	31,248.00	17,249.56	45%
4100-0102	Employee & Incentive Fund	28.43	21,652.09	27,500.00	5,847.91	79%
4100-0103	Safety	1,386.98	21,070.63	41,174.00	20,103.37	51%
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...	139,248.05	1,116,483.77	1,724,071.00	607,587.23	65%
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	367.28	367.28	1,200.00	832.72	31%
4110-0110	Bill Processing Services	4,197.80	93,370.52	103,978.00	10,607.48	90%
4110-0120	Customer Service Software Maint...	425.00	42,151.33	52,596.00	10,444.67	80%
4110-0125	Credit Card Processing Fees	3,093.11	20,878.35	18,900.00	(1,978.35)	110%
4110-0175	Courier Service	362.82	3,019.81	4,230.00	1,210.19	71%
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	8,446.01	162,099.30	211,404.00	49,304.70	77%
Information Systems Expenses:						
4120-0100	Information Systems Supplies	(77.01)	4,293.59	8,500.00	4,206.41	51%
4120-0110	Contracted Services (Network)	3,244.75	22,598.67	22,000.00	(598.67)	103%
4120-0115	Continuing Support (Software)	16,452.69	87,768.52	123,314.00	35,545.48	71%
4120-0145	Internet and WAN Communications	365.00	3,300.00	4,380.00	1,080.00	75%
	Total Information Systems Expens...	19,985.43	117,960.78	158,194.00	40,233.22	75%
Adminstration Supplies:						
4130-0100	Administration Supplies	24.99	2,651.46	500.00	(2,151.46)	530%
	Total Adminstration Supplies	24.99	2,651.46	500.00	(2,151.46)	530%
Customer Service Supplies:						
4140-0100	Customer Service Supplies	29.88	667.36	3,368.00	2,700.64	20%
	Total Customer Service Supplies	29.88	667.36	3,368.00	2,700.64	20%
Engineering Expenses:						
4210-0100	Engineering Supplies	2,249.08	7,141.44	18,413.00	11,271.56	39%
4210-0110	Engineering Reviews		20,481.42	51,800.00	31,318.58	40%
4210-0141	Locating Notification Tickets	518.70	6,268.50	8,320.00	2,051.50	75%
4210-0240	Construction testing	180.00	540.00	2,820.00	2,280.00	19%
	Total Engineering Expenses	2,947.78	34,431.36	81,353.00	46,921.64	42%
Operations Expenses:						
4220-0100	Wastewater Operations Supplies		600.84	1,900.00	1,299.16	32%
4223-0100	Water Operations Supplies			500.00	500.00	0%
	Total Operations Expenses		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:						

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</u>
4222-0100 Pretreatment Supplies/Expenses	2,329.91	14,720.26	19,600.00	4,879.74	75%
Total Pretreatment Expenses	2,329.91	14,720.26	19,600.00	4,879.74	75%
Lab Supplies:					
4225-0100 Lab Supplies	1,892.65	10,365.67	24,000.00	13,634.33	43%
Total Lab Supplies	1,892.65	10,365.67	24,000.00	13,634.33	43%
Maintenance Expenses:					
4230-0100 Maintenance Supplies	1,982.63	24,796.23	46,402.00	21,605.77	53%
Total Maintenance Expenses	1,982.63	24,796.23	46,402.00	21,605.77	53%
Vehicles & Equipment Expenses:					
4240-0100 Vehicles and Equipment Supplies	1,765.95	18,569.07	32,350.00	13,780.93	57%
4240-0110 Vehicles and Equipment Contract...	8,661.76	83,589.80	81,600.00	(1,989.80)	102%
4240-0155 Vehicles & Equipment Fuel Costs	3,331.21	47,440.17	95,000.00	47,559.83	50%
4240-0162 Vehicles and Equipment Insurance	2,165.58	19,490.22	30,674.00	11,183.78	64%
Total Vehicles & Equipment Expe...	15,924.50	169,089.26	239,624.00	70,534.74	71%
Forest Water Expenses:					
4250-0100 Forest Water Supplies	331.49	13,857.93	35,000.00	21,142.07	40%
4250-0110 Forest Water Contracted Services	1,005.00	33,071.00	19,400.00	(13,671.00)	170%
4250-0140 Forest Water Communications	67.90	303.51	300.00	(3.51)	101%
4250-0150 Forest Water Power	800.87	4,746.90	3,000.00	(1,746.90)	158%
4250-0161 Forest Water Insurance	1,126.76	10,140.84	16,851.00	6,710.16	60%
4250-0240 Forest Water Sampling and Testing	490.00	2,210.41	15,000.00	12,789.59	15%
4250-0300 Forest Water Purchased		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	3,822.02	720,079.79	840,247.00	120,167.21	86%
Well Systems Expenses:					
4260-0100 Well Systems Supplies	233.45	3,736.38	15,000.00	11,263.62	25%
4260-0105 Well Systems Chemicals	(63.40)	3,470.82	3,000.00	(470.82)	116%
4260-0110 Well Systems Contracted Services	1,620.00	6,620.00	13,100.00	6,480.00	51%
4260-0150 Well Systems Power	835.57	4,381.21	5,500.00	1,118.79	80%
4260-0161 Well Systems Insurance	58.67	528.03	899.00	370.97	59%
4260-0240 Well Systems Sampling and Testi...	62.00	793.33	5,000.00	4,206.67	16%
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	2,746.29	20,208.27	45,678.00	25,469.73	44%
SML Central Distribution System Expenses:					
4265-0100 SML Central Supplies	4,491.47	20,902.24	10,000.00	(10,902.24)	209%
4265-0110 SML Central Contracted Services	310.83	20,474.46	3,000.00	(17,474.46)	682%
4265-0240 SML Central Sampling & Testing	93.00	606.91	10,000.00	9,393.09	6%
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...	4,895.30	45,337.76	33,845.00	(11,492.76)	134%
Highpoint Facility Expenses:					
4270-0100 Highpoint Facility Supplies	880.72	886.46	2,000.00	1,113.54	44%
4270-0110 Highpoint Facility Contracted Servi...		4,080.00	3,550.00	(530.00)	115%
4270-0150 Highpoint Facility Power	1,224.67	10,235.55	16,800.00	6,564.45	61%
4270-0155 Highpoint Facility Fuel Costs	1,947.23	2,456.75	2,000.00	(456.75)	123%
4270-0161 Highpoint Facility Insurance	394.84	3,553.56	7,038.00	3,484.44	50%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</u>	
4270-0300	SML Quality Monitoring	7,500.00	7,500.00		100%	
4270-0371	Highpoint Facility Road Maintenanc...	832.00	850.00	18.00	98%	
4270-0105	Highpoint Facility Chemicals		1,000.00	1,000.00	0%	
	<b>Total Highpoint Facility Expenses</b>	<b>4,447.46</b>	<b>29,544.32</b>	<b>40,738.00</b>	<b>11,193.68</b>	<b>73%</b>
SML WTF Expenses:						
4330-0100	SML WTF Supplies	1,324.70	25,330.19	30,000.00	4,669.81	84%
4330-0105	SML WTF Chemicals	1,319.00	32,344.41	45,000.00	12,655.59	72%
4330-0110	SML WTF Contracted Services	351.67	18,896.16	125,000.00	106,103.84	15%
4330-0140	SML WTF Communications	101.10	387.85	516.00	128.15	75%
4330-0150	SML WTF Power	9,806.79	133,390.92	228,000.00	94,609.08	59%
4330-0155	SML WTF Fuel Costs		281.45	2,000.00	1,718.55	14%
4330-0161	SML WTF Property Insurance	1,129.42	10,164.78	14,450.00	4,285.22	70%
4330-0240	SML WTF Sampling & Testing	867.96	6,175.08	40,000.00	33,824.92	15%
4330-0370	SML WTF Raw Water Fee			8,800.00	8,800.00	0%
	<b>Total SML WTF Expenses</b>	<b>14,900.64</b>	<b>226,970.84</b>	<b>493,766.00</b>	<b>266,795.16</b>	<b>46%</b>
Central Water Distribution Expenses:						
4275-0100	Central Water Supplies	7,755.97	19,513.16	37,500.00	17,986.84	52%
4275-0110	Central Water Contracted Services	16,662.49	51,114.34	108,700.00	57,585.66	47%
4275-0140	Central Water Communications		62.00		(62.00)	0%
4275-0155	Central Water Fuel Purchases	2,856.61	3,628.42	250.00	(3,378.42)	1,451%
4275-0240	Central Water Sampling & Testing	916.00	12,078.29	20,000.00	7,921.71	60%
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%
	<b>Total Central Water Distribution E...</b>	<b>28,191.07</b>	<b>97,423.31</b>	<b>225,692.00</b>	<b>128,268.69</b>	<b>43%</b>
Central Water Treatment Expenses:						
4276-0100	Central Water Treatment Supplies	1,382.12	26,999.38	20,000.00	(6,999.38)	135%
4276-0105	Central Water Treatment Chemica...	4,360.36	27,266.99	50,000.00	22,733.01	55%
4276-0110	Central Water Treatment Contract...	430.09	4,711.70	10,000.00	5,288.30	47%
4276-0140	Central Water Treatment Commun...	83.27	496.69	1,020.00	523.31	49%
4276-0150	Central Water Treatment Power	4,928.92	29,111.74	33,600.00	4,488.26	87%
4276-0161	Central Water Treatment Property...	790.76	7,116.84	18,569.00	11,452.16	38%
4276-0155	Central Water Treatment Fuel			2,000.00	2,000.00	0%
	<b>Total Central Water Treatment Ex...</b>	<b>11,975.52</b>	<b>95,703.34</b>	<b>135,189.00</b>	<b>39,485.66</b>	<b>71%</b>
Stewartsville Water Expenses:						
4280-0100	Stewartsville Water Supplies		397.79	2,000.00	1,602.21	20%
4280-0110	Stewartsville Water Contracted Se...	83.33	1,043.33	2,700.00	1,656.67	39%
4280-0140	Stewartsville Water Communicatio...	66.66	242.15	300.00	57.85	81%
4280-0150	Stewartsville Water Power	84.72	344.56	300.00	(44.56)	115%
4280-0161	Stewartsville Water Insurance	44.52	400.68	666.00	265.32	60%
4280-0240	Stewartsville Water Sampling and...	31.00	718.54	1,500.00	781.46	48%
4280-0300	Stewartsville Water Purchased	1,290.54	20,673.13	27,650.00	6,976.87	75%
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%
	<b>Total Stewartsville Water Expenses</b>	<b>1,600.77</b>	<b>24,236.13</b>	<b>38,532.00</b>	<b>14,295.87</b>	<b>63%</b>
Forest Sewer Expenses:						
4290-0100	Forest Sewer Supplies	8,740.03	34,094.53	65,000.00	30,905.47	52%
4290-0105	Forest Sewer Chemicals	1,722.00	48,576.30	87,000.00	38,423.70	56%
4290-0110	Forest Sewer Contracted Services	2,779.83	19,521.32	104,500.00	84,978.68	19%
4290-0140	Forest Sewer Communications	215.64	1,202.71	3,600.00	2,397.29	33%
4290-0150	Forest Sewer Power	3,990.50	28,857.10	37,200.00	8,342.90	78%
4290-0161	Forest Sewer Insurance	349.78	3,148.02	5,025.00	1,876.98	63%
4290-0350	Forest Sewer Treatment Costs		175,000.00	300,000.00	125,000.00	58%
4290-0115	Forest Sewer Repairs & Improvem...			2,000.00	2,000.00	0%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</u>	
4290-0155	Forest Sewer Fuel Expense		5,000.00	5,000.00	0%	
4290-0240	Forest Sewer Testing		500.00	500.00	0%	
	<b>Total Forest Sewer Expenses</b>	<b>17,797.78</b>	<b>310,399.98</b>	<b>609,825.00</b>	<b>299,425.02</b>	<b>51%</b>
<b>Central Sewer Collection System Expenses:</b>						
4291-0100	Central Sewer Supplies	3,349.69	24,986.60	70,000.00	45,013.40	36%
4291-0110	Central Sewer Coll System Contra...	11,998.29	35,242.96	84,500.00	49,257.04	42%
4291-0115	Central Sewer Repairs & Improve...	1,314.27	29,459.08	104,000.00	74,540.92	28%
4291-0150	Central Sewer Power	1,942.60	7,062.58	55,000.00	47,937.42	13%
4291-0155	Central Sewer Fuel Costs		1,096.64	5,000.00	3,903.36	22%
4291-0240	Central Sewer Sampling & Testing		944.27	250.00	(694.27)	378%
	<b>Total Central Sewer Collection Sy...</b>	<b>18,604.85</b>	<b>98,792.13</b>	<b>318,750.00</b>	<b>219,957.87</b>	<b>31%</b>
<b>Central Sewer Treatment Expenses:</b>						
4293-0100	Center Sewer Treatment Supplies	1,609.25	38,010.41	73,000.00	34,989.59	52%
4293-0105	Center Sewer Treatment Chemicals	6,951.68	61,889.70	127,000.00	65,110.30	49%
4293-0110	Center Sewer Treatment Contract...	4,527.46	12,423.11	95,000.00	82,576.89	13%
4293-0115	Center Sewer Sludge Tipping Fees	1,795.10	12,385.39	45,000.00	32,614.61	28%
4293-0140	Center Sewer Treatment Commu...	1,263.41	6,210.47	7,200.00	989.53	86%
4293-0150	Center Sewer Treatment Power	22,698.38	164,122.41	228,000.00	63,877.59	72%
4293-0161	Center Sewer Treatment Property...	1,009.19	9,082.71	15,450.00	6,367.29	59%
4293-0240	Center Sewer Treatment Samplin...	1,597.82	13,575.77	25,000.00	11,424.23	54%
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%
	<b>Total Central Sewer Treatment Ex...</b>	<b>41,452.29</b>	<b>327,078.97</b>	<b>626,550.00</b>	<b>299,471.03</b>	<b>52%</b>
<b>Moneta Sewer Collection System Expenses:</b>						
4292-0100	Moneta Sewer Supplies	(2,291.10)	6,825.97	10,250.00	3,424.03	67%
4292-0105	Moneta Sewer Chemicals	(1,078.40)	2,035.28	2,000.00	(35.28)	102%
4292-0110	Moneta Sewer Contracted Services	(94.72)	4,111.13	3,050.00	(1,061.13)	135%
4292-0150	Moneta Sewer Power	939.65	9,094.74	12,000.00	2,905.26	76%
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%
	<b>Total Moneta Sewer Collection Sy...</b>	<b>(2,524.57)</b>	<b>22,067.12</b>	<b>31,800.00</b>	<b>9,732.88</b>	<b>69%</b>
<b>Moneta Sewer Treatment Expenses:</b>						
4294-0100	Moneta Sewer Treatment Supplies	3,434.20	5,710.52	30,000.00	24,289.48	19%
4294-0105	Moneta Sewer Treatment Chemic...	359.47	6,938.99	9,000.00	2,061.01	77%
4294-0110	Moneta Sewer Contracted Services	5,005.34	28,599.98	21,500.00	(7,099.98)	133%
4294-0115	Moneta Sewer Sludge Tipping Fees	104.78	3,419.02	15,000.00	11,580.98	23%
4294-0140	Moneta Sewer Treatment Commu...	132.60	1,060.80	1,980.00	919.20	54%
4294-0150	Moneta Sewer Treatment Power	3,036.08	27,334.39	43,200.00	15,865.61	63%
4294-0155	Moneta Sewer Fuel		254.98	350.00	95.02	73%
4294-0161	Moneta Sewer Treatment Property...	485.59	4,370.31	6,417.00	2,046.69	68%
4294-0240	Moneta Sewer Treatment Samplin...	526.44	6,188.13	20,000.00	13,811.87	31%
4294-0411	Moneta Sewer DEQ Charges		2,889.00	3,000.00	111.00	96%
	<b>Total Moneta Sewer Treatment Ex...</b>	<b>13,084.50</b>	<b>86,766.12</b>	<b>150,447.00</b>	<b>63,680.88</b>	<b>58%</b>
<b>Montvale Sewer Expenses:</b>						
4295-0100	Montvale Sewer Supplies	269.79	6,208.82	6,000.00	(208.82)	103%
4295-0105	Montvale Sewer Chemicals	179.73	695.70	1,500.00	804.30	46%
4295-0110	Montvale Sewer Contracted Servi...	472.10	9,742.10	10,000.00	257.90	97%
4295-0140	Montvale Communications	21.19	125.35	300.00	174.65	42%
4295-0150	Montvale Sewer Power	27.93	233.94	360.00	126.06	65%
4295-0161	Montvale Sewer Insurance	60.89	548.01	1,570.00	1,021.99	35%
4295-0240	Montvale Sewer Sampling & Testi...	16.80	1,460.43	7,000.00	5,539.57	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%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</u>
Total Montvale Sewer Expenses	1,048.43	21,325.35	29,380.00	8,054.65	73%
Mariners Landing Sewer Expenses:					
4340-0100 Mariners Landing Sewer Supplies	11,767.11	25,648.18	16,000.00	(9,648.18)	160%
4340-0110 Mariners Landing Sewer Contract...		37,056.66	28,400.00	(8,656.66)	130%
4340-0140 Mariners Landing Sewer Commun...	1,368.85	2,737.71	300.00	(2,437.71)	913%
4340-0150 Mariners Landing Sewer Power	3,526.27	18,460.83	27,000.00	8,539.17	68%
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...	16,662.23	83,903.38	86,770.00	2,866.62	97%
Cedar Rock Sewer Expenses:					
4350-0100 Cedar Rock Sewer Supplies		7,930.86	5,000.00	(2,930.86)	159%
4350-0105 Cedar Rock Sewer Chemicals	179.73	325.71	700.00	374.29	47%
4350-0110 Cedar Rock Sewer Contracted Ser...		11,475.00	8,000.00	(3,475.00)	143%
4350-0140 Cedar Rock Sewer Communication	97.50	632.20	300.00	(332.20)	211%
4350-0150 Cedar Rock Sewer Power	579.72	4,169.31	5,100.00	930.69	82%
4350-0161 Cedar Rock Sewer Property Insur...	12.83	115.47	1,570.00	1,454.53	7%
4350-0240 Cedar Rock Sewer Sampling & Te...	16.80	308.55	2,400.00	2,091.45	13%
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	886.58	27,268.10	26,070.00	(1,198.10)	105%
Paradise Point Water Expenses:					
4360-0100 Paradise Point Supplies	(296.62)				0%
Total Paradise Point Water Expen...	(296.62)				0%
Schools Sewer Expenses:					
4300-0100 Schools Operations Supplies	841.16	2,769.74	10,000.00	7,230.26	28%
4300-0105 Schools Chemicals	636.56	3,835.74	10,000.00	6,164.26	38%
4300-0240 Schools Sampling and Testing	494.18	3,807.09		(3,807.09)	0%
4300-0110 Schools Contracted Services			15,000.00	15,000.00	0%
Total Schools Sewer Expenses	1,971.90	10,412.57	35,000.00	24,587.43	30%
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...	50.64	578.35	300.00	(278.35)	193%
4315-0150 Mariners Landing Water Power	124.39	3,572.62	11,925.00	8,352.38	30%
4315-0240 Mariners Landing Sampling Expen...	322.52	2,059.83	2,400.00	340.17	86%
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...	497.55	8,008.61	28,655.00	20,646.39	28%
Franklin County Operations:					
4320-0100 Franklin County Supplies	3,611.23	14,320.84	7,000.00	(7,320.84)	205%
4320-0105 Franklin County Chemicals	1,244.86	9,654.53	9,000.00	(654.53)	107%
4320-0240 Franklin County Sampling & Testi...	2,036.15	6,893.48	20,000.00	13,106.52	34%
Total Franklin County Operations	6,892.24	30,868.85	36,000.00	5,131.15	86%
Total Operating Expenditures	722,043.38	6,842,153.71	10,790,218.18	3,948,064.47	63%
Depreciation:					
4400-0810 Office Depreciation			151,840.00	151,840.00	0%
4400-0811 Information Systems Depreciation			48,933.00	48,933.00	0%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Nine Months Ending Wednesday, March 31, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 75%</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%
	<b>Total Depreciation</b>		<b>3,257,478.00</b>	<b>3,257,478.00</b>	<b>0%</b>
<b>Lynchburg Debt Service Paid:</b>					
4500-0640	Lynchburg Sewer Interest		262.00	262.00	0%
	<b>Total Lynchburg Debt Service Paid</b>		<b>262.00</b>	<b>262.00</b>	<b>0%</b>
<b>2012 VRA Interest:</b>					
4500-0645	VRA 2012 Interest (2005 refunding)	60,603.13	139,400.01	139,400.00	(0.01) 100%
	<b>Total 2012 VRA Interest</b>	<b>60,603.13</b>	<b>139,400.01</b>	<b>139,400.00</b>	<b>(0.01) 100%</b>
<b>2014 VRA Interest:</b>					
4500-0660	VRA 2014 Interest (2005 Refundin...	38,640.63	77,281.26	77,281.00	(0.26) 100%
	<b>Total 2014 VRA Interest</b>	<b>38,640.63</b>	<b>77,281.26</b>	<b>77,281.00</b>	<b>(0.26) 100%</b>
<b>2015 VRA Interest:</b>					
4500-0665	VRA 2015 Interest	525,243.75	1,058,562.50	1,058,563.00	0.50 100%
	<b>Total 2015 VRA Interest</b>	<b>525,243.75</b>	<b>1,058,562.50</b>	<b>1,058,563.00</b>	<b>0.50 100%</b>
<b>Assumed Debt from City:</b>					
4500-0650	Assumed Debt from Town- Interest		79,579.90	80,070.00	490.10 99%
	<b>Total Assumed Debt from City</b>		<b>79,579.90</b>	<b>80,070.00</b>	<b>490.10 99%</b>
<b>VRA 2019 Interest:</b>					
4500-0670	VRA 2019 Refunding Interest	47,662.50	117,490.63	117,491.00	0.37 100%
	<b>Total VRA 2019 Interest</b>	<b>47,662.50</b>	<b>117,490.63</b>	<b>117,491.00</b>	<b>0.37 100%</b>
<b>VRA 2020 Interest (ESCO project):</b>					
4500-0675	VRA 2020 Interest (ESCO)	66,929.05	66,929.05	(66,929.05)	0%
	<b>Total VRA 2020 Interest (ESCO pr...</b>	<b>66,929.05</b>	<b>66,929.05</b>	<b>(66,929.05)</b>	<b>0%</b>
	<b>Total Interest and Debt Service</b>	<b>739,079.06</b>	<b>1,539,243.35</b>	<b>1,473,067.00</b>	<b>(66,176.35) 104%</b>
	<b>Total Exp., Depr. and Debt Servi...</b>	<b>1,461,122.44</b>	<b>8,381,397.06</b>	<b>15,520,763.18</b>	<b>7,139,366.12 54%</b>
	<b>Total Revenues Less Oper Expense</b>	<b>(91,876.87)</b>	<b>(6,155,310.30)</b>	<b>(990,380.82)</b>	<b>5,164,929.48 622%</b>
	<b>Gross Cash Before Capital Exp</b>	<b>(91,876.87)</b>	<b>(6,155,310.30)</b>	<b>(990,380.82)</b>	<b>5,164,929.48 622%</b>
	<b>Less non-debt Capital Contributions</b>	<b>(31,376.72)</b>	<b>(78,452.28)</b>	<b>(220,000.00)</b>	<b>(141,547.72) 36%</b>
	<b>Earnings/(loss) before BRWA Capit...</b>	<b>(60,500.15)</b>	<b>(6,076,858.02)</b>	<b>(770,380.82)</b>	<b>5,306,477.20 789%</b>

## 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
<b>Starting Balance</b>	\$ 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	\$ 3,186,172.90				
<b>DEBITS</b>													
<b>Debits from Operations</b>													
Capital Contributions/Asset Sales and Dispos	\$ 5,118.00	\$ 25,675.00	\$ -	\$ 15.00	\$ 64.00	\$ 2,721.53	\$ -	\$ 21,093.88	\$ 5,088.72				\$ 59,776.13
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	\$ 1,295,153.76				\$ 11,747,989.11
<b>Total Cash from Operations:</b>	\$ 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	\$ 1,300,242.48	\$ -	\$ -	\$ -	\$ 11,807,765.24
<b>Debits from Non-Operating Sources</b>													
County CIP & Debt Service	\$ -	\$ -	\$ 1,762,265.64	\$ -	\$ -	\$ -	\$ 500,000.00	\$ -	\$ 237,734.36				\$ 2,500,000.00
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	\$ 8,950.71				\$ 76,101.71
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 592,172.80				\$ 1,885,491.55
<b>Total Cash from Non Operating:</b>	\$ -	\$ -	\$ 3,105,584.39	\$ 33,417.18	\$ -	\$ -	\$ 510,000.00	\$ 67,151.00	\$ 838,857.87	\$ -	\$ -	\$ -	\$ 4,555,010.44
<b>Total Debits (Oper. and Non-Oper.)</b>	\$ 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	\$ 2,139,100.35	\$ -	\$ -	\$ -	\$ 16,362,775.68
<b>CREDITS</b>													
<b>Credits for Operating Expenditures</b>													
	\$ 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	\$ 816,263.79				\$ 7,505,307.89
<b>Credits for Non-Operating Expenditures</b>													
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	\$ 179,677.90				\$ 995,444.08
Payments on Debt Service	\$ -	\$ 116,657.50	\$ 3,055,584.39	\$ -	\$ -	\$ -	\$ 272,544.75	\$ 116,657.50	\$ 739,079.06				\$ 4,300,523.20
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	\$ 290,828.10				\$ 1,890,828.10
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	\$ 19,756.56				\$ 58,992.19
<b>Total Non-Operating Expenditures:</b>	\$ 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	\$ 1,229,341.62	\$ -	\$ -	\$ -	\$ 7,714,301.14
<b>Total Credits (Oper. and Non-Oper.)</b>	\$ 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	\$ 2,045,605.41	\$ -	\$ -	\$ -	\$ 15,219,609.03
<b>Ending Cash Balance</b>	\$ 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	\$ 3,279,667.84	\$ -	\$ -	\$ -	

### Capital Improvement Projects (CIP) Tracking

ID	Task Name	Duration	Start	Finish	Budget	Spent	Remaining	% Done	Notes	Manager	2020			2021			
											Q3	Q4	Q1	Q2	Q3	Q4	Q1
0	<b>Total Active CIP Projects</b>				<b>\$4,109,000.00</b>	<b>\$964,585.44</b>	<b>\$3,144,414.56</b>	<b>67%</b>									
1	<b>FY 2018-2019 CIP</b>																
2	Mariners Waterline Connection- Design	16 wks	Mon 7/2/18	Fri 10/19/18	\$45,000.00	\$22,700.00	\$22,300.00	100%	Design Complete. Construction is #34 below.	English							
3	Country Estates Neighborhood Line Extension	41.5 wks	Mon 12/24/18	Tue 6/30/20	\$108,000.00	\$89,009.00	\$18,991.00	100%	Project complete. Much less expensive than hiring a contractor.	English,Ch							
4	Office Improvements- Parking Lot Design	91 wks	Mon 7/2/18	Fri 3/27/20	\$50,000.00	\$41,108.00	\$8,892.00	70%	Revised plans to address VDOT comments.	English							
5	Office Improvements- Parking Lot Construction and Storm water Facilities. Funding increased with #16 below.	30 wks	Mon 3/30/20	Fri 10/23/20	\$200,000.00	\$0.00	\$200,000.00	0%	Second entrance denied, unless primary entrance is eliminated. Contractor pricing was received, and the project will be phased to work with the available funds.	English							
6	Lake Vista Sewer Line Extension- Preliminary Engineering Report (PER)	20 wks	Mon 12/3/18	Fri 4/19/19	\$60,000.00	\$45,700.00	\$14,300.00	100%	Final report received. Project complete.	English							
7	Office Improvements- Admin Building- Flooring and Painting	26.8 wks	Mon 1/28/19	Thu 8/1/19	\$70,000.00	\$114,259.00	(\$44,259.00)	100%	Includes cost of moving and setting up new mobile units from Forest Middle School. Also added security cameras, and office furniture..	Key							
8	Purchase Track Skid Steer Loader	8.6 wks	Wed 7/17/19	Fri 9/13/19	\$70,000.00	\$75,502.00	(\$5,502.00)	100%	Purchase complete.	Cherro							
9	<b>FY 2019-2020 CIP</b>		<b>Sat 7/1/17</b>		<b>\$3,506,000.00</b>	<b>\$576,307.44</b>	<b>\$2,929,692.56</b>	<b>62%</b>									
10	<b>Supplies and Tools</b>		<b>Sat 7/1/17</b>		<b>\$45,000.00</b>	<b>\$32,118.00</b>	<b>\$12,882.00</b>	<b>93%</b>									
11	Customer Service Gateway antennae's	2 wks	Tue 8/13/19	Mon 8/26/19	\$15,000.00	\$9,515.00	\$5,485.00	50%	Work order pending for Facility Maintenance Crew.	Mclvor							
12	Vehicle for Water Operations	12 wks	Wed 4/1/20	Tue 6/23/20	\$30,000.00	\$22,603.00	\$7,397.00	100%	Vehicle is in use in the fleet	Cherro							
13	<b>Site Upgrades</b>				<b>\$658,000.00</b>	<b>\$113,206.31</b>	<b>\$544,793.69</b>	<b>66%</b>									
14	Main Office	63.8 wks	Tue 8/13/19	Fri 10/30/20	\$181,000.00	\$37,694.31	\$143,305.69	83%									
15	Engineering Assistant Manager desk	37.2 wks	Mon 9/2/19	Mon 5/18/20	\$6,000.00	\$0.00	\$6,000.00	100%	Paid for under #17 (same invoice)	English							
16	Additional funding for Parking Lot Construction (in addition to item #5 above)	16 wks	Mon 7/13/20	Fri 10/30/20	\$100,000.00	\$0.00	\$100,000.00	0%		English							
17	Annex Cubicles and chairs	40 wks	Tue 8/13/19	Mon 5/18/20	\$75,000.00	\$37,694.31	\$37,305.69	100%	Installed/delivered and invoice received for payment	English							
18	Central Water Treatment Plant	2 wks	Tue 8/13/19	Mon 8/26/19	\$140,000.00	\$36,853.00	\$103,147.00	11%									
19	Central Water Control Valve replacements	12 wks	Mon 11/4/19	Fri 1/24/20	\$80,000.00	\$0.00	\$80,000.00	0%		Deitrich							
20	Design for booster station & finished line for customers served by Central WTP	8.78 wks	Mon 1/20/20	Tue 6/30/20	\$60,000.00	\$36,853.00	\$23,147.00	25%	Plans were submitted to VDH for review	Quarles							
21	Central Wastewater Treatment Plant	2 wks	Tue 8/13/19	Mon 8/26/19	\$217,000.00	\$38,659.00	\$178,341.00	87%									
22	Patch and Seam asphalt	3.8 wks	Tue 3/16/21	Fri 4/9/21	\$30,000.00	\$0.00	\$30,000.00	0%		Ramsey							
23	PLC Controls- sand filter	7 wks	Mon 3/15/21	Fri 4/30/21	\$34,000.00	\$0.00	\$34,000.00	0%		Ramsey							
24	Central WWTP VFD's for EQ	31.8 wks	Tue 8/20/19	Fri 3/27/20	\$16,000.00	\$6,919.00	\$9,081.00	100%	Complete	Ramsey							
25	Replace roof in Control room & lab	9.8 wks	Tue 8/20/19	Fri 10/25/19	\$25,000.00	\$19,140.00	\$5,860.00	100%	Installation complete	Ramsey							
26	Heat and AC for Office in Shop	9 wks	Fri 8/30/19	Thu 10/31/19	\$6,000.00	\$7,800.00	(\$1,800.00)	100%	Installation complete	Ramsey							
27	HVAC for Control Room	9 wks	Fri 8/30/19	Thu 10/31/19	\$6,000.00	\$4,800.00	\$1,200.00	100%	Installation complete	Ramsey							
28	200 HP blower with VFH control	12 wks	Wed 4/1/20	Tue 6/23/20	\$100,000.00	\$0.00	\$100,000.00	100%	Rolled into the Energy Project	Ramsey							
29	Central Sewer Lift Stations	2 wks	Tue 8/13/19	Mon 8/26/19	\$120,000.00	\$0.00	\$120,000.00	0%									
30	Central Sewer PS 1- soft starts and control panel	16 wks	Mon 3/1/21	Fri 6/18/21	\$50,000.00	\$0.00	\$50,000.00	0%	Allocated to PS #5 in Town; total loss due to flooding	Ramsey							
31	Central Sewer Pump Stations Upgrades- Planning	16 wks	Mon 3/1/21	Fri 6/18/21	\$70,000.00	\$0.00	\$70,000.00	0%	Allocated to PS #5 in Town; total loss due to flooding	Ramsey							
32	<b>Residual 2015 Bond Funding</b>				<b>\$2,803,000.00</b>	<b>\$430,983.13</b>	<b>\$2,372,016.87</b>	<b>54%</b>									
33	Control Valves	38.8 wks	Mon 2/4/19	Thu 10/31/19	\$180,000.00	\$167,432.00	\$12,568.00	100%	Complete	Carroll							
34	Mariners Landing Waterline Connection	26 wks	Mon 9/30/19	Fri 3/27/20	\$180,000.00	\$160,435.00	\$19,565.00	100%	Project Complete. Mariners is now on SMLWTF Water.	Cherro							
35	SML WTF Pump Station	42 wks	Mon 2/10/20	Fri 11/27/20	\$2,000,000.00	\$1,835.00	\$1,998,165.00	3%	To be included in PPEA design-build project with CHA/E.C.Pace	Carroll							
36	SML WTF Projects	12 wks	Tue 10/1/19	Mon 12/23/19	\$300,000.00	\$1,000.00	\$299,000.00	5%	Issued IFB for second GAC contractor; bids due 10/15	Deitrich							
37	Mariners Landing WWTP upgrades	26.2 wks	Wed 4/1/20	Wed 9/30/20	\$103,000.00	\$75,156.13	\$27,843.87	50%	Train 1 biowheel rebuilt. Ording part to rebuild train 2 biowheel	Ramsey							
38	Mariners Landing Pump Stations 1&2 SCADA connection	17.2 wks	Wed 4/1/20	Wed 7/29/20	\$40,000.00	\$25,125.00	\$14,875.00	50%	PS#2 SCADA complete. Working on WWTP SCADA.	Ramsey							





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

# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Jill Underwood, Director of Finance  
**Date:** April 7, 2021  
**Re:** Resolution 2021-04.03: Approval of Operating Budget for FY 2021-2022

---

Enclosed, for your consideration, is the above referenced resolution.

