



**Bedford  
Regional  
Water Authority**

The primary mission of the BRWA is to provide our members the highest quality water and wastewater services at rates that are reasonable and just while protecting public health.

# BOARD OF DIRECTORS

**May 18<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)



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

# MEETING NOTES

**To:** BRWA Board of Directors  
**From:** Brian M. Key, PE; Executive Director  
**Date:** May 12, 2021  
**Re:** Notes for the May 18, 2021 Board of Directors Meeting

---

Now that we have adopted the budget, the agenda is a bit lighter than in prior months; that is usually the case.

Here are a few notes about the corresponding agenda items:

- 5.b. **Resolution 2021-05.01:** When the board approved the rates last month, a new rate for bulk fill water was adopted; as such, two policies needed to be revised to account for this new rate. This resolution is for the board to consider approving changes to the Rate Information policy 2.01 and the Filling Station policy 2.71. Also included in the packets for your records is the newly revised rate policy 2.00; the changes made to this policy were approved last month when the rate were adopted.
- 6.b. Megan will discuss the status of the BRWA email accounts for Board Members, and answer any questions that the Board may have.
- 7.b. **Resolution 2021-05.02:** The Authority keeps a few engineering firms under a term contract; this allows for us to more efficiently get proposals from the consultants, as well as allow for us to quickly get assistance when needed. The past term contracts have expired, and staff are recommending approval to enter into agreements with eight firms for the next year; these agreements would renewable for four additional years, making it five years in total that each firm could remain under contract before we are required to procure such services again.
- 8.a. For the past few months, we have been providing a bit of history with agenda items that afforded us the opportunity to refresh the board on why we do things a certain way. In March we talked about the budget process. In April we talked about how reversion impacted the rates. I have added an "Education Moment" to the agenda to briefly review the Davenport Study that was recently performed. The thought is that this would be good chance to refresh the board members who were on the board when the study was prepared, and explain the study to the board who weren't here at the time. If any board members have any ideas of items you would like discussed, please let me know.
- 8.b. Nathan will not be able to attend the meeting, so I have put the Task Summary report that he prepares under my agenda item.

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

# AGENDA

# NOTICE AND AGENDA

**To:** Board of Directors  
**From:** Brian Key – Executive Director  
**Date:** May 11, 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, May 18, 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/87841406275?pwd=bVFzY28wWHB0L1JTbk5CRjdlL0p3dz09>
  - Meeting ID: 878 4140 6275
  - Password: 2QNnu2
- Join the Zoom meeting with **audio only** by phone:
  - Phone Numbers:
    - 312 626 6799 US (Chicago)
    - 470 250 9358 US (Atlanta)
    - 470 381 2552 US (Atlanta)
    - 646 518 9805 US (New York)
    - 646 558 8656 US (New York)
  - Meeting ID: 878 4140 6275
  - Passcode: 176552
- 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 Comments
4. Approval of Minutes: April 20, 2021 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end April 2021
  - b. Resolution 2021-05.01 - Policies

**To:** Board of Directors  
**From:** Brian Key – Executive Director  
**Date:** May 11, 2021  
**Re:** Notice of Board Meeting and Agenda

---

6. Administration Report: Presented by Megan Pittman
  - a. Public Relations Information
  - b. Authority Email Accounts for Board Members
7. Engineering Report: Presented by Rhonda English
  - a. Projects Summary
  - b. Resolution 2021-05.02 – Engineering Term Contracts
8. Executive Report: Presented by Brian Key
  - a. Education Moment: Davenport Study
  - b. April Tasks Summary
9. Legal Counsel Report
10. Other business not covered on the above agenda
11. Motion to Adjourn

# MINUTES

---

**Bedford Regional Water Authority – Board of Directors  
Regular Board Meeting – Minutes  
April 20, 2021**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Authority”) was held on Tuesday, April 20, 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 (Virtually)  
Jay Gray  
Rusty Mansel  
Kevin Mele  
Thomas Segroves  
Walter Siehien

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 p.m. 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 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
6. Approval of Minutes: March 16, 2021 – Regular Board Meeting
7. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end February 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 Director's 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

### 3. Public Hearing for Rate Adjustments

#### a. Presentation about Rates

Mr. Key shared a short presentation about the proposed rate change for FY 2021-2022, analyzing this year's change in the context of the ten-year equalization process.

#### b. Public Comments about Rates

There were no comments for the rate hearing.

#### c. **Resolution 2021-04.01:** Rates

This resolution is necessary to adopt the rates and support the FY 2022 operating budget.

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 Segroves made a motion to approve this resolution.

Member Moldenhauer seconded the motion.

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

### 4. Public Hearing for Eminent Domain

#### a. **Resolution 2021-04.02:** Route 122 Waterline Relocation – Eminent Domain

Staff has continued efforts to reach the Stevens to discuss and obtain the final easement necessary for this project. Upon conclusion of the public hearing, the resolution will authorize the use of eminent domain where needed.

Mr. Key provided information to the Board regarding the effects having the Route 122 Waterline out of service has had on the Authority's ability to serve our customers, particularly Lowe's of Bedford; the store is experiencing low water pressure..



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.

Member Gray made a motion to approve this resolution.

Member Mele seconded the motion.

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

The public hearing for both the rates and eminent domain closed at 7:24 pm.

## 5. Public Comments for all issues other than the public hearings

There were no public comments.

**6. Approval of Minutes: March 16, 2021 Regular Board Meeting**

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

Member Segroves made a motion to approve the minutes.

Member Siehien seconded the motion.

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

**7. Financial Report: Presented by Jill Underwood**

**a. Financial Statements through month end March 2021**

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%.

Ms. Underwood reviewed some of the details about the financial reports for the period ending March 2021. The targeted budget goal for March was 75%; operating revenues were 80%, and operating expenditures were 63%. Capital recovery fees received are 132% of the total budgeted amount, with water at 101% and sewer at 233%. There were 14 new connections, 11 in Forest and three in Moneta in March.

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.

Country Estates and Mariners were updated in the CIP tracking sheet to show their progress.

The transition to Invoice Cloud for third party credit card payments continues to be smooth as more customers use the system.

**b. Resolution 2021-04.03: Approval of Operating Budget for FY 2021-2022**

The Finance Committee reviewed the operating budget at their meetings on February 25, 2021, and March 24, 2021. Ms. Underwood gave a summary of the major changes in the proposed FY22 budget.

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 Mele 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.

c. **Resolution 2021-04.04:** Approval of Capital Improvement Projects for FY 2021-2022

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. This budget includes using operating excess from the budget along with operating reserves that were set aside in previous years to allow the Authority to be more proactive. Ms. Underwood highlighted a few of the major projects. Mr. Moldenhauer praised the CIP presentation in the packet stating it was the best he's ever seen.

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 Segroves 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. Operations Report: Presented by Nathan Carroll**

a. Work Order Summary

Mr. Carroll expanded upon Mr. Key's earlier comments regarding Lowe's of Bedford and provided additional information to the Board regarding his communications with Lowe's staff since January 2021 relating to the Route 122 Waterline being out of service since December 18, 2020.

Mr. Carroll also presented the summary and provided clarification on the new reporting provided by Cartegraph.

He stated that the blower that failed at the Central WWTP has been put back in service after getting repaired which would allow the rental to be returned this week. Construction for the ESCO project is estimated to begin in August, with equipment delivery expected in September or October. The project's substantial completion date is still January 31, 2022.

The additional granular activated carbon contactor for SMLWTF should be delivered in the next 30 days. The replacement disk filter is being manufactured and once installed should resolve the issues that have led to receiving two warning letters from DEQ.

**9. Administration Report: Presented by Megan Pittman**

a. Public Relations Information

Ms. Pittman reviewed the articles included in the packet.

b. **Resolution 2021-04.05:** Time of Giving Volunteer Program Policy 20.60

Per the board's request at the March board meeting, legal counsel has reviewed the policy examining potential liability if an employee was injured or involved in an accident while volunteering. Legal counsel made a few suggestions that would allow the program to operate at a low risk for the Authority and are reflected in the revised policy. The board requested a quarterly report about the progress of the program.

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 Mansel 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.

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

a. Projects Summary

Ms. English highlighted a few major projects. The Burnbridge Sewer Project is moving forward; the project may be approved for construction soon. The Ivy Creek Project should be submitted to the County for the Special Review Project to go before the Planning Commission in June. Staff are working with the design build team for the 460 Pump Station project and hope to have a comprehensive agreement at the next board meeting.

Also included in the packets is a schedule of the CIP/Replacement projects in progress.

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

a. **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. The committee recommended adding that mileage reimbursement may be paid under an accountable plan as detailed in Internal Revenue Service Publication 463.

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 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.

**12. Other Business**

Board members have the option to get an Authority email address; please contact Mr. Key if you would like an email address.

**13. Motion to Adjourn:**

There being no further business to discuss, Member Siehien 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 8:09 p.m.

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: May 10, 2021**  
**Re: Financial Highlights for April 2021**

---

## **Customer Service Statistical Report:**

The number of e-statements sent in April is lower than previous months, as we transition to a different provider and customers sign up under Invoice Cloud.

There are currently 356 residential customers that are past due, totaling \$115,462. There is 1 business that are past due totaling \$117.

To compare to March's financials: the amount of payments decreased 6.60%, water revenue increased 9.88% and sewer revenue increased 13.14%. In comparison to April 2020, water revenue increased 1.80% and sewer revenue increased 10.14%.

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

- 1) Budget goal is 89% for April, operating revenues are at 80% and operating expenses at 71%.
- 2) Capital Recovery fees received so far this FY are 143% of the total budgeted amount, with water at 111% and sewer at 250%. There were 15 new connections 10 in Forest and 5 in Moneta during April.

## **Cash Flow Summary**

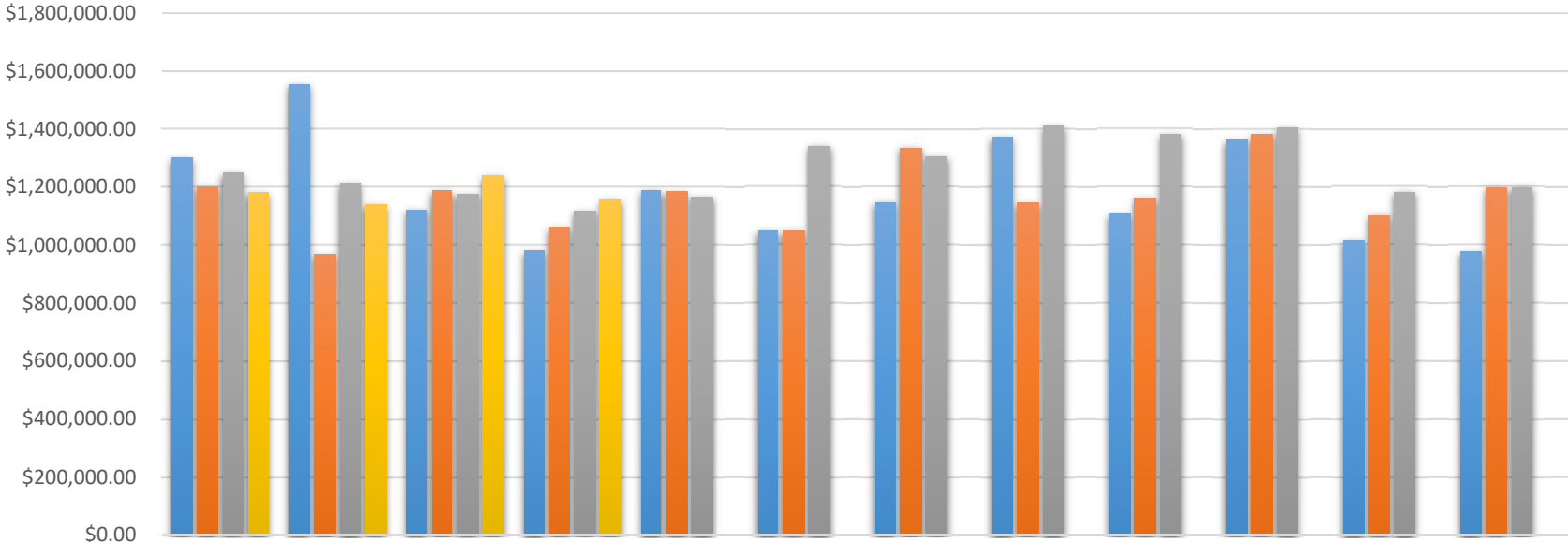
The summary is included in your packets. We submitted the first requisition for the 2020 VRA and it is reflected in the transfers from SNAP Project Fund line item. We also transferred this fiscal year's contribution to the SML WTF Depreciation Fund and billed WVWA for their portion. We moved the funds from a money market savings account at SunTrust to a stable net asset account with the VA Investment Pool.

### Tracking Data for Customer Service Department

Description	May '20	June '20	July '20	August '20	September '20	October '20	November '20	December '20	January '21	February '21	March '21	April '21	Running 12 Month Totals
1 Statements Mailed	15,017	15,091	15,149	15,179	15,170	15,175	15,180	15,183	15,162	15,186	15,215	15,237	181,944
2 Statements Sent Electronically	1,613	1,675	1,712	1,743	1,781	1,821	1,860	1,868	1,834	1,938	2,113	310	20,268
3 Total of Payments Received	11,757	13,019	12,372	12,986	12,723	12,792	12,523	12,864	11,774	11,731	13,237	12,251	150,029
	\$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	\$1,157,433.82	\$15,113,426.33
5 Bill Payer Payments	2,516	2,698	2,668	2,642	2,617	2,625	2,582	2,755	2,498	2,575	2,790	2,640	31,606
	\$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	\$166,551.99	2,152,570
	21.4%	20.7%	21.6%	20.3%	20.6%	20.5%	20.6%	21.4%	21.2%	22.0%	21.1%	21.5%	21.1%
8 Paymentus Payments	1,982	2,150	2,189	2,209	2,356	2,481	2,253	2,260	2,173	1,841	1,697	767	24,358
	\$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	\$65,099.17	\$2,186,608.31
	16.9%	16.5%	17.7%	17.0%	18.5%	19.4%	18.0%	17.6%	18.5%	15.7%	12.8%	6.3%	16.2%
11 Invoice Cloud Payments											527	1,557	2,084
											\$52,681.20	\$127,620.52	\$180,301.72
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.0%	12.7%	1.4%
14 Automatic Draft Payments (ACH)	1,629	1,692	1,701	1,705	1,736	1,746	1,749	1,769	1,715	1,723	1,789	1,821	20,775
	\$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	\$104,453.93	\$1,364,944.50
	13.9%	13.0%	13.7%	13.1%	13.6%	13.6%	14.0%	13.8%	14.6%	14.7%	13.5%	14.9%	13.8%
17 Account Transfers	136	167	205	174	149	158	140	137	95	116	223	155	1,855
18 New Customers - Forest	10	18	33	23	15	19	12	13	24	16	11	10	204
19 New Customers - SML	6	3	3		6	1	3	4	2	2	3	5	38
20 Residential Past Due Customers	-	860	504	360	239	152	236	441	336	326	305	356	4,115
	-	\$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	\$99,377.87	\$115,462.49	1,044,323
22 Meters Read - Normal and Transfer Readings	14,315	14,334	14,363	14,369	14,385	14,399	14,415	14,477	14,438	14,456	14,477	14,504	172,932
23 Radio Read Meters	12,595	12,727	12,771	12,781	12,798	12,843	12,874	13,000	13,058	13,160	13,364	13,546	155,517
24 Manually Read Meters	1,720	1,607	1,592	1,592	1,587	1,556	1,541	1,477	1,380	1,296	1,113	958	17,419
25 Tower Read Meters	1,283	1,037	1,002	950	1,037	1,085	1,115	861	987	1,673	1,446	2,674	15,150
26 New Meter Installs	7	22	22	11	4	18	15	10	7	5	20	26	167
27 Broken Meters Replaced	-	4	2	1	4	3	2	5	7	21	23	-	72
28 Meters Changed - Program	78	108	10	1	4	31	5	112	55	74	181	157	816
29 Connections paid for but not installed	281	291	300	303	311	309	308	308	331	336	359	356	N/A
30 Remaining Developer's Credits	\$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	\$341,484.01	N/A
31 Bulk Water Sales - New London (Gallons)	23,485	82,673	42,738	-	6,280	12,760	9,395	835	935	4,150	43,764	93,485	320,500
32 Bulk Water Sales - Moneta (Gallons)	12,200	40,480	6,000	-	20,128	-	-	-	-	-	-	-	78,808
33 Bulk Water Sales - Central Distr (Gallons)	400	-	28,700	3,900	17,800	3,500	17,500	8,460	200	-	8,150	126,500	215,110
34 Total Bulk Water Sales	\$194.86	\$665.03	\$418.17	\$21.06	\$238.72	\$87.80	\$145.23	\$50.19	\$6.13	\$22.41	\$280.34	\$1,187.92	\$3,317.86



### 2018-2021 Total Payments Received



■ 2018 ■ 2019 ■ 2020 ■ 2021

Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Friday, April 30, 2021

		<u>7/1/2020</u>	<u>Apr 2021</u>
		<u>Beginning</u>	<u>Actual</u>
ASSETS			
1000:1000	Cash	\$5,993,484.61	\$7,625,494.86
1001	Restricted Investments	8,150,166.66	12,647,584.89
1002:1002	Prepaid Expenses	828,812.19	718,896.61
1101:1101	Accounts Receivable	2,157,333.40	2,261,311.57
1102	Accounts Receivable Other	33,439.18	168,009.46
1200	Inventory	488,551.59	788,668.72
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	297,742.21	1,318,230.60
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		154,390.17
1900	Depreciation	<u>(64,747,719.17)</u>	<u>(64,747,719.17)</u>
	Total assets	<u>124,295,543.27</u>	<u>132,028,600.31</u>
LIABILITIES			
2000	Accounts Payable	(419,653.13)	(205,950.06)
2001	Customer Liabilities	(515,437.37)	(401,549.60)
2100	Employee Liabilities	(1,264,686.26)	(1,175,650.36)
2200	Notes Payable	(42,062,594.55)	(43,569,576.93)
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>(125,358,898.91)</u>
	Operating Surplus/ (Loss)		6,669,701.40

Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Friday, April 30, 2021

		<u>7/1/2020</u>	<u>Apr 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	3,768,227.16
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	322,251.36	322,718.22
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>	<u>5,993,484.61</u>	<u>7,625,494.86</u>
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	1,705,687.91	1,911,148.57
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 WVWA	252,079.10	252,097.99
1001-0023	BRWA Cell Tower Funds	240,538.75	264,144.63
1001-0024	SML WTF Depreciation Fund- BRWA portion	252,065.18	403,084.06
1001-0025	Vehicle and Equipment Replacement Fund	295,493.54	419,908.11
1001-0030	Information Systems Replacement Fund	157,872.83	177,695.99
1001-0035	Meter Replacement Fund	318,719.33	419,732.46
1001-0040	Sewerline Replacement Fund	558,195.16	641,525.16
1001-0045	Waterline Replacement Fund	522,165.92	655,495.92
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	9,013.02
1001-1100	Escrow Account	67,787.34	67,787.34
1001-1215	VRA 2020 Construction Fund		3,727,098.15
1001-1216	VRA 2020 Construction Account- Interest		2,215.71
	<b>Total Restricted Investments</b>	<u>8,150,166.66</u>	<u>12,647,584.89</u>
Prepaid Expenses:			
1002-1000	Prepaid Insurance	113,720.53	25,396.20
1002-1001	Prepaid Dues/Service Contracts	62,308.66	40,717.41
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>	<u>828,812.19</u>	<u>718,896.61</u>
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,411,415.24	1,437,955.27
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	961,412.20
1101-3210	Credit Card Convenience Fee AR	847.58	843.08
1101-4000	Allowance for Doubtful Accounts	(486,341.29)	(486,341.29)
1101-4001	Water Penalties- A/R	39,404.50	47,884.10
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	25,136.10	31,659.12
1101-4004	Payment Arrangement AR- Sewer	268.43	268.43
1101-4005	Payment Arrangement AR- Sewer Penalties	94.60	94.60

Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Friday, April 30, 2021

		<u>7/1/2020</u> <u>Beginning</u>	<u>Apr 2021</u> <u>Actual</u>
1101-4006	Payment Arrangement AR- Water Penalties	174.14	174.14
1101-5001	Water Facility Fees A/R	86,479.00	84,779.00
1101-5002	Returned Check A/R	784.75	1,043.80
1101-5003	Sewer Facility Fees A/R	55,627.78	37,627.78
1101-5005	Reconnect Fee A/R	27,058.15	26,740.03
1101-6000	Water Account Charge A/R	10,552.03	9,498.53
1101-6003	Sewer Account Charges A/R	6,168.09	5,243.09
1101-7001	Water Deposits A/R	3,393.56	5,089.06
1101-7003	Sewer Deposits A/R	20,712.75	21,734.75
1101-7500	Meter Base Installation Fee A/R	14,244.02	17,310.02
1101-7504	Sewer Pump Maintenance A/R	4,284.79	5,096.29
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	5,775.00
1101-7508	A/R- Industrial Pretreatment	1,541.66	1,916.65
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	22,908.53
1101-7502	A/R- Sewer Clean-Out Installation Fee		10,040.00
1101-7510	SGP Review and Inspections A/R		1,200.00
	<b>Total Accounts Receivable</b>	<u>2,157,333.40</u>	<u>2,261,311.57</u>
<b>Accounts Receivable Other:</b>			
1102-0001	Miscellaneous Accounts Receivable	33,439.18	168,009.46
	<b>Total Accounts Receivable Other</b>	<u>33,439.18</u>	<u>168,009.46</u>
<b>Inventory:</b>			
1200-0001	Maintenance Inventory	174,859.22	301,230.46
1200-0002	Meter Inventory	313,692.37	487,438.26
	<b>Total Inventory</b>	<u>488,551.59</u>	<u>788,668.72</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	95,770.54
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 Water		53,198.17
1250-0397	Route 122 Waterline Relocation		74,354.69
1250-0398	CIP- Avenel Ave Sewer		40,629.50
	<b>Total Construction In Progress</b>	<u>297,742.21</u>	<u>1,318,230.60</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

Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Friday, April 30, 2021

	<u>7/1/2020</u> <u>Beginning</u>	<u>Apr 2021</u> <u>Actual</u>
Total Tangible Assets- Office	4,385,424.94	4,385,424.94
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		154,390.17
Total Fixed Asset Clearing Account		154,390.17
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	132,028,600.31
LIABILITIES		
Accounts Payable:		
2000-1000 Accounts Payable	(219,653.13)	(2,458.06)
2000-1005 Retainage Payable	(200,000.00)	(203,492.00)
Total Accounts Payable	(419,653.13)	(205,950.06)
Customer Liabilities:		
2001-0000 Customer Credit- Budget Billing accounts	5,068.88	5,068.88
2001-0001 Customer Credits	(234,769.82)	(313,560.77)
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)	(53,349.89)
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)	(31,727.73)

Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Friday, April 30, 2021

	<i>7/1/2020</i> <i>Beginning</i>	<i>Apr 2021</i> <i>Actual</i>
Total Customer Liabilities	(515,437.37)	(401,549.60)
 Employee Liabilities:		
2100-0050 Compensated Absences Liability	(149,518.68)	(131,090.02)
2100-0060 Accrued Payroll	(106,761.48)	(0.01)
2100-0250 VRS Employee Contribution Payable	300.36	(13,971.10)
2100-0400 Net Pension Liability	(501,911.00)	(501,911.00)
2100-0450 Flexible Spending Account Payable	1.63	(847.08)
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)	(26,525.62)
2100-0600 VRS Mandatory Cash Match- Hybrid	1.25	1.25
2100-0750 Optional Life Insurance Payable	342.81	462.93
2100-0800 AFLAC Withholding Payable	1,697.23	1,672.07
2100-0900 Outstanding Payables Checks	(49.83)	(49.83)
2100-0200 State Withholding Payable		(18,554.88)
2100-1000 Garnishments Payable		(600.07)
Total Employee Liabilities	(1,264,686.26)	(1,175,650.36)
 Notes Payable:		
2200-0115 Current Maturities Long-Term Debt	0.40	2,810,027.52
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)
2200-2240 VRA 2020 Loan (ESCO)		(3,730,000.00)
2200-2241 VRA 2020 Premium		(587,009.50)
Total Notes Payable	(42,062,594.55)	(43,569,576.93)
 Developer Credits:		
2300-0000 Deferred Revenue Liability	(368,484.01)	(341,484.01)
2300-1000 Deferred Inflows of Resources	(83,956.00)	(83,956.00)
Total Developer Credits	(452,440.01)	(425,440.01)
 Equity:		
2900-0150 Customer Contributions for Line Extensions	(41,000.00)	(41,000.00)
Total Equity	(41,000.00)	(41,000.00)
 Retained Earnings:		
2999-0000 Retained Earnings	(79,539,731.95)	(79,539,731.95)
Total Retained Earnings	(79,539,731.95)	(79,539,731.95)
Total liabilities	(124,295,543.27)	(125,358,898.91)
Operating Surplus/ (Loss)		6,669,701.40

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
<b>OPERATING REVENUE</b>						
3000-3000 +...	Water Sales	(\$705,724.88)	(\$7,332,296.42)	(\$8,372,144.00)	(\$1,039,847.58)	88%
3100-3000:3...	Sewer Sales	(379,998.00)	(3,776,583.49)	(4,279,608.00)	(503,024.51)	88%
3902	Penalties	(6,165.24)	(45,685.42)	(70,000.00)	(24,314.58)	65%
3903-3231:3...	Account Charges	(4,950.00)	(51,700.00)	(60,000.00)	(8,300.00)	86%
3903-3240:3...	Review Fees	(200.00)	(59,581.36)	(53,500.00)	6,081.36	111%
3900-3250:3...	Interest Earned		(8,991.54)	(60,000.00)	(51,008.46)	15%
3903-3245:3...	Sewer Clean Outs	(13,240.00)	(25,852.81)	(7,000.00)	18,852.81	369%
3903-3250 +...	Meter Installation Revenues	(23,225.00)	(177,419.95)	(95,000.00)	82,419.95	187%
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(15,208.20)	(18,000.00)	(2,791.80)	84%
3903-3261	Rent/Meter Charges		(5,874.88)	(5,000.00)	874.88	117%
3903-3262:3...	Misc	(10,013.15)	(115,721.21)	(112,729.00)	2,992.21	103%
3903-3280:3...	Fixed Asset Disposals		(1,744.00)		1,744.00	0%
3901-3211:3...	Account Default Fees	(70.00)	(2,075.00)	(23,000.00)	(20,925.00)	9%
3201-3275 +...	Contract Reimbursements	1,890.23	(196,546.17)	(151,000.00)	45,546.17	130%
	Revenue from BRWA Operations	<u>(1,143,216.86)</u>	<u>(11,815,280.45)</u>	<u>(13,306,981.00)</u>	<u>(1,491,700.55)</u>	89%
3000-3220 +...	Capital Recovery Fees	(103,000.00)	(1,344,500.00)	(939,010.00)	405,490.00	143%
3903-3265 +...	Cellular Antenna Site Rental-County...	(6,104.51)	(53,040.82)	(45,153.00)	7,887.82	117%
3904-3310	BOS Capital Contributions		(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)	(200,000.00)	(173,712.00)	13%
3904-3316 +...	Contributions from WVWA	(151,000.00)	(152,948.19)		152,948.19	0%
3904-3335	Contributions for DEQ Projects		(42,913.00)		42,913.00	0%
3903-3330	SML WTF Revenue		(37.77)		37.77	0%
3904-3317	Developer Prepayments Redemptio...			(20,000.00)	(20,000.00)	0%
3904-3320	Customer Line Contributions		(7,269.60)		7,269.60	0%
	Revenue from Other Sources	<u>(260,104.51)</u>	<u>(4,126,997.38)</u>	<u>(3,204,163.00)</u>	<u>922,834.38</u>	129%
	Total Revenue	<u>(1,403,321.37)</u>	<u>(15,942,277.83)</u>	<u>(16,511,144.00)</u>	<u>(568,866.17)</u>	97%
<b>OPERATING EXPENSES</b>						
4000 + 4002...	Salaries	455,420.20	3,212,623.73	4,169,901.18	957,277.45	77%
4010	General Office Expenses	7,541.89	152,230.84	268,467.00	116,236.16	57%
4100	Employee Benefit & Related Expens...	100,861.70	1,217,345.47	1,724,071.00	506,725.53	71%
4110	Billing Expenses	6,837.02	168,936.32	211,404.00	42,467.68	80%
4120	Information Systems Expenses	1,838.11	119,798.89	158,194.00	38,395.11	76%
4130	Adminstration Supplies	34.99	2,686.45	500.00	(2,186.45)	537%
4140	Customer Service Supplies		667.36	3,368.00	2,700.64	20%
4210	Engineering Expenses	4,181.76	38,613.12	81,353.00	42,739.88	47%
4220 + 4223	Operations Expenses	357.30	958.14	2,400.00	1,441.86	40%
4221	Compliance Program Supplies			8,000.00	8,000.00	0%
4222	Pretreatment Expenses	1,210.55	15,930.81	19,600.00	3,669.19	81%
4225-0100	Lab Supplies	3,105.77	13,471.44	24,000.00	10,528.56	56%
4230	Maintenance Expenses	923.53	25,719.76	46,402.00	20,682.24	55%
4240	Vehicles & Equipment Expenses	20,466.10	189,555.36	239,624.00	50,068.64	79%
4250	Forest Water Expenses	102,161.71	822,241.50	840,247.00	18,005.50	98%
4260	Well Systems Expenses	127.96	20,336.23	45,678.00	25,341.77	45%
4265	SML Central Distribution System Ex...	4,299.35	49,637.11	33,845.00	(15,792.11)	147%
4270	Highpoint Facility Expenses	3,176.95	32,721.27	40,738.00	8,016.73	80%
4330	SML WTF Expenses	12,602.94	239,573.78	493,766.00	254,192.22	49%
4275	Central Water Distribution Expenses	3,113.92	100,537.23	225,692.00	125,154.77	45%
4276	Central Water Treatment Expenses	9,024.26	104,727.60	135,189.00	30,461.40	77%
4280	Stewartsville Water Expenses	2,912.47	27,148.60	38,532.00	11,383.40	70%
4290	Forest Sewer Expenses	15,636.94	326,036.92	609,825.00	283,788.08	53%
4291	Central Sewer Collection System Ex...	4,092.46	102,884.59	318,750.00	215,865.41	32%
4293	Central Sewer Treatment Expenses	46,852.80	373,931.77	626,550.00	252,618.23	60%
4292	Moneta Sewer Collection System E...	1,654.13	23,721.25	31,800.00	8,078.75	75%
4294	Moneta Sewer Treatment Expenses	6,193.73	92,959.85	150,447.00	57,487.15	62%
4295	Montvale Sewer Expenses	400.12	21,725.47	29,380.00	7,654.53	74%
4340	Mariners Landing Sewer Expenses	19,180.34	103,083.72	86,770.00	(16,313.72)	119%
4350	Cedar Rock Sewer Expenses	4,909.24	32,177.34	26,070.00	(6,107.34)	123%

Bedford Regional Water Auth.  
 Summary of Revenue & Expenditures  
 For the Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
4300 + 4310	Schools Sewer Expenses	1,093.63	11,506.20	35,000.00	23,493.80	33%
4315	Mariners Landing Water Expenses	31.50	8,040.11	28,655.00	20,614.89	28%
4320	Franklin County Operations	2,565.75	33,434.60	36,000.00	2,565.40	93%
	Total Operating Expenditures	<u>842,809.12</u>	<u>7,684,962.83</u>	<u>10,790,218.18</u>	<u>3,105,255.35</u>	<u>71%</u>
4400	Depreciation			3,257,478.00	3,257,478.00	0%
4500-0600	Loan Issuance Costs		49,589.51		(49,589.51)	0%
4500-0640	Lynchburg Debt Service Paid			262.00	262.00	0%
4500-0645	2012 VRA Interest		139,400.01	139,400.00	(0.01)	100%
4500-0660	2014 VRA Interest		77,281.26	77,281.00	(0.26)	100%
4500-0665	2015 VRA Interest		1,058,562.50	1,058,563.00	0.50	100%
4500-0650	Assumed Debt from City	490.40	80,070.30	80,070.00	(0.30)	100%
4500-0670	VRA 2019 Interest	(1,709.66)	115,780.97	117,491.00	1,710.03	99%
4500-0675	VRA 2020 Interest (ESCO project)		66,929.05		(66,929.05)	0%
	Total Interest and Debt Service	<u>(1,219.26)</u>	<u>1,587,613.60</u>	<u>1,473,067.00</u>	<u>(114,546.60)</u>	<u>108%</u>
	Total Exp., Depr. and Debt Servi...	841,589.86	9,272,576.43	15,520,763.18	6,248,186.75	60%
	Total Revenues Less Oper Expense	(561,731.51)	(6,669,701.40)	(990,380.82)	5,679,320.58	673%
	Gross Cash Before Capital Exp	<u>(561,731.51)</u>	<u>(6,669,701.40)</u>	<u>(990,380.82)</u>	<u>5,679,320.58</u>	<u>673%</u>
	Less non-debt Capital Contributions	(151,000.00)	(229,456.56)	(220,000.00)	9,456.56	104%
	Earnings/(loss) before BRWA Capit...	<u>(410,731.51)</u>	<u>(6,440,244.84)</u>	<u>(770,380.82)</u>	<u>5,669,864.02</u>	<u>836%</u>



Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Friday, April 30, 2021

		<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
<b>OPERATING REVENUE</b>						
<b>Water Sales:</b>						
3000-3000	Water Sales	(696,076.02)	(7,216,399.45)	(8,298,674.00)	(1,082,274.55)	87%
3000-3050	Contract Water Sales	(9,648.86)	(115,896.97)	(73,470.00)	42,426.97	158%
	<b>Total Water Sales</b>	<u>(705,724.88)</u>	<u>(7,332,296.42)</u>	<u>(8,372,144.00)</u>	<u>(1,039,847.58)</u>	<u>88%</u>
<b>Sewer Sales:</b>						
3100-3000	Sewer Sales	(377,286.99)	(3,749,623.30)	(4,248,408.00)	(498,784.70)	88%
3100-3050	Cedar Rock Revenue	(2,711.01)	(26,960.19)	(31,200.00)	(4,239.81)	86%
	<b>Total Sewer Sales</b>	<u>(379,998.00)</u>	<u>(3,776,583.49)</u>	<u>(4,279,608.00)</u>	<u>(503,024.51)</u>	<u>88%</u>
<b>Penalties:</b>						
3902-3211	Water Penalty Revenue	(3,622.24)	(27,823.32)	(45,000.00)	(17,176.68)	62%
3902-3213	Sewer Penalty Revenue	(2,543.00)	(17,862.10)	(25,000.00)	(7,137.90)	71%
	<b>Total Penalties</b>	<u>(6,165.24)</u>	<u>(45,685.42)</u>	<u>(70,000.00)</u>	<u>(24,314.58)</u>	<u>65%</u>
<b>Account Charges:</b>						
3903-3231	Water Account Charge Revenue	(3,225.00)	(34,600.00)	(40,000.00)	(5,400.00)	87%
3903-3233	Sewer Account Charge Revenue	(1,725.00)	(17,100.00)	(20,000.00)	(2,900.00)	86%
	<b>Total Account Charges</b>	<u>(4,950.00)</u>	<u>(51,700.00)</u>	<u>(60,000.00)</u>	<u>(8,300.00)</u>	<u>86%</u>
<b>Review Fees:</b>						
3903-3240	Engineering Review Fees	(200.00)	(52,981.36)	(50,000.00)	2,981.36	106%
3903-3242	Engineering Fire Flow Testing		(300.00)	(1,500.00)	(1,200.00)	20%
3903-3243	SGP Review and Inspections		(6,300.00)	(2,000.00)	4,300.00	315%
	<b>Total Review Fees</b>	<u>(200.00)</u>	<u>(59,581.36)</u>	<u>(53,500.00)</u>	<u>6,081.36</u>	<u>111%</u>
<b>Interest Earned:</b>						
3900-3250	Bank Interest Earned		(6,775.83)	(60,000.00)	(53,224.17)	11%
3900-3251	VRA Interest Earned		(2,215.71)		2,215.71	0%
	<b>Total Interest Earned</b>		<u>(8,991.54)</u>	<u>(60,000.00)</u>	<u>(51,008.46)</u>	<u>15%</u>
<b>Sewer Clean Outs:</b>						
3903-3245	Sewer Clean-Out Installation Fee	(13,240.00)	(25,852.81)	(7,000.00)	18,852.81	369%
	<b>Total Sewer Clean Outs</b>	<u>(13,240.00)</u>	<u>(25,852.81)</u>	<u>(7,000.00)</u>	<u>18,852.81</u>	<u>369%</u>
<b>Meter Installation Revenues:</b>						
3903-3250	Meter Fee Revenue	(10,025.00)	(54,050.00)	(35,000.00)	19,050.00	154%
3903-3260	Meter Base Installation Revenue	(13,200.00)	(123,369.95)	(60,000.00)	63,369.95	206%
	<b>Total Meter Installation Revenues</b>	<u>(23,225.00)</u>	<u>(177,419.95)</u>	<u>(95,000.00)</u>	<u>82,419.95</u>	<u>187%</u>
<b>Industrial Pretreatment Revenue:</b>						
3903-3255	Industrial Pretreatment Revenue	(1,520.82)	(15,208.20)	(18,000.00)	(2,791.80)	84%
	<b>Total Industrial Pretreatment Reve...</b>	<u>(1,520.82)</u>	<u>(15,208.20)</u>	<u>(18,000.00)</u>	<u>(2,791.80)</u>	<u>84%</u>
<b>Rent/Meter Charges:</b>						
3903-3261	Service Repairs & Equipment Ren...		(5,874.88)	(5,000.00)	874.88	117%
	<b>Total Rent/Meter Charges</b>		<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...	(4,131.77)	(57,211.27)	(67,729.00)	(10,517.73)	84%
3903-3264	Sewer Pump Maintenance Reven...	(5,180.00)	(50,995.00)	(40,000.00)	10,995.00	127%
3903-3270	Miscellaneous Revenue	(701.38)	(7,514.94)	(5,000.00)	2,514.94	150%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
Total Misc	(10,013.15)	(115,721.21)	(112,729.00)	2,992.21	103%
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)	(20,000.00)	(19,850.00)	1%
3901-3212 Return Check Revenue	(70.00)	(1,925.00)	(2,000.00)	(75.00)	96%
3901-3213 Unauthorized Service Revenue			(1,000.00)	(1,000.00)	0%
Total Account Default Fees	(70.00)	(2,075.00)	(23,000.00)	(20,925.00)	9%
Contract Reimbursements:					
3201-3275 School System Operations		(27,786.64)	(51,000.00)	(23,213.36)	54%
3904-3318 Franklin County Contract Operatio...	1,890.23	(168,759.53)	(100,000.00)	68,759.53	169%
Total Contract Reimbursements	1,890.23	(196,546.17)	(151,000.00)	45,546.17	130%
Revenue from BRWA Operations	(1,143,216.86)	(11,815,280.45)	(13,306,981.00)	(1,491,700.55)	89%
Capital Recovery Fees:					
3000-3220 Water Capital Recovery Fees	(66,000.00)	(795,500.00)	(719,710.00)	75,790.00	111%
3100-3220 Sewer Capital Recovery Fees	(37,000.00)	(549,000.00)	(219,300.00)	329,700.00	250%
Total Capital Recovery Fees	(103,000.00)	(1,344,500.00)	(939,010.00)	405,490.00	143%
Cellular Antenna Site Rental-County portion:					
3903-3265 Cellular Antenna Revenue- Co. po...	(2,754.51)	(38,140.82)	(45,153.00)	(7,012.18)	84%
3903-3285 Bedford County Broadband Reven...	(3,350.00)	(14,900.00)		14,900.00	0%
Total Cellular Antenna Site Rental...	(6,104.51)	(53,040.82)	(45,153.00)	7,887.82	117%
BOS Capital Contributions:					
3904-3310 Bedford County Debt Support		(2,000,000.00)	(2,000,000.00)		100%
Total BOS Capital Contributions		(2,000,000.00)	(2,000,000.00)		100%
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)	(200,000.00)	(173,712.00)	13%
Total Developer Line Contributions		(26,288.00)	(200,000.00)	(173,712.00)	13%
Contributions from WVWA:					
3904-3316 Contributions from WVWA	(151,000.00)	(152,948.19)		152,948.19	0%
Total Contributions from WVWA	(151,000.00)	(152,948.19)		152,948.19	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		(37.77)		37.77	0%
Total SML WTF Revenue		(37.77)		37.77	0%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</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...		(7,269.60)		7,269.60	0%
Total Customer Line Contributions		(7,269.60)		7,269.60	0%
Revenue from Other Sources	(260,104.51)	(4,126,997.38)	(3,204,163.00)	922,834.38	129%
Total Revenue	(1,403,321.37)	(15,942,277.83)	(16,511,144.00)	(568,866.17)	97%