The Finance Committee reviewed the operating budget at their meetings on February 25, 2021 and March 14, 2021. At the March meeting the Committee instructed staff with preparing the resolution and necessary documentation for Board action at the April Board meeting.

The proposed budget for FY 2021-2022 is included in the packet, following this memorandum and before the associated resolution.



---

**RESOLUTION**

2021-04.03

**Approval of Operating Budget for FY 2021-2022**

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 20<sup>th</sup> day of April 2021, beginning at 7:00pm:

**WHEREAS**, the Board of Directors of the Authority have been presented with the FY 2021-2022 Budget, with a summary indicating Total Revenues in the amount of \$18,401,904 and Cash Operating Expenses in the amount of \$15,907,075 and Total Expenditures (including depreciation) in the amount of \$19,164,553 (the “Operating Budget Summary”); and,

**WHEREAS**, in support of the Operating Budget Summary, a Detailed Report of Revenues and Expenditures for FY 2021-2022 (the “Line Item Budget”) has been submitted to the Board indicating line item expenditures within the categories contained in the Operating Budget Summary; and,

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

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

- 1) approve the Fiscal Year 2021-2022 Line Item Budget, and thereby authorize and appropriate the Total Expenditures contained in the Operating Budget Summary subject to receipt of the Revenues estimated therein; and;
- 2) authorize the Executive Director to move items with discretion within the Operating Budget Summary Categories from line item to line item, consolidate or delete line items, and otherwise spend funds in the Operating Budget Summary categories without further action on the part of the Board; and,
- 3) require that the Executive Director ensure that a report of the Revenues and Expenditures be made to the Board at its regular meetings and more often if requested.

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

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

Board Member Votes: \_\_\_Aye, \_\_\_Nay, \_\_\_Abstain



---

**CERTIFICATION**

The undersigned secretary of the Bedford Regional Water Authority does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Directors of the Bedford Regional Water Authority, present at a regular meeting of the Board of Directors of the Bedford Regional Water Authority duly called and held April 20, 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](http://www.brwa.com)

## RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Jill W. Underwood, Director of Finance  
**Date:** April 7, 2021  
**Re:** Resolution 2021-04.04: Capital Improvement Projects ("CIP")

---

Attached for your consideration is the above referenced resolution. The Finance Committee reviewed the FY 2020-2021 CIP Budget at a meeting held on March 24, 2021, which includes both internal purchases and projects; if the board concurs with the list of projects, they stated that they are prepared to make a motion to approve this resolution for the approval of the CIP budget.

# Capital Improvement Program Departmental Summary



Project	Project Costs	CARRYOVER					
		Residual Funds	2020	2021	2022	2023	2024
<b>PROJECTS WITH DEBT SERVICE</b>							
Total Project Cost (Energy Saving Project):	\$5,281,599	1,038,000		66,930	318,335	319,110	319,372
Total Project Cost (Ivy Creek Sewer):	\$12,520,000					84,771	674,661
<b>OTHER PROJECTS THROUGH FY 2024</b>							
Total Water System Structures & Tanks:	\$745,000					25,000	720,000
Total Water Operational Needs:	\$3,360,000	2,000,000	80,000		345,000	755,000	180,000
Total Wastewater Operational Needs:	\$1,406,000	143,000		186,000	456,000	370,000	251,000
Total Office Improvements:	\$725,000		300,000		44,000	6,000	375,000
Total Purchases Administration & Inofsys:	\$365,000				165,000	100,000	100,000
Total Purchases Customer Service :	\$122,875				112,875	10,000	
Total Purchases Water Operations:	\$56,050				56,050		
Total Purchases Maintenance:	\$370,000				370,000		
<b>Totals:</b>	<b>\$8,187,925</b>	<b>3,181,000</b>	<b>380,000</b>	<b>186,000</b>	<b>1,548,925</b>	<b>1,266,000</b>	<b>1,626,000</b>

FY 2022 CIP



# CAPITAL IMPROVEMENT PROGRAM

2021 - 2024



# Table of Contents



## ***Mission Statement***

*The Bedford Regional Water Authority exists to provide its customers with high quality water and wastewater services at rates that are reasonable and just. The Authority shall anticipate the needs of the greater community by continually maintaining responsive, reliable service and through systematic expansion whenever economically possible.*



- Our History ..... 3
- Meet Our Board of Directors ..... 4
- Our Organization ..... 5
- Our Water System ..... 6
- Our Wastewater System ..... 7
- Capital Improvement Program Executive Summary ..... 8
- Capital Improvement Program Projects Listing FY22-FY24 ..... 9-12
- Capital Improvement Program Departmental Summary ..... 13
- CIP Project Requests with Debt Service ..... 14-15
- CIP Project Requests for Water System Structures & Tanks ... 16
- CIP Project Requests for Water Operations ..... 17-18
- CIP Project Requests for Wastewater Operations ..... 19-20
- CIP Project Requests for Office Improvements ..... 21
- CIP Purchase Requests for Administration/Infosys ..... 22
- CIP Purchase Requests for Customer Service ..... 23
- CIP Purchase Requests for Water Operations ..... 24
- CIP Purchase Requests for Maintenance ..... 25
- Replacement and Rehabilitation Projects ..... 26-27
- Capital Improvement Program Priority Ranking ..... 28-31
- Future Capital Improvement Project Maps ..... 32
  - ❖ Central WTP Booster Station & Service Line Replacements ..... 33
  - ❖ Everett Road Waterline Loop ..... 34
  - ❖ Goode Waterline Loop ..... 35
  - ❖ Cottontown Road Waterline Loop ..... 36
  - ❖ Stewartsville-West Waterline Loop ..... 37
  - ❖ White House Road Waterline Loop ..... 38
  - ❖ Goodview Waterline – SML to Sycamore Ridge ..... 39
  - ❖ Stewartsville Sewer ..... 40
  - ❖ Smith Mountain Lake – Phase 5 Waterline ..... 41

# Our History

The Bedford Regional Water Authority (“Authority”) was created pursuant to the Water and Sewer Authorities Act Chapter 28, Title 15.1 code of Virginia of 1950, as amended. In accordance with the Reversion Agreement executed in August, 2012, the Authority was created by the Bedford County Board of Supervisors (“Supervisors”) by resolution dated November 14, 2012 and the Bedford City Council (“Council”) by resolution dated November 27, 2012.

Three of the initial members were appointed by the Supervisors on November 14, 2012, and three of the initial members were appointed by the Council on December 11, 2012. The State Corporation Commission approved the Articles of Incorporation on December 13, 2012. The first board meeting was held on December 18, 2012. The seventh board member was interviewed and recommended to the Supervisors and Council by the initial six board members at the January 22, 2013 board meeting. The seventh board member was approved by the governing bodies and sworn in prior to the February 26, 2013 board meeting.

*Providing Quality Service to  
Everyone*



## Our Vision Statement

The Authority strives to provide quality, responsive, reliable, and efficient services utilizing the latest technology and highly trained staff. Through leadership, the Authority endeavors to maintain a work environment that attracts and retains professional, highly competent, motivated, and dedicated employees.





# Meet Our Board of Directors



**Robert Flynn, Chair**

**Term:** 2020-2023



**Thomas Segroves, Finance Committee**

**Term:** 2019-2022



**Walter Siehien, Policies and Projects Committee**

**Term:** 2019-2022



**Michael Moldenhauer, Vice-Chair & Personnel Committee**

**Term:** 2020-2023



**Jay Gray, Policies and Projects Committee**

**Term:** 2021-2024



**Kevin Mele, Finance Committee**

**Term:** 2021-2024



**Rusty Mansel, Personnel Committee**

**Term:** 2021-2024



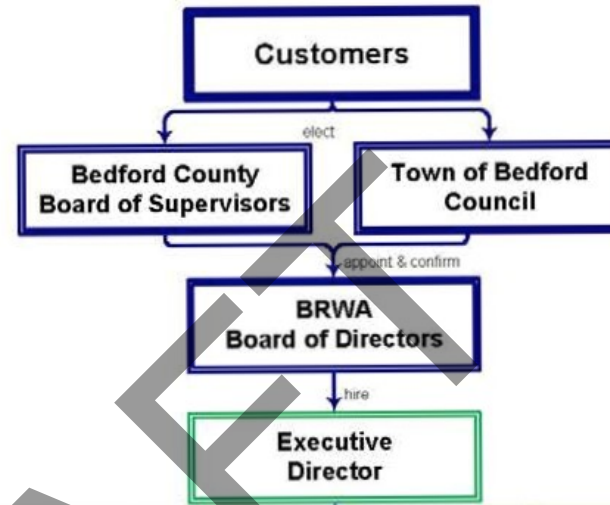
# Our Organization



**Brian M. Key, P.E.**  
Executive Director

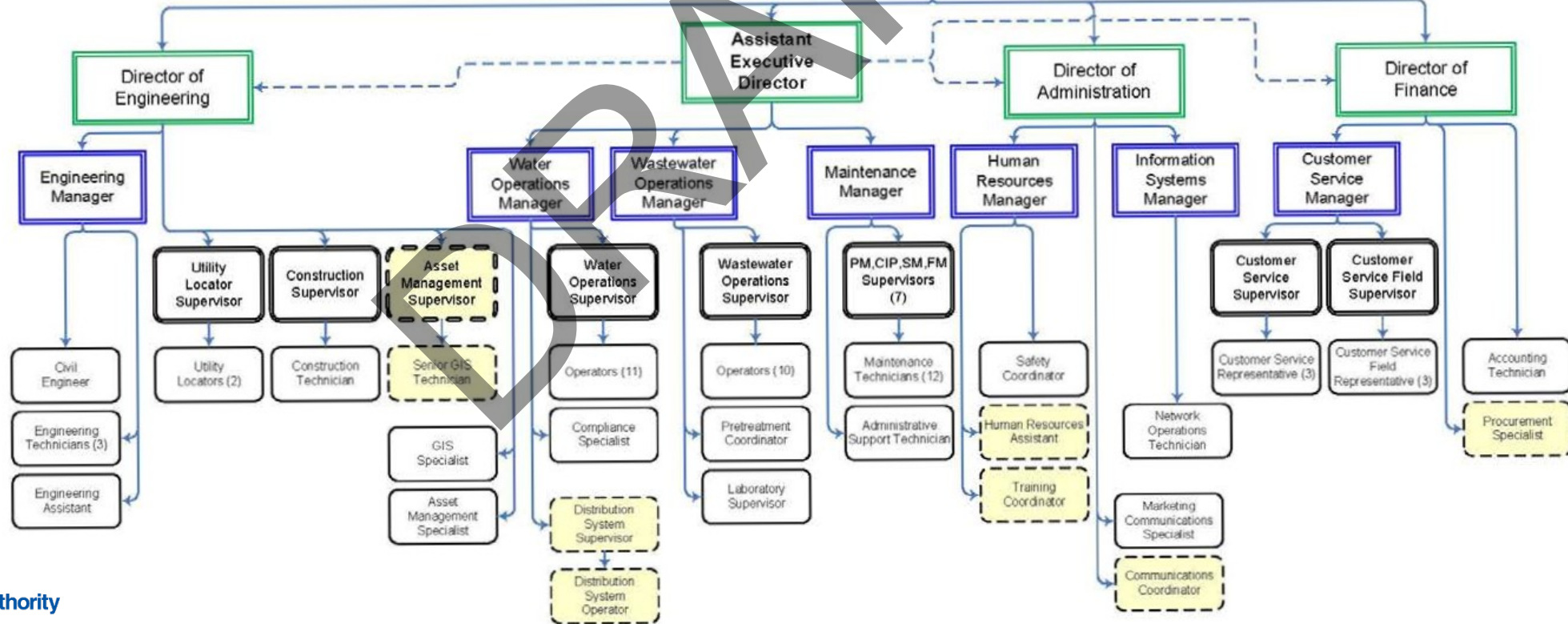
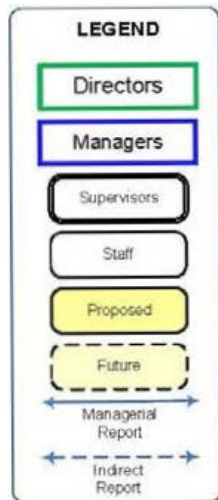


**Nathan Carroll**  
Assistant Executive Director



In 2020 – 2021...

- ❖ Employed 78 full-time
- ❖ Employed 1 part-time



# Our Water System



## In 2020 – 2021...

- ❖ Had 2 Water Treatment Plants
- ❖ Had 12 Water Storage Tanks
- ❖ Had 2 Water Pump Stations
- ❖ Produced 1.1 Billion Gallons
- ❖ Had 388 Miles of Water Line
- ❖ Had 14,753 Total Water Connections
- ❖ Added 342 new water connections



## Water Distribution Service Areas:

**1. Bedford Central:** The Authority provides water to the area inside and around the Town of Bedford through the Mountain Water Drive Treatment Plant. The plant uses a surface water reservoir located at the foothills of the Peaks of Otter. The Water Treatment Plant (“WTP”) is rated at approximately 3.0 million gallons per day (“MDG”). The Town also receives water from the Smith Mountain Lake Water Treatment Facility.

**2. Forest Central:** The Authority provides water to the Forest, New London, and Boonsboro areas of the County from the Smith Mountain Lake Water Treatment Facility and from purchasing water from the City of Lynchburg; the Authority then sends this water through the Authority’s distribution system. Water is treated by Lynchburg from the James River and the Pedlar Reservoir. There is not currently a contract limit to the capacity of the water purchased from Lynchburg, and the City of Lynchburg WTPs are rated at a capacity of 26 MGD.

**3. Lakes:** Jointly owned with Western Virginia Water Authority, the Smith Mountain Lake Water Treatment Facility uses membrane technology to treat water that is withdrawn from Smith Mountain Lake (SML). This water provides the majority of the water for the Lakes Central system around the SML area while also providing water for Franklin County, the Town of Bedford, and Forest. The SMLWTF is rated at 4.0 MGD, and it can easily be expanded to 6.0 MGD. The Authority also owns two (2) independent water systems that use wells as the source and are located in the Mountain View Shores and Valley Mills Crossing subdivisions.

**4. Stewartsville:** The Authority owns a water system in the Stewartsville area where water is purchased from the Western Virginia Water Authority (“WVWA”) and then distributed by the Authority. There is no contract limit to capacity of water purchased from the WVWA.

# Our Wastewater System

## Wastewater Collection Service Areas:

- 1. Bedford Central:** The Authority provides sewer service inside and around the Town of Bedford using a Wastewater Treatment Plant (“WWTP”) located on Orange Street in Bedford. The Central WWTP is rated at 2.0 million gallons a day (“MGD”).
- 2. Forest Central:** The Authority provides sewer service to the Forest and New London areas of the County by collecting the wastewater and transmitting it to the Lynchburg Regional WWTP for treatment. The Authority owns 1.0 MGD capacity in the Lynchburg WWTP.
- 3. Lakes Central:** The Authority owns a WWTP in Moneta which provides sewer service to the Lakes community around the 122 corridor. The WWTP is rated at 0.5 MGD.
- 4. Montvale:** The Montvale WWTP is located behind the Elementary school. It is rated at 0.05 MGD and provides service to the Montvale Elementary School, the Montvale Library, the Montvale Center for Business, and the central Montvale community.

## In 2020 – 2021...

- ❖ Had 3 wastewater treatment plants
- ❖ Had 22 sewer pump stations
- ❖ Treated 708 million gallons
- ❖ Had 144 miles of sewer line
- ❖ Had 4,809 total sewer connections
- ❖ Added 177 new sewer connections



# Capital Improvement Program Executive Summary

The Bedford Regional Water Authority's Capital Improvement Program (CIP) is intended to ensure that capital improvements are coordinated, timed to maximize the Authority's financial resources, and promote a measured approach to long range asset planning. The Capital Improvement Program is a planning document intended to provide an analysis of potential long-range funding needs, specifically addressing the upcoming two to three years in combination with fiscal expectations. Actual appropriations for projects occurring under the plan are made on an annual basis, and the CIP is reviewed annually to address changes in priorities and any funding issues or opportunities. Projects projected beyond FY 2021-2022 will be reviewed during the annual budget process for the given fiscal year and may be revised or rescheduled depending on preliminary cost estimates, changing priorities and the availability of funding in any particular year. Priority criteria will be utilized to further identify project and purchase priorities in coming fiscal years as funding becomes available.

The Authority serves more than 15,500 customers, with more than 375 miles of water lines and 150 miles of sewer lines. Water and sewer services require extensive capital investment to maintain and periodically upgrade deteriorating infrastructure to support continued service to customers and allow for system growth. Some of the considerations in determining necessary projects and purchases include:

- Purchasing and upgrades of equipment to achieve efficient and reliable operations
- Water system improvements to address growing demand, potential operational savings, and other operational efficiencies
- Energy savings through improved processes and upgraded equipment
- Gravity sewer extension and capacity to reduce operational costs and support continued growth in the Forest service area
- Supporting staff growth to enable cost-effective completion of more tasks internally
- General maintenance and security of facilities

The Bedford Regional Water Authority has identified over \$60 million in capital improvement projects that are needed in its water and sewer systems, not including a large number of water and sewer replacement projects to be managed through separate set-aside funding. Some of these investments are crucial to supporting continued service to customers and allow system growth. Other projects provide for the long-term reduction in operating costs, reduced manpower requirements for repairs, proactive replacements and upgrades, and more dependable and reliable service to the customers. Proposed projects and purchases for the coming fiscal year are based on expected available capital funds. As capital funding can be dependent upon customer growth, a capital rate component to the regular user charges should be considered in the future to provide stability in continuing to fund necessary projects.

Funding availability has been based on the anticipated capital funds available for the 2021-2022 Fiscal Year, with future years based upon data reported in the January 2020 financial study completed by Davenport & Company, taking into consideration funds to be used for debt service projects and increased replacement set-asides.



# Capital Improvement Program Projects Listing FY22-24



CAPITAL IMPROVEMENT PROGRAM PLAN

FY22-24

Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Priority Score Color Codes	Notes
						Residual Funds	2020	2021	2022	2023			
	1	PROJECTS WITH DEBT SERVICE											
Central	2	Energy Saving Project - Central WWTP										67	Majority of the costs is in the blowers; also includes modifying the plant DO and level controls.
	3	Central Wastewater Treatment Upgrades (VRA)	0	2022	\$4,243,599			66,930	318,335	319,110	319,372		
	4	Central Wastewater Treatment Upgrades (Addtl)	R		\$1,038,000	1,038,000							Additional capital from residual funds to subsidize VRA loan.
	3	<b>Total Project Cost (Energy Saving Project):</b>			<b>\$5,281,599</b>	<b>1,038,000</b>		<b>66,930</b>	<b>318,335</b>	<b>319,110</b>	<b>319,372</b>		
Forest	5	Ivy Creek 5 & 6 Design, Construction & Capacity	1	2023	\$12,520,000					84,771	674,661	77	Payments begin 6 months after construction is complete.
	6	Interceptor purchases to 1.0 MGD (Included)			\$730,000							43	May consider incremental increase to 0.908 MGD at \$510k.
	7	<b>Total Project Cost (Ivy Creek Sewer):</b>			<b>\$12,520,000</b>					<b>84,771</b>	<b>674,661</b>		
	8	WATER PROJECTS											
	20	System Structures & Tanks											
Boonsboro	21	Fox Runn Booster Station Upgrade	2	2024	\$600,000						600,000	46	Aging station in need of tank replacements and upgraded equipment. If station is upsized, could also serve Blackburn subdivision water system. Contracted costs difficult to justify for number of customers to be served; consider construction in-house upon available staffing. (21 lots served with potential of up to 12 more)
Forest	22	Altha Grove/Cottontown Tank - Mixer	1	2023	\$25,000					25,000		57	Mixer needed to destratify water and improve DBPs.
Forest	23	Altha Grove Tank Altitude Valve Replacement	2	2024	\$20,000						20,000	38	Continued issues with existing G-A altitude valve causing tank overflows.
Central	25	Helm Street - New Tank Design	2	2024	\$100,000						100,000	51	Similar cost for rehab of round tank versus construction of a new tank.
		<b>Total Water System Structures &amp; Tanks:</b>			<b>\$745,000</b>					<b>25,000</b>	<b>720,000</b>		
	27	Operational Needs											
Central	28	Forest to Lakes Permanent Booster Station	R		\$2,000,000	2,000,000						56	Needed for transferring water from Forest to Central or Lakes, or if serving all of Forest from the Lakes. Provides backup source upon failures on Route 122 water main, and removes need for temporary pump station setup and maintenance.
	31	Sample Hydrants Phase 1 (5)	0	2022	\$5,000				5,000			45	Guarantees accessibility and representative water for compliance samples. (Phased)
	32	Sample Hydrants Phase 2 (15)	1	2023	\$15,000					15,000		45	Guarantees accessibility and representative water for compliance samples. (Phased)
Central	35	Central Water Upgrades											
	36	Replace control valves (influent, bw, rewash) CARRYOVER	-2	2020	\$80,000		80,000					47	Valves are original 1972 hydraulic valves that are leaking and will not close without water supply - no hand option; no replacement parts are available. Replace with electronic controllers and hand wheel backup. Cannot operate due to concerns of further problems and inability to repair.
	37	Replace control valves (waste)	0	2022	\$30,000				30,000			47	16" waste valves are plunger type; replacement will require fabricated knife gates with transitions.
	38	Replace filter media / rebuild filters	2	2024	\$30,000					30,000		55	Needed to meet filter optimization and reduce volume discharged to holding ponds; new coagulant may delay the need for media.
	39	Upgrade chemical feeders to liquid chemical (Delpac/PaCl)	0	2022	\$10,000				10,000			51	Changing coagulant to liquid PACI (DELPAC) will extend filter runs, reduce waste, delay media replacement, reduce lime use by 75% and improve water quality. With no dry chemicals added to the water, less sediment would need to be cleaned and hauled.
	41	Overhaul of WTP Elevator	2	2024	\$150,000					150,000		53	Without the elevator to take chemicals to the top floor, the WTP will be difficult to operate. With 122 waterline not in service, an elevator failure could be critical.
	42	Booster station & finished line for customers directly served (Construction)	1	2023	\$700,000					700,000		44	Design complete. Addresses several customers directly connected to plant that are currently affected by plant maintenance. Contractor costs difficult to justify for number of customers to be served; consider performing in-house upon additional staff availability. (Approximately 7 lots served)

# Capital Improvement Program Projects Listing FY22-24



Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Priority Score Color Codes	Notes
						Residual Funds	2020	2021	2022	2023			
Central	43	Stoney Creek Reservoir Telemetry	0	2022	\$10,000				10,000			54	New broadband tower enables ability to provide telemetry upon equipment being installed.
Central	44	Reservoir Drain Valve Analysis & Contingency Plan	0	2022	\$15,000				15,000			57	Drain valve should be operated annually; DCR recommended contingency plan from consultant prior to operation. May analyze use of siphon system to allow access for valve operation without use of boat.
Stewartsville	45	Stewartsville GAC & Rechlorination PER	0	2022	\$30,000				30,000			55	Review feasibility of repurposing GAC units from Highpoint to remove DBPs and boost chlorination for adequate residual.
Lakes	46	Bridgewater Bay Pressure Reducing Valve (PRV)	0	2022	\$65,000				65,000			62	System pressures of 130-170psi. Piping materials rated to 200 psi, while meters rated at 150 psi. Customers' standard residential PRVs insufficient for pressure and regularly failing.
Lakes	47	Valley Mills Building addition for chemical addition	1	2023	\$20,000					20,000		56	Due to age and configuration, the waterworks experiences treatment upsets that require the tank to be dumped for dilution. The pH is very low and no pH adjustment is currently provided. The current building size is not feasible for any treatment additions or reconfigurations.
Lakes	48	Mountain View Shores Filter Replacement	0	2022	\$150,000				150,000			43	The filters are in danger of failure due to serious corrosion. Price is for full replacement.
	49	Paradise Point SCADA	0	2022	\$15,000				15,000			51	Provide remote monitoring of well system; included in rate evaluation for Paradise Point.
Lakes	50	SML WTF (Costs represent shared portion with WVWA)											
	51	SCADA Upgrades to tie in existing equipment	0	2022	\$10,000				10,000			48	Any monitor or chemical additions must be added to SCADA; however, all input blocks are full. New rail cabinet and I/O equipment along with programming is needed. Already have equipment waiting to be added.
	53	PACI System Completion	0	2022	\$5,000				5,000			48	PACI has been determined to be beneficial for organics removal. The system needs to be finalized per VDH requirements including plans, specs and additional equipment.
	54	Sewer Pump Station 4 Upgrades	1	2023	\$20,000					20,000		54	Upgrades may be needed to pumps and piping to support volume of flow from WTP; can only support 65 gpm with both pumps running. Funding to cover conversion of septic tank for use as EQ; FM ARV replacements and disk filter work should result in improvements.
		<b>Total Water Operational Needs:</b>			\$3,360,000	2,000,000	80,000		345,000	755,000	180,000		
	55	<b>SEWER PROJECTS</b>											
	61	<b>Operational Needs</b>											
Lakes	62	Moneta WWTP											
	64	Replace magnetic ballasts & wiring harness	2	2024	\$10,000						10,000	43	Replace with electronic ballasts; magnetic ballasts are no longer available per EPA. If flow increases, will be needed immediately.
Central	66	Central WWTP											
	67	Concrete repairs on anoxic and pre-air tanks	0	2022	\$20,000				20,000			31	Repair cracks
	72	Lab & Sludge Building Renovations	1	2023	\$60,000					60,000		36	To upgrade very old facilities. Removes cabinets to provide more space for operators by converting lab to office space & a breakroom; move lab to existing breakroom.
	73	New RAS Pump	1	2023	\$20,000					20,000		45	Existing pumps are 20+ years old. The primary settling tank is currently out of service due to broken railing, drives, and chains.
Central	74	Central Sewer Pump Stations											
	75	Pump Stations 1, 2, 3 - Security Cameras	0	2022	\$5,000				5,000			41	Allow operators to view station remotely for overflow concerns or security issues.
	76	Pump Station 1 - Soft starts and new control panel	0	2022	\$50,000				50,000			54	Reduce water hammer effect on receiving force main.
	77	Pump Station 1 - Replacement Pump #1	0	2022	\$45,000				45,000			55	3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.
	78	Pump Station 1 - Replacement Pump #2	2	2024	\$45,000					45,000		55	3 pumps are >20 years old; 2nd phase for replacement. Will reduce overflows.
	80	Pump Station 2 - Replacement Pump #1	0	2022	\$45,000				45,000			55	3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.

# Capital Improvement Program Projects Listing FY22-24



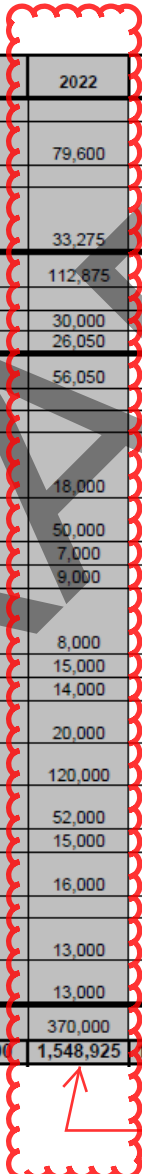
Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Notes
						Residual Funds	2020	2021	2022	2023		
	81	Pump Station 2 - Replacement Pump #2	1	2023	\$45,000				45,000		55	3 pumps are >20 years old; 2nd phase for replacement. Will reduce overflows.
	83	Pump Station 3 - Replacement Pump #1	0	2022	\$45,000			45,000			55	3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.
	86	Pump Station 4 SCADA	1	2023	\$10,000				10,000		52	Allow remote view and ability to trend station performance.
	91	Pump Station 10 SCADA	2	2024	\$10,000					10,000	52	Allow remote view and ability to trend station performance.
	92	Pump Station 4 Replacement	1	2023	\$235,000				235,000		47	Bring station above ground; water often present in the bottom of the station, presenting concern of safety hazard due to electrical presence.
	93	Pump Station 5 Replacement	-1	2021	\$186,000		186,000				65	Smith & Loveless pump station with failed steel wet well, plug and check valve. Replacing in 20-21 as part of emergency repair of complete failure.
	94	Pump Station 7 Replacement	0	2022	\$186,000			186,000			54	Smith & Loveless pump station with failing steel wet well.
	95	Pump Station 8 Replacement	2	2024	\$186,000					186,000	57	Smith & Loveless pump station with failing steel wet well.
Lakes	96	Mariners Landing Sewer Upgrades										
	97	WWTP Upgrades	R		\$103,000	103,000					67	Various upgrades identified with system transfer.
	98	WWTP Upgrades (Additional)	0	2022	\$40,000			40,000			67	Additional funding needed to complete the rebuild of both BIOWHEELS and new BIOWHEEL gearbox.
	99	Pump Stations 1 & 2 SCADA	R		\$40,000	40,000					54	Allow remote view and ability to trend station performance.
	100	Pump Station 3 SCADA	0	2022	\$10,000			10,000			51	Allow remote view and ability to trend station performance.
	101	Pump Station 4 SCADA	0	2022	\$10,000			10,000			51	Allow remote view and ability to trend station performance.
		<b>Total Wastewater Operational Needs:</b>			\$1,406,000	143,000	186,000	456,000	370,000	251,000		
	102	<b>OFFICE IMPROVEMENTS</b>										
	103	Admin Parking Lot [CARRYOVER]	-2	2020	\$300,000		300,000				49	Parking lot redesigned to north side of facilities; changes during design related to property lines & layout increased parking area potential and overall costs.
	104	Admin Parking Lot - Public & Employee Lot	2	2024	\$300,000					300,000	49	Additional grading and paving planned from initial design to maximize proposed parking. May be moved to 2024-2025 fiscal year; must be completed prior to permit expiration in early 2026.
	105	Administration Offices - New Gate	0	2022	\$28,000			28,000			46	The gate is not functioning properly due to being too heavy for the current set-up, creating accessibility and security concerns.
	106	Administration Offices - Surface coat rear parking lot	0	2022	\$10,000			10,000			38	Need to have the cracks filled, surface treated, and new lines painted on the rear parking lot behind the Annex Building to prevent complete pavement failure.
	108	Heated Garage - additional bays	2	2024	\$75,000					75,000	38	More room needed for additional equipment.
	113	South Mobile Roof Replacement/Repair	0	2022	\$6,000			6,000			45	Mobile near heated garage. Roof was not replaced upon moving the mobile and moisture is causing damage to files stored inside. If roof determined in adequate shape, may build diversion above mobile to divert stormwater runoff away from base of mobile. Addressing source of water will provide protection to files currently stored and allow file cabinets from Board Room to be moved upon files being scanned.
	114	North Mobile Roof Replacement/Repair	1	2023	\$6,000				6,000		42	Mobile near inventory building. Roof was not replaced upon moving the mobile and moisture issues may need to be addressed prior to use of the building.
		<b>Total Office Improvements:</b>			\$725,000		300,000	44,000	6,000	375,000		
	115	<b>LINE REPLACEMENT &amp; REHAB PROJECTS [Operational Set-asides]</b>										Most projects to be completed with Replacement Set-aside funds; due to volume of sewer projects in Town, additional funding may be required at times through CIP funds.
	116	<b>PURCHASES</b>										
	117	Admin										
	118	Key System - Phase 1a (Admin & Annex-ext/pub)	0	2022	\$50,000			50,000			59	Replacement key system for all exterior and public area doors on site. Adds security.
	119	Key System - Phase 1b (Admin & Annex-interior)	0	2022	\$50,000			50,000			59	Replacement key system for all interior doors on site.
	120	Key System - Phase 2 (Various sites)	1	2023	\$100,000				100,000		59	
	121	Key System - Phase 3 (Various sites)	2	2024	\$100,000					100,000	59	
	122	Website Redesign	0	2022	\$65,000			65,000			59	BRWA website currently on an outdated platform that limits and prohibits some functionality of the site. Site will no longer be supported after April 2021.
		<b>Total Purchases Administration &amp; Inofsys:</b>			\$365,000			165,000	100,000	100,000		



# Capital Improvement Program Projects Listing FY22-24



Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Priority Score Color Codes	Notes
						Residual Funds	2020	2021	2022	2023			
	124	Customer Service											
	125	Billing Software - InHance Impresse	0	2022	\$79,600				79,600			67	BillMaster no longer supported. InHance Impresse part of same parent company for smooth transition.
	126	Gateway Antenna (1)	1	2023	\$10,000					10,000		62	Additional antenna to enable access to more remote read meters from the office.
	127	Bill Pay Kiosk	0	2022	\$33,275				33,275			40	To allow customers to pay their bill when the office is closed (whether through pandemic, after-hours, or weekends). The kiosk will allow the customer to pay with cash, by check or credit/debit card and receive a receipt.
		<b>Total Purchases Customer Service :</b>			\$122,875				112,875	10,000			
	128	Water Operations											
	129	Leak Detection Equipment (linked to new position)	0	2022	\$30,000				30,000			36	To be used by new Water Operations distribution position.
	130	Vehicle for New Water Operations Position	0	2022	\$26,050				26,050			28	Associated with personnel request.
		<b>Total Purchases Water Operations:</b>			\$56,050				56,050				
	131	Maintenance											
	132	Aluminum Trench Boxes (2)	0	2022	\$18,000				18,000			44	Wider and lighter trench boxes with 4 sides instead of 2. Beneficial where sloping not required. Better protection for employees and within VOSH standards. Rental costs to obtain necessary trench boxes until these are purchased.
	133	Mini Excavator	0	2022	\$50,000				50,000			39	Currently have 4 line crews and only 3 excavators, including one that should be sold since it was replaced; includes John Deere 35G w/ thumb & angle blade.
	134	Mini Excavator - Trailer	0	2022	\$7,000				7,000			39	Hooper trailer to carry requested mini-excavator.
	135	Mini Excavator - Rock hammer	0	2022	\$9,000				9,000			36	Rock hammer to fit new excavator; each excavator has its own.
	136	Plate compactor - excavator attachment	0	2022	\$8,000				8,000			41	Plate compactor will help compaction, especially around roadways. Can be used with existing equipment. To be used where handheld jumping-jack compactor cannot be used. Reduces time and labor necessary for compacting backfill.
	137	Skid Steer Attachment-Bush Hog	0	2022	\$15,000				15,000			39	Assists with easement clearing; provides access into smaller areas than tractor.
	138	Skid Steer Attachment-Power Rake	0	2022	\$14,000				14,000			41	More efficient and smoother cleanup than manual rakes.
	139	Skid Steer Attachment - Sewer Clearing Easement Machine	0	2022	\$20,000				20,000			38	
	140	Dump Truck (single Axle)	0	2022	\$120,000				120,000			38	Larger dump truck to dedicate to CIP crew construction; crew typically requires use of 2 dump trucks of the 4 currently owned.
	141	New FM Employee-Dodge RAM 2500 w/ utility body	0	2022	\$52,000				52,000			41	Vehicle required for additional employee allotted for Facilities Maintenance.
	142	New FM Employee - Tools for new vehicle	0	2022	\$15,000				15,000			41	Tools to outfit new Facilities Maintenance vehicle.
	143	Utility Body & Ladder Rack for Supervisor Truck	0	2022	\$16,000				16,000			41	2014 RAM 2500 converted to supervisor vehicle and needs associated utility body installed.
	144	Preventative Maintenance											
	145	Push Camera Tilt/Pan Head for existing unit	0	2022	\$13,000				13,000			41	This will replace the existing camera head, providing pan/tilt capabilities required for inspecting laterals.
	146	Diamond blade can root cutters	0	2022	\$13,000				13,000			47	These cutters will allow root removal, reducing back-ups. Will inflict less damage to aging sewer system.
		<b>Total Purchases Maintenance:</b>			\$370,000				370,000				
		<b>TOTALS:</b>			\$8,187,925	3,181,000	380,000	186,000	1,548,925	1,266,000	1,626,000		



**FY 2022 CIP**

# Capital Improvement Program Departmental Summary



Project	Project Costs	CARRYOVER					
		Residual Funds	2020	2021	2022	2023	2024
<b>PROJECTS WITH DEBT SERVICE</b>							
Total Project Cost (Energy Saving Project):	\$5,281,599	1,038,000		66,930	318,335	319,110	319,372
Total Project Cost (Ivy Creek Sewer):	\$12,520,000					84,771	674,661
<b>OTHER PROJECTS THROUGH FY 2024</b>							
Total Water System Structures & Tanks:	\$745,000					25,000	720,000
Total Water Operational Needs:	\$3,360,000	2,000,000	80,000		345,000	755,000	180,000
Total Wastewater Operational Needs:	\$1,406,000	143,000		186,000	456,000	370,000	251,000
Total Office Improvements:	\$725,000		300,000		44,000	6,000	375,000
Total Purchases Administration & Inofsys:	\$365,000				165,000	100,000	100,000
Total Purchases Customer Service :	\$122,875				112,875	10,000	
Total Purchases Water Operations:	\$56,050				56,050		
Total Purchases Maintenance:	\$370,000				370,000		
<b>Totals:</b>	<b>\$8,187,925</b>	<b>3,181,000</b>	<b>380,000</b>	<b>186,000</b>	<b>1,548,925</b>	<b>1,266,000</b>	<b>1,626,000</b>

FY 2022 CIP

# CIP Project Requests with Debt Service



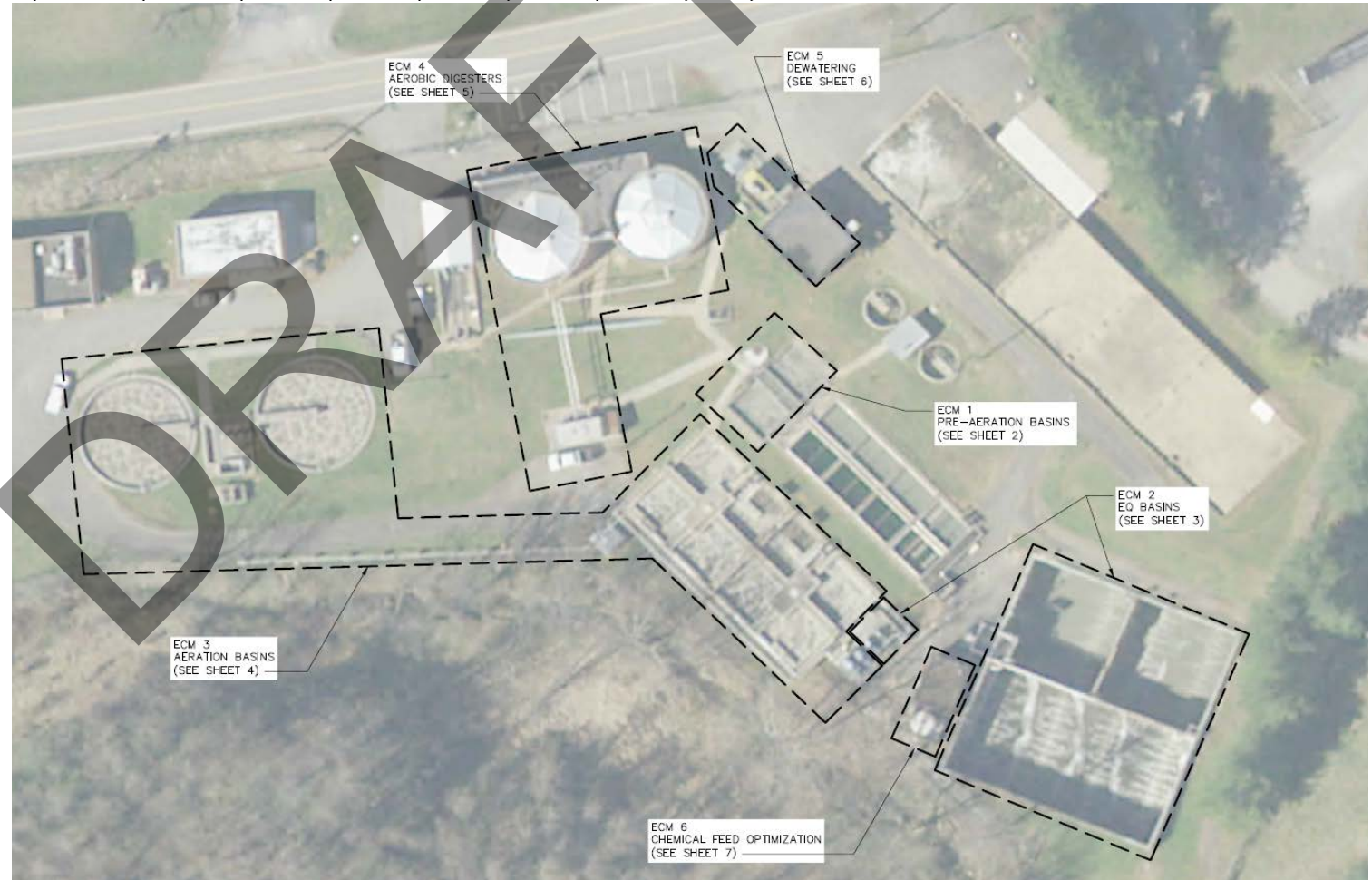
Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Notes
						RESIDUAL FUNDS	2020	2021	2022	2023		
	1	PROJECTS WITH DEBT SERVICE										
Central	2	Energy Saving Project - Central WWTP									67	Majority of the costs is in the blowers; also includes modifying the plant DO and level controls.
	3	Central Wastewater Treatment Upgrades (VRA)	D	2022	\$4,243,599			66,930	318,335	319,110	319,372	
	4	Central Wastewater Treatment Upgrades (Add'l)	R		\$1,038,000	1,038,000						Additional capital from residual funds to subsidize VRA loan.
	3	<b>Total Project Cost (Energy Saving Project):</b>			<b>\$5,281,599</b>	<b>1,038,000</b>		<b>66,930</b>	<b>318,335</b>	<b>319,110</b>	<b>319,372</b>	

**Priority Score Color Codes**

20	<30
30	30-39
40	40-59
50	60+

## Energy Saving Project – Central WWTP:

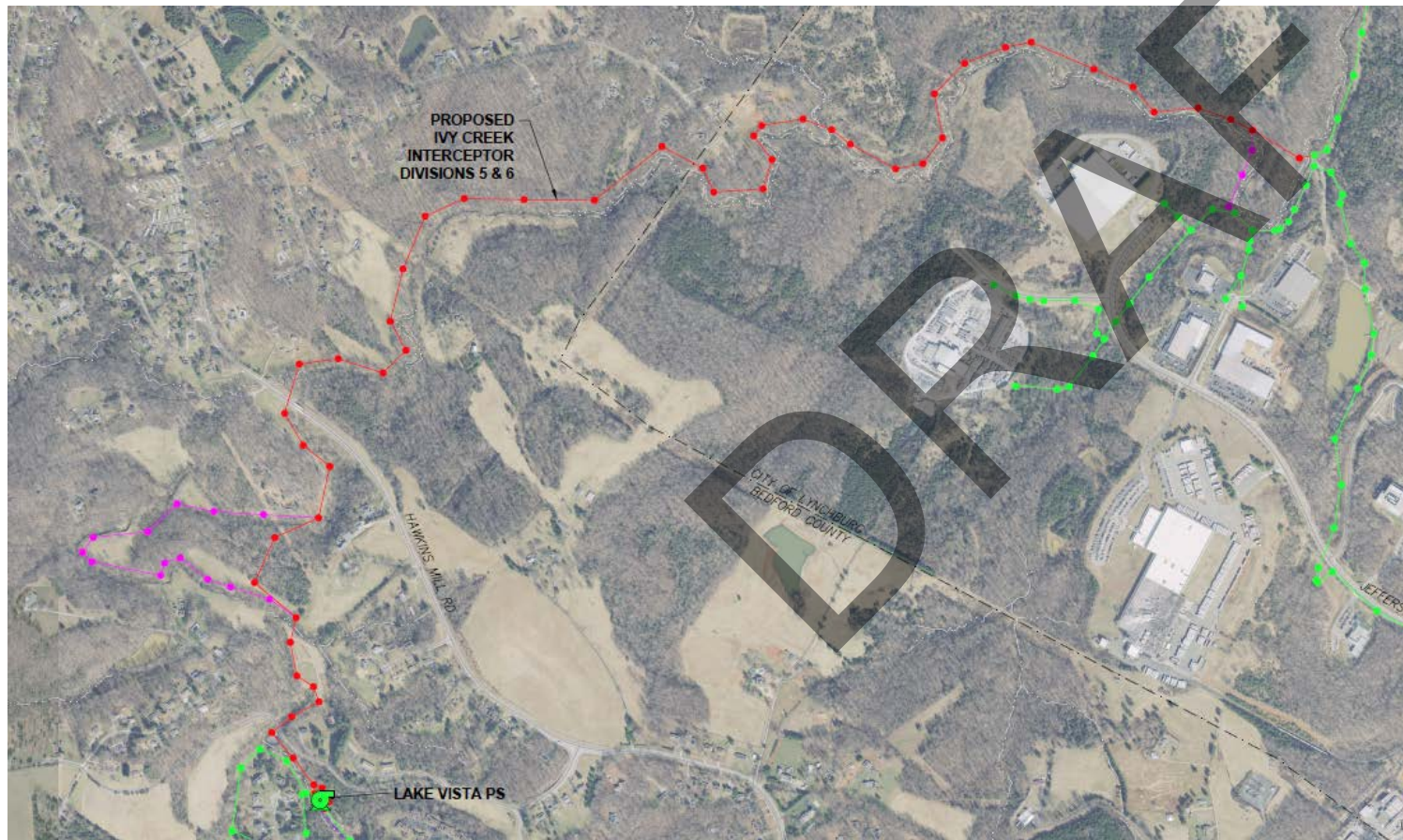
This project addresses efficiencies and deficiencies in the operation of the Central Wastewater Treatment Plant through improved processes and newer and more energy efficient equipment. Most of the project that is funded through debt service will realize savings through reduced energy, labor, and/or chemical costs that will cover most of the annual debt service cost.



# CIP Project Requests with Debt Service



Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER						Total Priority Score	Priority Score Color Codes	Notes
						Residual Funds	2020	2021	2022	2023	2024			
Forest	5	Ivy Creek 5 & 6 Design, Construction & Capacity	1	2023	\$12,520,000					84,771	674,661	77	Payments begin 6 months after construction is complete.	
	6	Interceptor purchases to 1.0 MGD (Included)			\$730,000							43	May consider incremental increase to 0.908 MGD at \$510k.	
	7	<b>Total Project Cost (Ivy Creek Sewer):</b>			<b>\$12,520,000</b>					<b>84,771</b>	<b>674,661</b>			



## Ivy Creek 5 & 6 Design, Construction & Capacity:

This gravity sewer extension into Lynchburg removes the operational requirements and capacity constraints currently present at the Lake Vista Lift Station. Along with Bedford County providing \$1.5 million over the next three years, this project is being funded through Clean Water Revolving Loan funds at a minimal interest rate with some principal forgiveness included.



# CIP Project Requests for Water System Structures & Tanks



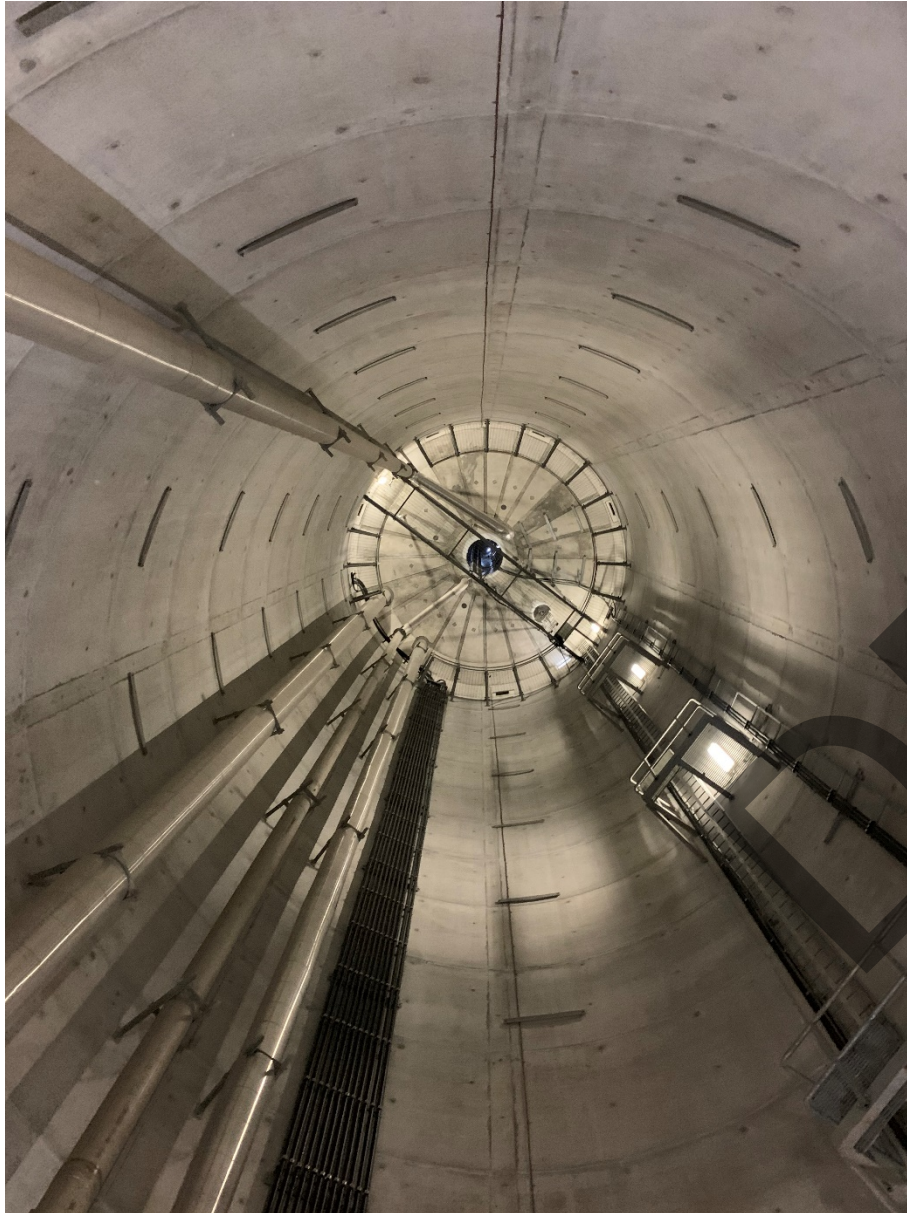
There are a few projects identified to help ensure continued service in the area of the Fox Run subdivision in Boonsboro, and continued quality water storage in the Forest and Central service areas. Aeration and mixing in water storage tanks assists with increased tank turnover and reduced disinfection byproducts.

A larger project of our water system structures involves planning for the construction of a new glass-lined bolted steel water storage tank at Helm Street. The existing 1.0 million-gallon round water storage tank at Helm Street was previously taken out of service due to a failing coating system and a deteriorating concrete structure. Upon lead being found in a portion of the coating system, abatement and corrections for the structure were deemed to possibly exceed the cost of a new and more dependable water storage tank. The existing 0.75 million-gallon square storage tank at the site was lined while under the ownership of the Town of Bedford, and the exterior coated in 2019. The concrete structure of the round tank is of similar age and condition as that of the square tank, with the tank life limited to that of the interior floor lining. With water storage that is central to the water system of significant importance to limit water age and disinfection byproducts, design and construction of a new 1 million-gallon tank at this site to replace both aging tanks is proposed in the coming years.

Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Priority Score Color Codes	Notes
						Residual Funds	2020	2021	2022	2023			
	20	<b>System Structures &amp; Tanks</b>											
Boonsboro	21	Fox Run Booster Station Upgrade	2	2024	\$600,000					600,000	46	Aging station in need of tank replacements and upgraded equipment. If station is upsized, could also serve Blackburn subdivision water system. Contracted costs difficult to justify for number of customers to be served; consider construction in-house upon available staffing. (21 lots served with potential of up to 12 more) Mixer needed to destratify water and improve DBPs. Continued issues with existing G-A altitude valve causing tank overflows. Similar cost for rehab of round tank versus construction of a new tank.	
Forest	22	Altha Grove/Cottontown Tank - Mixer	1	2023	\$25,000				25,000		57		
Forest	23	Altha Grove Tank Altitude Valve Replacement	2	2024	\$20,000					20,000	38		
Central	25	Helm Street - New Tank Design	2	2024	\$100,000					100,000	51		
<b>Total Water System Structures &amp; Tanks:</b>					\$745,000				25,000	720,000			



# CIP Project Requests for Water Operations



Various water projects have been identified in the Forest, Central, Lakes and Stewartsville service areas to be addressed over the next few years. Some projects have funding previously allocated toward them, and those directly related to the Smith Mountain Lake Water Treatment Facility reflect shared costs with Western Virginia Water Authority as the joint partner of the facility. Projects identified to assist with water system operation include the following:

- Water booster station to allow efficient transfer of water between Lakes, Central and Forest service areas
- Sampling stations to provide best representation of water quality in the system, guarantee operator accessibility, and remove dependency upon quality plumbing within private homes and the homeowners' availability for sample collections
- Upgrades and maintenance of the Central Water Treatment Plant, including:
  - Replacement of crucial valves that are deteriorating due to significant age, adding automation for more efficient operation
  - Filter media replacement to optimize treatment process and reduce waste to holding ponds
  - Chemical feeder upgrades from granular to liquid for cleaner and more consistent dosing
  - Overhaul of elevator to ensure working condition for chemical transport to upper floors
  - Booster station near facility to remove dependency of plant operation for service to nearby customers
- Stoney Creek Reservoir upgrades and permitting needs, including:
  - Telemetry for remote viewing of water levels, particularly during emergency conditions such as drought or flooding
  - Analysis and contingency plan for reservoir drain valve, as required by the Department of Conservation and Recreation in the Dam Operating Permit, to ensure the valve can be regularly operated and used if necessary
- Preliminary Engineering Report for rechlorination and granular activated carbon options in the Stewartsville system to ensure chlorine residuals while limiting disinfection byproduct formation
- System pressure reducing valve for the Bridgewater Bay subdivision where system pressures exceed 150 psi in some areas and residents are experiencing shortened life of their private pressure reducing valves
- Valley Mills building addition to allow for chemical addition and pH adjustment
- Mountain View Shores filter replacement to address rusting and corrosion of existing filters
- Smith Mountain Lake Water Treatment Facility upgrades, including:
  - SCADA upgrades to allow for monitoring of additional equipment
  - Completion of PACl implementation for improved organics removal
  - Increased capacity at receiving sewer pump station 4 to support large volume of backwash discharge from the facility

# CIP Project Requests for Water Operations



Service Area	LINE#	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Notes	
						Residual Funds	2020	2021	2022	2023			2024
	27	Operational Needs											
Central	28	Forest to Lakes Permanent Booster Station	R		\$2,000,000	2,000,000						56	Needed for transferring water from Forest to Central or Lakes, or if serving all of Forest from the Lakes. Provides backup source upon failures on Route 122 water main, and removes need for temporary pump station setup and maintenance.
	31	Sample Hydrants Phase 1 (5)	0	2022	\$5,000				5,000			45	Guarantees accessibility and representative water for compliance samples. (Phased)
	32	Sample Hydrants Phase 2 (15)	1	2023	\$15,000					15,000		45	Guarantees accessibility and representative water for compliance samples. (Phased)
Central	35	Central Water Upgrades											
	36	Replace control valves (influent, bw, rewash) CARRYOVER	-2	2020	\$80,000		80,000					47	Valves are original 1972 hydraulic valves that are leaking and will not close without water supply - no hand option; no replacement parts are available. Replace with electronic controllers and hand wheel backup. Cannot operate due to concerns of further problems and inability to repair.
	37	Replace control valves (waste)	0	2022	\$30,000				30,000			47	16" waste valves are plunger type; replacement will require fabricated knife gates with transitions.
	38	Replace filter media / rebuild filters	2	2024	\$30,000					30,000		55	Needed to meet filter optimization and reduce volume discharged to holding ponds; new coagulant may delay the need for media.
	39	Upgrade chemical feeders to liquid chemical (Delpac/PaCI)	0	2022	\$10,000				10,000			51	Changing coagulant to liquid PACI (DELPAC) will extend filter runs, reduce waste, delay media replacement, reduce lime use by 75% and improve water quality. With no dry chemicals added to the water, less sediment would need to be cleaned and hauled.
	41	Overhaul of WTP Elevator	2	2024	\$150,000					150,000		53	Without the elevator to take chemicals to the top floor, the WTP will be difficult to operate. With 122 waterline not in service, an elevator failure could be critical.
	42	Booster station & finished line for customers directly served (Construction)	1	2023	\$700,000					700,000		44	Design complete. Addresses several customers directly connected to plant that are currently affected by plant maintenance. Contractor costs difficult to justify for number of customers to be served; consider performing in-house upon additional staff availability. (Approximately 7 lots served)
Central	43	Stoney Creek Reservoir Telemetry	0	2022	\$10,000				10,000			54	New broadband tower enables ability to provide telemetry upon equipment being installed. Drain valve should be operated annually; DCR recommended contingency plan from consultant prior to operation. May analyze use of siphon system to allow access for valve operation without use of boat.
Central	44	Reservoir Drain Valve Analysis & Contingency Plan	0	2022	\$15,000				15,000			57	Review feasibility of repurposing GAC units from Highpoint to remove DBPs and boost chlorination for adequate residual.
Stewartsville	45	Stewartsville GAC & Rechlorination PER	0	2022	\$30,000				30,000			55	System pressures of 130-170psi. Piping materials rated to 200 psi, while meters rated at 150 psi. Customers' standard residential PRVs insufficient for pressure and regularly failing.
Lakes	46	Bridgewater Bay Pressure Reducing Valve (PRV)	0	2022	\$65,000				65,000			62	Due to age and configuration, the waterworks experiences treatment upsets that require the tank to be dumped for dilution. The pH is very low and no pH adjustment is currently provided. The current building size is not feasible for any treatment additions or reconfigurations.
Lakes	47	Valley Mills Building addition for chemical addition	1	2023	\$20,000					20,000		56	The filters are in danger of failure due to serious corrosion. Price is for full replacement.
Lakes	48	Mountain View Shores Filter Replacement	0	2022	\$150,000				150,000			43	Provide remote monitoring of well system; included in rate evaluation for Paradise Point.
	49	Paradise Point SCADA	0	2022	\$15,000				15,000			51	Any monitor or chemical additions must be added to SCADA; however, all input blocks are full. New rail cabinet and I/O equipment along with programming is needed. Already have equipment waiting to be added.
Lakes	50	SML WTF (Costs represent shared portion with WVWA)											
	51	SCADA Upgrades to tie in existing equipment	0	2022	\$10,000				10,000			48	PACI has been determined to be beneficial for organics removal. The system needs to be finalized per VDH requirements including plans, specs and additional equipment.
	53	PACI System Completion	0	2022	\$5,000				5,000			48	Upgrades may be needed to pumps and piping to support volume of flow from WTP; can only support 65 gpm with both pumps running. Funding to cover conversion of septic tank for use as EQ; FM ARV replacements and disk filter work should result in improvements.
	54	Sewer Pump Station 4 Upgrades	1	2023	\$20,000					20,000		54	
		<b>Total Water Operational Needs:</b>			\$3,360,000	2,000,000	80,000		345,000	755,000	180,000		

# CIP Project Requests for Wastewater Operations

The sewer project planned for the coming years are mostly located in the Central service area, with some repairs and upgrades at plants in the Lakes service area. Some of the upgrades in the Mariners Landing sewer system have funding previously allocated as work continues on those projects. Other projects that will utilize capital funding over the next few years include:

- Moneta Wastewater Treatment Plant upgrades, including:
  - Replacing ballasts in the second train at to allow use of second train should maintenance be needed on first train or flow exceed the capability of a single train
- Central Wastewater Treatment Plant upgrades including:
  - Concrete repairs on cracks in anoxic and pre-air tanks to prevent leaking
  - Building renovations to provide additional work space for operators
  - Replacement of older return activated sludge (RAS) pump
- Central Wastewater Pump Station upgrades, including:
  - Site cameras at Pump Stations 1, 2, and 3 to allow remote monitoring for overflows and security concerns
  - New starters and control panel at Pump Station 1 to reduce water hammer on receiving force main
  - Staggered replacement of older pumps in Pump Stations 1, 2, and 3 to reduce maintenance and overflows at each station
  - SCADA implementation for Pump Stations 4 and 10 to allow remote monitoring and trending of station performance
  - Complete replacement of Pump Station 4 to bring station and controls above ground, removing safety concerns of electrical controls in a normally wet confined space environment
  - Complete replacement of Pump Stations 7 and 8 due to aging steel wet well with high potential of failure
- Mariners Landing sewer system upgrades including:
  - Rebuilding Biowheels and gearbox to prevent eminent failure
  - SCADA implementation for Pump Stations 1, 2, 3 and 4 to allow remote monitoring and trending of station performance for the largest stations in the subdivision