OPERATING EXPENSES

Salaries:					
4000-0010 Administration Salaries	81,893.58	595,235.12	794,279.12	199,044.00	75%
4000-0019 IT Oncall Stipend	900.00	6,150.00	7,800.00	1,650.00	79%
4000-0020 Administration Overtime		129.51	3,170.28	3,040.77	4%
4002-0010 Customer Service Salaries	36,905.01	265,795.18	340,458.28	74,663.10	78%
4002-0020 Customer Service Overtime	1,189.13	7,957.38	17,984.58	10,027.20	44%
4003-0010 Engineering Department Salaries	84,089.19	552,512.86	620,091.59	67,578.73	89%
4003-0019 Engineering OnCall Stipend	900.00	6,300.00	7,800.00	1,500.00	81%
4003-0020 Engineering Department Overtime	7,290.73	33,876.27	32,240.31	(1,635.96)	105%
4004-0010 Maintenance Department Salaries	93,701.85	646,466.11	859,238.92	212,772.81	75%
4004-0019 Maintenance Oncall Stipend Expe...	1,800.00	13,050.00	18,720.00	5,670.00	70%
4004-0020 Maintenance Department Overtime	8,622.49	79,188.36	137,797.55	58,609.19	57%
4005-0010 Operations Department Salaries	134,914.78	954,977.40	1,232,559.27	277,581.87	77%
4005-0020 Operations Department Overtime	3,213.44	50,985.54	97,761.28	46,775.74	52%
Total Salaries	455,420.20	3,212,623.73	4,169,901.18	957,277.45	77%

General Office Expenses:

4010-0075 Board & Committee Meetings		854.76	600.00	(254.76)	142%
4010-0100 Office Supplies	144.78	3,391.29	10,000.00	6,608.71	34%
4010-0103 Public Outreach Expenses	70.00	2,237.54	16,415.00	14,177.46	14%
4010-0110 Building Maintenance Expense	1,127.91	19,267.89	21,000.00	1,732.11	92%
4010-0130 Postage and Shipping Expense	28.80	4,155.61	8,000.00	3,844.39	52%
4010-0140 Commercial Phone Charges	1,123.18	10,013.94	12,600.00	2,586.06	79%
4010-0142 Cellular Phone Service		10,936.40	19,220.00	8,283.60	57%
4010-0150 Building Power and Utilities		13,520.53	20,500.00	6,979.47	66%
4010-0155 Building Fuel Costs		3,071.53	8,000.00	4,928.47	38%
4010-0160 Employee Bond	42.33	423.30	669.00	245.70	63%
4010-0161 Building Insurance	346.00	3,460.00	3,863.00	403.00	90%
4010-0170 Advertising	608.64	2,238.58	18,000.00	15,761.42	12%
4010-0175 Bank Service charges	1,266.42	11,640.55	15,600.00	3,959.45	75%
4010-0200 Accounting Services		23,385.00	30,000.00	6,615.00	78%
4010-0220 Legal Expenses	1,033.83	26,133.92	18,000.00	(8,133.92)	145%
4010-0400 Board of Directors Fees	1,750.00	17,500.00	21,000.00	3,500.00	83%
4010-0085 Long Range Planning			45,000.00	45,000.00	0%
Total General Office Expenses	7,541.89	152,230.84	268,467.00	116,236.16	57%

Employee Benefit & Related Expenses:

4100-0030 Payroll Taxes	32,832.66	242,022.05	316,372.00	74,349.95	76%
4100-0040 VRS Retirement and Group Life	2,048.73	217,633.58	356,583.00	138,949.42	61%
4100-0041 VRS Hybrid Disability Program		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	55,787.73	627,834.95	728,478.00	100,643.05	86%
4100-0055 Flexible Spending Account		(1,190.14)	2,500.00	3,690.14	(48%)
4100-0060 Worker's Compensation	4,680.92	45,118.20	109,604.00	64,485.80	41%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
4100-0065	Employee Testing	100.00	2,533.00	4,785.00	2,252.00	53%
4100-0070	Mileage Reimbursements			460.00	460.00	0%
4100-0075	Meetings	62.47	477.44	6,140.00	5,662.56	8%
4100-0080	Professional Dues	184.58	5,569.91	23,150.00	17,580.09	24%
4100-0085	Training and Education	2,675.16	12,670.58	54,117.00	41,446.42	23%
4100-0090	Whistle Blower Hotline	497.00	497.00	500.00	3.00	99%
4100-0101	Clothing and Uniforms	285.27	14,283.71	31,248.00	16,964.29	46%
4100-0102	Employee & Incentive Fund	231.94	21,884.03	27,500.00	5,615.97	80%
4100-0103	Safety	1,475.24	22,545.87	41,174.00	18,628.13	55%
4100-0086	Continuing Education			5,250.00	5,250.00	0%
	<b>Total Employee Benefit &amp; Related...</b>	<b>100,861.70</b>	<b>1,217,345.47</b>	<b>1,724,071.00</b>	<b>506,725.53</b>	<b>71%</b>
<b>Billing Expenses:</b>						
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	859.62	1,226.90	1,200.00	(26.90)	102%
4110-0110	Bill Processing Services	1,490.20	94,860.72	103,978.00	9,117.28	91%
4110-0120	Customer Service Software Maint...	1,080.00	43,231.33	52,596.00	9,364.67	82%
4110-0125	Credit Card Processing Fees	3,039.63	23,917.98	18,900.00	(5,017.98)	127%
4110-0175	Courier Service	367.57	3,387.38	4,230.00	842.62	80%
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%
	<b>Total Billing Expenses</b>	<b>6,837.02</b>	<b>168,936.32</b>	<b>211,404.00</b>	<b>42,467.68</b>	<b>80%</b>
<b>Information Systems Expenses:</b>						
4120-0100	Information Systems Supplies	65.62	4,359.21	8,500.00	4,140.79	51%
4120-0110	Contracted Services (Network)	1,028.49	23,627.16	22,000.00	(1,627.16)	107%
4120-0115	Continuing Support (Software)	744.00	88,512.52	123,314.00	34,801.48	72%
4120-0145	Internet and WAN Communications		3,300.00	4,380.00	1,080.00	75%
	<b>Total Information Systems Expens...</b>	<b>1,838.11</b>	<b>119,798.89</b>	<b>158,194.00</b>	<b>38,395.11</b>	<b>76%</b>
<b>Adminstration Supplies:</b>						
4130-0100	Administration Supplies	34.99	2,686.45	500.00	(2,186.45)	537%
	<b>Total Adminstration Supplies</b>	<b>34.99</b>	<b>2,686.45</b>	<b>500.00</b>	<b>(2,186.45)</b>	<b>537%</b>
<b>Customer Service Supplies:</b>						
4140-0100	Customer Service Supplies		667.36	3,368.00	2,700.64	20%
	<b>Total Customer Service Supplies</b>		<b>667.36</b>	<b>3,368.00</b>	<b>2,700.64</b>	<b>20%</b>
<b>Engineering Expenses:</b>						
4210-0100	Engineering Supplies	1,832.16	8,973.60	18,413.00	9,439.40	49%
4210-0110	Engineering Reviews	1,224.00	21,705.42	51,800.00	30,094.58	42%
4210-0141	Locating Notification Tickets	1,020.60	7,289.10	8,320.00	1,030.90	88%
4210-0240	Construction testing	105.00	645.00	2,820.00	2,175.00	23%
	<b>Total Engineering Expenses</b>	<b>4,181.76</b>	<b>38,613.12</b>	<b>81,353.00</b>	<b>42,739.88</b>	<b>47%</b>
<b>Operations Expenses:</b>						
4220-0100	Wastewater Operations Supplies	309.35	910.19	1,900.00	989.81	48%
4223-0100	Water Operations Supplies	47.95	47.95	500.00	452.05	10%
	<b>Total Operations Expenses</b>	<b>357.30</b>	<b>958.14</b>	<b>2,400.00</b>	<b>1,441.86</b>	<b>40%</b>
<b>Compliance Program Supplies:</b>						
4221-0100	FROG Program Supplies			8,000.00	8,000.00	0%
	<b>Total Compliance Program Suppli...</b>			<b>8,000.00</b>	<b>8,000.00</b>	<b>0%</b>

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
<b>Pretreatment Expenses:</b>						
4222-0100	Pretreatment Supplies/Expenses	1,210.55	15,930.81	19,600.00	3,669.19	81%
	Total Pretreatment Expenses	1,210.55	15,930.81	19,600.00	3,669.19	81%
<b>Lab Supplies:</b>						
4225-0100	Lab Supplies	3,105.77	13,471.44	24,000.00	10,528.56	56%
	Total Lab Supplies	3,105.77	13,471.44	24,000.00	10,528.56	56%
<b>Maintenance Expenses:</b>						
4230-0100	Maintenance Supplies	923.53	25,719.76	46,402.00	20,682.24	55%
	Total Maintenance Expenses	923.53	25,719.76	46,402.00	20,682.24	55%
<b>Vehicles &amp; Equipment Expenses:</b>						
4240-0100	Vehicles and Equipment Supplies	1,141.27	19,710.34	32,350.00	12,639.66	61%
4240-0110	Vehicles and Equipment Contract...	8,153.16	91,742.96	81,600.00	(10,142.96)	112%
4240-0155	Vehicles & Equipment Fuel Costs	9,006.09	56,446.26	95,000.00	38,553.74	59%
4240-0162	Vehicles and Equipment Insurance	2,165.58	21,655.80	30,674.00	9,018.20	71%
	Total Vehicles & Equipment Expe...	20,466.10	189,555.36	239,624.00	50,068.64	79%
<b>Forest Water Expenses:</b>						
4250-0100	Forest Water Supplies	289.36	14,147.29	35,000.00	20,852.71	40%
4250-0110	Forest Water Contracted Services	735.00	33,806.00	19,400.00	(14,406.00)	174%
4250-0140	Forest Water Communications		303.51	300.00	(3.51)	101%
4250-0150	Forest Water Power	644.34	5,391.24	3,000.00	(2,391.24)	180%
4250-0161	Forest Water Insurance	1,126.76	11,267.60	16,851.00	5,583.40	67%
4250-0240	Forest Water Sampling and Testing	360.00	2,570.41	15,000.00	12,429.59	17%
4250-0300	Forest Water Purchased	99,006.25	729,825.00	666,440.00	(63,385.00)	110%
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	102,161.71	822,241.50	840,247.00	18,005.50	98%
<b>Well Systems Expenses:</b>						
4260-0100	Well Systems Supplies	37.79	3,774.17	15,000.00	11,225.83	25%
4260-0105	Well Systems Chemicals		3,470.82	3,000.00	(470.82)	116%
4260-0110	Well Systems Contracted Services		6,620.00	13,100.00	6,480.00	51%
4260-0150	Well Systems Power		4,381.21	5,500.00	1,118.79	80%
4260-0161	Well Systems Insurance	58.67	586.70	899.00	312.30	65%
4260-0240	Well Systems Sampling and Testi...	31.50	824.83	5,000.00	4,175.17	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	127.96	20,336.23	45,678.00	25,341.77	45%
<b>SML Central Distribution System Expenses:</b>						
4265-0100	SML Central Supplies	2,420.53	23,322.77	10,000.00	(13,322.77)	233%
4265-0110	SML Central Contracted Services		20,474.46	3,000.00	(17,474.46)	682%
4265-0240	SML Central Sampling & Testing	1,878.82	2,485.73	10,000.00	7,514.27	25%
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...	4,299.35	49,637.11	33,845.00	(15,792.11)	147%
<b>Highpoint Facility Expenses:</b>						
4270-0100	Highpoint Facility Supplies	50.01	936.47	2,000.00	1,063.53	47%
4270-0110	Highpoint Facility Contracted Servi...	2,462.69	6,542.69	3,550.00	(2,992.69)	184%
4270-0150	Highpoint Facility Power	269.41	10,504.96	16,800.00	6,295.04	63%
4270-0155	Highpoint Facility Fuel Costs		2,456.75	2,000.00	(456.75)	123%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
4270-0161	Highpoint Facility Insurance	394.84	3,948.40	7,038.00	3,089.60	56%
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>3,176.95</b>	<b>32,721.27</b>	<b>40,738.00</b>	<b>8,016.73</b>	<b>80%</b>
<b>SML WTF Expenses:</b>						
4330-0100	SML WTF Supplies	1,083.04	26,413.23	30,000.00	3,586.77	88%
4330-0105	SML WTF Chemicals		32,344.41	45,000.00	12,655.59	72%
4330-0110	SML WTF Contracted Services	34.50	18,930.66	125,000.00	106,069.34	15%
4330-0140	SML WTF Communications	50.87	438.72	516.00	77.28	85%
4330-0150	SML WTF Power	9,990.01	143,380.93	228,000.00	84,619.07	63%
4330-0155	SML WTF Fuel Costs		281.45	2,000.00	1,718.55	14%
4330-0161	SML WTF Property Insurance	1,129.42	11,294.20	14,450.00	3,155.80	78%
4330-0240	SML WTF Sampling & Testing	315.10	6,490.18	40,000.00	33,509.82	16%
4330-0370	SML WTF Raw Water Fee			8,800.00	8,800.00	0%
	<b>Total SML WTF Expenses</b>	<b>12,602.94</b>	<b>239,573.78</b>	<b>493,766.00</b>	<b>254,192.22</b>	<b>49%</b>
<b>Central Water Distribution Expenses:</b>						
4275-0100	Central Water Supplies	2,065.04	21,578.20	37,500.00	15,921.80	58%
4275-0110	Central Water Contracted Services	922.88	52,037.22	108,700.00	56,662.78	48%
4275-0140	Central Water Communications		62.00		(62.00)	0%
4275-0155	Central Water Fuel Purchases		3,628.42	250.00	(3,378.42)	1,451%
4275-0240	Central Water Sampling & Testing	126.00	12,204.29	20,000.00	7,795.71	61%
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>3,113.92</b>	<b>100,537.23</b>	<b>225,692.00</b>	<b>125,154.77</b>	<b>45%</b>
<b>Central Water Treatment Expenses:</b>						
4276-0100	Central Water Treatment Supplies	1,807.82	28,807.20	20,000.00	(8,807.20)	144%
4276-0105	Central Water Treatment Chemica...	2,412.27	29,679.26	50,000.00	20,320.74	59%
4276-0110	Central Water Treatment Contract...		4,711.70	10,000.00	5,288.30	47%
4276-0140	Central Water Treatment Commun...	34.85	531.54	1,020.00	488.46	52%
4276-0150	Central Water Treatment Power	3,978.56	33,090.30	33,600.00	509.70	98%
4276-0161	Central Water Treatment Property...	790.76	7,907.60	18,569.00	10,661.40	43%
4276-0155	Central Water Treatment Fuel			2,000.00	2,000.00	0%
	<b>Total Central Water Treatment Ex...</b>	<b>9,024.26</b>	<b>104,727.60</b>	<b>135,189.00</b>	<b>30,461.40</b>	<b>77%</b>
<b>Stewartsville Water Expenses:</b>						
4280-0100	Stewartsville Water Supplies	1,231.94	1,629.73	2,000.00	370.27	81%
4280-0110	Stewartsville Water Contracted Se...		1,043.33	2,700.00	1,656.67	39%
4280-0140	Stewartsville Water Communicatio...		242.15	300.00	57.85	81%
4280-0150	Stewartsville Water Power	26.84	371.40	300.00	(71.40)	124%
4280-0161	Stewartsville Water Insurance	44.52	445.20	666.00	220.80	67%
4280-0240	Stewartsville Water Sampling and...	219.11	937.65	1,500.00	562.35	63%
4280-0300	Stewartsville Water Purchased	1,390.06	22,063.19	27,650.00	5,586.81	80%
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>2,912.47</b>	<b>27,148.60</b>	<b>38,532.00</b>	<b>11,383.40</b>	<b>70%</b>
<b>Forest Sewer Expenses:</b>						
4290-0100	Forest Sewer Supplies	85.35	34,179.88	65,000.00	30,820.12	53%
4290-0105	Forest Sewer Chemicals	1,722.00	50,298.30	87,000.00	36,701.70	58%
4290-0110	Forest Sewer Contracted Services	7,884.96	27,406.28	104,500.00	77,093.72	26%
4290-0140	Forest Sewer Communications	66.38	1,269.09	3,600.00	2,330.91	35%
4290-0150	Forest Sewer Power	5,528.47	34,385.57	37,200.00	2,814.43	92%
4290-0161	Forest Sewer Insurance	349.78	3,497.80	5,025.00	1,527.20	70%
4290-0350	Forest Sewer Treatment Costs		175,000.00	300,000.00	125,000.00	58%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
4290-0115	Forest Sewer Repairs & Improvem...		2,000.00	2,000.00	0%	
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>15,636.94</b>	<b>326,036.92</b>	<b>609,825.00</b>	<b>283,788.08</b>	<b>53%</b>
<b>Central Sewer Collection System Expenses:</b>						
4291-0100	Central Sewer Supplies	143.58	25,130.18	70,000.00	44,869.82	36%
4291-0110	Central Sewer Coll System Contra...	3,948.88	39,191.84	84,500.00	45,308.16	46%
4291-0115	Central Sewer Repairs & Improve...		29,459.08	104,000.00	74,540.92	28%
4291-0150	Central Sewer Power		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>4,092.46</b>	<b>102,884.59</b>	<b>318,750.00</b>	<b>215,865.41</b>	<b>32%</b>
<b>Central Sewer Treatment Expenses:</b>						
4293-0100	Center Sewer Treatment Supplies	3,600.48	41,610.89	73,000.00	31,389.11	57%
4293-0105	Center Sewer Treatment Chemicals	3,920.45	65,810.15	127,000.00	61,189.85	52%
4293-0110	Center Sewer Treatment Contract...	18,470.99	30,894.10	95,000.00	64,105.90	33%
4293-0115	Center Sewer Sludge Tipping Fees	963.70	13,349.09	45,000.00	31,650.91	30%
4293-0140	Center Sewer Treatment Commu...	708.23	6,918.70	7,200.00	281.30	96%
4293-0150	Center Sewer Treatment Power	18,179.76	182,302.17	228,000.00	45,697.83	80%
4293-0161	Center Sewer Treatment Property...	1,009.19	10,091.90	15,450.00	5,358.10	65%
4293-0240	Center Sewer Treatment Samplin...		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>46,852.80</b>	<b>373,931.77</b>	<b>626,550.00</b>	<b>252,618.23</b>	<b>60%</b>
<b>Moneta Sewer Collection System Expenses:</b>						
4292-0100	Moneta Sewer Supplies		6,825.97	10,250.00	3,424.03	67%
4292-0105	Moneta Sewer Chemicals		2,035.28	2,000.00	(35.28)	102%
4292-0110	Moneta Sewer Contracted Services		4,111.13	3,050.00	(1,061.13)	135%
4292-0150	Moneta Sewer Power	1,654.13	10,748.87	12,000.00	1,251.13	90%
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>1,654.13</b>	<b>23,721.25</b>	<b>31,800.00</b>	<b>8,078.75</b>	<b>75%</b>
<b>Moneta Sewer Treatment Expenses:</b>						
4294-0100	Moneta Sewer Treatment Supplies	41.97	5,752.49	30,000.00	24,247.51	19%
4294-0105	Moneta Sewer Treatment Chemic...	1,208.40	8,147.39	9,000.00	852.61	91%
4294-0110	Moneta Sewer Contracted Servi...	421.33	29,021.31	21,500.00	(7,521.31)	135%
4294-0115	Moneta Sewer Sludge Tipping Fees	327.00	3,746.02	15,000.00	11,253.98	25%
4294-0140	Moneta Sewer Treatment Commu...	132.60	1,193.40	1,980.00	786.60	60%
4294-0150	Moneta Sewer Treatment Power	3,132.61	30,467.00	43,200.00	12,733.00	71%
4294-0155	Moneta Sewer Fuel		254.98	350.00	95.02	73%
4294-0161	Moneta Sewer Treatment Property...	485.59	4,855.90	6,417.00	1,561.10	76%
4294-0240	Moneta Sewer Treatment Samplin...	444.23	6,632.36	20,000.00	13,367.64	33%
4294-0411	Moneta Sewer DEQ Charges		2,889.00	3,000.00	111.00	96%
	<b>Total Moneta Sewer Treatment Ex...</b>	<b>6,193.73</b>	<b>92,959.85</b>	<b>150,447.00</b>	<b>57,487.15</b>	<b>62%</b>
<b>Montvale Sewer Expenses:</b>						
4295-0100	Montvale Sewer Supplies	26.84	6,235.66	6,000.00	(235.66)	104%
4295-0105	Montvale Sewer Chemicals		695.70	1,500.00	804.30	46%
4295-0110	Montvale Sewer Contracted Servi...	283.34	10,025.44	10,000.00	(25.44)	100%
4295-0140	Montvale Communications		125.35	300.00	174.65	42%
4295-0150	Montvale Sewer Power	29.05	262.99	360.00	97.01	73%
4295-0161	Montvale Sewer Insurance	60.89	608.90	1,570.00	961.10	39%
4295-0240	Montvale Sewer Sampling & Testi...		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 Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
Total Montvale Sewer Expenses	400.12	21,725.47	29,380.00	7,654.53	74%
Mariners Landing Sewer Expenses:					
4340-0100 Mariners Landing Sewer Supplies	1,741.48	27,389.66	16,000.00	(11,389.66)	171%
4340-0110 Mariners Landing Sewer Contract...	17,438.86	54,495.52	28,400.00	(26,095.52)	192%
4340-0140 Mariners Landing Sewer Commun...		2,737.71	300.00	(2,437.71)	913%
4340-0150 Mariners Landing Sewer Power		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...	19,180.34	103,083.72	86,770.00	(16,313.72)	119%
Cedar Rock Sewer Expenses:					
4350-0100 Cedar Rock Sewer Supplies	2,956.22	10,887.08	5,000.00	(5,887.08)	218%
4350-0105 Cedar Rock Sewer Chemicals		325.71	700.00	374.29	47%
4350-0110 Cedar Rock Sewer Contracted Ser...	1,450.00	12,925.00	8,000.00	(4,925.00)	162%
4350-0140 Cedar Rock Sewer Communication		632.20	300.00	(332.20)	211%
4350-0150 Cedar Rock Sewer Power	490.19	4,659.50	5,100.00	440.50	91%
4350-0161 Cedar Rock Sewer Property Insur...	12.83	128.30	1,570.00	1,441.70	8%
4350-0240 Cedar Rock Sewer Sampling & Te...		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	4,909.24	32,177.34	26,070.00	(6,107.34)	123%
Schools Sewer Expenses:					
4300-0100 Schools Operations Supplies	918.31	3,688.05	10,000.00	6,311.95	37%
4300-0105 Schools Chemicals		3,835.74	10,000.00	6,164.26	38%
4300-0240 Schools Sampling and Testing	175.32	3,982.41		(3,982.41)	0%
4300-0110 Schools Contracted Services			15,000.00	15,000.00	0%
Total Schools Sewer Expenses	1,093.63	11,506.20	35,000.00	23,493.80	33%
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...		578.35	300.00	(278.35)	193%
4315-0150 Mariners Landing Water Power		3,572.62	11,925.00	8,352.38	30%
4315-0240 Mariners Landing Sampling Expen...	31.50	2,091.33	2,400.00	308.67	87%
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...	31.50	8,040.11	28,655.00	20,614.89	28%
Franklin County Operations:					
4320-0100 Franklin County Supplies	670.70	14,991.54	7,000.00	(7,991.54)	214%
4320-0105 Franklin County Chemicals		9,654.53	9,000.00	(654.53)	107%
4320-0240 Franklin County Sampling & Testi...	1,895.05	8,788.53	20,000.00	11,211.47	44%
Total Franklin County Operations	2,565.75	33,434.60	36,000.00	2,565.40	93%
Total Operating Expenditures	842,809.12	7,684,962.83	10,790,218.18	3,105,255.35	71%
Depreciation:					
4400-0810 Office Depreciation			151,840.00	151,840.00	0%
4400-0811 Information Systems Depreciation			48,933.00	48,933.00	0%
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%



Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Friday, April 30, 2021

	<u>Month</u>	<u>FY 20-21 YTD</u>	<u>FY 20-21 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
4400-0816	Stewartsville Water Depreciation		48,895.00	48,895.00	0%
4400-0817	Forest Sewer Depreciation		511,568.00	511,568.00	0%
4400-0818	Montvale Sewer Depreciation		80,336.00	80,336.00	0%
4400-0819	Amortization Expense		1,000.00	1,000.00	0%
4400-0820	Studies Depreciation Expense		35,410.00	35,410.00	0%
4400-0821	Moneta Sewer Depreciation		444,330.00	444,330.00	0%
4400-0822	Central Sewer Depreciation		415,564.00	415,564.00	0%
4400-0823	Center Water Depreciation		438,551.00	438,551.00	0%
4400-0824	SML Water Treatment Facility Dep...		3,992.00	3,992.00	0%
	Total Depreciation		3,257,478.00	3,257,478.00	0%
Loan Issuance Costs:					
4500-0600	Loan Issuance Costs		49,589.51	(49,589.51)	0%
	Total Loan Issuance Costs		49,589.51	(49,589.51)	0%
Lynchburg Debt Service Paid:					
4500-0640	Lynchburg Sewer Interest		262.00	262.00	0%
	Total Lynchburg Debt Service Paid		262.00	262.00	0%
2012 VRA Interest:					
4500-0645	VRA 2012 Interest (2005 refunding)		139,400.01	139,400.00	(0.01) 100%
	Total 2012 VRA Interest		139,400.01	139,400.00	(0.01) 100%
2014 VRA Interest:					
4500-0660	VRA 2014 Interest (2005 Refundin...		77,281.26	77,281.00	(0.26) 100%
	Total 2014 VRA Interest		77,281.26	77,281.00	(0.26) 100%
2015 VRA Interest:					
4500-0665	VRA 2015 Interest		1,058,562.50	1,058,563.00	0.50 100%
	Total 2015 VRA Interest		1,058,562.50	1,058,563.00	0.50 100%
Assumed Debt from City:					
4500-0650	Assumed Debt from Town- Interest	490.40	80,070.30	80,070.00	(0.30) 100%
	Total Assumed Debt from City	490.40	80,070.30	80,070.00	(0.30) 100%
VRA 2019 Interest:					
4500-0670	VRA 2019 Refunding Interest	(1,709.66)	115,780.97	117,491.00	1,710.03 99%
	Total VRA 2019 Interest	(1,709.66)	115,780.97	117,491.00	1,710.03 99%
VRA 2020 Interest (ESCO project):					
4500-0675	VRA 2020 Interest (ESCO)		66,929.05	(66,929.05)	0%
	Total VRA 2020 Interest (ESCO pr...		66,929.05	(66,929.05)	0%
	Total Interest and Debt Service	(1,219.26)	1,587,613.60	1,473,067.00	(114,546.60) 108%
	Total Exp., Depr. and Debt Servi...	841,589.86	9,272,576.43	15,520,763.18	6,248,186.75 60%
	Total Revenues Less Oper Expense	(561,731.51)	(6,669,701.40)	(990,380.82)	5,679,320.58 673%
	Gross Cash Before Capital Exp	(561,731.51)	(6,669,701.40)	(990,380.82)	5,679,320.58 673%
	Less non-debt Capital Contributions	(151,000.00)	(229,456.56)	(220,000.00)	9,456.56 104%
	Earnings/(loss) before BRWA Capit...	(410,731.51)	(6,440,244.84)	(770,380.82)	5,669,864.02 836%

## 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	\$ 3,279,667.84			
<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	\$ 26,288.00			\$ 86,064.13
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	\$ 1,251,916.24			\$ 12,999,905.35
<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	\$ 1,278,204.24	\$ -	\$ -	\$ 13,085,969.48
<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	\$ -	\$ -	\$ -	\$ -	\$ 17,119.37			\$ 17,119.37
Transfers from SNAP Project Fund	\$ -	\$ -	\$ -	\$ 17,313.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 542,031.50			\$ 559,344.60
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	\$ 559,150.87	\$ -	\$ -	\$ 5,114,161.31
<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	\$ 1,837,355.11	\$ -	\$ -	\$ 18,200,130.79
<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	\$ 836,381.34			\$ 8,341,689.23
<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	\$ 82,712.93			\$ 1,078,157.01
Payments on Debt Service	\$ -	\$ 116,657.50	\$ 3,055,584.39	\$ -	\$ -	\$ -	\$ 272,544.75	\$ 116,657.50	\$ 739,079.06	\$ 9,202.52			\$ 4,309,725.72
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	\$ 200,000.00			\$ 2,090,828.10
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	\$ -	\$ -	\$ 69,499.00			\$ 538,012.57
Transfers to Deposit Refund Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers to Investment Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers to Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers to SML WTF Depreciation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,000.00			\$ -
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	\$ 512,414.45	\$ -	\$ -	\$ 8,226,715.59
<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	\$ 1,348,795.79	\$ -	\$ -	\$ 16,568,404.82
<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	\$ 3,768,227.16	\$ -	\$ -	

### 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>\$998,911.44</b>	<b>\$3,110,088.56</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	\$96,043.00	\$11,957.00	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	\$68,400.00	(\$18,400.00)	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	86%									
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%	Carryover to next FY due to ESCO project	Ramsey							
23	PLC Controls- sand filter	8 wks	Mon 5/3/21	Fri 6/25/21	\$34,000.00	\$0.00	\$34,000.00	0%	Fairwinds Automation working on proposals.	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 W. Underwood, Director of Finance  
**Date:** May 18, 2021  
**Re:** Resolution 2021-05.01 – Policies

---

Due to the approval of Resolution 2021-04.01 at the April 20, 2021 Board meeting, modifications were required to the following policies:

- 2.01 Rate Information: Revisions were made to clarify volume charges for existing volume charges, as well as adding information regarding bulk fill station volume charges.
- 2.71 Filling Station: Revisions were necessary following the addition of a bulk fill rate for volume charges.

Since these modifications were required due to the adoption of the rates, they were not taken to a Committee and will require a motion for approval.

Also included with this resolution, for reference only, is the rate policy that was revised to match the Board action with resolution 2021-04.01.

## RATES

### Section 1. PURPOSE

**A complete description of the rates can be found in the Rate Information Policy 2.01.**

The policy is to document the current rates of the Bedford Regional Water Authority (“Authority”). When the Authority was established, it was agreed that the rates would be equalized over a ten (10) year period. By July 1, 2023 it is the intention of the Authority that customers in the Town of Bedford and the County of Bedford will have the same rates.

**Section 2. FIXED CHARGES AND COMMODITY CHARGES:** These charges are for existing customers.

#### Volume Charges:

Monthly Usage	Forest, Lakes, Stewartsville, and Montvale Service Areas		Center Service Area				
			Inside Town of Bedford		Adjacent to Town		
	Water	Sewer	Water	Sewer	Water	Sewer	
<b>Volume Charges per 1000 gallons – Residential.</b> See Rate Information Policy for details.							
First	3,000	\$5.60	\$7.50	\$4.20	\$5.00	\$4.20	\$5.40
Over	3,000	\$5.60	\$7.50	\$4.20	\$6.50	\$4.20	\$7.50
<b>Volume Charges per 1000 gallons – Commercial.</b> See Rate Information Policy for details.							
First	3,000	\$5.60	\$7.50	\$4.20	\$5.30	\$4.80	\$7.80
Over	3,000	\$5.60	\$7.50	\$4.20	\$7.40	\$4.80	\$8.20
<b>Volume Charges per 1000 gallons – Industrial.</b> See Rate Information Policy for details.							
First	600,000	\$5.20	\$6.90	\$4.30	\$6.20	\$5.20	\$6.90
Over	600,000	\$5.20	\$6.90	\$4.30	\$5.90	\$5.20	\$6.90

**RATES**

**Base Charges:**

Meter Size	Forest, Lakes, Stewartsville, and Montvale Service Areas		Center Service Area			
			Inside Town of Bedford		Adjacent to Town	
	Water	Sewer	Water	Sewer	Water	Sewer
<b>Monthly Base Charges – Residential.</b> See Rate Information Policy for details.						
5/8"	\$23.00	\$23.00	\$23.00	\$29.00	\$25.00	\$30.00
3/4"	\$33.00	\$29.00	\$33.00	\$35.00	\$38.00	\$37.00
1"	\$50.00	\$42.00	\$50.00	\$53.00	\$54.00	\$56.00
1-1/2"	\$84.00	\$72.00	\$84.00	\$83.00	\$95.00	\$84.00
Mariners 5/8"	\$23.00	\$33.00				
Cedar Rock 5/8"	\$23.00	\$70.00				
Paradise Point 5/8"	\$37.00					
<b>Monthly Base Charges – Commercial and Industrial.</b> See Rate Information Policy for details.						
5/8"	\$23.00	\$23.00	\$23.00	\$28.00	\$29.00	\$27.00
3/4"	\$33.00	\$29.00	\$33.00	\$38.00	\$42.00	\$39.00
1"	\$50.00	\$42.00	\$50.00	\$53.00	\$54.00	\$58.00
1-1/2"	\$84.00	\$72.00	\$84.00	\$83.00	\$104.00	\$88.00
2"	\$112.00	\$108.00	\$131.00	\$142.00	\$162.00	\$130.00
3"	\$204.00	\$194.00	\$291.00	\$220.00	\$352.00	\$228.00
4"	\$334.00	\$320.00	\$488.00	\$368.00	\$579.00	\$372.00
6"	\$656.00	\$628.00	\$1,104.00	\$714.00	\$1,128.00	\$720.00
8"	\$1,041.00	\$989.00				
10"	\$1,728.00	\$1,638.00				

RATES

**Section 3. NEW CUSTOMER FEES:**

These charges are primarily for new customers. For meter sizes large than 2-inch, please contact the Authority.

Customer Type or Meter Size	All Service Areas	
	Water	Sewer
<b>Deposits – See Deposit Policy</b>		
Residential	\$125	\$125
Non-Residential	\$425	\$425
<b>Capital Recovery Fees – See Rate Information Policy</b>		
5/8"	\$4,000	\$5,000
3/4"	\$6,000	\$7,000
1"	\$10,000	\$12,000
1-1/2"	\$16,000	\$20,000
2"	\$26,000	\$32,000
<b>Tap Fees – See Rate Information Policy</b>		
5/8" w & 4" s	\$1,500	\$1,500
3/4" w & 4" s	\$1,600	\$1,500
1" w & 6" s	\$1,700	\$1,700
<b>Meter Fees – See Rate Information Policy</b>		
5/8"	\$250	
3/4"	\$275	
1"	\$300	

RATES

**Section 4. OTHER RATES AND CHARGES**

Please see the Rate Information Policy 2.01 for a complete description of the following rates and charges.

Credit Card Payment Convenience Fee (per transaction)	\$3.00
Fire Suppression Service Fee (per month)	\$100
Application Fee	\$25.00
Meter Fee (less or equal to 1", other are at cost)	\$250.00
Late Payment Charges (Penalties based on balance)	10%
Septage Treatment (per 1000 gallons)	\$60.00
Wastewater Pretreatment Permit	\$100.00
Unauthorized Connection and Tampering Fee	\$1,000.00
Processing Fee	\$50.00
Repeat Service Fee (Meter reread, multiple trips for meter install)	\$20.00
Meter Test Fee (no charge if defective meter is found)	\$50.00
Returned Check Fee (insufficient funds)	\$35.00
Small Grinder Pump Maintenance Fee (per month)	\$35.00
Project Fee – Tier 1 (Neighborhood Line Extensions)	\$3,500.00
Project Fee – Tier 2 (Neighborhood Line Extensions)	\$5,000.00
Project Fee – Tier 3 (Neighborhood Line Extensions)	\$6,500.00



**RATES**

**Section 5. ENGINEERING SERVICE CHARGES:**

These charges are primarily for developers, engineers, and contractors. Please see the Rate Information Policy 2.01 for a complete description of the following rates and charges.

Base Project Review Fee (per submittal)	\$400.00
Plan Review Fee – Water (per linear foot)	\$2.60
Plan Review Fee – Sewer (per linear foot)	\$3.20
Extended Plan Review Fee (per submittal)	\$200.00
Inspection Fee – Water (per linear foot)	\$1.85
Inspection Fee – Sewer (per linear foot)	\$2.90
After Hours and Weekend Inspections (per event)	\$250.00
Small Grinder Pump Station Review and Inspection (per unit)	\$300.00
Large Pump Station Review and Inspection (per unit)	\$2,000.00
Fire flow vault review & inspection (per vault)	\$1,000.00
Fire flow test (per test)	\$75.00

**Section 6. REVISIONS**

- A. This policy was approved by the Board after conducting a public hearing on May 19, 2015, effective July 1, 2015.
- B. This policy was approved by the Board after conducting a public hearing on May 17, 2016, effective July 1, 2016.
- C. This policy was approved by the Board after conducting a public hearing on April 20, 2017, effective for usage beginning on May 1, 2017, with bills processed after June 30, 2017.
- D. This policy was approved by the Board after conducting a public hearing on May 15, 2018, effective for usage beginning on June 1, 2018, with bills processed after June 30, 2018.
- E. This policy was approved by the Board after conducting a public hearing on May 21, 2019, effective for usage beginning on June 1, 2019, with bills processed after June 30, 2019.
- F. This policy was approved by the Board after conducting a public rate hearing on April 21, 2020, effective for usage beginning on July 1, 2020.

## RATE INFORMATION

**Section 1. PURPOSE**

The purpose of this policy to explain how the Bedford Regional Water Authority (“Authority”) implements the adopted Rates policy and to provide explanation for each of the items contained in the Rates policy 2.00.

**Section 2. GENERAL**

- A. The rates adopted by the Authority will be in accordance with [§ 15.2-5136](#) of the Code of Virginia, as amended.
- B. Per the consolidation agreement that formed the Authority, it is intended that the rates will be equalized between all of the service areas by July 1, 2023 (“equalization period”).
- C. Rates may be adopted at any time during the year, upon the conclusion of the requisite advertisement period and upon the conclusion of a rate hearing. The rate changes may be implemented on any billing statement after the rate hearing, including usage that takes place prior to the date of the billing statement.

**Section 3. EXISTING CUSTOMER FEES**

- A. Volume Charge: Customers are charged for their water and/or sewer flow volume depending upon the classification of each user and based upon each gallon of their metered water flow. The classification definitions are as follows:
  1. Residential: This rate is used when the primary use of the property is for the primary residence of the occupant. This designation applies to single family homes, apartments, townhomes, condominiums, and other properties with similar uses; it does not apply to businesses like motels, hotels, or other temporary housing facilities.
  2. Commercial: This rate applies when the primary use of the property is for businesses and other non-residential use.
  3. Industrial: Commercial customers with the annual average monthly flow volume being greater than four hundred thousand (400,000) gallons per month are billed at this rate.
  - 3.4. Bulk fill: When wThe Authority has filling stations available to sell water is sold to customers through water filling stations, that do not havewhere waterlines are not adjacent to or nearby the customer’s property, this rate applies. Additional information is available in Policy 2.71 - Filling Station
- B. Base Charge: All active accounts are charged a base charge for each service (water, sewer, and irrigation) provided. This charge is to cover the routine Administrative costs associated with servicing an account and is not related to the quantity of water or sewer service provided. The Base Charge applies to each meter that provides service to a customer, such that multiple meters will have multiple Base Charges. The Base Charge is prorated for partial month’s service; the proration is based on the number of days in which the account was active by the customer being billed.
  1. Standard Meters: the amount of the Base Charge is based on the size of the meter.