# CIP Project Requests for Wastewater Operations

Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Priority Score Color Codes	Notes
						Residual Funds	2020	2021	2022	2023			
	61	Operational Needs											
Lakes	62	Moneta WWTP											
	64	Replace magnetic ballasts & wiring harness	2	2024	\$10,000					10,000	43	Replace with electronic ballasts; magnetic ballasts are no longer available per EPA. If flow increases, will be needed immediately.	
Central	66	Central WWTP											
	67	Concrete repairs on anoxic and pre-air tanks	0	2022	\$20,000			20,000			31	Repair cracks	
	72	Lab & Sludge Building Renovations	1	2023	\$60,000				60,000		36	To upgrade very old facilities. Removes cabinets to provide more space for operators by converting lab to office space & a breakroom; move lab to existing breakroom.	
	73	New RAS Pump	1	2023	\$20,000				20,000		45	Existing pumps are 20+ years old. The primary settling tank is currently out of service due to broken railing, drives, and chains.	
Central	74	Central Sewer Pump Stations											
	75	Pump Stations 1, 2, 3 - Security Cameras	0	2022	\$5,000			5,000			41	Allow operators to view station remotely for overflow concerns or security issues.	
	76	Pump Station 1 - Soft starts and new control panel	0	2022	\$50,000			50,000			54	Reduce water hammer effect on receiving force main.	
	77	Pump Station 1 - Replacement Pump #1	0	2022	\$45,000			45,000			55	3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.	
	78	Pump Station 1 - Replacement Pump #2	2	2024	\$45,000					45,000	55	3 pumps are >20 years old; 2nd phase for replacement. Will reduce overflows.	
	80	Pump Station 2 - Replacement Pump #1	0	2022	\$45,000			45,000			55	3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.	
	81	Pump Station 2 - Replacement Pump #2	1	2023	\$45,000				45,000		55	3 pumps are >20 years old; 2nd phase for replacement. Will reduce overflows.	
	83	Pump Station 3 - Replacement Pump #1	0	2022	\$45,000			45,000			55	3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.	
	86	Pump Station 4 SCADA	1	2023	\$10,000				10,000		52	Allow remote view and ability to trend station performance.	
	91	Pump Station 10 SCADA	2	2024	\$10,000					10,000	52	Allow remote view and ability to trend station performance.	
	92	Pump Station 4 Replacement	1	2023	\$235,000				235,000		47	Bring station above ground; water often present in the bottom of the station, presenting concern of safety hazard due to electrical presence.	
	93	Pump Station 5 Replacement	-1	2021	\$186,000		186,000				65	Smith & Loveless pump station with failed steel wet well, plug and check valve. Replacing in 20-21 as part of emergency repair of complete failure.	
	94	Pump Station 7 Replacement	0	2022	\$186,000			186,000			54	Smith & Loveless pump station with failing steel wet well.	
	95	Pump Station 8 Replacement	2	2024	\$186,000					186,000	57	Smith & Loveless pump station with failing steel wet well.	
Lakes	96	Mariners Landing Sewer Upgrades											
	97	WWTP Upgrades	R		\$103,000	103,000					67	Various upgrades identified with system transfer.	
	98	WWTP Upgrades (Additional)	0	2022	\$40,000			40,000			67	Additional funding needed to complete the rebuild of both BIOWHEELS and new BIOWHEEL gearbox.	
	99	Pump Stations 1 & 2 SCADA	R		\$40,000	40,000					54	Allow remote view and ability to trend station performance.	
	100	Pump Station 3 SCADA	0	2022	\$10,000			10,000			51	Allow remote view and ability to trend station performance.	
	101	Pump Station 4 SCADA	0	2022	\$10,000			10,000			51	Allow remote view and ability to trend station performance.	
<b>Total Wastewater Operational Needs:</b>						\$1,406,000	143,000	186,000	456,000	370,000	251,000		



# CIP Project Request for Office Improvements

Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER						Total Priority Score	Notes
						Residual Funds	2020	2021	2022	2023	2024		
	102	<b>OFFICE IMPROVEMENTS</b>											
	103	Admin Parking Lot [CARRYOVER]	-2	2020	\$300,000		300,000					49	Parking lot redesigned to north side of facilities; changes during design related to property lines & layout increased parking area potential and overall costs.
	104	Admin Parking Lot - Public & Employee Lot	2	2024	\$300,000						300,000	49	Additional grading and paving planned from initial design to maximize proposed parking. May be moved to 2024-2025 fiscal year; must be completed prior to permit expiration in early 2026.
	105	Administration Offices - New Gate	0	2022	\$28,000				28,000			46	The gate is not functioning properly due to being too heavy for the current set-up, creating accessibility and security concerns.
	106	Administration Offices - Surface coat rear parking lot	0	2022	\$10,000				10,000			38	Need to have the cracks filled, surface treated, and new lines painted on the rear parking lot behind the Annex Building to prevent complete pavement failure.
	108	Heated Garage - additional bays	2	2024	\$75,000						75,000	38	More room needed for additional equipment.
	113	South Mobile Roof Replacement/Repair	0	2022	\$6,000				6,000			45	Mobile near heated garage. Roof was not replaced upon moving the mobile and moisture is causing damage to files stored inside. If roof determined in adequate shape, may build diversion above mobile to divert stormwater runoff away from base of mobile. Addressing source of water will provide protection to files currently stored and allow file cabinets from Board Room to be moved upon files being scanned.
	114	North Mobile Roof Replacement/Repair	1	2023	\$6,000					6,000		42	Mobile near inventory building. Roof was not replaced upon moving the mobile and moisture issues may need to be addressed prior to use of the building.
		<b>Total Office Improvements:</b>			\$725,000		300,000		44,000	6,000	375,000		

Upon the expansions in personnel and equipment at the Authority, the space needed at the main office facilities for indoor and outdoor storage has also increased. Existing facilities also require some proactive and reactive maintenance. Funding has previously been allocated towards additional parking for both the public and for Authority equipment. Additional funding is requested to cover the full anticipated costs of this work. Other projects planned at the office facilities in the coming years include:

- Replacement gate to address continued issues and occasional inoperability of existing gate
- Surface coating of existing rear parking lot to lengthen life of aging asphalt
- Additional bays in heated garage to house new equipment
- Roof repairs and/or stormwater diversions for mobile units to remove current moisture issues and expand usability



# CIP Purchase Requests for Administration/Infosys

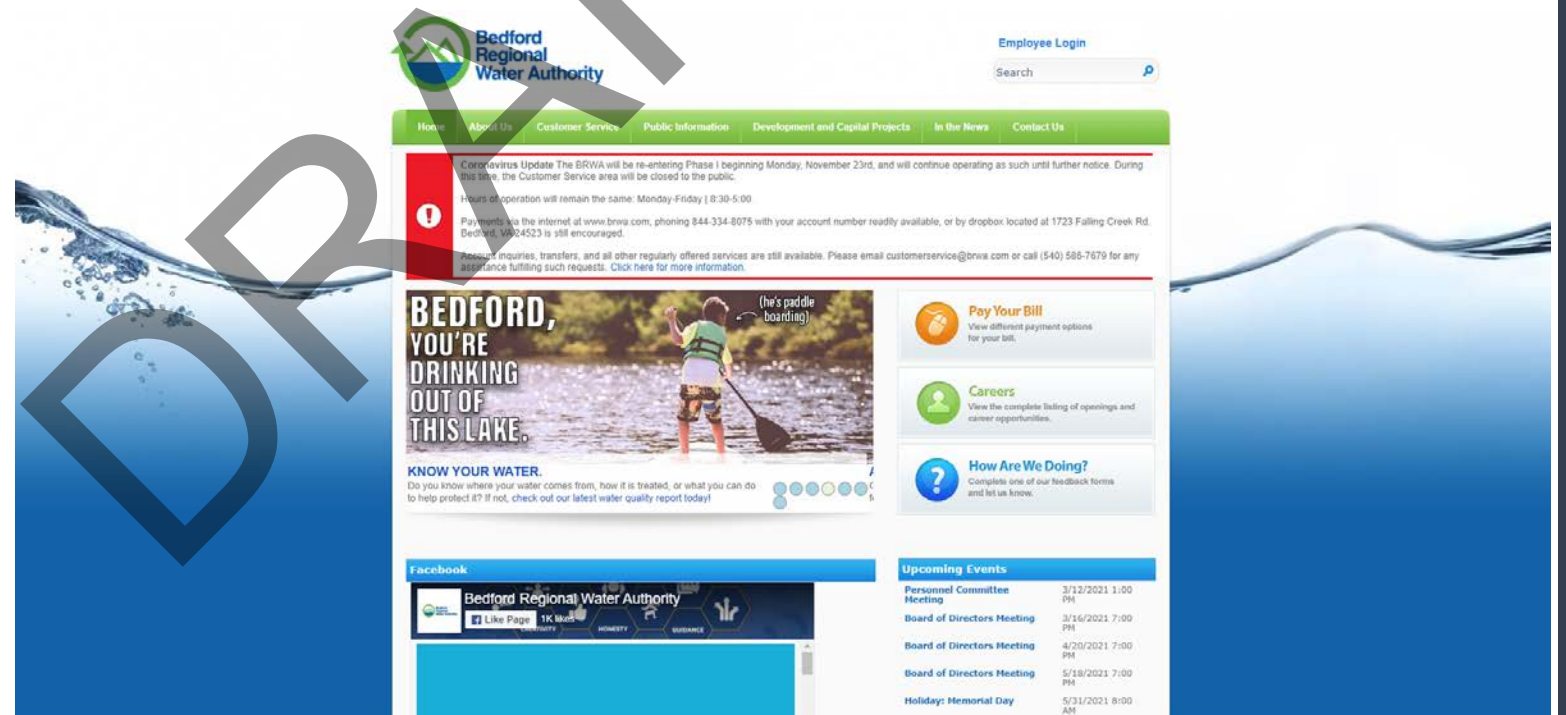
Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Notes	
						Residual Funds	2020	2021	2022	2023			2024
	117	Admin											
	118	Key System - Phase 1a (Admin & Annex-ext/pub)	0	2022	\$50,000				50,000			59	Replacement key system for all exterior and public area doors on site. Adds security.
	119	Key System - Phase 1b (Admin & Annex-interior)	0	2022	\$50,000				50,000			59	Replacement key system for all interior doors on site.
	120	Key System - Phase 2 (Various sites)	1	2023	\$100,000					100,000		59	
	121	Key System - Phase 3 (Various sites)	2	2024	\$100,000						100,000	59	
	122	Website Redesign	0	2022	\$65,000				65,000			59	BRWA website currently on an outdated platform that limits and prohibits some functionality of the site. Site will no longer be supported after April 2021.
	<b>Total Purchases Administration &amp; Infosys:</b>								165,000	100,000	100,000		

**Priority Score Color Codes**

20	<30
30	30-39
50	40-59
65	60+

Several capital purchases are identified for the coming years that will assist with better efficiency in operation and allow for the additional equipment necessary to maintain an expanding service area. Some of these purchases include:

- Internal improvements and upgrades to assist with efficiencies and security, including:
  - New key system to provide improved site security options and improve appropriate accessibility
- New and improved services to the public, including:
  - Website redesign to provide an improved interface for the public and replace an outdated platform that is no longer supported



# CIP Purchase Requests for Customer Service



Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER						Total Priority Score	Priority Score Color Codes	Notes
						Residual Funds	2020	2021	2022	2023	2024			
	124	Customer Service												
	125	Billing Software - InHance Impresse	0	2022	\$79,600				79,600			67	BillMaster no longer supported. InHance Impresse part of same parent company for smooth transition.	
	126	Gateway Antenna (1)	1	2023	\$10,000					10,000	62	Additional antenna to enable access to more remote read meters from the office. To allow customers to pay their bill when the office is closed (whether through pandemic, after-hours, or weekends). The kiosk will allow the customer to pay with cash, by check or credit/debit card and receive a receipt.		
	127	Bill Pay Kiosk	0	2022	\$33,275			33,275			40			
<b>Total Purchases Customer Service :</b>					<b>\$122,875</b>			<b>112,875</b>	<b>10,000</b>					

### Tracking Data for Customer Service Department

Several capital purchases are identified for the coming years that will assist with better efficiency in operation and allow for the additional equipment necessary to maintain an expanding service area. Some of these purchases include:

- New and improved services to the public, including:
  - Bill pay kiosk outside of Administration building to offer bill pay services at any time
- Internal improvements and upgrades to assist with efficiencies and security, including:
  - New billing software to replace system that is no longer supported
  - Additional gateway antenna to allow for more remote meter reading capabilities

Description	January '20	February '20	March '20	April '20	May '20	June '20	July '20	August '20	September '20	October '20	November '20	December '20	Running 12 Month Totals
1 Statements Mailed	14,491	14,466	14,551	14,600	15,017	15,091	15,149	15,179	15,170	15,175	15,180	15,183	179,252
2 Statements Sent Electronically	1,427	1,479	1,518	1,552	1,613	1,675	1,712	1,743	1,781	1,821	1,860	1,868	20,049
3 Total of Payments	12,507	12,203	12,665	12,456	11,757	13,019	12,372	12,986	12,723	12,792	12,523	12,864	150,897
4 Received	\$1,249,113.22	\$1,213,904.31	\$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	\$15,151,734.95
5 Bill Payer Payments	2,590	2,432	2,588	2,800	2,516	2,898	2,668	2,642	2,617	2,625	2,582	2,755	31,313
6 Paymentus Payments	\$153,100.53	\$148,328.91	\$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	2,084,189
7	20.7%	19.9%	20.4%	20.9%	21.4%	20.7%	21.6%	20.3%	20.6%	20.5%	20.6%	21.4%	20.8%
8	2,248	2,214	2,049	2,216	1,982	2,150	2,189	2,209	2,358	2,481	2,253	2,260	26,607
9	\$198,219.17	\$190,474.47	\$173,978.03	\$192,068.19	\$181,547.19	\$192,581.63	\$196,439.49	\$209,415.28	\$240,699.46	\$227,598.78	\$202,662.08	\$192,625.85	\$2,396,309.60
10	18.0%	18.1%	16.1%	17.8%	16.9%	16.5%	17.7%	17.0%	18.5%	19.4%	18.0%	17.8%	17.6%
11	1,577	1,592	1,603	1,620	1,629	1,692	1,701	1,705	1,736	1,746	1,749	1,769	20,119
12 Automatic Draft Payments (ACH)	\$92,277.41	\$96,016.59	\$92,411.16	\$91,204.25	\$93,358.28	\$110,038.96	\$111,667.16	\$118,811.43	\$136,682.95	\$128,465.30	\$115,978.27	\$124,512.13	\$1,309,423.88
13	12.6%	13.0%	12.6%	13.0%	13.9%	13.0%	13.7%	13.1%	13.6%	13.6%	14.0%	13.8%	13.3%
14 Account Transfers	113	127	130	134	136	167	205	174	149	158	140	137	1,770
15 New Customers - Forest	23	14	15	17	10	18	33	23	15	19	12	13	212
16 New Customers - SML	3	-	2	2	6	3	3	-	6	1	3	4	33
17 Disconnected for Non-payment	55	34	19	-	-	-	-	-	-	-	-	-	108
18 Customers Still Off for Non-Payment	5	7	-	-	-	-	-	-	-	-	-	-	12
19 Repeat Disconnected Customers	9	6	5	-	-	-	-	-	-	-	-	-	20
20 Meters Read - Normal and Transfer Readings	14,253	14,264	14,277	14,289	14,315	14,334	14,363	14,369	14,385	14,399	14,415	14,477	172,140
21 Radio Read Meters	11,935	12,103	12,341	12,515	12,595	12,727	12,771	12,781	12,843	12,874	12,874	13,000	151,283
22 Manually Read Meters	2,318	2,161	1,936	1,774	1,720	1,607	1,592	1,592	1,587	1,556	1,541	1,477	20,961
23 Tower Read Meters	1,086	910	1,054	1,071	1,283	1,037	1,002	950	1,037	1,085	1,115	861	12,491
24 New Meter Installs	21	6	9	11	7	22	22	11	4	18	15	10	156
25 Broken Meters Replaced	5	12	5	13	-	4	2	1	4	3	2	5	56
26 Meters Changed - Program	49	173	209	150	78	108	10	1	4	31	5	90	908
27 Connections paid for but not installed	287	289	290	286	281	291	300	303	311	309	308	308	N/A
28 Remaining Developer's Credits	\$368,484.01	\$368,480.01	\$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	N/A
29 Bulk Water Sales - New London (Gallons)	7,315	1,410	14,969	58,475	23,485	82,673	42,738	-	6,280	12,760	9,395	835	260,335
30 Bulk Water Sales - Moneta (Gallons)	4,250	600	2,700	8,610	12,200	40,480	6,000	-	20,128	-	-	-	94,968
31 Bulk Water Sales - Central Distr (Gallons)	8,800	3,000	-	-	400	-	28,700	3,900	17,800	3,500	17,500	8,460	92,060
32 Total Bulk Water Sales	\$109.97	\$27.05	\$95.41	\$362.26	\$194.86	\$665.03	\$418.17	\$21.06	\$238.72	\$87.80	\$145.23	\$50.19	\$2,415.76



### In 2020 - 2021...

- ❖ Read 164,492 meters
- ❖ Installed/changed 1,187 meters
- ❖ Processed 214,524 payments

# CIP Purchase Requests for Water Operations

Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Priority Score Color Codes	Notes
						Residual Funds	2020	2021	2022	2023			
	129	Leak Detection Equipment (linked to new position)	0	2022	\$30,000				30,000			36	To be used by new Water Operations distribution position.
	130	Vehicle for New Water Operations Position	0	2022	\$26,050				26,050			28	Associated with personnel request
Total Purchases Water Operations:					\$56,050				56,050				

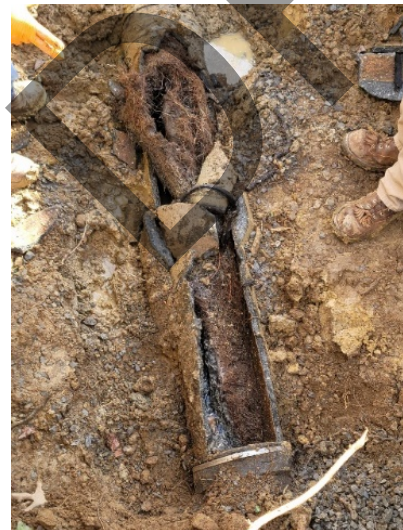
Several capital purchases are identified for the coming years that will assist with better efficiency in operation and allow for the additional equipment necessary to maintain an expanding service area. Some of these purchases include vehicles and equipment to support new personnel.



# CIP Purchase Requests for Maintenance



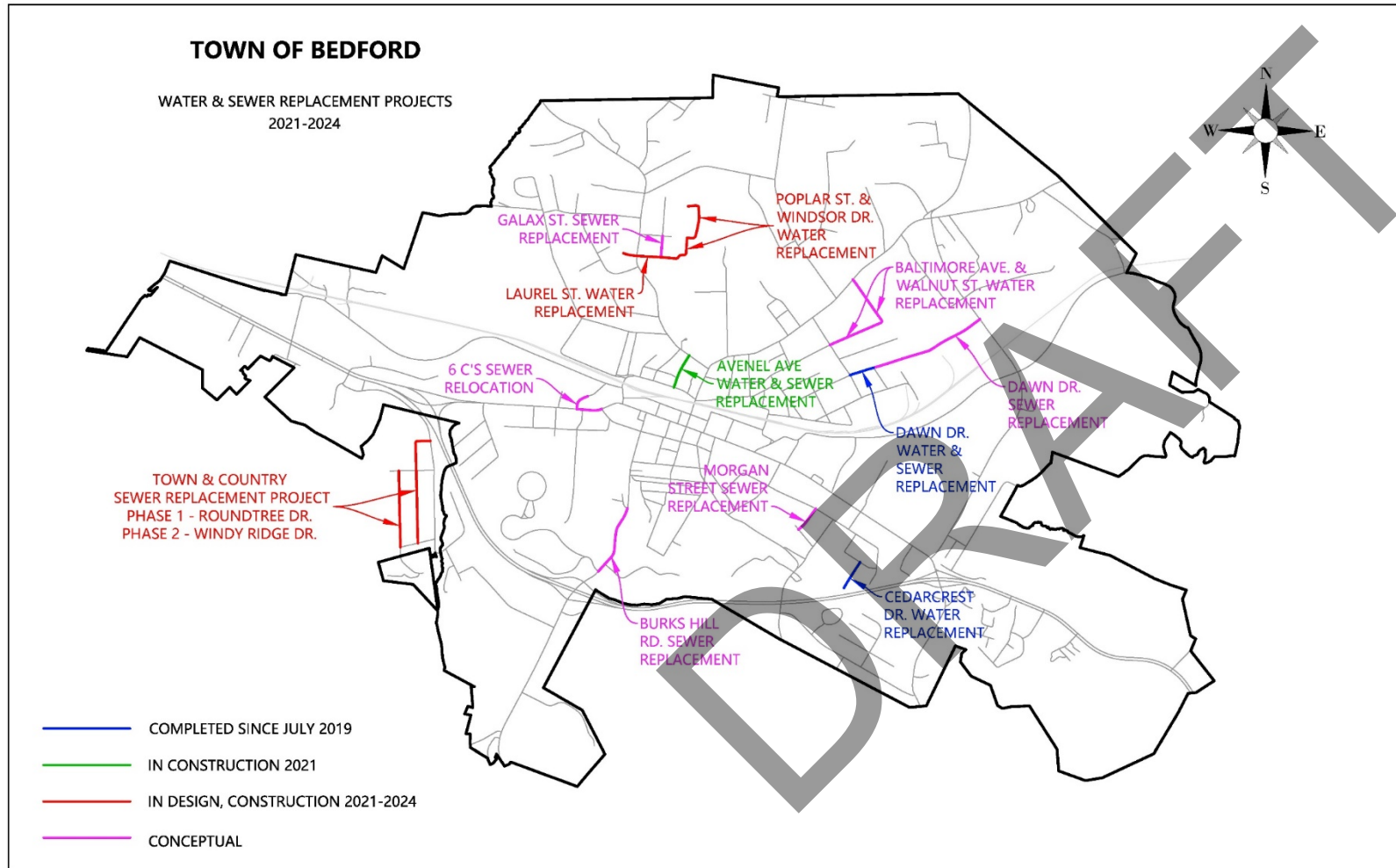
Service Area	LINE ID	Project	Timeframe To Start (Years)	Fiscal Year Ending	Project Costs	CARRYOVER					Total Priority Score	Notes	
						Residual Funds	2020	2021	2022	2023			2024
	131	Maintenance											
	132	Aluminum Trench Boxes (2)	0	2022	\$18,000				18,000			44	Wider and lighter trench boxes with 4 sides instead of 2. Beneficial where sloping not required. Better protection for employees and within VOSH standards. Rental costs to obtain necessary trench boxes until these are purchased.
	133	Mini Excavator	0	2022	\$50,000				50,000			39	Currently have 4 line crews and only 3 excavators, including one that should be sold since it was replaced; includes John Deere 35G w/ thumb & angle blade.
	134	Mini Excavator - Trailer	0	2022	\$7,000				7,000			39	Hooper trailer to carry requested mini-excavator.
	135	Mini Excavator - Rock hammer	0	2022	\$9,000				9,000			36	Rock hammer to fit new excavator; each excavator has its own.
	136	Plate compactor - excavator attachment	0	2022	\$8,000				8,000			41	Plate compactor will help compaction, especially around roadways. Can be used with existing equipment. To be used where handheld jumping-jack compactor cannot be used. Reduces time and labor necessary for compacting backfill.
	137	Skid Steer Attachment-Bush Hog	0	2022	\$15,000				15,000			39	Assists with easement clearing; provides access into smaller areas than tractor.
	138	Skid Steer Attachment-Power Rake	0	2022	\$14,000				14,000			41	More efficient and smoother cleanup than manual rakes.
	139	Skid Steer Attachment - Sewer Clearing Easement Machine	0	2022	\$20,000				20,000			38	
	140	Dump Truck (single Axle)	0	2022	\$120,000				120,000			38	Larger dump truck to dedicate to CIP crew construction; crew typically requires use of 2 dump trucks of the 4 currently owned.
	141	New FM Employee-Dodge RAM 2500 w/ utility body	0	2022	\$52,000				52,000			41	Vehicle required for additional employee allotted for Facilities Maintenance.
	142	New FM Employee - Tools for new vehicle	0	2022	\$15,000				15,000			41	Tools to outfit new Facilities Maintenance vehicle.
	143	Utility Body & Ladder Rack for Supervisor Truck	0	2022	\$16,000				16,000			41	2014 RAM 2500 converted to supervisor vehicle and needs associated utility body installed.
	144	Preventative Maintenance											
	145	Push Camera Tilt/Pan Head for existing unit	0	2022	\$13,000				13,000			41	This will replace the existing camera head, providing pan/tilt capabilities required for inspecting laterals.
	146	Diamond blade can root cutters	0	2022	\$13,000				13,000			47	These cutters will allow root removal, reducing back-ups. Will inflict less damage to aging sewer system.
<b>Total Purchases Maintenance:</b>					<b>\$370,000</b>				<b>370,000</b>				



Several capital purchases are identified for the coming years that will assist with better efficiency in operation and allow for the additional equipment necessary to maintain an expanding service area. Some of these purchases include:

- Vehicles and equipment to support new personnel
- Equipment for maintenance personnel to maintain safety and work efficiencies
- Preventative Maintenance camera heads for sewer lateral inspections, and root cutters to assist with root removal in aged sewer lines

# Replacement and Rehabilitation Projects



As the Authority's water and sewer systems age, it is necessary to prepare for replacements of older lines to maintain continued service to customers. The majority of water line and sewer line replacement or rehabilitation projects are currently covered through operational set-asides accounts created for these purposes rather than through the Authority's Capital Improvement Plan. Funding to these set-aside accounts is regularly increased where feasible through the annual operating budget process. There may be larger projects in the future that require additional capital funding to complete; however, current funding allocated to these set-aside accounts is appropriate for the staffing available to address these projects.

The majority of line replacement projects are located within the Central service area. The Central water and wastewater systems have many older lines that are past their normal life span and a source of many repairs. The replacement set-aside accounts assist with unexpected emergency replacement projects that may arise, as well as allow for planned replacements through the Authority's Maintenance crews or contractors.

# Replacement and Rehabilitation Projects

## Paradise Point Waterline Replacement

### Project Description:

As of May 25, 2021, the BRWA obtained the existing water treatment system and water distribution system in the Paradise Point subdivision, previously owned and operated by Paradise Point Corporation. The well system will be operated by the BRWA, with the ability for remote monitoring upon the installation of SCADA equipment.

The existing water distribution system will be replaced along Hales Ford Road, Contentment Lane, and Daniels Court to include placement of new meters at each service connection. The waterline replacements will be completed by the in-house CIP Crew to ensure costs are minimized for this project.

**Estimated Cost:** \$46,800 (Materials Only)

**Estimated Length/Size:** Over 2,300 LF of 2" & 3"

**Status:** In-house design and construction to be completed in 2021





# Capital Improvement Program Priority Ranking



Service Area	LINE ID	Project	Project Costs	Priority Classification 10 - Mandatory 7 - Maintenance 5 - Efficiency 2 - New Service	Priority Ranking 10 - Very High 7 - High 5 - Medium 2 - Low	Expected Useful Life 10 - 20+ yrs 7 - 10-19 yrs 5 - 5-9 yrs 2 - < 5yrs	Failure Potential 10 - High 7 - Medium 5 - Low 2 - N/A	Benefit/Failure 10 - High 5 - Medium 2 - Low 0 - N/A	Effect on O&M Costs: 10 - Reduce 5 - Unchanged 2 - Increased	Effect on Revenue 10 - Increase 5 - Unchanged 2 - Decrease	Environmental Impact 10 - High 5 - Medium 2 - Low/N/A	Total Priority Score	Priority Score Color Codes	Notes
													20 <30 30 30-39 40 40-59 65 60+	
	1	PROJECTS WITH DEBT SERVICE												
Central	2	Energy Saving Project - Central WWTP		7	10	10	10	10	10	5	5	67		Majority of the costs is in the blowers; also includes modifying the plant DO and level controls.
	3	Central Wastewater Treatment Upgrades (VRA)	\$4,243,599											
	4	Central Wastewater Treatment Upgrades (Addtl)	\$1,038,000											Additional capital from residual funds to subsidize VRA loan.
Forest	5	Ivy Creek 5 & 6 Design, Construction & Capacity	\$12,520,000	7	10	10	10	10	10	10	10	77		Payments begin 6 months after construction is complete.
	6	Interceptor purchases to 1.0 MGD (Included)	\$730,000	2	7	5	7	5	5	10	2	43		May consider incremental increase to 0.908 MGD at \$510k.
	7	Total Debt Service:		\$16,763,599										
	8	WATER PROJECTS												
Countywide	9	Neighborhood Line Extensions (NLE) - Setaside Fund	\$20,000	2	2	10	2	0	5	10	2	33		Consider funding setaside to support NLE construction costs that exceed sum of Project Fees; allows extension of public waterlines where water quality and/or quantity is an issue and at least 70% of owners participate. Supports projects such as Howard Drive, Audobon, and Smugglers Neck.
Countywide	10	System Loops for Stability												
Forest	11	Everett Road Loop - Ottrev to Walkers Crossing	\$800,000	7	5	10	5	2	10	5	2	46		Provides Forest loop and better ability to serve part of Forest system from SML Central.
Forest	12	Goode Waterline Loop - Everett to Ashwood (Rt. 221)	\$2,300,000	5	2	10	5	2	5	10	2	41		Provides loop between Goode and Forest along Route 221.
Forest	13	Cottontown Road Loop - Riley Run to Autumn Run	\$700,000	5	2	10	5	2	5	10	2	41		Improve turnover / circulation in the area and provide loop.
Stewartsville	14	Stewartsville West Loop - Drewrys Hill Road	\$300,000	7	5	10	2	0	5	5	2	38		Provides system loop.
Lakes	15	Whitehouse Road Loop	\$4,500,000	2	2	10	2	2	5	10	2	35		Needed when more than 4mgd is flowing to Town/Forest from SMLWTF.
	16	Future System Growth												
Lakes	17	Goodview Waterline - SML to Sycamore Ridge	\$2,200,000	2	2	10	2	2	2	10	2	32		Routine flushing would be necessary until adequate number of connections.
Lakes	18	MVS to Valley Mills Ext (Lochwood, Capewood, Trading Post)	\$800,000	2	5	10	5	5	2	10	2	41		To provide water service to the Saunders Point Neighborhood from MVS and eliminate Valley Mills well system.
Lakes	19	SML Phase 5 to Mountain View Shores	\$5,600,000	5	2	10	5	5	5	10	2	44		Will reduce operations requirement at MVS and Valley Mills; will increase flushing needs until sufficient number of customers exist.
	20	System Structures & Tanks												
Boonsboro	21	Fox Runn Booster Station Upgrade	\$800,000	7	5	10	7	5	5	5	2	46		Aging station in need of tank replacements and upgraded equipment. If station is upsized, could also serve Blackburn subdivision water system. Contracted costs difficult to justify for number of customers to be served; consider construction in-house upon available staffing. (21 lots served with potential of up to 12 more)
Forest	22	Altha Grove/Cottontown Tank - Mixer	\$25,000	7	10	5	5	10	10	5	5	57		Mixer needed to destratify water and improve DBPs.
Forest	23	Altha Grove Tank Altitude Valve Replacement	\$20,000	7	5	7	7	0	5	5	2	38		Continued issues with existing G-A altitude valve causing tank overflows.
Central	24	Helm Street Tank Aeration	\$100,000	7	5	7	5	5	5	5	7	46		May be needed to maintain acceptable HAA5 & TTHM levels.
Central	25	Helm Street - New Tank Design	\$100,000	7	7	10	5	5	10	5	2	51		Similar cost for rehab of round tank versus construction of a new tank.
Central	26	Helm Street - New Tank & Altitude Valve Replacement	\$1,200,000	7	7	10	5	5	10	5	2	51		Similar cost for rehab of round tank versus construction of a new tank. \$182k available from Town funds for tank repairs.
	27	Operational Needs												
Central	28	Forest to Lakes Permanent Booster Station	\$2,000,000	7	7	10	10	5	10	5	2	56		Needed for transferring water from Forest to Central or Lakes, or if serving all of Forest from the Lakes. Provides backup source upon failures on Route 122 water main, and removes need for temporary pump station setup and maintenance.
Central	29	Central Pressure Monitoring Phase 1	\$6,000	2	10	10	2	2	5	5	5	41		Monitor Central water system pressures through SCADA with pressure transducers at PS 1,2,3, LMSPS, & WWTP.
Central	30	Central Pressure Monitoring Phase 2	\$6,000	2	10	10	2	2	5	5	5	41		Monitor Central water system pressures through SCADA with pressure transducers at PS 1,2,3, LMSPS, & WWTP.
	31	Sample Hydrants Phase 1 (5)	\$5,000	5	10	5	5	5	5	5	5	45		Guarantees accessibility and representative water for compliance samples. (Phased)
	32	Sample Hydrants Phase 2 (15)	\$15,000	5	10	5	5	5	5	5	5	45		Guarantees accessibility and representative water for compliance samples. (Phased)
Central	33	Central Bulk Fill Station (Central WWTP)	\$40,000	7	10	7	7					31		Add water filling station in Central service area and limit operator time to provide service
Central	34	Central WTP Holding Pond Sewer	\$500,000	5	7	7	7	5	10	5	2	48		Sewer line from holding ponds to public sewer for surge control release; easements would be required. Operational savings every 4 years for dredging holding ponds.