RATE INFORMATION

2. Compound Meters: the amount of the Base Charge is based on the largest side of the compound meter.

## RATE INFORMATION

### Fire Assembly Meters:

- a. The amount of the Base Charge for both water and sewer will be based on the smaller side of the fire meter assembly when water does not regularly flow through the larger meter; and,
  - i. The Capital Recovery Fee for both water and sewer were paid based on the large side of the meter; or,
  - ii. A grandfathered unmetered fire line is upgraded to have a meter installed on the fire line for water service only.
- b. The amount of the Base Charge for water will be on the larger side of the fire meter assembly and sewer will be smaller side of the fire meter assembly when water does not regularly flow through the larger meter; and,
  - i. The Capital Recovery Fee for both water and sewer were paid based on the small side of the meter; and,
  - ii. It is documented by an engineer to be physically impossible to collect more sewer than the rated capacity of the smaller side of the meter.
- c. The amount of the Base Charge for both water and sewer will be based on the larger side of the fire meter assembly if:
  - i. It is physically possible to collect more sewer than the rated capacity of the smaller side of the meter; and,
  - ii. The Capital Recovery Fee for both water and sewer were paid based on the small side of the meter; or,
  - iii. No Capital Recovery Fee was paid; or,
  - iv. No record exists showing what Capital Recovery Fee was paid; or,
  - v. Water flows through the large side of the meter for purposes other than documented testing of the fire protection system.

## Section 4. CONNECTION CHARGES

- A. Deposit: Each new customer shall maintain a security deposit for each service provided by the Authority and a signed deposit form must be on file. Deposits are maintained as stated in the Deposits policy.
- B. Capital Recovery Fee: Capital Recovery Fees are charged by the Authority to help offset the capital costs incurred by the Authority to build and maintain capacity in the systems so that it is possible to serve the customer's actual or potential demand.
  1. New Connections: All new connections to the Authority's water and/or sewer systems will require the payment of a Capital Recovery Fee before obtaining a building permit from Bedford County or the Town of Bedford.
  2. Existing Connections:
    - a. Increased Demands: When existing customers have increased flow demands that require an existing meter be removed and replaced with a larger meter, or expanded with an additional meter, the Capital Recovery Fee will be charged based on the difference between the current Capital Recovery Fee for the existing meter and the current Capital Recovery Fee for the new meter being installed.
    - b. Unmetered fire lines: When an existing building is expanded, renovated, or repurposed and the building is currently served with an unmetered fire line, a new water meter will

## RATE INFORMATION

- be required to be installed by the customer as part of the building changes; no Capital Recovery Fee will be charged for this new meter being installed.
3. Calculation: The method used to calculate the Capital Recovery Fee is at the discretion of the Authority; the Capital Recovery Fee will be determined based on one or more of the following methods:
    - a. The size of the water meter serving the connection. When a compound meter or fire meter is required:
      - i. The Capital Recovery Fee for water and sewer will normally be based on the largest side of meter of the assembly if it is anticipated that upon ultimate build-out of the development the water will regularly flow through the larger side of the meter.
      - ii. The Capital Recovery Fee for water and sewer will be based on the smaller side of the assembly when the purpose of the larger side of the compound meter is only to provide fire protection to the facility and regular usage will only flow through the small portion of the compound meter. A Fire Suppression Service Charge, as explained in this policy, will be charged to the account in this situation. If the Capital Recovery Fee is paid based on the small side of the meter, and then it is found later that the larger side of the meter is being used for anything other than the documented testing of the fire protection system, then the difference between the Capital Recovery Fee charge for the small meter and the large meter may be charged to the customer.
    - b. Based upon an Equivalent Residential Connection (ERC):
      - i. One ERC is equal to an average daily consumption of 200 gallons of water.
      - ii. The normal demand will be used to determine the average daily consumption, provided that all necessary information is available to the Authority. Normal demand is defined as consumption for domestic use and excludes any consumptions specific to fire suppression needs.
      - iii. Total demand will be used for determining an appropriate meter and/or compound assembly size. Total demand is defined as (*normal demand*) + (*consumptions specific to fire suppression needs*).
      - iv. The minimum Capital Recovery Fee is one (1) ERC.
  - C. Tap Fee: This fee is to make the physical connection to the Authority's system(s); it includes the installation of the water service line or sewer lateral to the customer's property line, the meter box or cleanout, and all related appurtenances to make service available for use by the customer.
    1. The Tap Fees charged are based on the following:
      - a. Fixed cost: The fixed cost Tap Fees are for standard small water meters and/or small gravity sewer laterals, either of which are 100-feet in pipe length or less; they are based on the meter size for water connection and lateral size for gravity sewer connections according to the current Rates policy. The fixed cost fee includes all costs associated with making the connections, and will be charged to the customer for the following connections:
        - i. ~~New w~~Water services for water meters sized 1-inch and smaller.  
~~—Relocation of an existing current-meter setting requested by customer. The r~~  
~~—Relocation may be due to an unrepairable leak, a change~~
        - ii. ~~Relocation due to change~~ of grade, or any other request made by the customer to move the meter to a different location.

#### RATE INFORMATION

- ~~iii.~~ ~~New g~~Gravity ~~s~~Sewer services that are 6-inch and smaller on the same side of the road as the sewer main.
- b. Actual cost: The actual cost incurred by the Authority for making a connection to the public system will be charged to the customer at the current billing rates for labor and equipment, and the actual cost of the materials, supplies, and any contracted services used for the installation (not at a fixed cost). The actual costs are charged in the following situations:
- i. Any water meter larger than 1-inch,
  - ii. Any gravity sewer lateral that is larger than 6-inches,
  - iii. Any gravity sewer lateral connection that requires a road bore,
  - iv. Any connection that involves connecting the service line to a water line or sewer line that is under a travel lane of a road, thus requiring paving repairs,
  - v. Any other situation that is not specifically listed under fixed cost as stated herein.
2. Tap Fees are not charged if the water meter base assemblies and/or sewer lateral connections are installed to the property line by the developer as part of a new development.
3. Water meter base assemblies that are two-inches and smaller may be installed by the Authority. Larger installations may be designed and installed by the customer and their qualified contractor approved by and under the direct supervision of the Authority.

#### Section 5. OTHER CHARGES AND FEES

- A. Credit Card Convenience Fee: This fee will be charged to customers by the third party vendor for each transaction that is paid by debit or credit card; however, this fee is not charged for customers with a recurring payment that is withdrawn from their checking account.
- B. Fire Suppression Service Charge: This fee is charged to customers that have the capability to directly receive large volumes of water from the Authority for fire suppression capability. No more than one Fire Suppression Service Charge will apply to any given account. The Charge is assessed as follows:
1. Metered:
    - a. If the Base Charge is billed for a meter 4-inches or larger in the fire meter assembly, then no Fire Suppression Service Charge will be billed.
    - b. If the Base Charge is billed on the smaller meter in a fire meter assembly, then a Fire Suppression Service Charge ~~eed~~ will be billed to the account.
  2. Unmetered: When fire suppression service is provided through an unmetered fire line connection, a Fire Suppression Service Charge will be billed. This may apply to grandfathered connections that are no longer approved for new construction, such as detector checks or direct connections. The fee will be assessed in this situation as follows:
    - a. If the water connection providing the fire suppression capability only provides service to the same space that is served by the water meter, then the customer receiving the water bill will be charged the entire Fire Suppression Service Charge.
    - b. If the water connection providing the fire suppression capability provides service to multiple water customers, then the Fire Suppression Service Charge will be divided equally between each of the customers that have the fire suppression capability.

#### RATE INFORMATION

- c. If a single customer has multiple water meters providing service to a single parcel, and the parcel has a single water connection for fire suppression, then a single Fire Suppression Service Charge will apply.
- C. Application Fee: All new accounts are charged an Application Fee at the time the account is opened. The fee is charged for each service (water/sewer) provided.
- D. Meter Fee:
1. All new connections are charged a Meter Fee. This fee covers the costs of the water meter that is installed inside the meter box. All meters are to be provided by, or approved by, the Authority.
    - a. For meters 1-inch and less, the charge will be the current Meter Fee, according to the Rates policy.
    - b. For meters larger than 1-inch, the charge will be based on the actual cost of the meter at the time the account is opened.
- E. Late Payment Charges: The Authority will assess a Late Payment Charge on all accounts when the payment is not received within 30 days of the billing date noted. Late Payment Charges are assessed and reflected on the next billing statement. If payment is not received 30 days after the original due date, water service will be discontinued.
- F. Wastewater Pretreatment Permit Fee: This fee will be charged for the issuance of new wastewater pretreatment permits in accordance with the Authority's Fats, Oils, and Grease policy and program. The permit shall be valid for a period of 3 years. The permit fee also applies to the renewal of expiring permits.
- G. Unauthorized Connection and Tampering Fee:
1. This fee will be charged, at the discretion of the Authority, where an Unauthorized Connection has been made as follows:
    - a. A customer has turned on a water meter to restore water service after the service was disconnected by the Authority.
    - b. A customer, or other entity, other than the Authority, has obtained water and/or sewer service prior to all applicable fees and/or charges being paid to obtain service and/or has installed a meter or other apparatus in a meter setting to gain access to public water/sewer.
    - c. A connection is in violation of the Cross Connections Regulations and/or policies.
    - d. A connection is in violation of the Pretreatment Regulations and/or policies.
  2. This fee will be charged, at the discretion of the Authority, where tampering has been found without prior written consent by the Authority:
    - a. The addition, removal, or modification of any water or sewer facilities owned by the Authority.
    - b. The modification of the grade in an easement owned or maintained by the Authority without prior written consent of the Authority.
    - c. The installation of prohibited items inside Authority easements such as structures, trees, or other prohibited items.

## RATE INFORMATION

- H. Processing Fee: This fee is charged in the following cases:
1. If a customer has not paid the outstanding balance on an account by the disconnect date, nor have they contacted the Authority to make arrangements to have the balance paid, the water service will be disconnected and this fee will be applied to the account. Before service is restored, all account charges must be received by the Authority; this includes the outstanding balance due, all Late Payment Charges, and the Processing Fee. Authority personnel will not collect unpaid funds from customers at the service location.
  2. If a meter is removed due to an account being inactive. Accounts may be determined inactive if any of the following conditions apply:
    - a. No usage on the meter for more than 12 consecutive months.
    - b. The structure being served by the meter having been demolished and/or removed.
    - c. The premise served by the meter having been condemned or determined inhabitable.
- I. Repeat Service Fee: A Repeat Service Fee is assessed when the Authority's staff must make additional trips to install a new meter and turn on the water service because the connections to the Authority meter base have not been made or have been improperly installed or for multiple trips to a customer's premise to re-read a water meter per the customer's request.
- J. Meter Test Fee: When a customer requests the Authority to test a meter and the meter accuracy is within  $\pm 5\%$  accuracy, a Meter Test Fee will be charged.
- K. Insufficient Payment Fee: There will be a charge assessed for each check returned, credit card that is charged back, or other returned payment by the financial institution. If the financial institution should charge the Authority more than this Insufficient Payment Fee, according to the Rates policy, then the amount assessed will be the actual charge to the Authority by the financial institution.
- L. Small Grinder Pump Maintenance Fee: In accordance with the Small Grinder Pump Agreement, customers that use a small grinder pump to connect to the Authority's sewer system have the option of contracting with the Authority to maintain their pumps. All users that accept the agreement will be responsible for paying this fee.
- M. Project Fee: As defined in the Authority's Neighborhood Line Extension policy, there will be a charge per lot assessed for each lot if the requisite terms and conditions of the policy are met for a water line or low pressure sewer system extension. The fees are tiered, based on the length of property that fronts the water or low pressure sewer line. If the frontage is 100 feet or less the fees is a tier 1 fee, if the frontage is more than 100 feet but less than 200 feet the project fee would be a tier 2 fee, and if the frontage is 200 feet or more the fee would be a tier 3 fee. The length of the frontage will be determined by the recorded plat or deed for the property in question. If more than one side of the property adjoins the proposed pipeline, the greater of the sides will be used to determine the frontage. The fee for a gravity sewer line extension shall be determined at the time of neighborhood interest.



## RATE INFORMATION

**Section 6. ENGINEERING SERVICE CHARGES**

- A. Base Project Review Fee: This fee is charged for the initial submittal of any design plans or site plans requiring the Authority's review and approval, and for site plans involving multifamily development or the development of three or more parcels within the Authority's service area.
- B. Plan Review Fee - Water: This fee is charged for reviewing proposed water design plans. The fee is charged per foot, based on the horizontal length shown on the design plans, for waterlines 3-inches in diameter and greater. This fee is to cover the administrative expenses related to development projects.
- C. Plan Review Fee - Sewer: This fee is charged for reviewing proposed sewer design plans. The fee is charged per foot, based on the horizontal length shown on the design plans; service laterals are excluded. This fee is to cover the administrative expenses related to development projects.
- D. Extended Plan Review: If more than two (2) submittal reviews are necessary for a project, this fee is assessed on the third (3rd) submittal and for each subsequent submittal thereafter. This applies to preliminary plans, master plans, site plans, plats, design plans, shop drawing submittals, as-built drawings, or any other item submitted for Authority approval. This fee is to cover the administrative expenses related to development projects, above and beyond the regular plan review fee(s).
- E. Inspection Fee - Water: This fee is charged for inspecting the construction of the water related facilities of a project. The fee is charged per foot, based on the horizontal length shown on the design plans, for waterline 3-inches in diameter and greater.
- F. Inspection Fee - Sewer: This fee is charged for inspecting the construction of the sewer (gravity and pressure) related facilities of a project. The fee is charged per foot, based on the horizontal length shown on the design plans.
- G. After Hours and Weekend Inspections: This fee is charged if project inspection is needed after the Authority's normal business working hours or on weekends. Agreement by the Authority is required prior to scheduling or approving any after-hours inspection work.
- H. Small Grinder Pump Station Review and Inspection: This fee is charged for the review of submittals for small grinder pumps and appurtenances, the inspection of the installation of the pump station and appurtenances, and/or the startup of the pump station when the user executes the agreement in accordance with the Authority's Small Grinder Pump Agreement policy.
- I. Large Pump Station Review and Inspection: This fee is charged for the review of design plans submitted for pump stations that must meet the requirements shown in the Wastewater Lift Station Requirements policy.
- J. Fire Flow Vault Review and Inspections: This fee is charged for reviewing proposed construction plans for a Fire Flow Meter Vault and for the inspection related to the installation.

#### RATE INFORMATION

This fee is to cover the administrative expenses related to development projects. This charge may be waived for Fire Flow Meter Vaults that are installed on unmetered fire service water lines.

- K. Fire Flow Test: When a Fire Flow Test is requested to obtain fire flow availability for a specific area or from a specific hydrant, this fee is charged. This fee includes all labor, part, materials, and the cost of the water used to perform the test.

#### Section 7. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. The most recent changes to the policy are as follows:
1. Approved June 19, 2018, effective July 1, 2018:
    - a. Changes were made throughout the policy to reflect the change from Facility Fee to Capital Recovery Fee; from Commodity Charge to Volume Charge; from Connection Fee to Tap Fee.
    - b. Section 4.C. was modified to include long road crossing services as fixed cost Tap Fees.
    - c. Section 5. was modified for clarity, for changes to the fire suppression charges, and to reflect the monthly billing change.
  2. Approved September 18, 2018, effective September 19, 2018:
    - a. Changes were made to Section 3.B.3 to clarify how the Base Charges are calculated for fire flow meter assemblies.
  3. Approved May 18, 2021, effective June 1, 2021:
    - a. Section 4.C.2 was added to include tap fees for relocating a meter service.
    - ~~a.b. Section 3.A.4 was added for bulk filling.~~

## FILLING STATION

**Section 1. PURPOSE**

The Bedford Regional Water Authority (“Authority”) has filling stations available to sell water to customers that do not have waterlines adjacent to or nearby their property. This policy is to explain the procedure that the Authority uses related to the filling stations.

**Section 2. POLICY**

- A. When potential customers want to purchase water from the Authority and they are not adjacent to or nearby an existing waterline, they may complete an application to the Authority to become a customer that will be able to utilize the filling station.
- B. Customers using the filling station will be billed ~~in the same manner as any other Authority customers, and all of the same fees will apply as they would if they had a permanent meter installed in the ground from which to purchase water, at the current bulk filling rate, as indicated in Policy 2.00.~~
- C. In order to initiate service from the filling stations, the customer must do the following:
  1. Visit the Authority to fill out an application for service; the application must be approved before any fees will be accepted.
  2. Pay all fees, including account fees and deposits, in full before water can be purchased from the filling station.
- D. In order to obtain water from a filling station, the customer will be given an access code and password. They will need to have this information in order to receive water from a filling station. The customer is responsible for all water that is used under this access code, and thus the Authority highly recommends that both the access code and password be kept in a secure place by the customer and not shared with others.
- E. The filling station customers must adhere to the provisions in the other applicable policies, including but not limited to the Deposit Policy, the Billing and Payment Policy, and the Rates Policy.
- F. There will be no adjustments to any bills for water used from the filling stations. The Adjustments Policy does not apply to customer obtaining water from the filling stations.
- G. Because there is not a parcel of land associated with the filling station account, deposits will not be refunded as long as the customer’s filling station account is still active. If the account is closed, the deposit will be refunded after electronic access to the filling station is removed.

FILLING STATION

**Section 3. REVISIONS**

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
  - 1. Approved August 16, 2016, effective September 1, 2016:
    - a. Section 2.G was added to require that deposits are held on the account as long as the account is active.
  - 2. Approved May 18, 2021, effective June 1, 2021:
    - a. Section 2.B was modified to reflect the bulk filling rate adopted by the Board at the April 20, 2021 rate hearing.



---

**RESOLUTION**  
2021-05.01  
**Policies**

**WHEREAS**, the Bedford Regional Water Authority (the “Authority”) is a public service authority formed and existing in accordance with the provisions of Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended, the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5159 (the “Act”); and,

**WHEREAS**, the Authority desires to have a comprehensive set of policies governing the manner in which the Authority conducts its regular business, and the Authority directs that these policies be grouped together into an operating policy manual; and,

**WHEREAS**, the approval of the Rates with Resolution 2021-04.01, changes were required to the following policies:

- 2.01 Rate Information
- 2.71 Filling Station

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

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 May 18, 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

# ADMINISTRATION REPORT

TOP STORY

## Bedford Regional Water Authority increases customer rates

Shannon Kelly  
Apr 21, 2021

---

**C**ustomers of the Bedford Regional Water Authority will see a rate increase for water and sewer services beginning in June.

Billing rates for fiscal year 2021-22 were adopted on a 7-0 vote at the authority's board of directors meeting Tuesday after a public hearing where no members of the public spoke, according to a news release. Rate increases will go into effect June 1 and will be used for all billing statements after June 30.

The average customer using about 4,000 gallons of water per month will have a monthly rate increase of about \$2.53 for water and \$2.17 for sewer. The rate for bulk fill stations will be \$12 for every 1,000 gallons of water.

"The conversations that the board, Finance Committee, and staff have had surrounding the budget and rate change have been analytical, thoughtful, and challenging," said Jill Underwood, director of finance for the authority, in a news release. "Balancing the needs of the community with the Authority's ability to continue to provide service with as few interruptions as possible, is always a fine balance to achieve. We believe that instating rate changes this year will allow us to continue to improve our service while not causing a large impact on our customers."

The authority is in year eight of a 10-year equalization process that eventually combines the former Bedford County Public Service Authority and former City of Bedford Water and Sewer department rates. The authority's rates are based on a 2013 rate study conducted by Draper Aden Associates when the authority was created.

When Bedford reverted from a city to a town, the former Bedford County Public Service Authority and the former City of Bedford water and wastewater utility departments united in the Bedford Regional Water Authority in 2013, said Megan Pittman, director of administration at the authority.

The former two entities at the time had different rate structures, and the authority's rate study concluded the best way to merge the rates into one would be an equalization process, slowly combining the different rate structures by gradual, incremental changes during a period of 10 years.

Last year, the authority postponed rate changes because of the effects of the COVID-19 pandemic, trying to avoid adding financial strain on customers who might have struggled during that time. Disconnections because of late payments also were suspended.

To avoid more dramatic rate changes in the future, the authority said in a news release, the board decided to move ahead with the rate equalization in 2021. Disconnections remain suspended at this time, Pittman said.

Aware some customers still are affected by the pandemic, the authority has payment plan options for qualifying customers in need of financial assistance. Some community organizations, including the Agape Center, Bedford Christian Ministries, the Salvation Army, Lake Christian Ministries, Interfaith Outreach Association and Lynchburg Community Action Group are offering utility bill assistance, according to the authority. A list of organizations offering assistance can be found on the authority's website at: **brwa.com**.

For more information about payment plans, customers can contact the authority at: (540) 586-7679.

**Shannon Kelly**

(434) 385-5489



[https://www.smithmountaineagle.com/news/article\\_18458022-a2f7-11eb-81ee-6b3a91c26171.html](https://www.smithmountaineagle.com/news/article_18458022-a2f7-11eb-81ee-6b3a91c26171.html)

## Bedford Regional Water Authority Board approves new rate beginning June 1st

Apr 21, 2021



# Bedford Regional Water Authority

Contributed

At the April 20 board meeting of the Bedford Regional Water Authority (Authority), the board of directors approved the rates for fiscal year 2021-2022. These rates will go into effect on June 1, 2021, and will be utilized for all billing statements after June 30, 2021.

A public hearing was held during the meeting to allow the public to comment or ask questions about the rates. The rates were previously advertised in March along with them being posted on the Authority's website. No members of the public attended the meeting to speak during the hearing. After the public hearing closed the board approved the rates in a unanimous 7-0 vote.

The average customer using 4,000 gallons of water a month will see a rate increase of approximately \$2.53 for water and \$2.17 for sewer. The modified rates also include a new rate for bulk fill stations of \$12.00 per every 1000 gallons used.

"The conversations that the board, Finance Committee, and staff have had surrounding the budget and rate change have been analytical, thoughtful, and challenging. Balancing the needs of the community with the Authority's ability to continue to provide service with as few

interruptions as possible, is always a fine balance to achieve. We believe that instating rate changes this year will allow us to continue to improve our service while not causing a large impact on our customers,” said Jill Underwood, Director of Finance for the Authority.

This is year eight in a ten-year equalization process that gradually combines the former Bedford County Public Service Authority and the former City of Bedford Water and Sewer department rates. The rates are based on a rate study conducted by Draper Aden Associates in preparation for consolidation and the creation of the Bedford Regional Water Authority in 2013.

Last year, due to the pandemic and the sudden changes it caused within the community, the Authority board chose to hold off on any rate changes to help support its customers through the unexpected strain that COVID-19 caused for households. The Authority also offered financial support to those affected by COVID-19 with CARES funding administered through partnering organizations and stopping disconnections due to late payments.

After carefully examining customer trends and the amount of late or no payments throughout the past year, the board decided to continue with the rate equalization in 2021. This will allow rates to gradually equalize while avoiding a dramatic rate change in the future.

The Authority board recognizes that the pandemic is still affecting some customers within the community. To help those in need of financial assistance, the Authority is offering payment plan options for qualifying customers. Customers in need of support may create an agreement and enroll in a payment plan in coordination with the Authority's Customer Service department. Other organizations such as the Agape Center, Bedford Christian Ministries, Interfaith Outreach Action Group, Lake Christian Ministries, Lynchburg Community Action Group, and the Salvation Army are offering utility bill assistance as well.

The Authority's goal with rate equalization is to continue providing quality service to its customer base. This includes system upgrades to minimize the number of line breaks and service disruptions due to aging water and sewer lines.

### **About the Bedford Regional Water Authority:**

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

Mountain Lake in both Bedford and Franklin County. Visit [www.brwa.com](http://www.brwa.com) for further information.

# Bedford Regional Water Authority to increase rates for some customers

by Ida Domingo  
Wednesday, April 21st 2021

AA



*Bedford Regional Water Authority announced that they have approved a new rate for the fiscal year 2021-22. (SBG FILE PHOTO)*

BEDFORD, Va. (WSET) — Bedford Regional Water Authority announced that they have approved a new rate for the fiscal year 2021-22.

They say the average customer using 4,000 gallons of water a month will see a rate increase of approximately \$2.53 for water and \$2.17 for sewer. The modified rates also include a new rate for bulk ll stations of \$12.00 per every 1000 gallons used.

These rates will go into effect on June 1 and will be utilized for all billing statements after June 30.

“The conversations that the board, Finance Committee, and staff have had surrounding the budget and rate change have been analytical, thoughtful, and challenging. Balancing the needs of the community with the Authority’s ability to continue to provide service with as few interruptions as possible, is always a new balance to achieve. We believe that instating rate changes this year will allow us to continue to improve our service while not causing a large impact on our customers,” said Jill Underwood, Director of Finance for the Authority.

## Bedford Regional Water Authority Board Approves New Rate Beginning June 1st

This comes after the board looked over customer trends and the amount of late or no payments throughout the past year, due to the [pandemic](#), the board decided to continue with the rate equalization in 2021. This will allow rates to gradually equalize while avoiding a dramatic rate change in the future.

The board says they understand that the pandemic is still affecting some customers -- to help those in need of financial assistance, the board is offering payment plan options.

# ENGINEERING REPORT

<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>Department Contact:</b>	S Foster
<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>Department Contact:</b>	S Dade
<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>Department Contact:</b>	S Dade
<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>Department Contact:</b>	S Dade
<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> 4/26/2021
<b>Job Name</b>	Burnbridge Sewer Extension - Design			<b>Department Contact:</b> 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>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. Esmts #210005873, 210005874, 210005875, 210005876, 210005877,210005878, 210005879 & 210005880 recorded 4/20/21. VDOT permit #216-28586 rec'd 4/26/21.			
<b>Job #</b>	2018023.1	<b>Job Type:</b> Water	<b>Location</b> Lakes / Huddleston	<b>Last updated on:</b> 4/11/2021
<b>Job Name</b>	Mariners Landing System Transfer - Waterline Extension			<b>Department Contact:</b> S Dade
<b>Description</b>	Waterline extension along SML Parkway to connect Mariners Landing water system to public system.			
<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> 11/12/2020
<b>Job Name</b>	VDOT Everett Rd Bridge Replacement			<b>Department Contact:</b>
<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>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> 4/12/2021
<b>Job Name</b>	Cambridge Manor Estates - Preliminary Plan			<b>Department Contact:</b> 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>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. Prelim Plan approvable to BRWA - comments issues to Planning 4/12/21.			



**Job #** 2018062.2 **Job Type:** Internal **Location** Bedford Central **Last updated on:**  
**Job Name** BRWA Administration Parking Lot - North 5/3/2021

**Description** Addition of a parking lot at the north side of the BRWA administration facilities.

**Department Contact:**  
R English

**Status** Concept drawing received from W|W 7/19/2019; awaiting approval of additional land from County. Design proposal received 7/24/19, revised 8/16, executed 8/26. Survey completed week of 8/26/19. Design concept rec'd 11/14/19, comments sent 12/3. County approved transfer of land, including a revised 150' strip where 115' previously added to lease. Additional revisions sent to W|W 1/10 in reference to additional land and parking. Area graded for mobile unit was surveyed by W|W on 2/20 to incorporate into final design. Plans submitted to County late April for review. Contract executed for additional costs due to changes requested. Received E&S approvals and comments from County on 1st plan submittal; VDOT comments rec'd 7/9/20 indicating waiver request for new entrance would require review by regional office and possibly another 3 month's review time. Revised plans were submitted for VDOT review on 8/4/20. Nutrient purchase agreement and invoice were received 8/3. W\W notified on 12/4/20 of VDOT comments sent to County in 10/2020 but not delivered to BRWA or W|W. W|W removing new entrance to address VDOT comments. Pricing received from Annual Contractor on 3/1/21; will phase project to available budget and construct public parking lot at a later time. County plan approvals valid for 5 years once issued. VDOT app'l rec'd 4/20/21. Revised scope received from 1st annual contractor (J&B) approx \$25k over budget; requesting scope from AJ Conner within \$300k budget.

**Job #** 2018086 **Job Type:** Sewer **Location** Forest **Last updated on:**  
**Job Name** Sewer Force Main for TM# 118-A-6A - Design 4/5/2021

**Description** Sanitary Force Main Plan and Profile for TM# 118-A-6A.

**Department Contact:**  
S Dade

Waterline Relocation added to project in 8th submittal (See 2018-086.1 for Waterline C2C/COC purposes)

**Status** Dsgn01 rec'd 7/19/18 - Withdrawn 7/20/18 per Engineer. Treat next submittal as Dsgn01. Dsgn01 rec'd 8/13/18. Base Review Fee rec'd 8/16/18. Comments issued 8/27/18. Current design does not meet BRWA criteria for being public. Dsgn02 rec'd 10/30/18. 11/8/18 SWF Met w/ Norm and Tommy to discuss submittal. No formal review comments being issued for submittal 02. P&O will revise and resubmit per meeting discussion. Dsgn03 rec'd 11/15/18 with hard copies of calculations. When plans were opened on 11/29/18 they were exactly the same as previous submittal. Dsgn 03 was voided and an e-mail sent to Engineer requesting revised submittal. Dsgn 04 rec'd 11/29/18. Dsgn 04 comments issued 12/5/18; Calc 02 comments issued 12/6/18. Dev Pkg issued 12/6/18. Met w/ Engineer & Developer 12/6/18. BRWA soliciting necessary Easements. Dsgn 05 rec'd 5/6/19. Comments emailed to engineer 5/28/2019. Dsgn 06 & Re-review fee rec'd 6/5/19. Slip sheets rec'd 6/10/19. Dsgn 06 Comments issued 6/13/19. Signed Developers Agrmt & Review & Inspection fees rec'd 7/3/19. Dsgn 07 & Re-Review Fee rec'd 8/19/19. Plans approvable. VDOT LUP App submitted to VDOT. Finalizing calcs w/ P&O and Liberty. Cost Est received from P&O 11/20/19 in review. Cost Est comments issued 12/9/19. FM Calcs approved 12/9/19. Unforseen site conditions require a section of existing 12' waterline to be relocated. Plans forthcoming. Dsgn 08 rec'd 3/10/20; Comments issued 4/7/20. Additional Dev Fee rqmnts being sent to Developer for addition of Waterline Relocation to project Scope (See 2018-086.1) Dsgn 09 rec'd 4/14/20. Dsgn 09 approvable. Lis of outstanding items for C2C included in formal Dsgn 09 comments e-mailed to Engineer & Developer 4/21/20. Additional req'd review & inspection fees for waterline relocation rec'd 5/8/20 (reference 2018-086.1), Surety reviewed & revised surety forthcoming. Bond #22BSBII2206 rec'd 5/15/20. 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.

**Job #** 2018086.1 **Job Type:** Water **Location** Forest **Last updated on:**  
**Job Name** 221 Car Wash Waterline Relocation - Design 4/5/2021

**Description** For C2C & COC purposes only.  
Reference 2018-086.

**Department Contact:**  
S Dade

**Status** 2018-086 Design 08 received 3/9/20 added Waterline Relocation to scope of project. Additional Dev Fee rqmnts being sent 4/7/20 to Developer for additon of Waterline Relocation to project scope. Additional req'd review & inspection fees for waterline relocation rec'd 5/8/20 (reference 2018-086), Surety reviewed & revised surety forthcoming. Bond #22BSBII2206 rec'd 5/15/20. Per Developer 7/30/20 - Falwell Corp to construct water. Shop Dwgs app'd 10/1/20 for water only. C2C for Water Only issued to Inspector 10/5/20. Waterline relocation work and testing complete. Punchlist issued. Sampling has not yet been performed. Punchlist email/mailed 4/5/21. Test results rec'd 4/28/21. Test results rec'd 4/29/21.

**Job #** 2018092 **Job Type:** Internal **Location** Boonsboro **Last updated on:**  
**Job Name** Blackburn Subdivision Water System Inquiry 4/8/2019

**Description** Private water system serving 6 lots with master meter and booster pump station at the end of Fox Hollow Road. Property owners inquiring about BRWA taking over system, including aged and failing booster station.

**Department Contact:**  
R English

**Status** Met with Dunstan & Riley on 6/5/18 to view system in field. Contacted Falwell on 8/3/18 to get plans for the system. Can offer submetering now; can discuss possible contract operation only upon rebuild of booster pump station & waterline information received. 1/4/19; meeting scheduled for 3/4/19 with BRWA and Falwell to review system again for upgrades needed. Falwell did not attend; property owners requesting list of upgrades needed for BRWA to consider contract operation or acceptance.

<b>Job #</b>	2018125	<b>Job Type:</b>	Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	3/4/2021
<b>Job Name</b>	Forest Middle School Improvements - Site/Design					<b>Department Contact:</b>	S Dade
<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>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 Agmt -Signed- rec'd 5/30/19. Dsgn 04 rec'd 6/10/19 - comments issued 6/18/19; Rev & Insp Fee reqmts issued 6/18/19; Esmt Exhibit 01 review comments issued 6/18/19. Dsgn 05 (Slip Sheets) rec'd 6/25/19. Site Plan appv'd 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 appv'd 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>	3/4/2021
<b>Job Name</b>	Westyn Village Townhomes 2019 - Site/Design					<b>Department Contact:</b>	S Dade
<b>Description</b>	Proposed (8) 9 unit residential townhomes and (3) 8 unit Townhomes with private road						
<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/Design 03 rec'd 11/7/19. Signed Dev Agmt rec'd 11/22/19. Site Plan 03 approved pending matching plat submittal and approval. Requested 3 additional copies for construction purposes. Calcs approved 12/2/19. 3 copies of revised Plans Design 04 rec'd 12/20/19; Comments issued 1/21/20. Design 05 rec'd 1/27/20. 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 & testing 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>	5/3/2021
<b>Job Name</b>	Energy Performance Study and Improvements					<b>Department Contact:</b>	N Carroll
<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>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. Proposal rec'd from BRES (Chris Fewster) to assist with 3rd party review of plans and submittals.						
<b>Job #</b>	2019081	<b>Job Type:</b>	Internal	<b>Location</b>	Lakes	<b>Last updated on:</b>	4/11/2021
<b>Job Name</b>	Paradise Point Water System Transfer Request					<b>Department Contact:</b>	R English
<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>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 WVA 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					<b>Department Contact:</b>	S Foster
<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. Rec'd Cost Est and issued req'd Surety Amt 5/3/21. Waiting on Shop Dwgs & Surety, Surety (Cashiers Check) #10175219 rec'd 5/6/21.						
<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					<b>Department Contact:</b>	S Dade
<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. VDH Water Cert completed 4/26/21.						
<b>Job #</b>	2019106	<b>Job Type:</b>	Water	<b>Location</b>	Stewartsville	<b>Last updated on:</b>	
<b>Job Name</b>	Hardy Road Waterline Extension					<b>Department Contact:</b>	R English
<b>Description</b>	Proposed waterline extension to serve Hardy Road mobile home park. VDH requesting EPA WIIN grant towards water system repairs or public line extension.					<b>Department Contact:</b>	R English
<b>Status</b>	Conference call with J Wells to discuss on 11/7/10; preparing cost estimates for line extension options. Estimates sent to VDH on 3/27/20. H&P preparing design upgrades for system as alternative to public waterline extension. VDH placed owner of Trailer Park under Consent Order. Conference call held 8/20 with VDH, SERCAP, RD, DHCD and owner to review options. Discussed with VDH on 8/24 inability to assist with funding or staffing for project currently.						
<b>Job #</b>	2019113	<b>Job Type:</b>	Internal	<b>Location</b>	SML (Bridgewater Bay Deve	<b>Last updated on:</b>	
<b>Job Name</b>	Bridgewater Bay Water Pressure Issues					<b>Department Contact:</b>	S Foster
<b>Description</b>	11/18/19 - BRWA Engineering was made aware of ongoing high water pressure issues in Bridgewater Bay since about mid 2019 resulting in 13 +/- individual PRV failures.					<b>Department Contact:</b>	S Foster
<b>Status</b>	Engineering contacted Mr. Harmon to gather as much background info as possible. WO's were issued to Preventive Maintenance (PM) 11/20/19 to set up pressure recorders to collect pressure data. First round of pressure recorder data rec'd from PM 12/5/19. Pressure results communicated to Bridgewater Bay. Money has been requested in FY - 2020-2021 budget to install main line PRV. Responded to status update request from Mr. Harmon on 8/6/20 explaining CIP budget cut due to COVID. Also e-mailed info on BRWA waterline their private FM around entrance area per Mr. Harmon's request. Mr. Harmon reported they have not been having the failures that they had previously been experiencing. Mr. Harmon contacted again on 2/3/21 asking for update on mainline PRV installation. Mainline PRV included in FY21-22 CIP request.						
<b>Job #</b>	2019117	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Westyn Village Condotels - Site/Design					<b>Department Contact:</b>	S Foster
<b>Description</b>	Proposed 24 Condotel & 6 36 unit Condotel with a clubhouse. (Plan Name Changed to Westyn Village Ph II).					<b>Department Contact:</b>	S Foster
<b>Status</b>	Site/Design 01 rec'd 12/06/19. Comments & Dev Pkg issued 1/31/20. Site/Design 02 rec'd 4/13/20. Site Plan 02 comments, Esmnt Exhibits 01 comments & Revised Developer Agreement issued 6/1/20. Easement Exhibit submittal 02 rec'd 6/11/20. Exhibit review comments e-mailed of Engineer 8/25/20. Project 'on-hold' pending sewer capacity issues being resolved.						
<b>Job #</b>	2020008	<b>Job Type:</b>	Water	<b>Location</b>	Bedford Central	<b>Last updated on:</b>	
<b>Job Name</b>	Turkey Mountain Booster Station					<b>Department Contact:</b>	W Blankenship
<b>Description</b>	Booster station and distribution lines to serve customers currently directly connected to WTP and dependent upon the plant being in operation. Part of FY 19-20 CIP					<b>Department Contact:</b>	W Blankenship
<b>Status</b>	Site reviewed with H&P on 1/21/20; proposal received 2/6. VDH to require full review and approval. Survey to begin week of 3/9/20. In design with H&P. WR&A provided min/max pressures utilizing water model - sent to H&P on 4/21. First draft of Design Report rec'd from H&P on 6/3 and was distributed internally for review/comments. Comments were provided to H&P on 6/10. H&P submitted the second submittal of the design report on 6/29 and 30% drawings on 6/30. BRWA comments were sent to H&P on 7/7. Public Hearing for Special Review Project on 9/15/2020. SRP approved. Reviewing third plan submittal. Plans finalized and sent to VDH for review as of 12/2020						

<b>Job #</b>	2020020	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Cambridge Manor Phase 1 - Design						5/4/2021
<b>Description</b>	Road & waterline plan & profile for Country Club Meadows Phase 1 (59 lot single family development). Previously known as "Country Club Meadows Phase 1 - Design".					<b>Department Contact:</b>	S Foster
<b>Status</b>	Dsgn 01 rec'd 2/03/20. (Need \$400.00 base review fee). Dsgn 01 Comments & Dev Pkg issued 2/28/20. Dsgn 02 rec'd 6/30/20. Fees & Agmt have not yet been rec'd. 2nd Review Comments issued and due to Project name change & design changes a revised Dev Pkg was issued 7/31/20. Please do not accept 3rd submittal w/o Agmt, Base Fee, Review Fees & Re-Review Fee. Dsgn 03 rec'd 11/30/20 ( need Signed Agmnt, Base Fee, Review Fees & Re-Review Fee before review completed/comments released). Review complete & Developer notified 12/31/20 via e-mail of outstandign tems needed prior to release of comments. Base fee, Review fees & Re-review fee rec'd 2/2/21; Agmnt rec'd via e-mail 2/17/21 & Review 03 comments issued 2/19/21. Dsgn 04 rec'd 3/16/21 (need Re-review fee) 3/16/21. Dsgn 04 review complete (4/19) and notified Developer need Original signed Agmnt & re-review fees prior to release of comments. Water Calcs 01 comments issued 4/28/21. Re-review fee rec'd 5/4/21.						
<b>Job #</b>	2020022	<b>Job Type:</b>	Fire Flow Meter	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Berglund Toyota - Site/Design						4/27/2021
<b>Description</b>	Improvements proposed include demolition of existing (vacant) car dealership building & construction of new dealership building (automobile parts/supply & retail) with associated parking expansion & utilities.					<b>Department Contact:</b>	C Slusser
<b>Status</b>	TRC 2/11/20. Concept 01 rec'd 2/5/20. FFT Fee rec'd 2/28/20. Site/Dsgn 01 & Calcs rec'd 6/5/20. Base Review Fee rec'd 6/11/20. Comments 01 & Dev Pkg emailed/mailed 7/10/20. Updated Dev Agmt emailed 7/29/20. Site/Dsgn 02 rec'd 8/3/20; hard copies rec'd from Planning 8/12/20. Site/Dsgn 02 approvable as of 8/14/20 - need Dev Agmt & Fees. Updated Dev Agmt emailed 8/24/20. Esmt Exhibit 01 reviewed & comments issued 9/14/20. Esmt, Dev Agmt, & Review & Inspection Fee rec'd 12/22/20. Esmt #200015740 recorded 12/22/20. Site Plan approval emailed to Planning & Engineer 12/23/20; waiting on remaining items before issuing C2C. 2 additional copies rec'd 12/29/20. Bowman Excavating app'd as Contractor & Construction Cost Est accepted 1/19/21. Surety LOC# IS000179925U rec'd 3/31/21. 'Candy cane' connection detail app'd 4/27/21.						
<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						5/3/2021
<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>Department Contact:</b>	R English
<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, stating HOA has no intent to make station public; BRWA requested project be brought to BRWA standard considering ongoing request for public acceptance. Comments were issued to D Early and Cass Tucker (HOA) on 1/21/21. No responses rec'd.						
<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						3/11/2021
<b>Description</b>	Proposed 10,400 SF building addition and associated stormwater measures. Building use will be light manufacturing.					<b>Department Contact:</b>	J Dean
<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 aprvrd 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						3/2/2021
<b>Description</b>	Conversion of SEMS asset management data into Cartegraph					<b>Department Contact:</b>	A Browning
<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>	2020043.2	<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						5/3/2021
<b>Description</b>	Funding to complete the Ivy Creek sewer line to take the Lake Vista Pump Station offline.					<b>Department Contact:</b>	R English
<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, approval rec'd 3/31/21. AIS waiver request to be submitted.						