# Capital Improvement Program Priority Ranking



Service Area	LINE ID	Project	Project Costs	Priority Classification 10 - Mendelby 7 - Maintenance 5 - Efficiency 2 - New Service	Priority Ranking 10 - Very High 7 - High 5 - Medium 2 - Low	Expected Useful Life 10 - 20+ yrs 7 - 10-19 yrs 5 - 5-9 yrs 2 - < 5yrs	Failure Potential 10- High 7 - Medium 5 - Low 2 - N/A	Beneficial Failure 10- High 5 - Medium 2 - Low 0 - N/A	Effect on O&M Costs: 10 - Reduce 5 - Unchanged 2 - Increased	Effect on Revenue 10 - Increase 5 - Unchanged 2 - Decrease	Environmental Impact 10 - High 5 - Medium 2 - Low/ None	Total Priority Score	Priority Score Color Codes	Notes
													20 <30 30 30-39 50 40-59 65 60+	
Central	35	Central Water Upgrades												
	36	Replace control valves (influent, bw, rewash) CARRYOVER	\$80,000	5	10	10	5	5	5	5	2	47	Valves are original 1972 hydraulic valves that are leaking and will not close without water supply - no hand option; no replacement parts are available. Replace with electronic controllers and hand wheel backup. Cannot operate due to concerns of further problems and inability to repair.	
	37	Replace control valves (waste)	\$30,000	5	10	10	5	5	5	5	2	47	18" waste valves are plunger type; replacement will require fabricated knife gates with transitions.	
	38	Replace filter media / rebuild filters	\$30,000	5	10	5	5	10	10	5	5	55	Needed to meet filter optimization and reduce volume discharged to holding ponds; new coagulant may delay the need for media.	
	39	Upgrade chemical feeders to liquid chemical (Delpac/PaCl)	\$10,000	5	10	7	7	5	10	5	2	51	Changing coagulant to liquid PACI (DELPAQ) will extend filter runs, reduce waste, delay media replacement, reduce lime use by 75% and improve water quality. With no dry chemicals added to the water, less sediment would need to be cleaned and hauled.	
	40	Upgrade chemical feeders to liquid chemical (others)	\$30,000	5	10	7	7	5	10	5	2	51	Liquid chemicals would eliminate the need for daily elevator use and enhance treatment capabilities. With no dry chemicals added to the water, less sediment would need to be cleaned and hauled.	
	41	Overhaul of WTP Elevator	\$150,000	7	10	7	7	5	5	5	7	53	Without the elevator to take chemicals to the top floor, the WTP will be difficult to operate. With 122 waterline not in service, an elevator failure could be critical.	
	42	Booster station & finished line for customers directly served (Construction)	\$700,000	5	10	10	5	2	5	5	2	44	Design complete. Addresses several customers directly connected to plant that are currently affected by plant maintenance. Contractor costs difficult to justify for number of customers to be served; consider performing in-house upon additional staff availability. (Approximately 7 lots served)	
Central	43	Stoney Creek Reservoir Telemetry	\$10,000	5	7	7	5	5	10	5	10	54	New broadband tower enables ability to provide telemetry upon equipment being installed. Drain valve should be operated annually; DCR recommended contingency plan from consultant prior to operation. May analyze use of siphon system to allow access for valve operation without use of boat.	
Central	44	Reservoir Drain Valve Analysis & Contingency Plan	\$15,000	7	10	5	10	10	5	5	5	57	Review feasibility of repurposing GAC units from Highpoint to remove DBPs and boost chlorination for adequate residual.	
Stewartsville	45	Stewartsville GAC & Rechlorination PER	\$30,000	10	10	10	5	5	5	5	5	55	System pressures of 130-170psi. Piping materials rated to 200 psi, while meters rated at 150 psi. Customers' standard residential PRVs insufficient for pressure and regularly failing.	
Lakes	46	Bridgewater Bay Pressure Reducing Valve (PRV)	\$65,000	7	10	10	10	5	10	5	5	62	Due to age and configuration, the waterworks experiences treatment upsets that require the tank to be dumped for dilution. The pH is very low and no pH adjustment is currently provided. The current building size is not feasible for any treatment additions or reconfigurations.	
Lakes	47	Valley Mills Building addition for chemical addition	\$20,000	5	10	7	7	7	10	5	5	56	The filters are in danger of failure due to serious corrosion. Price is for full replacement.	
Lakes	48	Mountain View Shores Filter Replacement	\$150,000	5	7	7	7	5	5	5	2	43	Provide remote monitoring of well system; included in rate evaluation for Paradise Point.	
	49	Paradise Point SCADA	\$15,000	5	10	7	7	5	10	5	2	51	Any monitor or chemical additions must be added to SCADA; however, all input blocks are full. New rail cabinet and I/O equipment along with programming is needed. Already have equipment waiting to be added.	
Lakes	50	SML WTF (Costs represent shared portion with WVWA)												
	51	SCADA Upgrades to tie in existing equipment	\$10,000	7	10	7	5	5	7	5	2	48	Assist with reduction of DBPs for Bedford and Franklin Counties.	
	52	SML Tank aeration	\$12,500	7	7	7	7	7	7	5	5	52	PACI has been determined to be beneficial for organics removal. The system needs to be finalized per VDH requirements including plans, specs and additional equipment.	
	53	PACI System Completion	\$5,000	7	10	7	10	2	5	5	2	48	Upgrades may be needed to pumps and piping to support volume of flow from WTP; can only support 65 gpm with both pumps running. Funding to cover conversion of septic tank for use as EQ; FM ARV replacements and disk filter work should result in improvements.	
	54	Sewer Pump Station 4 Upgrades	\$20,000	7	10	5	10	2	10	5	5	54		

# Capital Improvement Program Priority Ranking



Service Area	LINE ID	Project	Project Costs	Priority Classification 10 - Mandelay 7 - Maintenance 5 - Efficiency 2 - New Service	Priority Ranking 10 -Very High 7 - High 5 - Medium 2 - Low	Expected Useful Life 10 - 20+ yrs 7 - 10-19 yrs 5 - 5-9 yrs 2 - < 5yrs	Failure Potential 10- High 7 - Medium 5 - Low 2 - N/A	Benefit/Failure 10- High 5 - Medium 2 - Low 0 - N/A	Effect on O&M Costs: 10 - Reduce 5 - Unchanged 2 - Increased	Effect on Revenue 10 - Increase 5 - Unchanged 2 - Decrease	Environmental Impact 10 - High 5 - Medium 2 - Low/None	Total Priority Score	Priority Score Color Codes 20 <30 30 30-39 50 40-59 65 60+	Notes
	55	SEWER PROJECTS												
Forest	56	Lynchburg Sewer Capacity Purchases (Future Growth)												
Forest	57	Ivy Creek 1-4 Capacity (1.5 MGD Avg / 3.75 Peak)	\$1,900,000	2	5	7	5	0	5	10	2	36		Not necessary right away - currently own 1.29 MGD Peak in Ivy 1 & 2, 1.52 MGD Peak in Ivy 3; 1.89 MGD Peak in Ivy 4.
Forest	58	Lynchburg WWTP Capacity (2.4 MGD)	\$2,800,000	2	5	7	5	0	5	10	2	36		Not necessary until more than 1 MGD needed; \$1.4M for 1.68 MGD, \$1.6M for 1.808 MGD, and \$1.9M for 1.9 MGD.
	59	Future System Growth												
Stewartsville	60	Stewartsville Sewer	\$14,000,000	2	2	10	2	0	2	10	2	30		Minimal water customers currently in this service area. PER completed in 2012 reviewing options, with cheapest capital option as a new WWTP estimated at \$8.5M at time of report.
	61	Operational Needs												
Lakes	62	Moneta WWTP												
	63	New Disk Filter Construction	\$850,000	5	2	7	5	0	5	5	5	34		Equipment quoted in 2017 at \$155k; per Wiley/Wilson, budget \$500k. Needed if septage is accepted at the plant.
	64	Replace magnetic ballasts & wiring harness	\$10,000	10	7	7	10	0	2	5	2	43		Replace with electronic ballasts; magnetic ballasts are no longer available per EPA. If flow increases, will be needed immediately.
	65	Composting sludge from Central Sewer & Moneta WWTP	\$100,000	5	7	7	2	0	10	5	2	38		Low priority; costs unknown
Central	66	Central WWTP												
	67	Concrete repairs on anoxic and pre-air tanks	\$20,000	10	7	7	5	0	2	5	2	31		Repair cracks
	68	Move sandfilter controls from basement to control room	\$35,000	10	7	7	5	0	2	5	2	38		Remove from basement to prevent future water damage
	69	Sand and repaint effluent clarifiers	\$50,000	10	7	7	5	0	2	5	2	38		Paint is chipping and rusting
	70	Sand and repaint thickener units	\$20,000	10	7	7	5	0	2	5	2	38		Paint is chipping and rusting
	71	Digester Access Improvements (SAFETY)	\$100,000	10	7	7	7	0	5	5	2	43		Need ladder with harness system for personnel access; need alternate solution for cleaning; costs unknown.
	72	Lab & Sludge Building Renovations	\$80,000	5	7	10	2	0	5	5	2	36		To upgrade very old facilities. Removes cabinets to provide more space for operators by converting lab to office space & a breakroom; move lab to existing breakroom.
	73	New RAS Pump	\$20,000	5	10	5	5	10	5	5	0	45		Existing pumps are 20+ years old. The primary settling tank is currently out of service due to broken railing, drives, and chains.
Central	74	Central Sewer Pump Stations												
	75	Pump Stations 1, 2, 3 - Security Cameras	\$5,000	10	7	5	2	0	10	5	2	41		Allow operators to view station remotely for overflow concerns or security issues.
	76	Pump Station 1 - Soft starts and new control panel	\$50,000	5	10	7	7	10	5	5	5	54		Reduce water hammer effect on receiving force main.
	77	Pump Station 1 - Replacement Pump #1	\$45,000	5	10	5	5	10	5	5	10	55		3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.
	78	Pump Station 1 - Replacement Pump #2	\$45,000	5	10	5	5	10	5	5	10	55		3 pumps are >20 years old; 2nd phase for replacement. Will reduce overflows.
	79	Pump Station 1 - Replacement Pump #3	\$45,000	5	10	5	5	10	5	5	10	55		3 pumps are >20 years old; 3rd phase for replacement. Will reduce overflows.
	80	Pump Station 2 - Replacement Pump #1	\$45,000	5	10	5	5	10	5	5	10	55		3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.
	81	Pump Station 2 - Replacement Pump #2	\$45,000	5	10	5	5	10	5	5	10	55		3 pumps are >20 years old; 2nd phase for replacement. Will reduce overflows.
	82	Pump Station 2 - Replacement Pump #3	\$45,000	5	10	5	5	10	5	5	10	55		3 pumps are >20 years old; 3rd phase for replacement. Will reduce overflows.
	83	Pump Station 3 - Replacement Pump #1	\$45,000	5	10	5	5	10	5	5	10	55		3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.
	84	Pump Station 3 - Replacement Pump #2	\$45,000	5	10	5	5	10	5	5	10	55		3 pumps are >20 years old; 2nd phase for replacement. Will reduce overflows.
	85	Pump Station 3 - Replacement Pump #3	\$45,000	5	10	5	5	10	5	5	10	55		3 pumps are >20 years old; 3rd phase for replacement. Will reduce overflows.
	86	Pump Station 4 SCADA	\$10,000	10	10	7	5	5	5	5	5	52		Allow remote view and ability to trend station performance.
	87	Pump Station 6 SCADA	\$20,000	10	10	7	5	5	5	5	5	52		Allow remote view and ability to trend station performance.
	88	Pump Station 7 SCADA	\$20,000	10	10	7	5	5	5	5	5	52		Allow remote view and ability to trend station performance.
	89	Pump Station 5 SCADA	\$20,000	10	5	7	5	5	5	5	5	47		Allow remote view and ability to trend station performance.
	90	Pump Station 8 SCADA	\$20,000	10	5	7	5	5	5	5	5	47		Allow remote view and ability to trend station performance.
	91	Pump Station 10 SCADA	\$10,000	10	10	7	5	5	5	5	5	52		Allow remote view and ability to trend station performance.
	92	Pump Station 4 Replacement	\$235,000	10	5	7	5	5	5	5	5	47		Bring station above ground; water often present in the bottom of the station, presenting concern of safety hazard due to electrical presence.
	93	Pump Station 5 Replacement	\$188,000	10	10	10	10	5	5	5	10	85		Smith & Loveless pump station with failed steel wet well, plug and check valve. Replacing in 20-21 as part of emergency repair of complete failure.
	94	Pump Station 7 Replacement	\$188,000	10	7	10	7	5	5	5	5	54		Smith & Loveless pump station with failing steel wet well.
	95	Pump Station 8 Replacement	\$188,000	10	5	10	7	5	5	5	10	57		Smith & Loveless pump station with failing steel wet well.
Lakes	96	Mariners Landing Sewer Upgrades												
	97	WWTP Upgrades	\$103,000	10	10	7	10	10	5	5	10	87		Various upgrades identified with system transfer.
	98	WWTP Upgrades (Additional)	\$40,000	10	10	7	10	10	5	5	10	87		Additional funding needed to complete the rebuild of both BIOWHEELS and new BIOWHEEL gearbox.
	99	Pump Stations 1 & 2 SCADA	\$40,000	5	10	7	7	5	5	5	10	54		Allow remote view and ability to trend station performance.
	100	Pump Station 3 SCADA	\$10,000	5	7	7	7	5	5	5	10	51		Allow remote view and ability to trend station performance.
	101	Pump Station 4 SCADA	\$10,000	5	7	7	7	5	5	5	10	51		Allow remote view and ability to trend station performance.

CAPITAL IMPROVEMENT PROGRAM PLAN

# Capital Improvement Program Priority Ranking



CAPITAL IMPROVEMENT PROGRAM PLAN

Service Area	LINE ID	Project	Project Costs	Priority Classification	Priority Ranking	Expected Useful Life	Failure Potential	Benefit/Failure	Effect on O&M Costs:	Effect on Revenue	Environmental Impact	Total Priority Score	Notes
	102	OFFICE IMPROVEMENTS											
	103	Admin Parking Lot [CARRYOVER]	\$300,000	7	10	10	5	5	5	5	2	49	Parking lot redesigned to north side of facilities; changes during design related to property lines & layout increased parking area potential and overall costs.
	104	Admin Parking Lot - Public & Employee Lot	\$300,000	7	10	10	5	5	5	5	2	49	Additional grading and paving planned from initial design to maximize proposed parking. May be moved to 2024-2025 fiscal year; must be completed prior to permit expiration in early 2026.
	105	Administration Offices - New Gate	\$28,000	10	10	7	7	0	5	5	2	46	The gate is not functioning properly due to being too heavy for the current set-up, creating accessibility and security concerns.
	106	Administration Offices - Surface coat rear parking lot	\$10,000	5	7	7	7	0	5	5	2	38	Need to have the cracks filled, surface treated, and new lines painted on the rear parking lot behind the Annex Building to prevent complete pavement failure.
	107	Flooring and Painting for Annex Building	\$70,000	7	5	7	5	0	5	5	2	36	Same work as performed in Admin Building in 2019.
	108	Heated Garage - additional bays	\$75,000	5	7	10	2	0	2	10	2	35	More room needed for additional equipment.
	109	New Building		7	2	10	2	0	2	5	2	30	
	110	Design - Building	\$130,000										Design of new building to address expanding personnel needs.
	111	Office/Maintenance Building Construction	\$2,000,000										New two story building behind Annex building.
	112	Sewer Extension to Office Building	\$288,000	7	5	10	5	2	2	5	5	41	6000' from gravity line; assume \$40/ft + 20% design, easements, etc.
	113	South Mobile Roof Replacement/Repair	\$6,000	7	10	7	7	2	5	5	2	45	Mobile near heated garage. Roof was not replaced upon moving the mobile and moisture is causing damage to files stored inside. If roof determined in adequate shape, may build diversion above mobile to divert stormwater runoff away from base of mobile. Addressing source of water will provide protection to files currently stored and allow file cabinets from Board Room to be moved upon files being scanned.
	114	North Mobile Roof Replacement/Repair	\$6,000	7	7	7	7	2	5	5	2	42	Mobile near inventory building. Roof was not replaced upon moving the mobile and moisture issues may need to be addressed prior to use of the building.
	115	LINE REPLACEMENT & REHAB PROJECTS [Operational Set-asides]											Most projects to be completed with Replacement Set-aside funds; due to volume of sewer projects in Town, additional funding may be required at times through CIP funds.
	116	PURCHASES											
	117	Admin											
	118	Key System - Phase 1a (Admin & Annex-ext/pub)	\$50,000	5	10	7	10	10	10	5	2	59	Replacement key system for all exterior and public area doors on site. Adds security.
	119	Key System - Phase 1b (Admin & Annex-interior)	\$50,000	5	10	7	10	10	10	5	2	59	Replacement key system for all interior doors on site.
	120	Key System - Phase 2 (Various sites)	\$100,000	5	10	7	10	10	10	5	2	59	
	121	Key System - Phase 3 (Various sites)	\$100,000	5	10	7	10	10	10	5	2	59	
	122	Website Redesign	\$65,000	5	10	7	10	10	10	5	2	59	BRWA website currently on an outdated platform that limits and prohibits some functionality of the site. Site will no longer be supported after April 2021.
	123	Portable Water Station for Community Events	\$55,000	5	10	10	5	10	5	5	2	62	Water buggy trailer for marketing and public service. Could be used with line breaks.
	124	Customer Service											
	125	Billing Software - InHance Impresse	\$79,600	5	10	10	10	10	10	10	2	67	BillMaster no longer supported. InHance Impresse part of same parent company for smooth transition.
	126	Gateway Antenna (1)	\$10,000	10	10	5	10	10	10	5	2	62	Additional antenna to enable access to more remote read meters from the office.
	127	Bill Pay Kiosk	\$33,275	2	7	7	5	5	2	10	2	40	To allow customers to pay their bill when the office is closed (whether through pandemic, after-hours, or weekends). The kiosk will allow the customer to pay with cash, by check or credit/debit card and receive a receipt.
	128	Water Operations											
	129	Leak Detection Equipment (linked to new position)	\$30,000	5	7	5	2	0	10	5	2	36	To be used by new Water Operations distribution position.
	130	Vehicle for New Water Operations Position	\$26,050	5	5	7	2	0	2	5	2	28	Associated with personnel request.
	131	Maintenance											
	132	Aluminum Trench Boxes (2)	\$18,000	10	10	5	2	0	10	5	2	44	Wider and lighter trench boxes with 4 sides instead of 2. Beneficial where sloping not required. Better protection for employees and within VOSH standards. Rental costs to obtain necessary trench boxes until these are purchased.
	133	Mini Excavator	\$60,000	5	10	5	2	0	10	5	2	39	Currently have 4 line crews and only 3 excavators, including one that should be sold since it was replaced; includes John Deere 35G w/ thumb & angle blade.
	134	Mini Excavator - Trailer	\$7,000	5	10	5	2	0	10	5	2	39	Hooper trailer to carry requested mini-excavator
	135	Mini Excavator - Rock hammer	\$9,000	7	10	5	2	0	5	5	2	36	Rock hammer to fit new excavator; each excavator has its own.
	136	Plate compactor - excavator attachment	\$8,000	7	10	5	2	0	10	5	2	41	Plate compactor will help compaction, especially around roadways. Can be used with existing equipment. To be used where handheld jumping-jack compactor cannot be used. Reduces time and labor necessary for compacting backfill.
	137	Skid Steer Attachment-Bush Hog	\$15,000	5	10	5	2	0	10	5	2	39	Assists with easement clearing; provides access into smaller areas than tractor.
	138	Skid Steer Attachment-Power Rake	\$14,000	7	10	7	5	0	5	5	2	41	More efficient and smoother cleanup than manual rakes.
	139	Skid Steer Attachment - Sewer Clearing Easement Machine	\$20,000	7	7	7	5	0	5	5	2	38	
	140	Dump Truck (single Axle)	\$120,000	7	7	7	5	0	5	5	2	38	Larger dump truck to dedicate to CIP crew construction; crew typically requires use of 2 dump trucks of the 4 currently owned.
	141	New PM Employee-Dodge RAM 2500 w/ utility body	\$52,000	10	10	5	2	2	5	5	2	41	Vehicle required for additional employee allotted for Facilities Maintenance.
	142	New PM Employee - Tools for new vehicle	\$15,000	10	10	5	2	2	5	5	2	41	Tools to outfit new Facilities Maintenance vehicle.
	143	Utility Body & Ladder Rack for Supervisor Truck	\$16,000	10	10	7	2	0	5	5	2	41	2014 RAM 2500 converted to supervisor vehicle and needs associated utility body installed.
	144	Preventative Maintenance											
	145	Push Camera Tilt/Pan Head for existing unit	\$13,000	7	10	5	5	2	5	5	2	41	This will replace the existing camera head, providing pan/tilt capabilities required for inspecting laterals.
	146	Diamond blade can root cutters	\$13,000	7	10	5	5	5	5	5	5	47	These cutters will allow root removal, reducing back-ups. Will inflict less damage to aging sewer system.

TOTALS: \$66,324,024

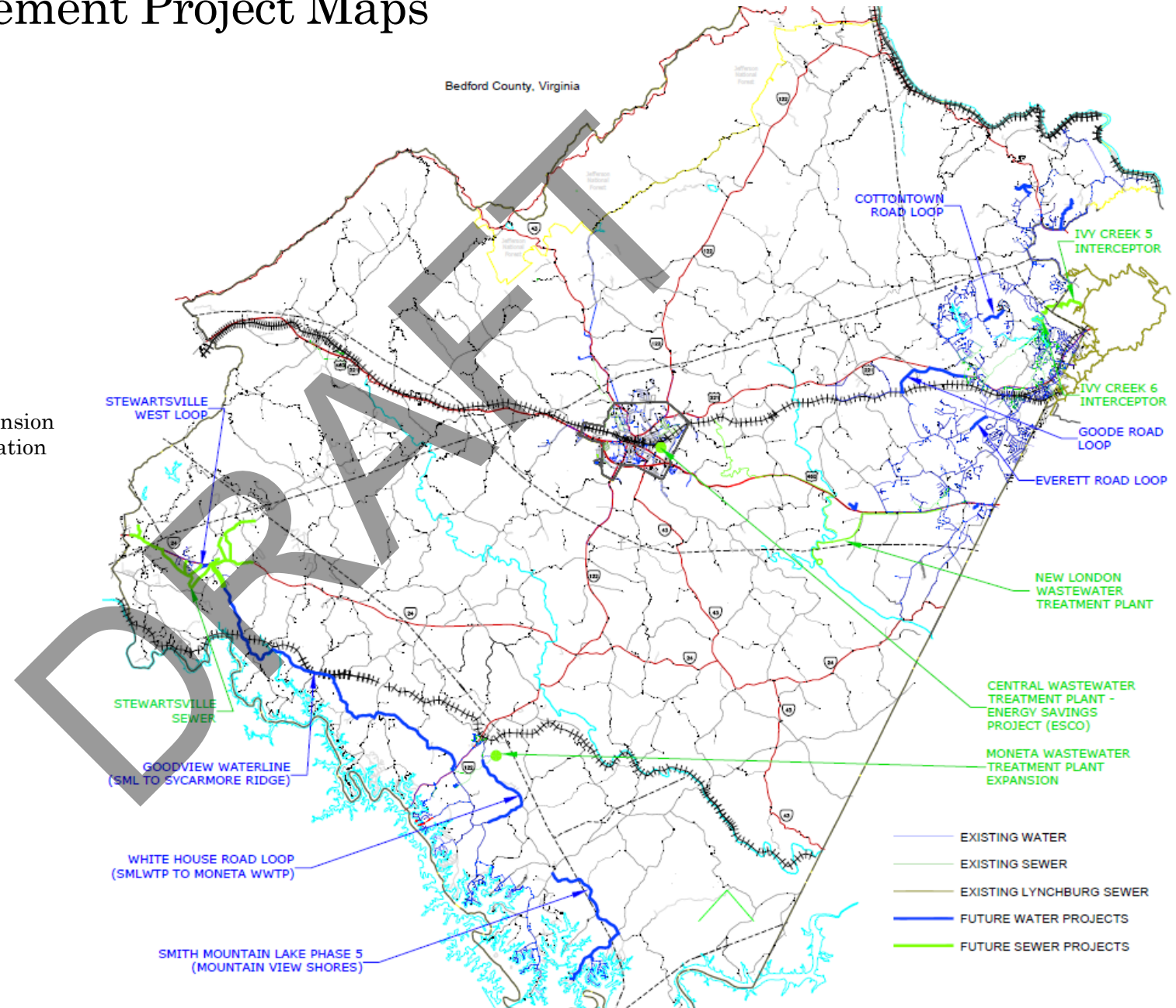
# Future Capital Improvement Project Maps

## Current CIP Projects in Design:

- Central Wastewater Treatment Plant – Energy Savings Project
- Ivy Creek Sewer Phase 5 & 6

## Future CIP Projects (not yet funded):

- Moneta Wastewater Treatment Plant Expansion
- Central Water Treatment Plant Booster Station & Service Line Replacement
- Everett Road Waterline Loop
- Goode Waterline Loop
- Cottontown Road Waterline Loop
- Stewartsville-West Waterline Loop
- White House Road Waterline Loop
- Goodview Waterline – SML to Sycamore Ridge
- Stewartsville Sewer
- Smith Mountain Lake – Phase 5 Waterline



# Central WTP Booster Station & Service Line Replacement

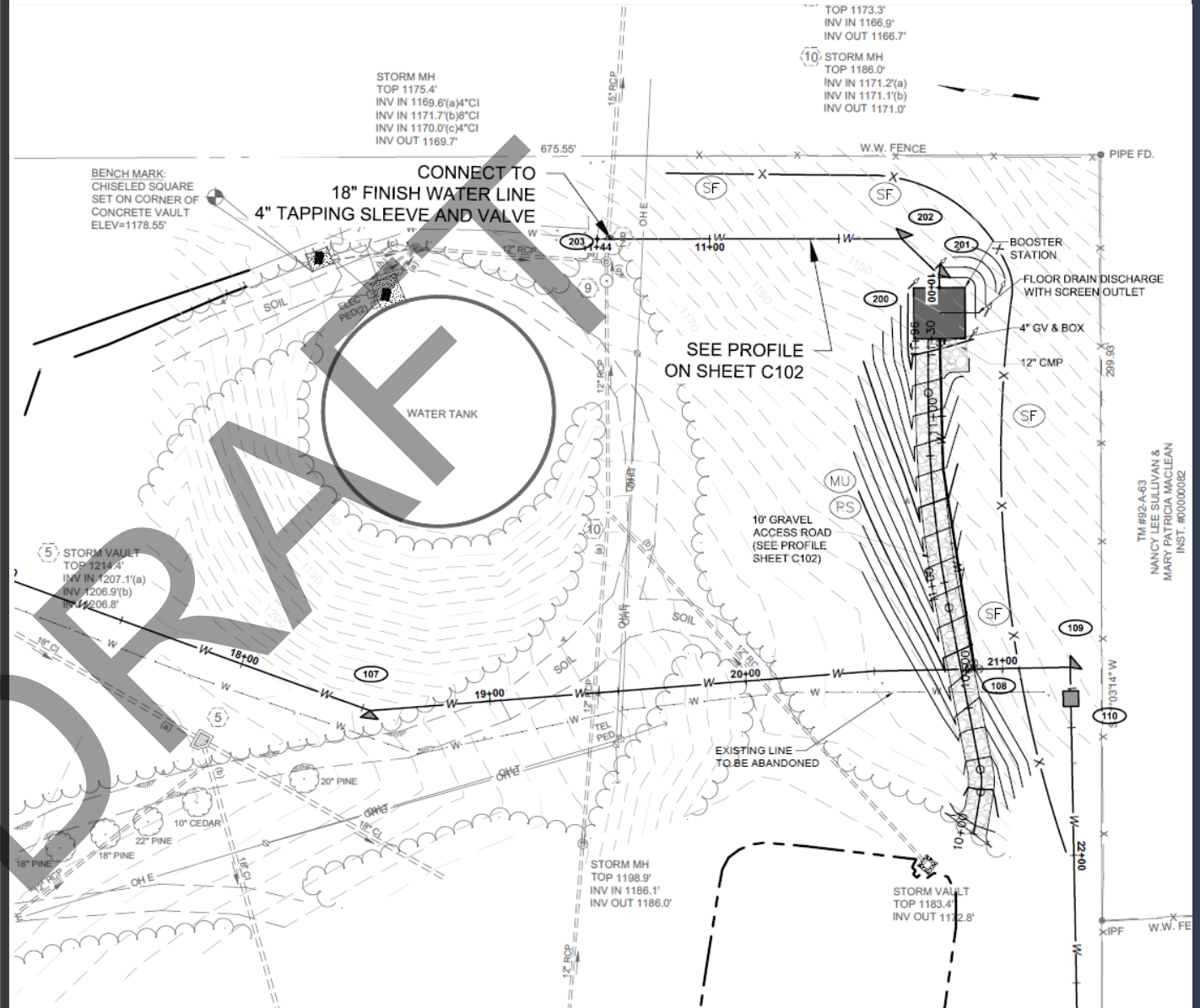
## Project Description:

The purpose of this project is to provide or improve the water service to the area surrounding the Central Water Treatment Plant (WTP). This WTP serves approximately 10 residential connections in the immediate vicinity of the treatment plant from a hydro pneumatic tank located inside of the WTP. Keeping the hydro tank charged for the residential connections greatly restricts or eliminates the available downtime for the water treatment plant. These design notes are for a small booster station that can serve the existing residential customers from the existing 18" line at the treatment plant. Service lines to the existing meters will also be replaced from the booster pump station to the meter.

**Estimated Cost:** \$700,000

**Estimated Length/Size:** Pump Station & ~1,500 LF of 4"

**Status:** Designed, ready for construction



# Everett Road Waterline Loop

## Project Description:

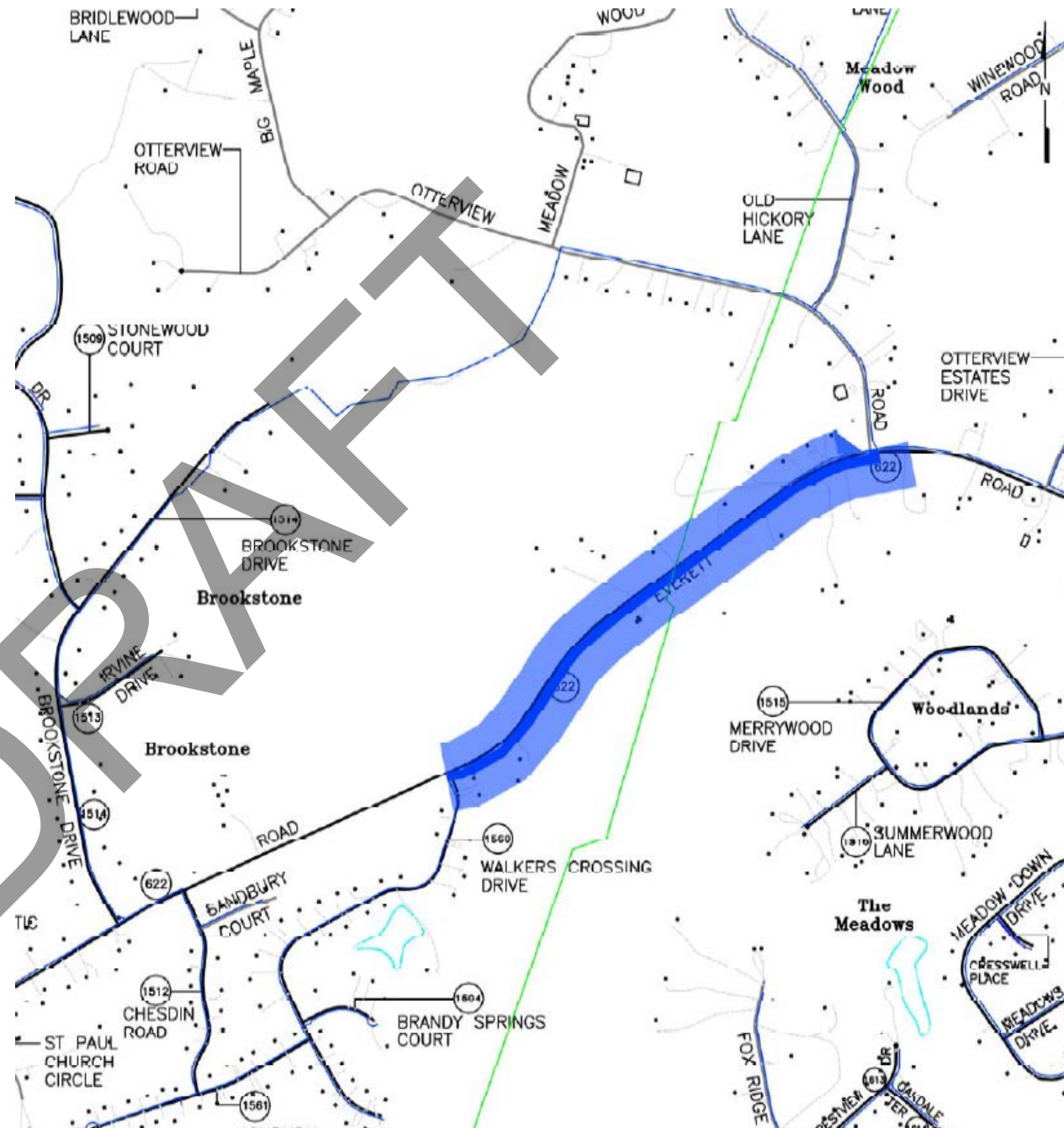
Connection of waterlines along Everett Road between Walkers Crossing Drive and Otterview Drive.

Waterlines have been extended from each direction, leaving a gap in this area along Everett Road. This project finishes a needed waterline loop for the system for greater stability. Currently there are only two water main feeds to this area, and if one must be closed for repair, additional loops are necessary to keep the system stable.

**Estimated Cost:** \$600,000

**Estimated Length/Size:** <4,000 LF of 12-inch

**Status:** Not yet funded



# Goode Waterline Loop

## Project Description:

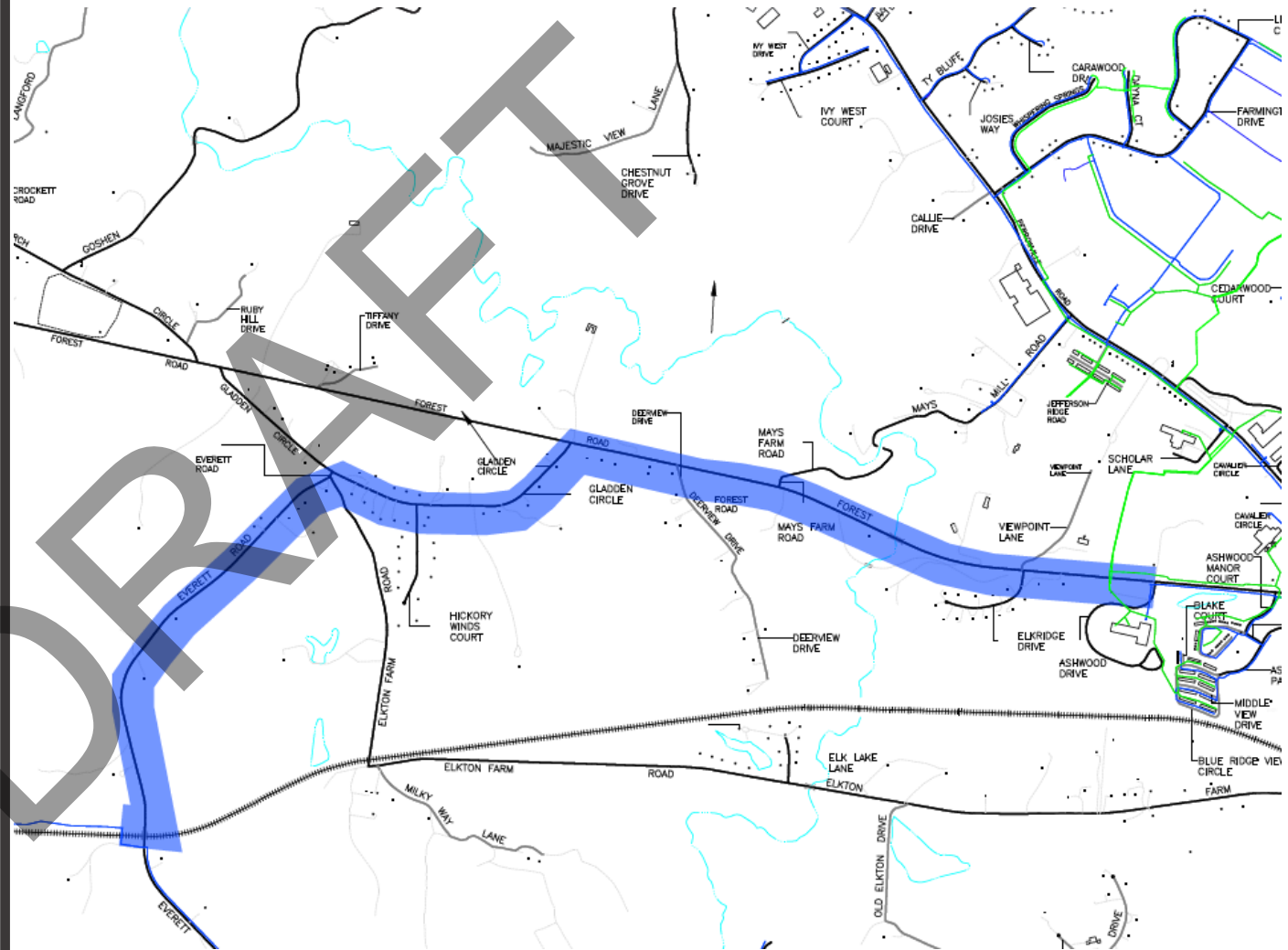
Looping waterlines at Everett Road and Canary Street to Ashwood Drive along Everett Road, Gladden Circle, and Forest Road (Route 221).

Waterlines have been extended from each direction, leaving a gap in this area along Everett Road. This project finishes a needed waterline loop for the system for greater stability. Currently there are only two water main feeds to this area, and if one must be closed for repair, additional loops are necessary to keep the system stable.

**Estimated Cost:** \$2,300,000

**Estimated Length/Size:** >3 miles of 12" – 16"

**Status:** Not yet funded





# Cottontown Road Waterline Loop

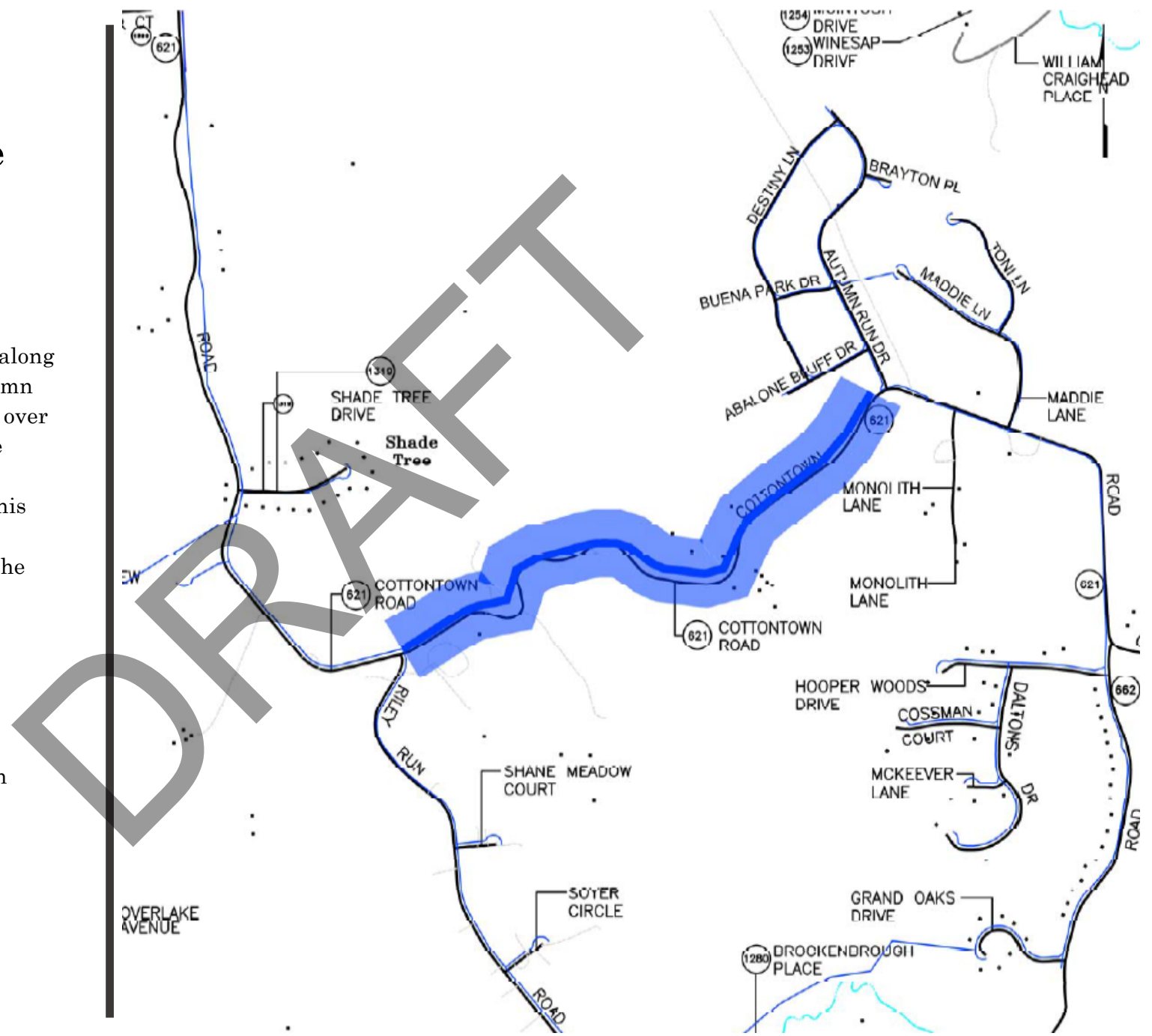
## Project Description:

This project will include a waterline extension along Cottontown Road from Riley Run Road to Autumn Run Drive. This water extension will consist of over 4,800 LF looping the existing 12-inch waterline providing more stable pressures, flow, and fire suppression for the surrounding community. This loop will provide water service availability to approximately 15 existing parcels, many with the potential to develop resulting in additional customers.

**Estimated Cost:** \$700,000

**Estimated Length/Size:** >4,800 LF of 12-inch

**Status:** Not yet funded



# Stewartsville-West Waterline Loop

## Project Description:

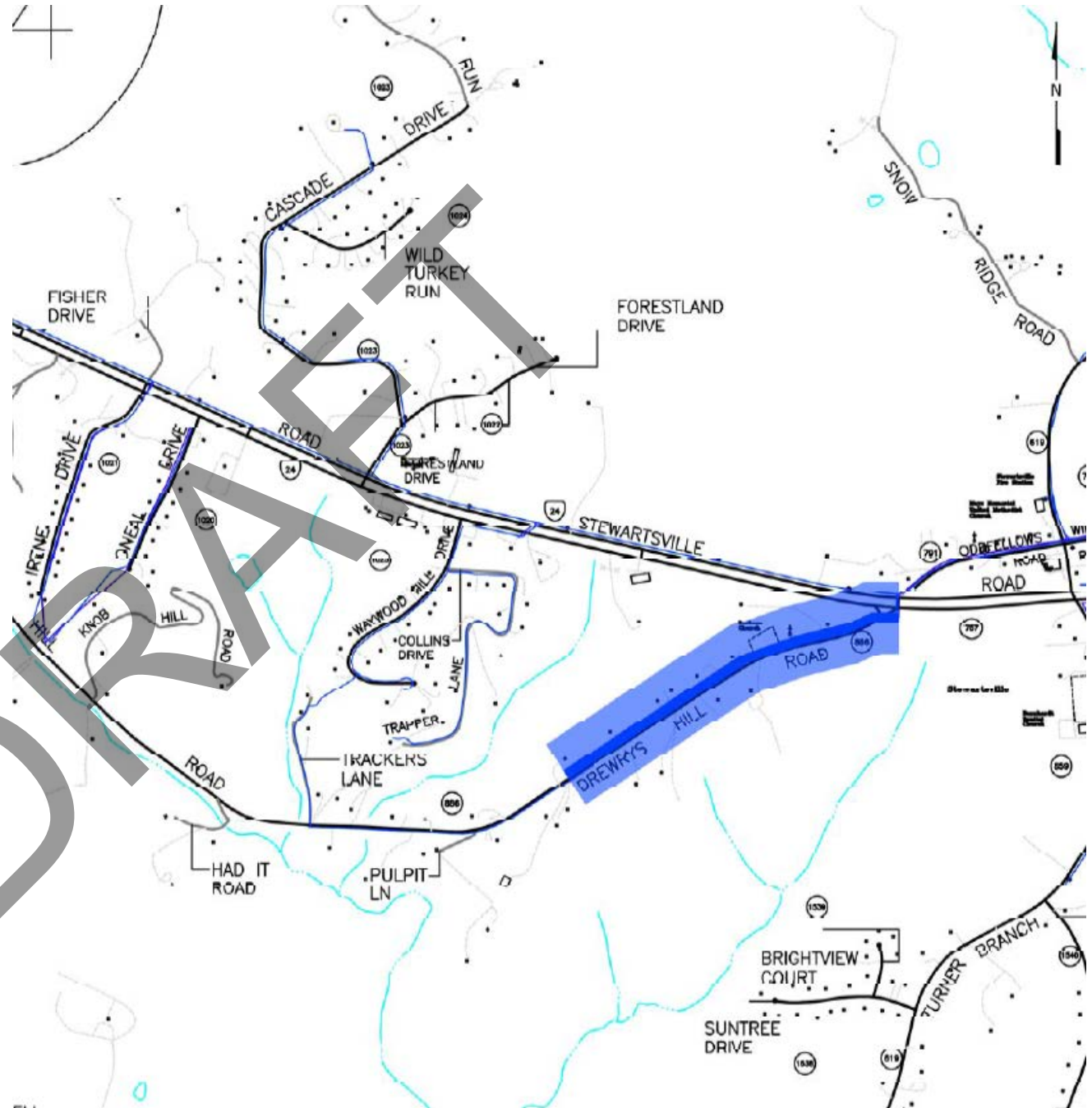
Waterline extension along Drewrys Hill Road from Pulpit Lane to Route 24 – Stewartsville Road.

This project will provide a system loop for the Waywood Hills waterline extensions. With a limited number of customers currently connected to the Stewartsville Consecutive water system, the loop is needed to ensure turnover in the lines and fresh water to the homes.

**Estimated Cost:** \$300,000

**Estimated Length/Size:** <2,400 LF of 6-inch

**Status:** Not yet funded



# White House Road Waterline Loop

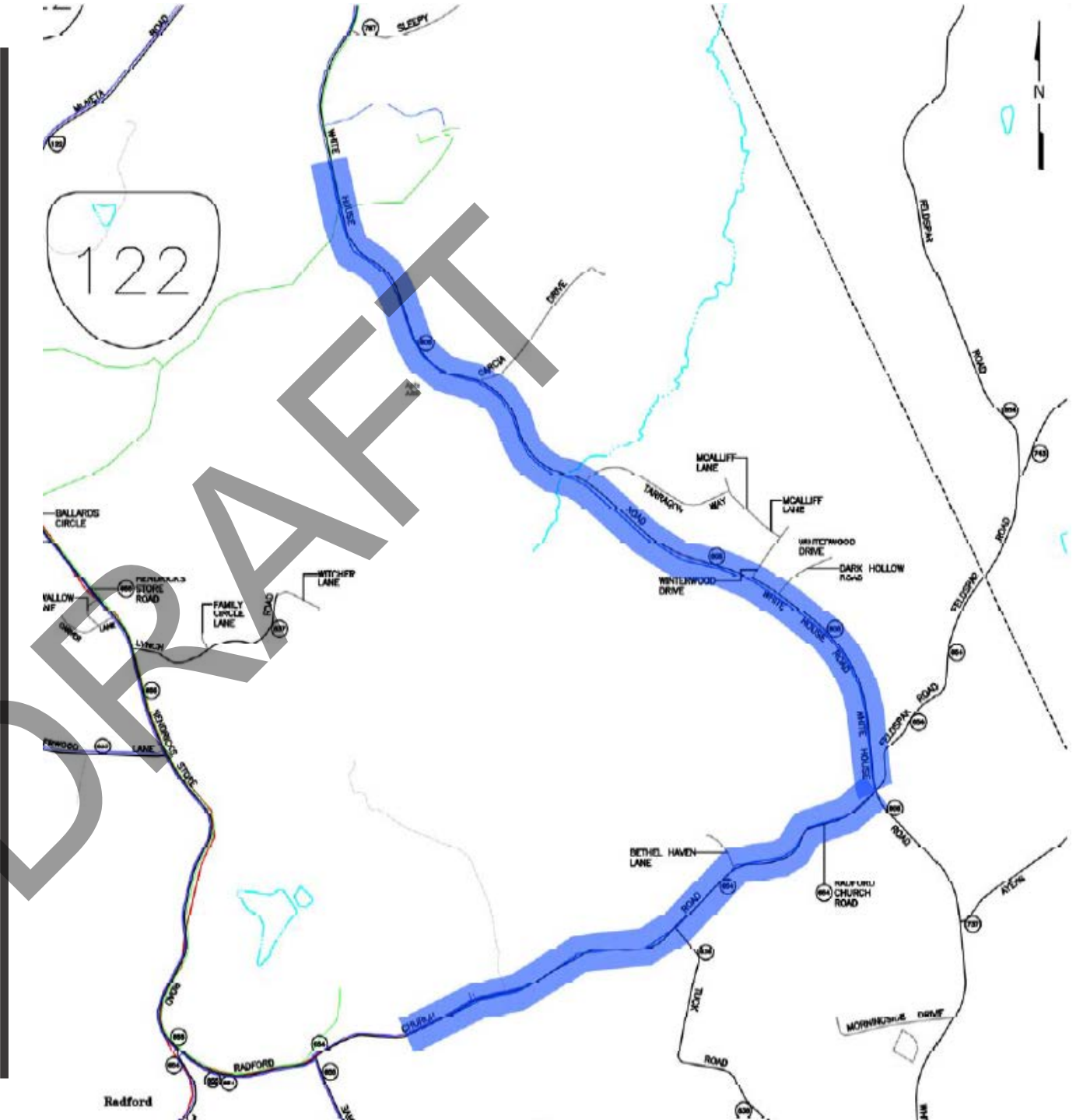
## Project Description:

This project will complete the waterline loop from the SMLWTP along Radford Church Road and White House Road to the Moneta WWTP near Moneta Road (Route 122). This waterline loop will provide water service availability to over 100 existing parcels. This loop will also allow for further looping south along White House Road to Smith Mountain Lake State Parkway.

**Estimated Cost:** \$4,500,000

**Estimated Length/Size:** >3.5 miles of 8-inch

**Status:** Not yet funded



# Goodview Waterline - SML to Sycamore Ridge

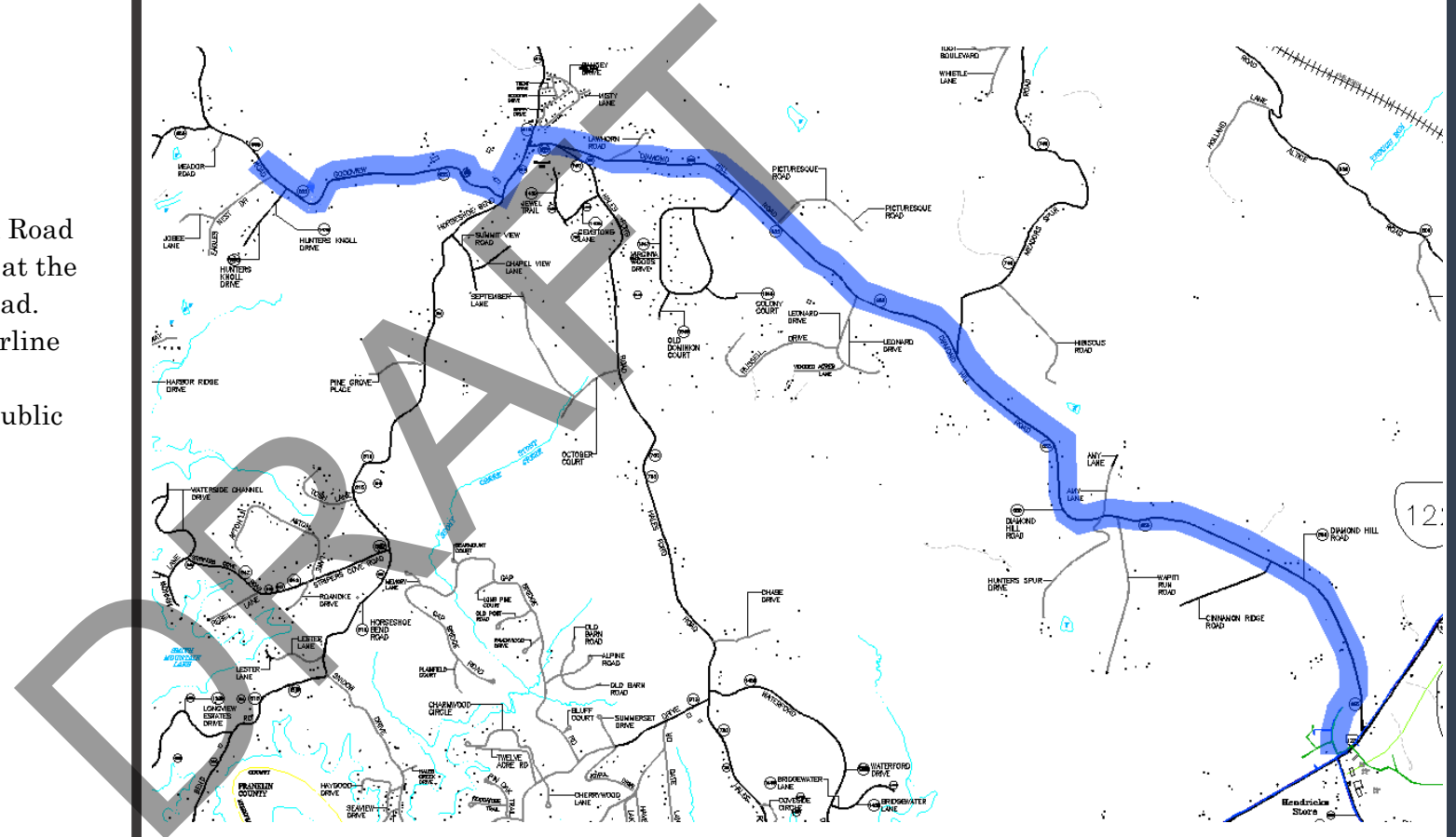
## Project Description:

This project will extend waterline from Moneta Road along Diamond Hill Road to Eagles Nest Drive at the Sycamore Ridge subdivision off of Goodview Road. Multiple requests have been made for the waterline extension by current well system owners in the Goodview area. This extension would provide public water to the area and make connections more feasible.

**Estimated Cost:** \$2,200,000

**Estimated Length/Size:** >5 miles of TBD

**Status:** Not yet funded



# Stewartsville Sewer

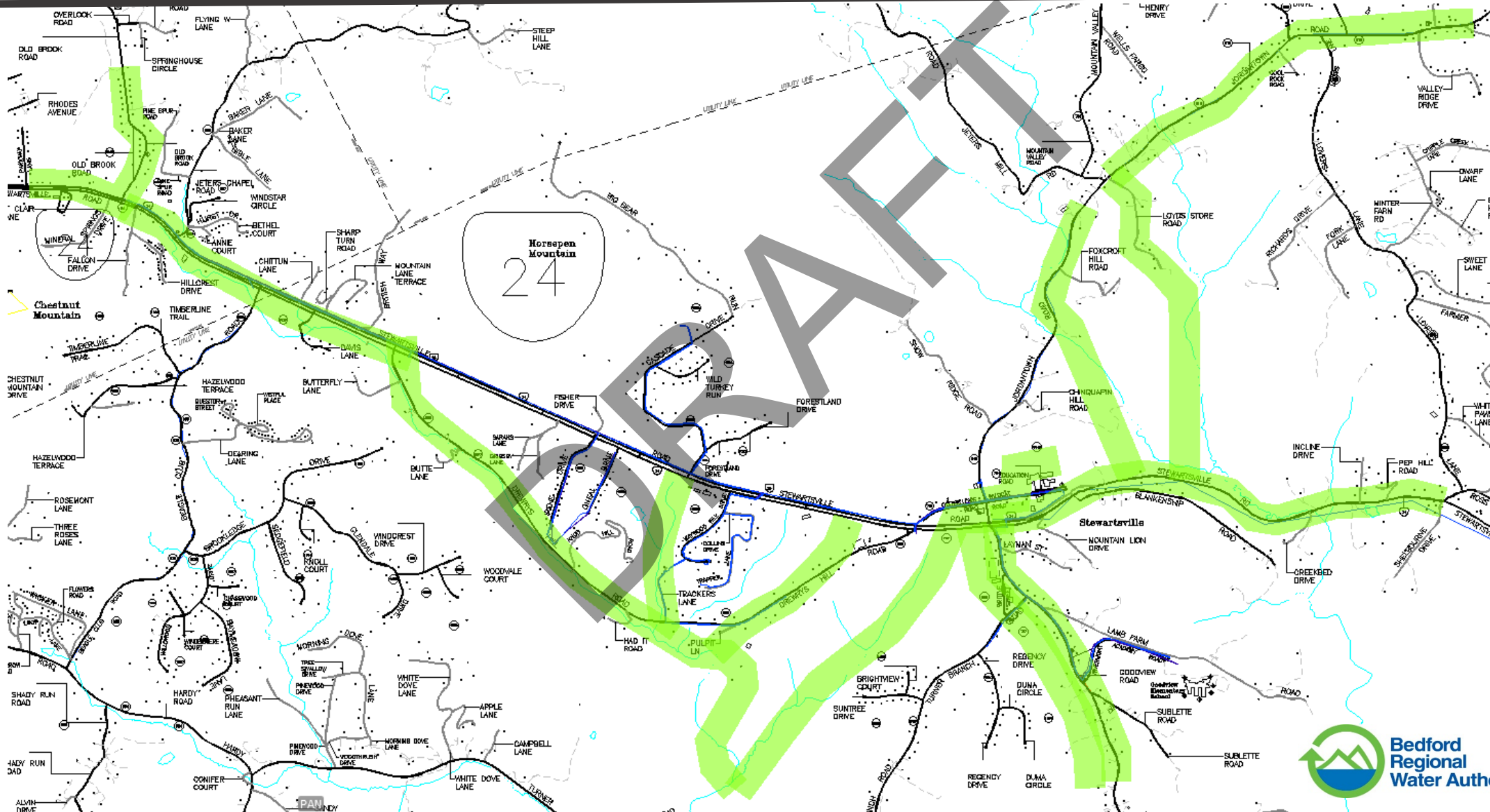
## Project Description:

This project would help promote growth of water and sewer customers in the Stewartsville and Goodview areas by providing sewer availability to rural areas currently on septic systems, including residential and commercial customers.

Estimated Cost: \$14,000,000

Estimated Length/Size: TBD

Status: Not yet funded



# Smith Mountain Lake Waterline – Phase 5

## Project Description:

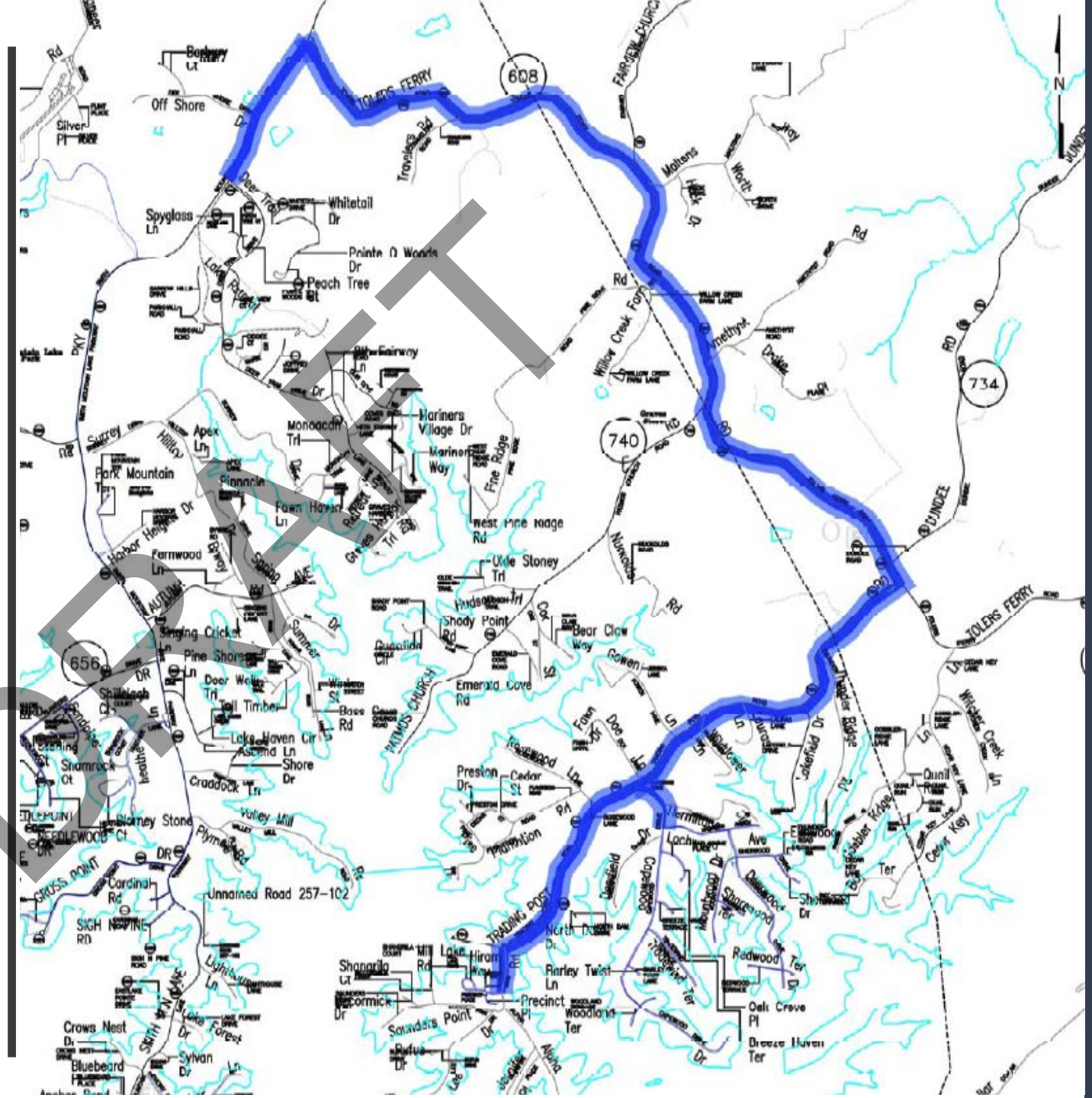
Waterline extension from Smith Mountain Lake Parkway along Tolers Ferry Road and Trading Post Road to Saunders Point Road.

The BRWA currently operates well systems in the Mountain View Shores and Valley Mills subdivisions that are located in a remote location in comparison to other facilities. Serving these subdivisions through the Mountain View Shores water system would create more cost efficiencies in the Authority’s operations, eliminating two well systems and connecting them to the Lakes Central Water System. This area of the County has seen the most growth over the last year, and providing water to the area can increase the growth and tax revenue to the County, making future development around the southeastern portion of Smith Mountain Lake Parkway more feasible.