<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>Last updated on:</b>	5/3/2021
<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>Department Contact:</b>	R English
<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. 30% drawings expected mid-May for sewer line. DB Team working on plans for temporary capacity increase at LVPS.						
<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>Last updated on:</b>	4/11/2021
<b>Description</b>	Value engineering design and construction of booster station at the end of East Crest Drive.					<b>Department Contact:</b>	R English
<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					<b>Last updated on:</b>	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>	2020056	<b>Job Type:</b>	Site Plan w/ Existing Utilities	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	The Shoppes at Parsons Place Parking Lot Addition - Site Plan					<b>Last updated on:</b>	4/13/2021
<b>Description</b>	Proposed additional 12 spaces of parking.					<b>Department Contact:</b>	C Slusser
<b>Status</b>	Concept 01 rec'd 4/29/20. No conflict with BRWA infrastructure - comments issued 5/6/20. Site Plan 01 rec'd 4/12/21. Comments 01 emailed to Planning 4/13/21.						
<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					<b>Last updated on:</b>	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					<b>Last updated on:</b>	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					<b>Last updated on:</b>	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 Agmnt. Dsgn 02 rec'd 10/22/20. Review 02 complete 11/4/20. Base Review Fee, Review Rees & Re-review Fee for forthcoming 3rd submittal rec'd 11/17/20. Signed Developer Agmt rec'd 11/17/20. Review 02 comments issued 11/17/20. Fire Flow Test fee rec'd 1/26/21.						

<b>Job #</b>	2020095	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	5/6/2021
<b>Job Name</b>	Boonsboro Meadows Sections 3 & 4 - Design					<b>Department Contact:</b>	S Dade
<b>Description</b>	Sections 3 (20 Lots) & 4 (20 Lots) of Boonsboro Meadows. Water & Sewer (LPFM).						
<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. Dsgn 04 rec'd 4/16/21 (awaiting re-review fee). Dsgn 04 conditionally App'v'd by VDOT & App'v'd by BRWA. NEED - \$200 rereview fee, 4 hard copies of plans and signature plats. Re-review fee rec'd 4/26/21. Contacted H&P about water calc issues discovered when attempting to complete water cert 4/28/21. Upon recpt of 4 final hard copies of plans noticed minor revision on 1st two sheets proceeded with full review (4/29/21). DSGN 05 app'v'd 4/30/21. C2C issued 5/6/21.						
<b>Job #</b>	2020107	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Forest	<b>Last updated on:</b>	11/5/2020
<b>Job Name</b>	Boonsboro Meadows Section 5 Roadway & Water - Design					<b>Department Contact:</b>	S Foster
<b>Description</b>	Proposed Section 5 (Proposed 16 Lots). Consisting of Water and LPFM. Wild Doe Drive						
<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>	5/3/2021
<b>Job Name</b>	Capital Improvement Plan 2021-22					<b>Department Contact:</b>	W Blankenship / R English
<b>Description</b>	Listing of proposed projects and purchases for the 2021-2022 fiscal year.						
<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; approved by Board in April. Posted to website 4/30/21.						
<b>Job #</b>	2020108.2	<b>Job Type:</b>	Water & Sewer	<b>Location</b>	Countywide	<b>Last updated on:</b>	1/8/2021
<b>Job Name</b>	Water and Sewer Replacement Projects					<b>Department Contact:</b>	W Blankenship / R English
<b>Description</b>	Replacement Project planning for use of water and sewer setaside funds.						
<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>	4/21/2021
<b>Job Name</b>	Justice Real Estate LLC - Site Plan					<b>Department Contact:</b>	J Dean
<b>Description</b>	Proposed building for automobile repair services with adjacent parking.						
<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. Comments sent to planning 4/21/2020.						
<b>Job #</b>	2020125	<b>Job Type:</b>	Internal	<b>Location</b>		<b>Last updated on:</b>	5/10/2021
<b>Job Name</b>	Ratliff Road Route 122 Waterline Replacement					<b>Department Contact:</b>	C Ward
<b>Description</b>							
<b>Status</b>	Design and easements prepared 1/8/21/. ESMT#210002180 recorded 2/11/21. ESMT #210002895 recorded 2/26/21. Certificate of Take to be filed on 5/25. NTP issued to contractor for 5/26						
<b>Job #</b>	2021008	<b>Job Type:</b>	Site Plan w/ Existing Utilities	<b>Location</b>	Forest	<b>Last updated on:</b>	1/20/2021
<b>Job Name</b>	Burnbridge Commercial Outdoor Recreational Space - Site Plan					<b>Department Contact:</b>	C Slusser
<b>Description</b>	Proposed auto dealership / commercial outdoor entertainment.						
<b>Status</b>	Site Plan 01 rec'd 1/15/21. Comments 01 emailed to Planning 1/20/21.						
<b>Job #</b>	2021009	<b>Job Type:</b>	Site Plan w/Proposed Utilities	<b>Location</b>	Forest	<b>Last updated on:</b>	1/21/2021
<b>Job Name</b>	Goodwill Retail Store - Site Plan					<b>Department Contact:</b>	C Slusser
<b>Description</b>	Proposed 11,999 SF Goodwill building.						
<b>Status</b>	TRC 1/26/21. Concept 01 rec'd 1/20/21. Comments 01 emailed to Planning & Engineer 1/21/21. Site Plan 01 rec'd 5/6/21.						

<b>Job #</b>	2021022	<b>Job Type:</b>	Site Plan w/Proposed Utilities	<b>Location</b>	Smith Mountain Lake	<b>Last updated on:</b>	
<b>Job Name</b>	Lot 4 Moneta Business Center Hardee's - Site Plan						4/22/2021
<b>Description</b>	Proposed Hardee's restaurant.					<b>Department Contact:</b>	C Slusser
<b>Status</b>	TRC 3/9/21. Concept 01 rec'd 3/4/21. Comments 01 emailed to Planning & Surveyor 3/8/21. Site Plan 01 rec'd 4/14/21. Comments 01 emailed to Planning 4/22/21.						
<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						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						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						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.						
<b>Job #</b>	2021035	<b>Job Type:</b>	Concept	<b>Location</b>	Town	<b>Last updated on:</b>	
<b>Job Name</b>	620 Railroad Ave Apartments - Concept						5/3/2021
<b>Description</b>	Proposed 55 apartments & pizza shop .					<b>Department Contact:</b>	S Foster
<b>Status</b>	FFT fee rec'd 2/17/21. FFT results emailed 3/4/21. TRC (town) 5/5/21. Concept 01 rec'd 4/30/21.						
<b>Job #</b>	2021039	<b>Job Type:</b>	Internal	<b>Location</b>	Lakes	<b>Last updated on:</b>	
<b>Job Name</b>	SML WTF Delpac Permitting						4/13/2021
<b>Description</b>	Preparation of plans, calculations, and specifications to permit a permanent feed for Delpac to the raw water in the WTP.					<b>Department Contact:</b>	R Deitrich
<b>Status</b>	Draft specs and plans submitted 4/8/21 for review.						
<b>Job #</b>	2021045	<b>Job Type:</b>	Water	<b>Location</b>	Forest	<b>Last updated on:</b>	
<b>Job Name</b>	Greak Oaks Subdivision Section 5 - Design						4/26/2021
<b>Description</b>	Proposed 14 lots and 2 common areas.					<b>Department Contact:</b>	J Dean
<b>Status</b>	Dsgn 01 rec'd 4/26/21.						
<b>Job #</b>	2021046	<b>Job Type:</b>	Sewer	<b>Location</b>	Central Bedford	<b>Last updated on:</b>	
<b>Job Name</b>	Central Pump Station 5 Replacement						5/3/2021
<b>Description</b>	Upgrade of failed pump station 5 from a Smith & Loveless vacuum pump system to submersible pump system. Emergency project as bypass pumping is in place until station is replaced.					<b>Department Contact:</b>	M Ramsey / R English
<b>Status</b>	WW Ops procured replacement equipment for submersible station. Proposal obtained from BRES to assist with engineering and documentation necessary to obtain Certificate to Construct (CTC) and Certificate to Operate (CTO from DEQ.						

CIP AND REPLACEMENT PROJECT TRACKING

Crew	Completion	Funding	Project #	Project	Line Size	Est. Const. Cost	LF	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																Order Materials	1	2	3	4	5	6										
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	Easement			1	2																							
CIP	2021	Setasides		Avenel Water Replacement	10"	\$78,177.00	814	In-House	Materials	1	2	3	COMPLETE																							
CIP	2021	Setasides		Avenel Avenue Sewer Replacement	8"	\$158,049.00	793	In-House Design				Material	1	2																						
Ricky	2021	Setasides	2019-081.1	Paradise Point	2" & 3"	\$50,000.00	2,340					In-House Design				Materials	1	2	3	4	5	6														
CIP	TBD	Setasides	2020-086.1	Poplar Street Waterline Replacement	6"	\$76,616.00	373	In-House Design (Paused)					In-House Design			Materials	1	2	3																	
CIP	TBD	Setasides	2020-086.2	Windsor Drive Waterline Replacement	4" - 2"	\$77,705.00	1,176	In-House Design (Paused)												Materials	1	2	3													
CIP	TBD	Setasides		Baltimore/Walnut Waterline Replacement													In-House Design					Materials	1	2	3											
CIP	TBD	Setasides	2020-086.3	Laurel Street Waterline Replacement	6"	\$199,415.00	1,375													In-House Design			Materials	1	2	3										
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																											



# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Rhonda English, PE; Director of Engineering  
**Date:** May 5, 2021  
**Re:** Resolution 2021-05.02 – Engineering Term Contracts

---

Our current engineering term contracts with CHA, Hurt & Proffitt, Wiley|Wilson and WRA expired on April 19<sup>th</sup>.

We received proposal from 8 firms to enter into a new term contract; these firms include:

- AH Environmental Consultants
- Blue Ridge Engineering & Construction Services
- CHA
- Draper Aden Associates
- Engineering Concepts
- Hurt & Proffitt
- Whitman Requardt & Associates
- Wiley|Wilson

As our new term contracts will be 1 year contracts and they will allow for 1 year extensions up to a total of 5 years, we are recommending issuing contracts to all 8 submitting firms; this will give the Authority the flexibility in selection of the best suited consultant for various projects. Several of the firms provide more expertise in specific areas, and some are smaller firms with the potential for better cost efficiency on smaller projects.

Attached is an example “Engineering Services Term Contract Agreement” which would be executed with the submitting firms. As most consultant rate schedules are confidential, these can be made available for review at or prior to the Board meeting if so requested.



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

## 2021 ENGINEERING SERVICES TERM CONTRACT AGREEMENT

This non-exclusive Agreement made this \_\_\_\_ day of (April/May) 2021 by and between the Bedford Regional Water Authority, Bedford County, Virginia, hereafter known as the OWNER and [Consultant], [Location], hereinafter referred to as the ENGINEER:

### Scope of Services

The OWNER will require various engineering services to assist in operation and with all phases of particular projects associated with water and wastewater facilities throughout the County. The projects require similar experience and expertise. The ENGINEER shall furnish these services as requested which may include, but are not necessarily limited to the following:

1. Feasibility Studies
2. Preliminary Engineering Reports
3. Surveying Services
4. Funding Applications
5. Design Services
6. Planning for Maintenance/Rehabilitation Activities
7. Hydraulic Modeling
8. Construction Document Preparation
9. Bidding Services
10. Construction Contract Administration
11. Loan/Grant Administration
12. Inspection Services
13. Consultation at Authority Board Meetings
14. Operation Advice and Assistance
15. Emergency Assistance
16. Plan Review Assistance

**INFORMATION ONLY**

### Agreement Term

This non-exclusive Agreement shall be in effect for one year from the date of Agreement noted herein. At the discretion of the OWNER, the Agreement Term may be renewed for up to four successive one year terms, thereby permitting a possible maximum contractual total term of five (5) years.

### Fees

Fees for each project assigned to the ENGINEER shall be negotiated individually on an hourly or lump sum basis, with charges as determined by the scope of work. The sum

of all projects performed under this term contract shall not exceed the limitations as set forth in Section § 2.2-4303.1 of the Code of Virginia. Labor rates shall be in accordance with ENGINEER's current standard billing rate schedule at the time the work is performed. Any revisions to the ENGINEER's billing rate sheet must be provided to the owner at the time that the changes are made, regardless of the current project workload that is being performed by the ENGINEER. A copy of the current rate schedule for is shown on Attachment A as an example.

The sum of all projects performed in a one-year contract term may not exceed \$750,000. No fee for any single project may exceed \$150,000. Unused amounts from one contract term may not be carried forward to another contract term.

Depending on funding sources or other needs as determined by the OWNER, a separate engineering contract, subject to the rules and regulations of the funding agency and/or state legal requirements, may need to be negotiated for a specific project.

When requested by the OWNER, the ENGINEER shall provide appropriate services for projects requiring open-ended assignment (such as operational "troubleshooting") or in emergency situations. The ENGINEER shall charge for the time required on an hourly charge basis according to the current standard billing rate schedule.

Additional reimbursable expenses shall include the following:

- a. Special reproduction requirements other than for normal plans, specifications, and reports.
- b. Specialized consultants such as for aerial mapping, subsurface investigations, laboratory testing, and geological studies.

No extra charges will be made for postage, shipping, copies of reports, plans, and specifications, telephone calls, computer time, equipment rental, or overtime. ENGINEER shall also attend the regular monthly OWNER meetings, if requested by the OWNER, at no charge.

Periodic status reports shall be provided by the ENGINEER to the OWNER, as requested by the OWNER, at least on a monthly basis.

### **Invoices and Payments**

Each project will be assigned a separate account number. Itemized invoices will be issued monthly with payment due within 45 days of invoice. If OWNER fails to make payment due ENGINEER within 45 days of invoicing, then ENGINEER shall be entitled to interest in accordance with State law.



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

## **INFORMATION ONLY**

### **Ownership of Materials**

Original documents, survey notes, tracings, digital files, and the like, except those furnished to the ENGINEER by the OWNER, are and shall remain the property of the ENGINEER.

The OWNER shall be furnished with copies of the digital files, reproducible copies of all plans, hard copy files, system maps, reports, engineering analyses, and other work products produced by the ENGINEER. These documents shall be provided in either hard copy or digital form, at OWNER's option.

### **Termination**

If the ENGINEER shall fail to fulfill in a timely and proper manner his obligations under this agreement or any subsequent contracts, or if the ENGINEER shall violate any of the covenants, agreement, or stipulations of this AGREEMENT, the OWNER shall there upon have the right to terminate this AGREEMENT, or specific portions thereof, or the subsequent contracts, by giving written notice to the ENGINEER of such termination and specifying the effective date of such termination at least five days before the effective date of such termination. In that event, copies of all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the ENGINEER shall be furnished to the OWNER, and the ENGINEER shall be entitled to receive just and equitable compensation for the work done until the date of the termination.

Notwithstanding the above, the ENGINEER shall not be relieved of liability to the OWNER for damages by the OWNER by virtue of any breach of the AGREEMENT by the ENGINEER, and the OWNER may withhold any payments to the ENGINEER, for the purpose of setoff until such time as the exact amount of damages due the OWNER from the ENGINEER is determined. Likewise, the OWNER shall not be relieved of liability to the ENGINEER for damages sustained by the ENGINEER by virtue of any breach of AGREEMENT by the OWNER and the ENGINEER may withhold any services, including work already completed due the OWNER for the purposes of setoff until such time as the exact amount of damages due the ENGINEER from the OWNER is determined.

THE OWNER DOES NOT DISCRIMINATE AGAINST FAITH BASED ORGANIZATIONS.

[Continued on the next page]



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

**INFORMATION ONLY**

**WITNESSETH**

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

OWNER: BEDFORD REGIONAL WATER AUTHORITY (Seal)

\_\_\_\_\_  
Attest Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ENGINEER: [Consultant] (Seal)

\_\_\_\_\_  
Attest Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Approved As to Form: \_\_\_\_\_  
Legal Counsel for the Bedford Regional Water Authority Date

**ATTACHMENT A**  
**2021 STANDARD BILLING RATE SCHEDULE**

***INFORMATION ONLY***



---

**RESOLUTION**

2021-05.02

**Engineering Term Contract Agreements**

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 18<sup>th</sup> of May 2021, beginning at 7:00pm

**WHEREAS**, the Engineering department has received Proposals to Provide Engineering Services from eight (8) engineering firms; and,

**WHEREAS**, a Selection Committee comprised of Rhonda English, Whitney Quarles, and Stephen Foster thoroughly reviewed and ranked each proposal based on criteria published in the Request for Proposals and the Selection Committee interviewed all submitting firms; and,

**WHEREAS**, the Selection Committee recommends Agreements for Engineering Services under a Term Contract be entered with all submitting firms; now,

**THEREFORE, BE IT RESOLVED** that the Board of Directors does hereby authorize the Director of Engineering to enter into Agreements with AH Environmental Consultants, Blue Ridge Engineering & Construction Services, CHA, Draper Aden Associates, Engineering Concepts, Hurt & Proffitt, Whiteman Requardt & Associates, and Wiley|Wilson for Engineering Services under a Term Contract.