**Estimated Cost:** \$5,600,000

**Estimated Length/Size:** >6.5 miles of 8”-12”

**Status:** Not yet funded





---

**RESOLUTION**

2021-04.04

**FY 2021-2022 Capital Improvement Projects Approval**

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 20<sup>th</sup> day of April 2021, beginning at 7:00pm:

**WHEREAS**, the Board of Directors of the Bedford Regional Water Authority approved the Fiscal Year 2021-2022 Operating Budget (“Operating Budget”) resolution 2021-04.03, with Total Revenues in the amount of \$18,401,904 and Cash Operating Expenses in the amount of \$15,907,075; and,

**WHEREAS**, the total operating coverage minus replacement capital as of July 1, 2021 is projected to be \$1,025,829; and,

**WHEREAS**, the total balance in the Virginia Investment Pool (VIP) reserve accounts is \$1,488,521; now,

**WHEREAS** the Finance Committee has reviewed the complete listing of proposed purchases and projects expenditures, and have recommended approval to the Board of Directors; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Bedford Regional Water Authority does hereby approve of proceeding with the Capital Improvement Projects presented in the amount of \$1,548,925 with the specific authorization given to the Executive Director to add, delete, or reprioritize the items on the attached project listing as long as the total amount of the capital expenditures does not exceed the amount listed above without further board action.

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 April 20, 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



# OPERATIONS REPORT



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

# MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Nathan Carroll, Assistant Executive Director  
**CC:** Brian Key, Executive Director  
**Date:** April 14, 2021  
**Re:** March Work Order (Task) Report

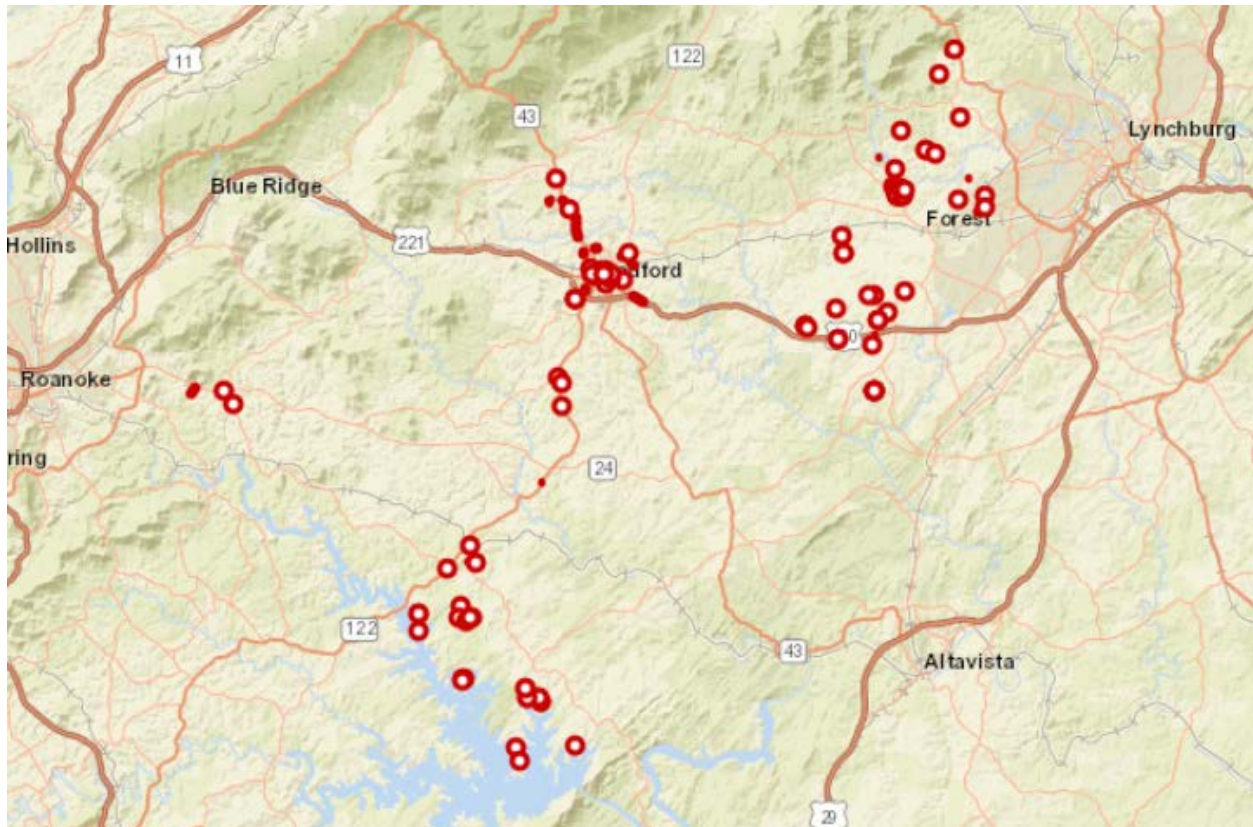
---

In our former asset management system, SEMS, each work item completed was referred to as a "Work Order." In our new infrastructure asset management system, there are both Work Orders and Tasks. Work Orders are groups of Tasks and are primarily used to better manage work that takes multiple departments working towards the outcome to complete. Work Orders in Cartegraph are more of a work organization tool. The most descriptive way to discuss what work took place is to display the work at the Task level. Therefore, going forward each report will refer to Tasks, not Work Orders.

Now that we can access a greater degree of work detail than before, I will be going through an iterative process to refine the report to display the information that is most valuable to the Board. If you have any information you would like to see that is not included in this month's report, please let me know. This month's report begins on the following page.

### Completed Tasks Summary

In the month of March, there were 291 Tasks completed in Cartegraph. This is lower than average and is likely due to the extra time spent learning to use the new system. Below is a map showing the distribution of those Tasks across our Service Areas.



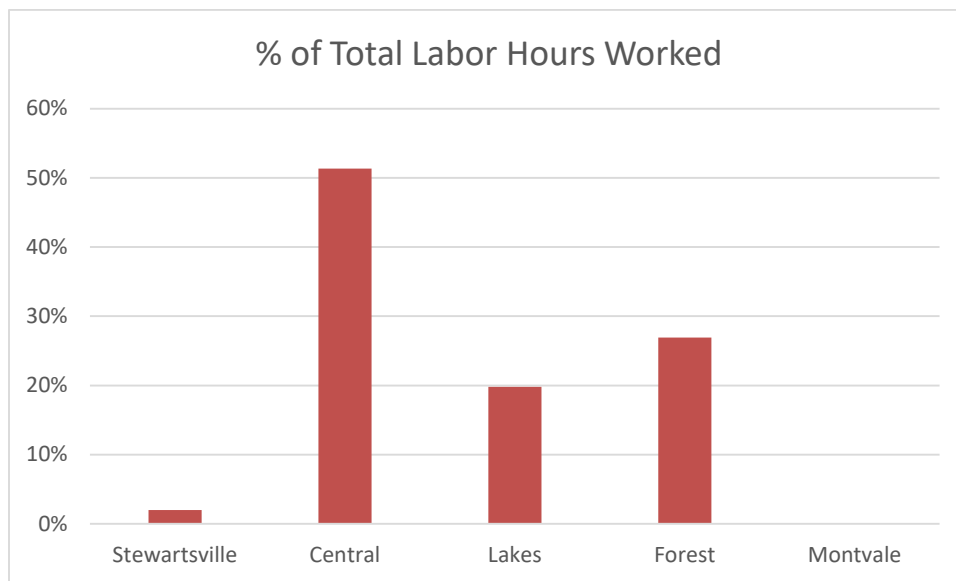
*Figure 1: Map of March Tasks Completed*

**Labor Hours Invested by General Service Area**

Below is a table containing the percentage of labor hours logged by General Service Area. I am using the term “General Service Area” to group the actual Service Areas as described below:

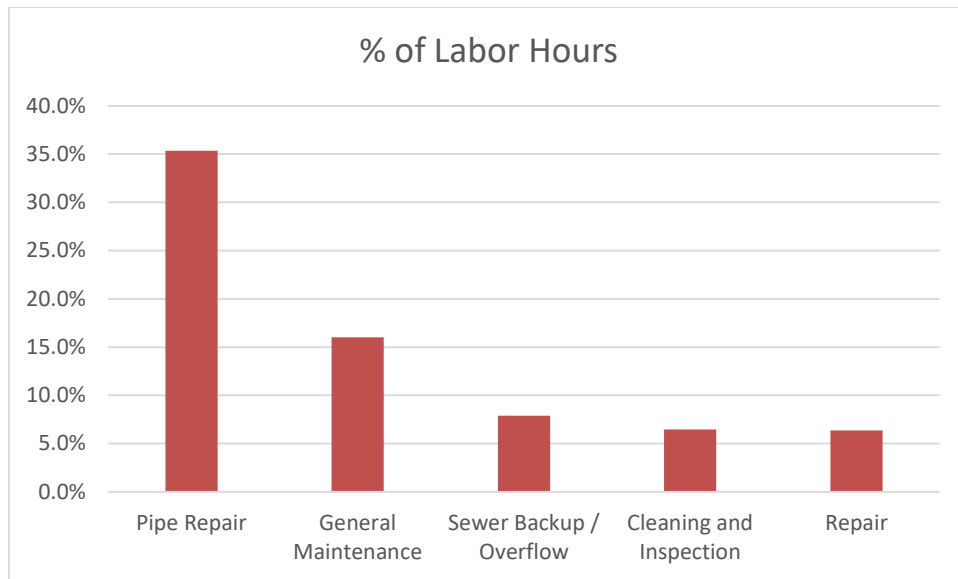
- **Stewartsville:** Stewartsville Water
- **Central:** Central Water and Sewer, including Treatment, Distribution, and Collection systems and BRWA Offices
- **Lakes:** Well Systems, SML Treatment and Water Distribution, SMLWTF, Moneta Sewer Treatment and Collection, Mariner’s Landing Water and Sewer, Paradise Point (May 2021)
- **Forest:** Forest Water, Forest Sewer, Cedar Rock Sewer
- **Montvale:** Montvale Sewer Treatment and Collection

This grouping is slightly different than the previous report and is provided to give you a broad look at where our time was spent doing maintenance and repairs.



**Labor Hours by Task Type**

The top five types of Tasks (by labor hours) completed in the month of March comprise 72.1% of the hours logged for the month and are shown in the chart below. Over 50% of Pipe Repair hours were invested in Pipe Repairs in the Central Service Area.



# ADMINISTRATION REPORT

---

[https://newsadvance.com/news/local/govt-and-politics/bedford-county-supervisors-discuss-landfill-closure-funding/article\\_1ae03cf2-8103-11eb-ba29-4bac57a40ffe.html](https://newsadvance.com/news/local/govt-and-politics/bedford-county-supervisors-discuss-landfill-closure-funding/article_1ae03cf2-8103-11eb-ba29-4bac57a40ffe.html)

TOP STORY

## Bedford County supervisors discuss landfill closure funding

Shannon Kelly

Mar 9, 2021

---

**B**EDFORD — Bedford County officials are considering taking out a loan to cover the projected \$9 million in landfill closure costs during the coming years, county staff said in a work session reviewing the subject with the board of supervisors. Expected federal relief funds potentially could help create a way to offset some of that cost.

Bedford County had to close its county landfill when it reached capacity last year and now transfers solid waste to off-site facilities for disposal. Completion of the landfill closure represents a projected \$9 million endeavor, which will be financed during the next several years.

Bedford County Director of Finance Ashley Anderson said the county likely will have to take out a loan by spring 2022 to cover the landfill closure costs, which will start being factored into county budgets in fiscal year 2023. A review by Richmond-based Davenport & Company LLC of the county's financial condition, presented last month, found Bedford County is in a healthy place to take on debt if necessary, so staff were not overly worried about the prospect.

District 3 Supervisor Charla Bansley recommended looking into loan options sooner rather than later, before interest rates creep up.

Bedford County Administrator Robert Hiss said with the \$1.9 trillion federal relief package recently passed by Congress, counties are expected to receive more federal aid money, amounting to a greater sum than Coronavirus Aid, Relief and Economic Security Act funds.

His preliminary estimate is Bedford County could receive approximately \$15 million based on his current understanding of the relief package, though he emphasized this news still was “hot off the press” and that estimate is subject to change as localities learn more about the funding packages and conditions attached.

Based on current information, Hiss said parameters for using this round of federal aid should offer a longer amount of time to spend the funds — with a current deadline of December 2024, Anderson said — and more flexibility for the type of expenses it can be used for.

Hiss said the county potentially could use some of this federal relief money to pay for eligible Capital Improvement Plan projects, which might free up some county money currently budgeted for CIP work to help offset at least part of the landfill closure costs and minimize, if not eliminate, the need to enter debt.

More information is expected about how this federal aid works during the coming weeks.

“As we learn, you’ll learn,” Hiss said of the expected COVID-19 relief money. “There are some good, strategic decisions I think that we need to make that are part of this money, so that could help us down the road.”

District 1 Supervisor Mickey Johnson said he believes federal relief money should go toward pandemic-related projects and expenses.

“The intent of the money should be honored,” Johnson said.

Hiss agreed.



District 4 Supervisor John Sharp added he would rather see these federal relief funds go toward one-time eligible expenditures rather than try to support ongoing expenses, particularly given time constraints around spending the COVID-19 relief dollars.

The second solid waste fund expenditure increase is primarily due to leachate hauling and disposal fees, Anderson said.

Leachate hauling and disposal costs have more than doubled for Bedford County since the county must start hauling this waste to a Lynchburg water treatment facility after the Bedford Regional Water Authority said it no longer could accept the county's leachate at its Forest water treatment plant due to high levels of ammonia. What was projected to cost \$200,000 in leachate hauling and disposal for FY22 will leap to \$600,000 in this situation.

Leachate is liquid waste that forms in landfills comprised largely of rainwater and runoff fluid that mixes with other chemicals and organic decomposition from on-site waste.

Bedford County is seeking alternative disposal sites for its leachate in Roanoke and Danville, Anderson said, hoping to reduce leachate hauling and disposal costs.



TOP STORY

Bedford County

## **Bedford Regional Water Authority introduces options to pay by phone or text**

Shannon Kelly

Mar 19, 2021

---

**B**edford Regional Water Authority customers now can pay their bills over the phone or by text message in an expansion of payment options, the BRWA announced this week.

The new payment options are part of an advanced electronic billing and payment solution through a service called Invoice Cloud, the BRWA said in a news release Wednesday.

The pay-by-phone option is accessible around the clock, every day of the week. Customers can call (844) 943-3984, where they will be asked to enter their account information and follow prompts to make a payment or hear their account balance.

Pay-by-text allows customers to opt in for text notifications about their bills and also respond via text message to make a payment using their default payment method, according to the news release. When making an online payment or logged into their online account, customers can enroll in the pay-by-text program.

The BRWA's online customer payment and account system was upgraded to be more "user-friendly," the news release stated, allowing customers to view and pay bills, schedule automatic or one-time payments, store payment data for future use, enroll in paperless billing and view up to 24 months of previous billing statements.

“Invoice Cloud was able to provide more 24/7 payment options for customers with a simple, user-friendly interface,” said Megan Pittman, director of administration for the BRWA. “Due to the increase in its ease of use and functionality, along with customer feedback, the BRWA decided it was the right time to make a change.”

The payment method expansion has not affected customer rates, Pittman said.



**Shannon Kelly**

(434) 385-5489

---

---

[https://newsadvance.com/news/local/goode-subdivision-gets-access-to-reliable-water-after-years-of-waiting/article\\_dc2ab024-81c4-11eb-8f83-1f033b23f939.html](https://newsadvance.com/news/local/goode-subdivision-gets-access-to-reliable-water-after-years-of-waiting/article_dc2ab024-81c4-11eb-8f83-1f033b23f939.html)

ALERT FEATURED

## Goode subdivision gets access to reliable water after years of waiting

Shannon Kelly  
Mar 21, 2021

---

---



Steve Hodge poses for a portrait Thursday adjacent to a construction cone signifying where a new waterline was front of his home in Goode.

Kendall Warner, The News & Advance

---

Shannon Kelly

fter 13 years of waiting, residents of a Goode neighborhood now have access to Bedford County public water.

**A**The rural Country Estates subdivision only has 10 properties, but obtaining access to a reliable water source through the Bedford Regional Water Authority was a momentous occasion, particularly for one neighborhood resident.

Steve Hodge bought a five-acre property in the subdivision in 2005, where he built his house and drilled a well. Hodge made multiple drills on his property over time, seeking a dependable water source. He had heard wells did not always yield sufficient water in the area, with some places unable to reach water at all, but he tried anyway since there was no access to public water on his property at the time.

During dry spells and droughts, Hodge said, his well ran dry. Whenever this occurred, he had to load a water tank in the back of his truck and drive almost 20 miles to reach a BRWA bulk water fill station, fill his portable tank, drive back to his property, empty the water into his 500-foot well, and repeat the trip several times to fill it up.

The chore took hours and was done every few days, he said, with these water-hauling periods sometimes lasting for weeks or months depending on the duration of dry weather. Eventually, a water station opened five minutes from his home, shortening the commute, but the task was still time-consuming and mentally stressful.

“I remember one year, it was an election year. On election night, the water ran out, and I had to run and get water all the way up until inauguration day,” Hodge said. “That was two and a half months that I was having to do that before the rains came back well enough for the wells to replenish.”

In 2008, the community — in a movement primarily led by Hodge, according to the BRWA — approached the BRWA seeking a way to get public water access. At the time, the BRWA’s waterlines were not near enough to the subdivision and would have required more than 4,000 feet of waterline to simply reach the property, plus another 3,000 feet to serve every home, according to a news release from the BRWA. For both the authority and Country Estates residents, the project was not financially feasible.

Completion of the Smith Mountain Lake Water Treatment Facility and Waterline Extension project in 2017 changed that, bringing a waterline adjacent to the subdivision, the BRWA said.

Property owners in the subdivision and the BRWA reached an agreement to finance the \$107,770 project to get public water access. Each property owner agreed to pay \$727 to help fund construction costs, whether they planned to connect to the waterline or not, said Megan Pittman, director of administration with the BRWA.

Property owners who opt to connect to the waterline would pay a \$5,900 new customer fee, plus a neighborhood waterline extension project fee between \$3,500 and \$6,500 depending on how far away a property's connection point was situated to the waterline, Pittman said. Customers could either pay their fees in a lump sum or set up a 10-year payment plan.

The authority donated some time for design and administration of the project using its own personnel, helping cut the cost for Country Estates residents. The agreement allowed the authority to implement a project that eventually would pay for itself, saving it from having to raise existing customer rates outside the subdivision.

Construction of the Country Estates waterline began in June 2020, and residents were notified they can now connect to the waterline on Feb. 8 this year.

“This addition of Country Estates may feel small to the majority, but it is a life-changing project to those residents,” said Rhonda English, director of engineering with the BRWA, in a news release. “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.”

Not all Country Estates property owners face extreme issues with their wells, the BRWA and Hodge said, but every resident still contributed financially to help their neighbors get access to reliable water.

“It's definitely a relief,” Hodge said.

---

[https://www.smithmountaineagle.com/news/article\\_883e570e-8c1e-11eb-a369-bbc3c8011bbc.html](https://www.smithmountaineagle.com/news/article_883e570e-8c1e-11eb-a369-bbc3c8011bbc.html)

## BRWA expands bill pay options

Mar 23, 2021

In order to provide customers with easy access to make payments and more payment options, the Bedford Regional Water Authority (BRWA) has implemented an advanced electronic billing and payment solution. The upgraded online account access and payments system has an expanded online payment portal and the additional ability to pay by phone or text message.

The new service brings a user-friendly online payment portal enabling customers to view and pay bills, schedule one-time and automatic payments, securely store payment information for later use, review up to 24 months of past bills, and enroll in paperless billing. Email notifications can be sent when the bill is ready to view, just before the due date, and when a scheduled payment is pending. Creating an account is recommended, however, it is not necessary to view bills and make a payment.

“The BRWA is always looking for new methods and technologies to enhance our interaction with our customers and provide them the best experience possible,” said Jill Underwood, the director of finance for the BRWA. “Switching to Invoice Cloud is a great step in allowing customers to have more options in how they pay their bill, regardless of the day or time, and more easily access their information online.”

The pay by phone option is available 24/7 and is an alternative for customers who may not be interested in going online. Customers may call 844-943-3984 anytime, enter their account information and follow the prompts to make a payment or get their latest account balance.

With Pay by Text, customers can stay informed by receiving text notifications about their bill and additionally have the option to respond via text message to make a payment using their default payment method. Customers can enroll in Pay by Text when making an online payment or within their online account.

Visit [www.brwa.com](http://www.brwa.com) for more information and to access the payment portal.

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

**There's more to this story in the upcoming issue of the Smith Mountain Eagle newspaper. Pick up a copy or subscribe at [www.smithmountaineagle.com/subscriber\\_services](http://www.smithmountaineagle.com/subscriber_services) to view the full article in the print and/or e-edition version.**



---

---

# Public Hearing

---

---

## Details for Public Hearing

Updated 11 hrs ago

NOTICE OF PUBLIC HEARING TO THE CITIZENS OF THE TOWN OF BEDFORD, BEDFORD COUNTY, AND ALL CUSTOMERS OF THE BEDFORD REGIONAL WATER AUTHORITY The Board of Directors of the Bedford Regional Water Authority (the "BRWA") will hold a public hearing to consider the necessity of initiating condemnation proceedings to acquire water easements on properties owned by Montgomery M. & Janice G. Stevens, tax parcel 98-1-1, in order to relocate a water transmission main along Moneta Road between Ratliff Road and Placid Lane where slope failures within the VDOT right-of-way have caused need for water main relocation in Bedford County, Virginia. The Public Hearing will be held April 20, 2021 at 7:00 p.m. in the BRWA Board Meeting Room in their Annex Building located at 1723 Falling Creek Road, Bedford, Virginia 24523, with public attendance offered virtually. For directions on how to virtually access the public hearing, go to the Authority's website at **<https://www.brwa.com/SitePages/Home.aspx>**, or search "Bedford Regional Water Authority", and follow the link in that says 'Upcoming Events' and go to Board of Directors Meeting April 20, 2021. All citizens are cordially invited to attend and state their views thereon. If you are unable to attend this public hearing and would like to have your views included, please contact the Bedford Regional Water Authority at (540) 586-7679, by noon on Monday, April 19, 2021. BEDFORD REGIONAL WATER AUTHORITY

**Classifieds**

From Page 9B

**HELP WANTED**

Vacancies 2021-2022: Director of Human Resources, Coordinator of Federal Programs, Instructional Technology and Innovation Specialist, Elementary Education, Middle Education, Special Education, School Psychology, Biology, English As A Second Language, Chemistry/Physics, Mathematics, English, Health & Medical Science, Electronics/Robotics.

PROCEDURE: To apply, please visit our website at [www.nccps.edu](http://www.nccps.edu), click on the "Help Wanted" link, and complete the online application.

**HOME IMPROVEMENT**

Vinyl Replacement Windows Starting at \$235\* Installed w/Free Trim Wrap Call 804-739-8207 Siding, Roofing, Gutters and More!

GENERAC Standby Generators provide backup power during utility power outages, so your home and family stay safe and comfortable. Prepare now. Free 7-year extended warranty (\$695 value). Request a free quote today! Call for additional terms and conditions. 1-877-636-0738

Eliminate gutter cleaning forever! LeafFilter, the most advanced debris-blocking gutter protection. Schedule a FREE LeafFilter estimate today. 15% off Entire Purchase. 10% Senior & Military Discounts. Call 1-877-614-6967

**ATTN CONTRACTORS:**

Advertise your business statewide and in other states. Affordable Print and Digital Solutions to reach Homeowners. Call Landon Clark at Virginia Press Services 804-521-7576, [landoc@vps.net](mailto:landoc@vps.net)

**LIVESTOCK SALES**

Knoll Crest Farm Spring Bull and Female Sale, Saturday, April 10, 2021 at Noon. Featuring 100 Angus, Polled Hereford, Gelbvieh and Balancer Bulls. 32 Registered Angus & Hereford Bred Heifers. 85+ Commercial Bred Heifers. Knoll Crest Farm, Red House, VA 434-376-3567. Call or visit our website to pre-register before sale day! [KnollCrestFarm.com](http://KnollCrestFarm.com)

**REAL ESTATE**

ATTN, REALTORS: Advertise your listings regionally or statewide. Affordable Print and Digital Solutions that get results! Call Landon Clark at Virginia Press Services 804-521-7576, [landoc@vps.net](mailto:landoc@vps.net)

**SERVICES**

**DIVORCE-Uncontested.** \$395+\$86 court cost. WILLIS \$195.00. No court appearance. Estimated completion time twenty-one days. Hilton Oliver, Attorney (Facebook), 757-490-0126. See Hattie Espeland, RBB Member. <https://hiltonoliver.com>

Up to \$15,000.00 of GUARANTEED Life Insurance! No medical exam or health questions. Cash to help pay funeral and other final expenses. Call Physicians Life Insurance Company- 844-509-1697 or visit [www.Life555.com](http://www.Life555.com)

**Farm News**

**Virginia farmers working to reduce carbon emissions**

RICHMOND—Virginia farmers' carbon sequestration efforts play into a national trend of reducing agricultural emissions, even as crop-land productivity increases.

Carbon emission levels have remained consistent for 30 years while agriculture production has grown significantly. This is due to climate-smart farming practices and associated technologies embraced by agricultural producers, according to a new analysis of U.S. Environmental Protection Agency data. The analysis highlights agricultural emissions reductions, and the importance of developing new research and technologies to capture more carbon in cropland and pastureland. The American Farm Bureau Federation also examined trends in U.S. carbon sequestration as climate-smart farming practices increase.

The EPA report showed U.S. carbon sinks offset 12% of greenhouse gas emissions, and sequestered 764 million metric tons during 2018. A carbon sink is a natural system that lowers carbon concentration in the atmosphere by accumulating and storing carbon dioxide. A variety of practices with carbon captur-

ing or reduction benefits are widely used on agricultural lands in Virginia, including cover crops, no-till and reduced-tillage planting, anaerobic digesters and nutrient management plans.

The report also said cropland productivity has increased by almost 50% since 1990, while the associated carbon emissions and carbon sinks remained consistent. This supports existing evidence that farmers are raising more food and fiber and producing more renewable fuels using fewer resources by utilizing smart-er practices.

Ben Rowe, national affairs coordinator for Virginia Farm Bureau Federation, said the state's farmers are open to new technologies and practices to improve efficiency. What's good for a farmer's bottom line is often beneficial to the environment as well, but help is needed to implement those strategies.

"Voluntary and incentive-based tools, including financial and technical support, can help farmers more rapidly adopt these carbon-mitigating practices on the farm," Rowe said. "As we look to the future, we must preserve farm and forest land to main-

tain carbon sequestration capacity. And we need to support agricultural research to develop the next generation of technologies and tools to help us achieve our climate goals without jeopardizing productivity and the food supply for a growing world population."

Dustin Madison, a Louisa County grain farmer, said that make a difference."

**PUZZLE SOLUTIONS**

T	H	E	N	T	E	L	E	P	I		
E	A	G	A	N	E	M	U	C	L	A	Y
T	R	A	P	A	N	B	C	L	E	N	A
E	D	E	M	A	A	R	E	E	M	I	R
				H	O	N	O	R	I	F	I
E	L	A	B	O	R	A	T	I	N	G	
C	A	L	I	P	E	R	L	E	U		
T	R	E	N	T		A	S	P	I	C	
		I	D	A	T	E	N	S	E	S	T
			C	E	L	E	B	R	A	T	I
B	L	A	S	T	U	L	A	E			
B	A	A	L	R	M	A	S	A	B	E	R
R	A	C	E	A	N	I	A	I	L	E	D
J	E	E	C	A	N	R	A	B	B	I	
E	D		T	E	E		S	A	S	S	

**SUDOKU ANSWERS:**

4	8	3	2	7	6	9	1	5
2	9	7	4	1	5	6	8	3
5	6	1	9	3	8	7	2	4
9	2	5	3	8	7	4	6	1
6	3	4	1	2	9	8	5	7
7	1	8	6	5	4	2	3	9
3	7	2	8	4	1	5	9	6
1	5	9	7	6	2	3	4	8
8	4	6	5	9	3	1	7	2

**Legals**



**PUBLIC HEARING NOTICE**

Notice is hereby given of a public hearing to be held by the Town Council at 7:00 p.m. on Tuesday, April 13, 2021, at the Town Municipal Building, Council Hall, 215 East Main Street for the purpose of hearing:

- Consideration of a request for a conditional use permit for "private utility" to install a rooftop solar array on a building located at 503 Longwood Avenue, Bedford, VA (Tax Parcel 194-A-170 T) consisting of 8.37 acres. The property is zoned CNW, Central Neighborhood Workplace, and is owned by Old Yellow, LLC. The request is being made by Old Yellow, LLC.

Information is on file in the office of Planning & Community Development at 215 East Main Street.

Anyone who is in favor of or opposed to the request will have an opportunity to express his/her views at this hearing.

By the Authority of the  
TOWN OF BEDFORD TOWN COUNCIL

**ABC NOTICE**

A LITTLE BIT OF EVERYTHING LLC  
A Little Bit of Everything LLC  
115 N. Bridge St, Bedford,  
Bedford County, VA 24523-1923

The above establishment is applying to the VIRGINIA ALCOHOLIC BEVERAGE CONTROL (ABC) AUTHORITY for a WINE AND BEVERAGE PREMISE License to sell or manufacture alcoholic beverages.

Mark Zimmerman, Owner  
NOTE: Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of this notice. Objections should be registered at [www.abc.virginia.gov](http://www.abc.virginia.gov) or 800-355-3300.

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](http://www.brwa.com). A description of the proposed changes can be found at [www.brwa.com](http://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 will 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	Center Service Area					
	Forest, Lakes, Stewartville, and Montvale Service Areas		Inside Town of Bedford		Adjacent to Town	
	Water	Sewer	Water	Sewer	Water	Sewer
<b>Residential Volume Charges per 1000 gallons</b>						
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
<b>Commercial Volume Charges per 1000 gallons</b>						
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
<b>Industrial: Volume Charges per 1000 gallons</b>						
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
<b>Bulk Filling: Volume Charges per 1000 gallons</b>						
	\$12.00	n/a	\$12.00	n/a	\$12.00	n/a
<b>Residential: Monthly Base Charges</b>						
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
<b>Other Service Areas: Monthly Base Charges</b>						
Cedar Rock 5/8"	\$24.00	\$70.00	Manners Landing 5/8"	\$24.00	\$33.00	\$33.00
Paradise Pnt 5/8"	n/a	n/a	Manners Landing 1-1/2"	\$53.00	\$78.00	\$78.00
<b>Commercial and Industrial: Monthly Base Charges</b>						
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	\$90.00	\$89.00	\$103.00	\$92.00
2"	\$130.00	\$130.00	\$130.00	\$148.00	\$162.00	\$140.00
3"	\$240.00	\$230.00	\$240.00	\$247.00	\$335.00	\$292.00
4"	\$390.00	\$380.00	\$390.00	\$412.00	\$553.00	\$415.00
6"	\$780.00	\$760.00	\$780.00	\$810.00	\$1,086.00	\$814.00
8"	\$1,240.00	\$1,210.00				
10"	\$2,070.00	\$2,010.00				
<b>Capital Recovery Fees: All Service Areas have the same fees.</b>						
5/8"	\$5,000.00	\$5,000.00				
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				

**24/7**  
Early Morning.  
Mid-afternoon.  
Late Night.

Sign up for our Web Registration and receive email alerts of Breaking News Stories.

[www.bedfordbulletin.com](http://www.bedfordbulletin.com)

**Century 21 All-in-Service**  
Proudly Serving All of Central Virginia  
#century21allservice  
#relentlessmoves

415 East Main St., Bedford, VA 24523  
540-586-5500

Photo Courtesy of Julie Bays

**1073 Fairview Drive, Big Island**  
Ready to Build! 1.23 Acres ready to build your home. Well septic and foundation on the property.  
\$24,000 MLS# 338207  
Denise Lyons 434-941-3711

**1037 Contentment Lane, Moneta**  
Wide Water Views on SMU 3 BR3 BA with garage, covered porch, sunroom, covered dock w/ floats, near Halesford Bridge.  
\$625,000 MLS# 329713  
Julie Bays 540-400-1475

**Lot 247 Clear Pointe Run, Lynch Station**  
Beautiful Waterfront Lot 0.64 acres on the hidden 6 mi, Leesville Lake, in Runaway Bay. Just 45 min from Liberty University.  
\$100,000 MLS# 328994  
Julie Bays 540-400-1475

**Lot 2 Waugh Switch Road, Big Island**  
Great Corner Lot! Priced below tax assessment. Build your dream home or a hunting cabin. Soil work for 4 bedrooms.  
\$85,000 MLS# 328962  
Stephanie Mair 540-875-7359

**McVey Road, Vinton**  
Private and Secluded! 4 lots alongside the Roanoke River. Perfect for building your home or as a private retreat to go fishing.  
\$48,900 MLS# 328202  
Denise Lyons 434-941-3711

**Chellis Ford Road, Lynch Station**  
Build your Dream Home! 3 acre lot near Leesville Lake. Only 5 minutes to the Tri-County Marina.  
\$24,900 MLS# 329435  
Denise Lyons 434-941-3711

**Lot 74 Walnut Run Drive, Hardy**  
Lake Access Lot! Great community. Close to shopping. Beautiful lakes views and lovely home!  
\$79,900 MLS# 328223  
Judy Rush 540-871-3131 Steve Rush 540-871-4021

**Lots 1, 2, 3, 4 Fiddler Creek**  
Priced for 3 Bedroom Doublewide and Manufactured Homes welcome. No Singlewide.  
MLS# 328894, 328861, 328901, 328896  
MLS# 328894, 328861, 328901, 328896  
Judy Rush 540-871-3131 Steve Rush 540-871-4021

**Lot 74 Walnut Run Drive, Hardy**  
Lake Access Lot! Great community. Close to shopping. Beautiful lakes views and lovely home!  
\$79,900 MLS# 328223  
Judy Rush 540-871-3131 Steve Rush 540-871-4021

**Lots 1, 2, 3, 4 Fiddler Creek**  
Priced for 3 Bedroom Doublewide and Manufactured Homes welcome. No Singlewide.  
MLS# 328894, 328861, 328901, 328896  
MLS# 328894, 328861, 328901, 328896  
Judy Rush 540-871-3131 Steve Rush 540-871-4021



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

# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Megan Pittman, Director of Administration  
**Date:** April 13, 2021  
**Re:** Resolution 2021-04.05 – Time of Giving Volunteer Program

---

Enclosed, for your consideration, is the above-referenced resolution, as well the draft policy for the volunteer program policy and a memo from legal counsel.

Per the board's request at the March board meeting, legal counsel has reviewed the policy examining liability if an employee was injured or involved in an accident while volunteering. The memo explains the legal counsel's policy opinion and policy revisions that would allow the program to operate at a low risk for the Authority.

The Personnel Committee reviewed the memo and the revised policy by email and they are now recommending approval to the Board through this resolution.

## TIME OF GIVING VOLUNTEER PROGRAM

### Section 1. PURPOSE

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 policy outlines how employees can serve as volunteers for 501(c)(3) non-profit organizations on behalf of the Authority.

### Section 2. VOLUNTEER TIME AND DOCUMENTATION

- A. Employees are encouraged to volunteer at least eight (8) hours outside of regular working hours to participate in their choice of a volunteer program.
- B. Employees can volunteer at any verified 501(c)(3); nonprofits are not just limited to those within Bedford County.
- C. Employees must fill out and submit the corresponding policy form to the participant's manager and Human Resources. This form also requires the signature from the supervisor at the nonprofit to verify the volunteer hours.
- D. The eight hours do not need to be completed in one increment. However, for each new volunteer organization, a new form must be submitted.

### Section 3. COMPENSATION AND INCENTIVE

- A. Employees can accrue compensatory time for up to eight (8) hours of volunteer time outside of their regularly scheduled hours.
  1. Volunteer time should not create a conflict with the employee's regular duties and responsibilities.
  2. 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 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 form(s) submitted for the program.
  1. 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.

### Section 4. CONDUCT

- A. While volunteering under this program, employees must act consistent with the values and policies of the Authority.
- B. Any employee found acting outside of Authority policies while at a volunteer event may be subject to discipline under Policy 20.81.

### Section 5. 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.

## TIME OF GIVING VOLUNTEER PROGRAM

### **Section 6. 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. The Authority will not be held responsible for any injuries or accidents that occur while the employee is volunteering offsite of the Authority-owned facilities.

### **Section 7. REVISIONS**

- A. This policy was approved and adopted by the Authority's Board of Directors on Month X, 2021, effective Month X, 2021.

---

---

# LEGAL MEMORANDUM

EXEMPT FROM FOIA PURSUANT TO § 2.2-3705.1(2)

---

---

**TO:** MEGAN PITTMAN, BRWA DIRECTOR OF ADMINISTRATION

**FROM:** JULIAN F. HARF, ESQ.

**SUBJECT:** BRWA VOLUNTEER PROGRAM

**DATE:** APRIL 6, 2021

**QUESTION PRESENTED:**

Are there any concerns with the BRWA's proposed Volunteer Program (the "Program")? In particular, are there potential liability concerns if an employee injures himself or others while volunteering? Should there be any modifications or additions to the proposed language of the Volunteer Program Policy (the "Policy")?

**ANSWER:**

While there is no way to disclaim or prevent all potential liability, the risk of potential liability to the BRWA, stemming from an employee's participation in the Program, is low. To limit potential liability exposure, I have provided suggestions to re-work some of the proposed language in the Policy. The Policy might benefit from adding a portion to the corresponding Policy form (mentioned in Section 2(C) of the Policy) that requires each participating employee to acknowledge that he/she is acting outside of the scope of employment while volunteering. I have included draft language below.

**ANALYSIS:**

The natural first step in evaluating potential responsibility for any work-related injury is to determine whether an entity's workers' compensation policy applies. The BRWA's workers' compensation policy likely would not cover any injury to an employee injured while volunteering off-site. This is consistent with VRSA's statement to the BRWA that it would deny such a claim. Generally, volunteer workers are excluded from workers' compensation.<sup>1</sup> Moreover, the Virginia Workers' Compensation Act specifically excludes employees who are not engaged in the "usual course of the trade, business, occupation or profession of the employer."<sup>2</sup> BRWA employees do not perform work in the usual course of business of the BRWA when they volunteer at third-party organizations, which perform different functions than, and are unaffiliated with, the BRWA.

---

<sup>1</sup> See Va. Code § 65.2-101 (providing that "employee" under the Workers' Compensation Act means a person who is "under any contract of hire . . ."); *Charlottesville Music Center Inc. v. McCray*, 215 Va. 31, 35-36 (1974) (finding that an individual is not covered by the Act if not paid for his work).

<sup>2</sup> Va. Code § 65.2-101.

Likewise, even if the proposed volunteer-work could be deemed “sponsored” by the BRWA, the Workers’ Compensation Act does not cover injuries resulting from an employee’s voluntary participation in “employer-sponsored, off-duty recreational activities which are not part of the employee’s duties.”<sup>3</sup> Under the Policy, employees choose (a) whether to participate in the Program; (b) to what extent; and (c) the organization(s) they will volunteer for. The BRWA does not require participation or select the organizations (outside of providing general parameters for eligibility). Under these circumstances, these optional, volunteer activities, performed off-site, are likely not “part of the employee’s duties.” In short, it is highly unlikely that the BRWA would be responsible for providing workers’ compensation to any employee injured while volunteering as part of the Program.

The organization providing the volunteer opportunity, however, may cover the employee under its own workers’ compensation policy. While volunteers are not typically covered by workers’ compensation, an organization can elect to cover volunteers under its workers’ compensation policy. Accordingly, it is important for the employee to ask the organization whether it provides workers’ compensation coverage to its volunteers. If not, the employee will not be eligible for any workers’ compensation benefits.

The BRWA also has slim potential for liability exposure outside the workers’ compensation context. The most likely scenario for a lawsuit would be if the BRWA employee injures another individual while volunteering. In order for the BRWA to be liable in that scenario, a court would have to find that the employee was acting in the scope of his/her employment while volunteering. The analysis here is similar to the workers’ compensation analysis above; that is, the BRWA could only be liable if the employee was acting within the scope of the “duties of employment” and “in the execution of the service for which the employee is engaged.”<sup>4</sup> Again, it is unlikely that a court would find the employee was acting within the scope of employment while volunteering for an organization off-site and not performing BRWA services.

It would be prudent to develop a short acknowledgment, for the participating employee’s signature, in which he/she acknowledges that any volunteer-work performed is outside the scope of employment and neither the BRWA nor its insurer would be liable to cover any costs associated with a potential injury or accident while volunteering.

## **CONCLUSION:**

It is unlikely that the BRWA would be required to provide workers’ compensation benefits or incur liability as a result of an employee becoming injured or injuring a third-party while volunteering off-site, during off-duty hours, as part of the Program.

## **LANGUAGE FOR ACKNOWLEDGMENT (to be signed and dated by employee):**

I understand that participation in this program is voluntary and any volunteer-work I perform under this program is not considered part of my duties as an employee of the BRWA. I understand that neither the BRWA nor its insurer are responsible for any injuries or accidents that occur while I am volunteering under this program.

---

<sup>3</sup> Va. Code § 65.2-101.

<sup>4</sup> *Giant, Inc. v. Enger*, 257 Va. 513 (1999).



---

**RESOLUTION**

2021-04.05

**Time of Giving Volunteer Program Policy**

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 20<sup>th</sup> day of April 2021, beginning at 7:00 pm:

**WHEREAS**, it is recognized by the Board that encouraging Authority employees to become involved in volunteering is a very important benefit to the community; and,

**WHEREAS**, the Authority supports volunteering by providing an optional Time of Giving Volunteer Program as a benefit for employees who choose to volunteer at a 501(c)(3) organization while off duty; and,

**WHEREAS**, attached to this resolution is the policy that outlines the program and would allow employees to volunteer for up to eight (8) hours outside of regular working hours to receive compensatory time; and,

**WHEREAS**, as an added incentive, the program also allows an employee to enter into a drawing to win a gift card for every eight hours of volunteer time that abide by the guidelines of this program; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Authority approves Policy 20.60 Time of Giving Volunteer 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 April 20, 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



# ENGINEERING REPORT

# Current Projects

# Bedford Regional Water Authority

<b>Job #</b>	2012001	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Central County/Bedford City	<b>Last updated on:</b>	9/3/2020	
<b>Job Name</b>	Harmony in Bedford Site 1						<b>Department Contact:</b>	S Foster
<b>Description</b>	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).							
<b>Status</b>	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.							
<b>Job #</b>	2013086.2	<b>Job Type:</b>	Other	<b>Location</b>	Central - Bedford	<b>Last updated on:</b>	7/10/2020	
<b>Job Name</b>	Route 43 - Stoney Creek Bridge VDOT Improvement						<b>Department Contact:</b>	S Dade
<b>Description</b>	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							
<b>Status</b>	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							
<b>Job #</b>	2015058	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	3/4/2021	
<b>Job Name</b>	Corporate Park Drive Extension - Design						<b>Department Contact:</b>	S Dade
<b>Description</b>	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							
<b>Status</b>	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.							
<b>Job #</b>	2016062	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	3/4/2021	
<b>Job Name</b>	Kitsmont Subdivision - Design						<b>Department Contact:</b>	S Dade
<b>Description</b>	New construction of approximately 4,100 LF of WL and appurtenances for 52 lots.							
<b>Status</b>	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.							

<b>Job #</b>	2017060	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Burnbridge Sewer Extension - Design					<b>Department Contact:</b>	3/30/2021 C Ward
<b>Description</b>	Discussions of sewer extension along Burnbridge Road to serve commercial lots and allow for development of the area and expansion of existing development.					<b>Department Contact:</b>	C Ward
<b>Status</b>	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. 4 Final hard copies of design rec'd 3/30/21.						
<b>Job #</b>	2018023.1	<b>Job Type:</b>	Water	<b>Location</b>	Lakes / Huddleston	<b>Last updated on:</b>	
<b>Job Name</b>	Mariners Landing System Transfer - Waterline Extension					<b>Department Contact:</b>	4/11/2021 S Dade
<b>Description</b>	Waterline extension along SML Parkway to connect Mariners Landing water system to public system.					<b>Department Contact:</b>	S Dade
<b>Status</b>	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. Wells and raw waterlines retained by Mariners Landing and disconnected from potable system.						
<b>Job #</b>	2018034	<b>Job Type:</b>	Other	<b>Location</b>	Forest / Goode	<b>Last updated on:</b>	
<b>Job Name</b>	VDOT Everett Rd Bridge Replacement					<b>Department Contact:</b>	11/12/2020
<b>Description</b>	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.					<b>Department Contact:</b>	
<b>Status</b>	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.						
<b>Job #</b>	2018055	<b>Job Type:</b>	Preliminary Plan	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Cambridge Manor Estates - Preliminary Plan					<b>Department Contact:</b>	3/16/2021 S Foster
<b>Description</b>	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".					<b>Department Contact:</b>	S Foster
<b>Status</b>	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. Preliminary Plan 06 rec'd 3/16/21.						
<b>Job #</b>	2018062.2	<b>Job Type:</b>	Internal	<b>Location</b>	Bedford Central	<b>Last updated on:</b>	
<b>Job Name</b>	BRWA Administration Parking Lot - North					<b>Department Contact:</b>	4/11/2021 R English
<b>Description</b>	Addition of a parking lot at the north side of the BRWA administration facilities.					<b>Department Contact:</b>	R English
<b>Status</b>	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. County plan approvals valid for 5 years once issued.						

<b>Job #</b>	2018086	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Sewer Force Main for TM# 118-A-6A - Design						4/5/2021
<b>Description</b>	Sanitary Force Main Plan and Profile for TM# 118-A-6A.					<b>Department Contact:</b>	S Dade
	Waterline Relocation added to project in 8th submittal (See 2018-086.1 for Waterline C2C/COC purposes)						
<b>Status</b>	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. Punchlist email/mailed 4/5/21.						

<b>Job #</b>	2018086.1	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	221 Car Wash Waterline Relocation - Design						4/5/2021
<b>Description</b>	For C2C & COC purposes only. Reference 2018-086.					<b>Department Contact:</b>	S Dade
<b>Status</b>	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. Punchlist email/mailed 4/5/21.						

<b>Job #</b>	2018092	<b>Job Type:</b>	Internal	<b>Location</b>	Boonsboro	<b>Last updated on:</b>	
<b>Job Name</b>	Blackburn Subdivision Water System Inquiry						4/8/2019
<b>Description</b>	Private water system serving 6 lots with master meter and booster pump station at the end of Fox Hollow Road. Property owners inquiring about BRWA taking over system, including aged and failing booster station.					<b>Department Contact:</b>	R English
<b>Status</b>	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.						

<b>Job #</b>	2018125	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Forest Middle School Improvements - Site/Design						3/4/2021
<b>Description</b>	Proposed expansion and upgrades to the existing Forest Middle School. Project will include relocating portion of existing public sewer and addressing unmetered fire line.					<b>Department Contact:</b>	S Dade
<b>Status</b>	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.						

<b>Job #</b>	2019034	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Westyn Village Townhomes 2019 - Site/Design						3/4/2021
<b>Description</b>	Proposed (8) 9 unit residential townhomes and (3) 8 unit Townhomes with private road					<b>Department Contact:</b>	S Dade
<b>Status</b>	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.						
<b>Job #</b>	2019061	<b>Job Type:</b>	Internal	<b>Location</b>	Central, Lakes	<b>Last updated on:</b>	
<b>Job Name</b>	Energy Performance Study and Improvements						4/11/2021
<b>Description</b>	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.					<b>Department Contact:</b>	N Carroll
<b>Status</b>	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. 90% plans reviewed; 100% drawings and material submittals expected by end of April, with deliveries scheduled to begin in September.						
<b>Job #</b>	2019081	<b>Job Type:</b>	Internal	<b>Location</b>	Lakes	<b>Last updated on:</b>	
<b>Job Name</b>	Paradise Point Water System Transfer Request						4/11/2021
<b>Description</b>	Owner is requesting BRWA take ownership of water system. Water system serves 24 customers. Treatment includes orthophosphate, soda ash, and chlorine.					<b>Department Contact:</b>	R English
<b>Status</b>	Met with system operator, J. Hughes, to review plant and system on 7/31/19. Financial analysis reviewed with Jean Maas on 9/16/19. Additional info received from Maas on 9/26, and financial analysis updated and sent on 9/27. Maas approached WVWA 10/2019. Rec'd financial comments from Maas on 11/12 & responded 11/15. Inquiry rec'd 2/4/20 regarding contract repairs. Inquiry rec'd on 2/21 for presentation to be given to subdivision. FOIA request received 3/8/20 regarding capital funding; response sent 3/12 with additional questions received afterwards. Owners made presentation to Board at 4/21 Rate Hearing; rate concerns to be further discussed with Finance Committee. Finance Committee 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, approved on 3/11/21. Closing scheduled 5/24 for operation beginning 5/25/21.						
<b>Job #</b>	2019085	<b>Job Type:</b>	Sewer	<b>Location</b>	Smith Mountain Lake	<b>Last updated on:</b>	
<b>Job Name</b>	Moneta Storage Units Lot 6 - Site Plan						4/9/2021
<b>Description</b>	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					<b>Department Contact:</b>	S Foster
<b>Status</b>	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 Agmt or Fees). Site no longer requesting w/s connection. Notified Engineer & Owner of outstanding Dev Agmt for requisite FM relocation. Signed Developer Agmt, Insepction & Review fees rec'd 3/24/21. Site now desires public water & sewer (4/1/21). SWF has discussed project w/ Owner, Engineer, BRWA Maint Mgr and GC. Developer proposes to use Jeff Crawford. Waiting for Cost Est, Shop Dwgs, Surety, Etc.						
<b>Job #</b>	2019088	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	The Stables On Coffee Subdivision - Design						4/9/2021
<b>Description</b>	Proposed 15 lot residential subdivision with public roadway & water line. Comments Emailed to County 12/31/19.					<b>Department Contact:</b>	S Dade
<b>Status</b>	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. Developer Agmt executed 4/8/21. C2C issued 4/8/21, pre-con held and construction has begun.						



<b>Job #</b>	2020023	<b>Job Type:</b>	Sewer	<b>Location</b>	Lakes	<b>Last updated on:</b>	
<b>Job Name</b>	Bridgewater Bay Sewer Inquiry					<b>Department Contact:</b>	1/8/2021 R English
<b>Description</b>	Bridgewater Bay HOA inquiring for BRWA to accept sewer system, and as to BRWA's responsibility for upgrades necessary to meet BRWA standards.						
<b>Status</b>	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.						
<b>Job #</b>	2020028	<b>Job Type:</b>	Site Plan w/ Existing Utilities	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Innerspec Building Addition - Site Plan					<b>Department Contact:</b>	3/11/2021 J Dean
<b>Description</b>	Proposed 10,400 SF building addition and associated stormwater measures. Building use will be light manufacturing.						
<b>Status</b>	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. Dev Agmt execute 3/11/21. C2C issued 3/11/21.						
<b>Job #</b>	2020035	<b>Job Type:</b>	Internal	<b>Location</b>		<b>Last updated on:</b>	
<b>Job Name</b>	Asset Management Conversion					<b>Department Contact:</b>	3/2/2021 A Browning
<b>Description</b>	Conversion of SEMS asset management data into Cartegraph						
<b>Status</b>	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.						
<b>Job #</b>	2020043.1	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Ivy Creek Divisions 5 & 6 Interceptors - PPEA					<b>Department Contact:</b>	2/4/2021 R English
<b>Description</b>	Unsolicited PPEA proposal received for Ivy Creek sewer and Route 460 Water Pump Station.						
<b>Status</b>	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.						
<b>Job #</b>	2020043.2	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Ivy Creek Divisions 5 & 6 Interceptors - Funding					<b>Department Contact:</b>	3/2/2021 R English
<b>Description</b>	Funding to complete the Ivy Creek sewer line to take the Lake Vista Pump Station offline.						
<b>Status</b>	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.						
<b>Job #</b>	2020043.3	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Ivy Creek Divisions 5 & 6 Interceptors					<b>Department Contact:</b>	4/11/2021 R English
<b>Description</b>	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.						
<b>Status</b>	Meeting held 1/11/21 at LVPS to review station for temporary capacity measures needed. Survey complete and permitting efforts underway for sewer line. SRP application to be submitted in May for 6/15/21 Planning Commission meeting.						
<b>Job #</b>	2020043.4	<b>Job Type:</b>	Water	<b>Location</b>	Bedford Central	<b>Last updated on:</b>	
<b>Job Name</b>	Route 460 Water Pump Station					<b>Department Contact:</b>	4/11/2021 R English
<b>Description</b>	Value engineering design and construction of booster station at the end of East Crest Drive.						
<b>Status</b>	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; updated delivery expected 6/1/21.						

<b>Job #</b>	2020048	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Town Tax Map 129	<b>Last updated on:</b>	
<b>Job Name</b>	Avenel Ave Water & Sewer Replacement					4/9/2021	
<b>Description</b>	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.					<b>Department Contact:</b>	C Ward
<b>Status</b>	Research and design Plans 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. Johnston ESMT #210004171 recorded 3/18/21. Waterline construction complete & testing to be scheduled week of 4/12/21.						
<b>Job #</b>	2020049	<b>Job Type:</b>	Fire Flow Meter	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Tractor Supply 2020 - Site Plan					4/9/2021	
<b>Description</b>	Proposed Tractor Supply Store.					<b>Department Contact:</b>	T Hale
<b>Status</b>	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. Testing and Inspection complete. Working on Closeout Docs.						
<b>Job #</b>	2020066.1	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	FMS Pump Station Upgrades - Preliminary					3/2/2021	
<b>Description</b>	Review of upgrades needed to Forest Middle School Pump Station to serve current and future development.					<b>Department Contact:</b>	R English
<b>Status</b>	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						
<b>Job #</b>	2020066.2	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	FMS Pump Station Upgrades- Prepayment Request					3/2/2021	
<b>Description</b>	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.					<b>Department Contact:</b>	R English
<b>Status</b>	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.						
<b>Job #</b>	2020066.3	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Westyn Village Forest Middle School Pump Station Upgrades - Design					4/11/2021	
<b>Description</b>	Upgrades to Forest Middle School pump station to allow for current and future growth. Current growth related to Westin Village development.					<b>Department Contact:</b>	R English
<b>Status</b>	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, comments rec'd 3/29.						
<b>Job #</b>	2020073	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	West Crossing Section 4 - Design					1/26/2021	
<b>Description</b>	Road plan, waterline design and profile for section 4. 19 lots approximately 2900 LF Waterline.					<b>Department Contact:</b>	S Foster
<b>Status</b>	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 Agmt. Dsgn 02 rec'd 10/22/20. Review 02 complete 11/4/20. Base Review Fee, Review Fees & 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.						
<b>Job #</b>	2020095	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Boonsboro Meadows Sections 3 & 4 - Design					4/9/2021	
<b>Description</b>	Sections 3 (20 Lots) & 4 (20 Lots) of Boonsboro Meadows. Water & Sewer (LPFM).					<b>Department Contact:</b>	S Foster
<b>Status</b>	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 01 review completed and comments issued 2/17/21. Inspection Fees rec'd 3/8/21. Re-review fee rec'd 3/16/21. Dsgn 03 rec'd 3/16/21. Design 03 comments issued 3/31/21 - Approval pending (see review comments). Revised FM Calcs in review. Sewer FM Calcs 02 approved and comments issued 4/2/21. Hard copies of approved shape drawings rec'd 4/5/21. VDOT Design Plan review comments rec'd 4/9/21 and as a result, revised Design Plan Submittal (4th) is anticipated.						



<b>Job #</b>	2020107	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Boonsboro Meadows Section 5 Roadway & Water - Design					<b>Department Contact:</b>	11/5/2020
<b>Description</b>	Proposed Section 5 (Proposed 16 Lots). Consisting of Water and LPFM. Wild Doe Drive					<b>Department Contact:</b>	S Foster
<b>Status</b>	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.						
<b>Job #</b>	2020108.1	<b>Job Type:</b>	Internal	<b>Location</b>	Countywide	<b>Last updated on:</b>	
<b>Job Name</b>	Capital Improvement Plan 2021-22					<b>Department Contact:</b>	4/8/2021
<b>Description</b>	Listing of proposed projects and purchases for the 2021-2022 fiscal year.					<b>Department Contact:</b>	W Blankenship / R English
<b>Status</b>	Preliminary capital project listing sent to managers for review with requests due 1/22/21. Draft plan presented to Finance Committee on 3/24/21; to Board in April.						
<b>Job #</b>	2020108.2	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Countywide	<b>Last updated on:</b>	
<b>Job Name</b>	Water and Sewer Replacement Projects					<b>Department Contact:</b>	1/8/2021
<b>Description</b>	Replacement Project planning for use of water and sewer setaside funds.					<b>Department Contact:</b>	W Blankenship / R English
<b>Status</b>	Meeting held with Engineering and Maintenance to discuss upcoming projects and distribution between annual contractor and CIP crew.						
<b>Job #</b>	2020121	<b>Job Type:</b>	Site Plan w/Proposed Utilities	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Justice Real Estate LLC - Site Plan					<b>Department Contact:</b>	4/9/2021
<b>Description</b>	Proposed building for automobile repair services with adjacent parking.					<b>Department Contact:</b>	J Dean
<b>Status</b>	TRC 12/8/20. Concept 01 rec'd 12/2/20. Comments 01 emailed to Planning & Engineer 12/7/20. Site Plan 01 rec'd 4/9/21.						
<b>Job #</b>	2020125	<b>Job Type:</b>	Internal	<b>Location</b>		<b>Last updated on:</b>	
<b>Job Name</b>	Ratliff Road Route122 Waterline Replacement					<b>Department Contact:</b>	2/26/2021
<b>Description</b>						<b>Department Contact:</b>	C Ward
<b>Status</b>	Design and easements prepared 1/8/21/. ESMT#210002180 recorded 2/11/21. ESMT #210002895 recorded 2/26/21.						
<b>Job #</b>	2021008	<b>Job Type:</b>	Site Plan w/ Existing Utilities	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Burnbridge Commercial Outdoor Recreational Space - Site Plan					<b>Department Contact:</b>	1/20/2021
<b>Description</b>	Proposed auto dealership / commercial outdoor entertainment.					<b>Department Contact:</b>	C Slusser
<b>Status</b>	Site Plan 01 rec'd 1/15/21. Comments 01 emailed to Planning 1/20/21.						
<b>Job #</b>	2021023	<b>Job Type:</b>	Site Plan w/ Existing Utilities	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Parking lot at Phillips Circle - Site Plan					<b>Department Contact:</b>	3/16/2021
<b>Description</b>	Proposed office parking lot.					<b>Department Contact:</b>	J Dean
<b>Status</b>	Site Plan 01 rec'd 3/8/21. Comments emailed to Planning 3/16/2021						
<b>Job #</b>	2021024	<b>Job Type:</b>	Internal	<b>Location</b>	Central	<b>Last updated on:</b>	
<b>Job Name</b>	Big Otter Well Abandonments					<b>Department Contact:</b>	3/11/2021
<b>Description</b>	Abandonment of wells formerly used as part of the Central water system, located behind sewer pump station 6 and within the property boundaries of 4920 Peaks Road.					<b>Department Contact:</b>	
<b>Status</b>	Bob met with property owner of 4920 Peaks Rd, Rita Ragland, who requested consideration be made to abandon or maintain the well sites within her property. Information gathered on existing easements for the wells and raw waterlines.						
<b>Job #</b>	2021029	<b>Job Type:</b>	Internal	<b>Location</b>	Central Bedford	<b>Last updated on:</b>	
<b>Job Name</b>	Stoney Creek Reservoir - Annual Dam Inspection					<b>Department Contact:</b>	3/23/2021
<b>Description</b>	Annual dam inspection performed internally.					<b>Department Contact:</b>	C Ward
<b>Status</b>	Inspection performed on 3/22/2021. Report being prepared; will require account setup through DCR.						

---

**Job #** 2021036      **Job Type:** Concept      **Location** Forest      **Last updated on:**  
**Job Name** Ridgewood Animal Hospital Addition - Concept      4/8/2021  
**Description** Proposed 2,000 SF addition to Ridgewood Animal Hospital.      **Department Contact:**  
J Dean  
**Status** TRC 4/13/21. Concept 01 rec'd 4/8/21.

**CIP AND REPLACEMENT PROJECT TRACKING**

Crew	Completion	Funding	Project #	Project	Line Size	Est. Const. Cost	LF	Schedule																												
								Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22					
TBD	2022	Setasides	2021-004	Town & Country Sewer Replacement - Windy Ridge Phase I	8"	TBD	2,597						H&P Proposal	H&P Survey/Design - Approve Plans by 8/30	Order Materials	1	2	3	4	5	6															
TBD	2022	Setasides	2021-004	Town & Country Sewer Replacement - Windy Ridge Phase II	8"																															
TBD	2021	CIP	2018-062.2	North Parking Lot Expansion		\$619,541.00				Design Complete (W W)	Agency Approval	Funding not available for full project, working with AC and Maintenance to complete portion of project within budget constraints.																								
AC2 - AIC	2021	Setasides	2020-125	Moneta Road (Route 122) Waterline Relocation	18"	\$462,141.00	968			IHD/Easements	Easemen	1	2																							
CIP	2021	Setasides		Avenel Water Replacement	10"	\$78,177.00	814			In-House Materials		1	2	3																						
CIP	2021	Setasides		Avenel Avenue Sewer Replacement	8"	\$158,049.00	793			In-House Design				1	2	3																				
CIP	2021			Paradise Point	2" & 3"	\$50,000.00	2,340																													
CIP	TBD	Setasides	2020-086.1	Poplar Street Waterline Replacement	6"	\$76,616.00	373			In-House Design (Paused)																										
CIP	TBD	Setasides	2020-086.2	Windsor Drive Waterline Replacement	4" - 2"	\$77,705.00	1,176			In-House Design (Paused)																										
CIP	TBD	Setasides		Baltimore/Walnut Waterline Replacement																																
CIP	TBD	Setasides	2020-086.3	Laurel Street Waterline Replacement	6"	\$199,415.00	1,375																													
TBD	TBD	CIP	2020-008	Turkey Mountain Booster Station		\$738,149.04				Design Complete (H&P)	Funding not available for construction by AC, may have Maintenance perform construction																									

# EXECUTIVE DIRECTOR'S REPORT



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

# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Brian Key; Executive Director  
**Date:** April 13, 2021  
**Re:** Resolution 2021-04.06 – Board Compensation

---

Based on the discussion at the March 2021 board meeting, the Policies and Projects committee reviewed some changes to the Bylaws Policy 1.30. They concluded that the current pay rate should be left alone, and that mileage reimbursement may be paid under an accountable plan as detailed in the Internal Revenue Service Publication 463

Attached is a resolution for revisions to the Bylaws policy in order to address changes the mileage reimbursement for the Board. The Committee recommendation is that Board consider the changes shown to the Bylaws Policy.

## 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 expenses incurred by members and liaisons in the performance of their official duties. Reimbursements will be treated as paid under an accountable plan, as detailed in the Internal Revenue Service Publication 463. Mileage will be reimbursed at the posted federal rate.
      - i. The expenses and travel must be for the purpose of conducting Authority business; this includes the attendance at Authority approved meetings, conferences, or trainings.
      - ii. A daily business mileage and expense log shall be submitted to the Treasurer each month for the prior month's travel expenses.
      - iii. Allowances and advances will not be provided; all reimbursement will be made for actual expenses and actual mileage.
    - b. The Authority shall pay each member \$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.
    - c. 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. 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.
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.

## BYLAWS

### 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.
  - 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,

## BYLAWS

- 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. All funds shall be deposited as directed by the Authority.
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 April 20, 2021, effective on April 21, 2021:
    - a. Article II.5.d.iii was modified to follow the state code.
    - b. Article III.4. was modified to clarify the mileage reimbursement.



---

**RESOLUTION**

2021-04.06

**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 20th of April 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 current board compensation and they also reviewed the impact if mileage were to be paid to board members for attendance at meetings; 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 April 20, 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