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 May 18, 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

# EXECUTIVE DIRECTOR'S REPORT



Excerpts from Study

# Discussion Materials

---

Bedford Regional Water Authority

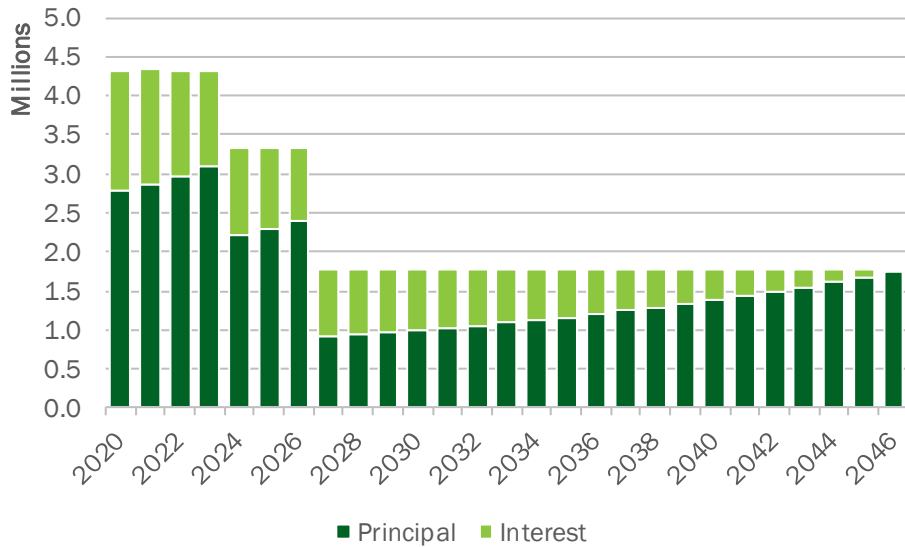


January 21, 2020

# Debt Profile



## Existing Debt Service



## Existing Debt Service

FY	Principal	Interest	Total	10-Year Payout Ratio
Total	43,792,162	18,847,977	62,640,139	
2020	2,784,269	1,543,633	4,327,902	48.8%
2021	2,855,386	1,473,066	4,328,453	47.8%
2022	2,963,425	1,358,520	4,321,945	46.6%
2023	3,101,094	1,226,450	4,327,544	45.1%
2024	2,208,082	1,111,117	3,319,199	43.1%
2025	2,291,082	1,025,569	3,316,651	42.7%
2026	2,383,082	935,202	3,318,285	42.1%
2027	906,082	862,175	1,768,257	41.4%
2028	936,082	834,518	1,770,600	44.4%
2029	961,082	806,001	1,767,084	47.7%
2030	991,082	776,626	1,767,708	51.4%
2031	1,021,082	746,128	1,767,210	55.6%
2032	1,056,082	714,424	1,770,506	60.5%
2033	1,086,082	681,036	1,767,118	66.0%
2034	1,124,809	645,532	1,770,341	72.5%
2035	1,159,809	607,750	1,767,559	80.1%
2036	1,199,809	567,771	1,767,580	89.1%
2037	1,244,809	524,804	1,769,613	100.0%
2038	1,289,809	478,928	1,768,737	100.0%
2039	1,339,809	431,315	1,771,124	100.0%
2040	1,389,809	381,874	1,771,683	100.0%
2041	1,439,809	330,601	1,770,410	100.0%
2042	1,491,563	276,384	1,767,948	100.0%
2043	1,551,563	219,006	1,770,570	100.0%
2044	1,611,563	159,356	1,770,920	100.0%
2045	1,670,000	97,338	1,767,338	100.0%
2046	1,735,000	32,856	1,767,856	100.0%

## Existing Long Term Obligations – As of 6/30/2019

Obligation	Remaining Par Amount
VRA Parity Revenue Bonds	\$39,350,000
Lynchburg Sewer Debt – Subordinate	\$725,169
Town of Bedford Debt – Subordinate	\$3,716,993
<b>Total Debt</b>	<b>\$43,792,162</b>

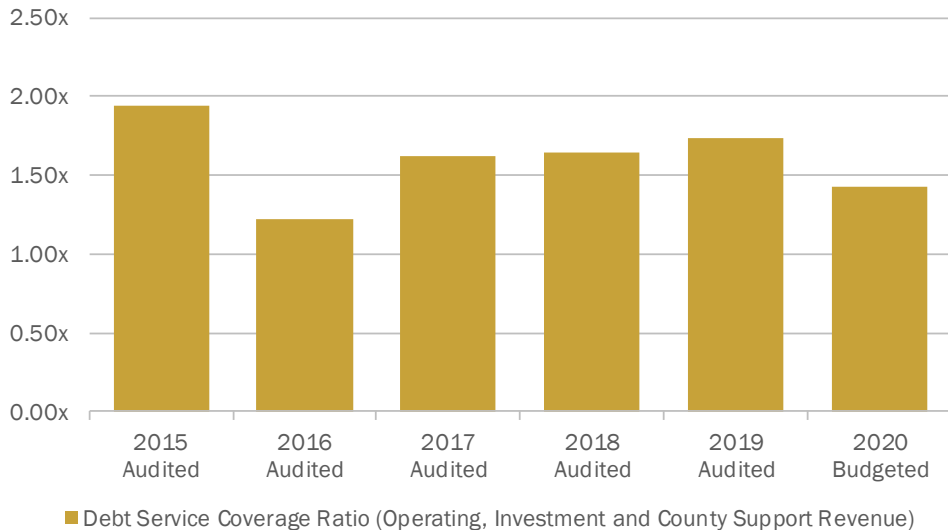
### Notes:

- The Authority funded a Debt Service Reserve Fund as part of the issuance of the 2015 VRA Bond, which is invested in a Treasury security.
- Includes the 2019 VRA Refunding Bonds issued in August 2019.
- Please see Appendix E for additional details.

# Debt Service Coverage Ratio (“DSCR”)

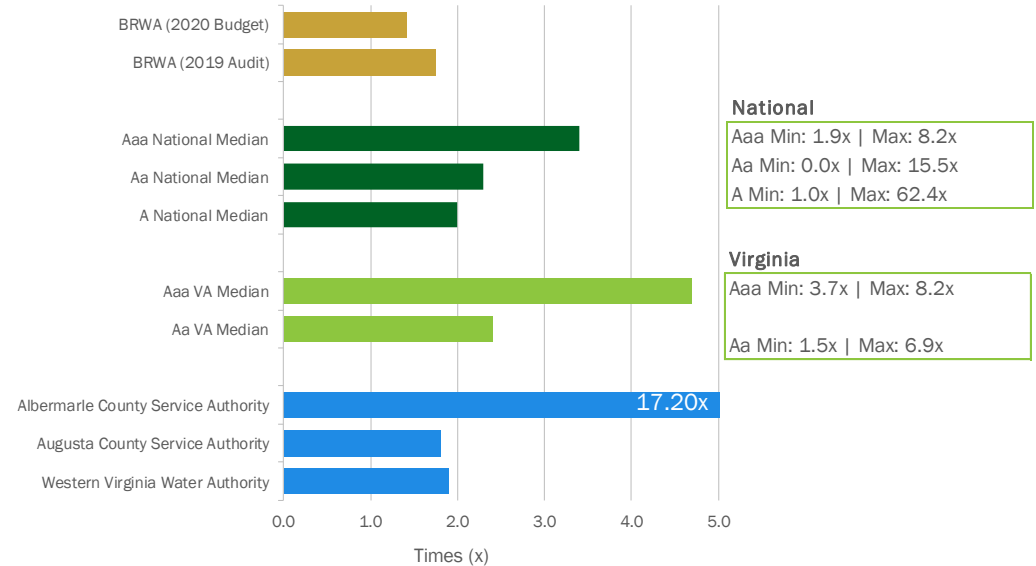


## Debt Service Coverage Ratio



- Measure of ability to meet operating and debt service obligations.
- DSCR = Net Revenue Available for Debt service ÷ Annual Debt Service.

## Peer Comparative: Total Debt Service Coverage Ratio



- Standard and Poor’s criteria for Water and Sewer Credit defines categories of Debt Service Coverage Ratio as:

- <1.0x: Insufficient
- 1.0x-1.25x: Adequate

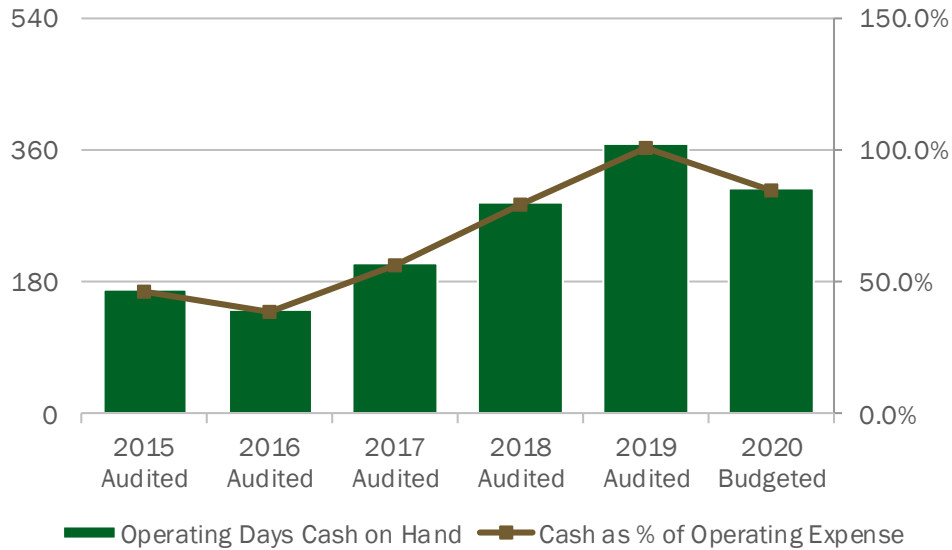
- 1.26x-1.50x: **Good** FY 2020 Budget

- >1.50x: **Strong** FY 2019 Draft Audit

# Liquidity (Unrestricted Cash)

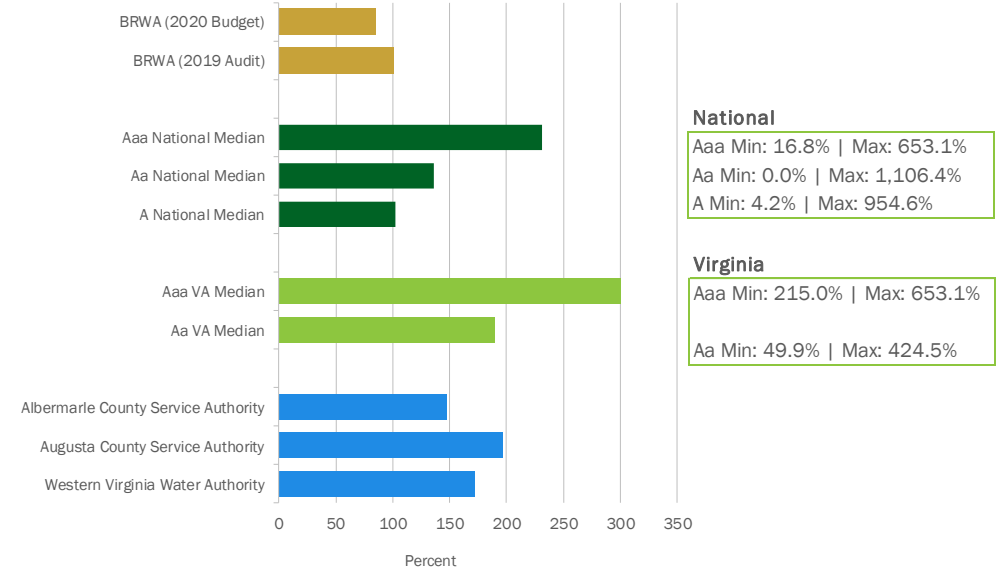


## Liquidity (Unrestricted Cash)



- Cumulative Funds available after Operations and Debt Service needs
- Days Cash on Hand =  $\text{Unrestricted Cash} \div (\text{Operating Expenditures} \div 365)$
- Unrestricted Cash as % of O&M =  $\text{Unrestricted Cash} \div \text{Operating Expenditures}$

## Peer Comparative: Unrestricted Cash as a % of O&M



- Standard and Poor's criteria for Water and Sewer Credit defines categories of Days Cash on Hand as:
  - <30 days: Low
  - 30 - 60 days: Adequate
  - 60 - 120 days: Good
  - **> 120 days: Strong**

# Capital Funding Requests

## Projects to Consider for Debt Service



Project	Cost
1 Forest to Lakes Permanent Booster Station	
2 Already in FY 2019-2020 CIP	\$ 1,200,000
3 Additional Funding based on recent bids	800,000
<b>4 Total Forest to Lakes Permanent Booster Station</b>	<b>2,000,000</b>
5	
6 Energy Savings Projects	
7 Industrial Grade Audit	175,000
8 Central Wastewater Treatment Upgrades	2,800,000
9 Moneta WWTP and other savings projects	500,000
<b>10 Total Energy Savings Projects</b>	<b>3,475,000</b>
11	
12 Various Town Sewer Replacements	
13 Maiden Lane	152,000
14 Oakcrest	284,000
15 Westchester	232,000
16 Project A: MH 440 to 479	228,000
17 Project B: MH 448 to 470	122,000
18 Project C: MH 439 to 447	309,000
19 Project A: MH 408 to 411 (Little Otter to Roundtree)	132,000
20 Project B: MH 411 to 417 (Roundtree to Green Meadow)	143,000
21 Project C: MH 411 to 413 (Roundtree to Wildwood)	129,000
22 Project A: MH 378 to 421 (Exit to Windy Ridge)	266,000
23 Project B: MH 411 to 415 (Roundtree to Windy Ridge)	118,000
<b>24 Total Various Town Sewer Replacements</b>	<b>2,115,000</b>
25	
<b>26 New Disk Filter Construction</b>	<b>500,000</b>
27	
28 Office Improvements - Parking and Building	
29 Design - Building	130,000
30 Flooring and Painting for Annex Building	70,000
31 Office/Maintenance Building Construction	2,000,000
32 Sewer Extension to Office Building	288,000
33 Heated Garage - additional bays	75,000
<b>34 Total Office Improvements - Parking and Building</b>	<b>2,563,000</b>
35	
<b>36 Forest Middle School Pump Station Expansion</b>	<b>300,000</b>
37	
38 Lake Vista Sewer Line Extension	
39 Ivy Creek 5 & 6 Design & Construction	9,200,000
40 Ivy Creek 5 Construction & Capacity (5.0 MGD)	1,732,500
<b>41 Total Lake Vista Sewer Line Extension</b>	<b>10,932,500</b>
42	
<b>43 Helm Street - New Tank and Altitude Valve Replacement</b>	<b>1,100,000</b>
44	
<b>45 Prioritized Projects Total</b>	<b>\$ 22,985,500</b>
46	
<b>47 Non-Prioritized Projects Total</b>	<b>\$ 54,766,600</b>
48	
<b>49 Grand Total</b>	<b>\$ 77,752,100</b>

Please see Appendix D for additional details.

# Capital Funding Capacity Overview



## Parameters

- FY 2020 Budget is used as the base year and growth rates are applied beginning in FY 2021.
- In order to quantify the Authority's debt capacity, a number of parameters for the analysis must be determined, including:
  - Debt Service Coverage Floor
    - 1.50x coverage on all debt from Operating, Investment, and County Support Revenue.
  - Minimum Cash Balance
    - 75% Unrestricted Cash as a % of O&M or the equivalent of 274 Days Operating Cash on Hand.
    - 100% Unrestricted Cash as a % of O&M or the equivalent of 365 Days Operating Cash on Hand.
  - Operating Revenue Levels
    - Determined by system growth, flows, and rate levels.
    - For purposes of this analysis different levels of revenue growth assumed: 0%, 3%, and 5%.

## Other Assumptions

- Non-Operating Revenue:
  - Interest Income: 1.5% Earnings Rate based on Beginning Unrestricted Cash Balance.
  - County Contribution: FY 2021-2023: \$2,000,000  
FY 2024-2026: \$1,000,000  
FY 2027 and Beyond: \$0
- Operating Expense Growth: 3% Annual Growth
- Capital Outlay – Capital Reserve Set Aside:
  - As Projected in Rate Model FY 2020-2024
  - 3% Growth Thereafter
- Borrowing Assumptions
  - Amortization: Level Debt Service
  - Term: 25 years or 30 years
  - Interest Rate: 5.00%
  - First Principal: FY Following Issuance
  - First Interest: FY Following Issuance

# Estimated Capital Funding Capacity

## 30-Year Debt Amortization – 100% Cash Target



A	B	C	D	E	F	G	H	I
FY	Debt Capacity	Cumulative Debt Capacity	Scheduled Cash Capital Set Aside	Additional Cash Capital Outlay Capacity	Total Cash Capital Outlay	Cumulative Cash Capacity	Total Capital Funding Capacity	Cumulative Funding Capacity
<b>1 0% Revenue Growth*</b>								
2	2021	-	1,336,000	-	1,336,000	1,336,000	1,336,000	1,336,000
3	2022	-	1,457,000	(1,457,000)	-	1,336,000	-	1,336,000
4	2023	-	1,578,000	(1,098,036)	479,964	1,815,964	479,964	1,815,964
5	2024	-	1,699,000	(1,262,831)	436,169	2,252,133	436,169	2,252,133
6	2025	-	1,749,970	(1,667,328)	82,642	2,334,775	82,642	2,334,775
7	2026	-	1,802,469	(1,802,469)	-	2,334,775	-	2,334,775
8	2027	-	1,856,543	(1,856,543)	-	2,334,775	-	2,334,775
9	2028	-	1,912,239	(1,912,239)	-	2,334,775	-	2,334,775
10	2029	-	1,969,607	(1,969,607)	-	2,334,775	-	2,334,775
11	2030	-	2,028,695	(2,028,695)	-	2,334,775	-	2,334,775
12	Total	-	17,389,523	(15,054,748)	2,334,775		2,334,775	
<b>14 3% Revenue Growth*</b>								
15	2021	1,703,895	1,336,000	-	1,336,000	1,336,000	3,039,895	3,039,895
16	2022	1,342,280	1,457,000	-	1,457,000	2,793,000	2,799,280	5,839,175
17	2023	6,723,837	1,578,000	(174,953)	1,403,047	4,196,047	8,126,884	13,966,059
18	2024	1,555,559	1,699,000	(62,524)	1,636,476	5,832,524	3,192,035	17,158,094
19	2025	1,536,758	1,749,970	(74,317)	1,675,653	7,508,177	3,212,412	20,370,506
20	2026	15,188,144	1,802,469	(86,546)	1,715,923	9,224,100	16,904,067	37,274,573
21	2027	1,620,971	1,856,543	(432,476)	1,424,067	10,648,167	3,045,039	40,319,611
22	2028	1,760,754	1,912,239	(445,450)	1,466,789	12,114,957	3,227,543	43,547,155
23	2029	1,748,303	1,969,607	(458,814)	1,510,793	13,625,750	3,259,096	46,806,251
24	2030	1,818,286	2,028,695	(472,578)	1,556,117	15,181,867	3,374,403	50,180,654
25	Total	34,998,787	17,389,523	(2,207,656)	15,181,867		50,180,654	
<b>27 5% Revenue Growth*</b>								
28	2021	7,939,959	1,336,000	-	1,336,000	1,336,000	9,275,959	9,275,959
29	2022	4,834,775	1,457,000	-	1,457,000	2,793,000	6,291,775	15,567,734
30	2023	10,486,378	1,578,000	648,740	2,226,740	5,019,740	12,713,117	28,280,851
31	2024	5,604,510	1,699,000	376,284	2,075,284	7,095,024	7,679,794	35,960,645
32	2025	5,889,389	1,749,970	496,186	2,246,156	9,341,180	8,135,545	44,096,191
33	2026	19,862,676	1,802,469	625,529	2,427,998	11,769,178	22,290,674	66,386,865
34	2027	6,636,626	1,856,543	431,642	2,288,185	14,057,363	8,924,811	75,311,676
35	2028	7,137,810	1,912,239	581,805	2,494,045	16,551,408	9,631,855	84,943,531
36	2029	7,508,150	1,969,607	743,335	2,712,941	19,264,349	10,221,091	95,164,622
37	2030	7,983,480	2,028,695	916,913	2,945,608	22,209,957	10,929,088	106,093,710
38	Total	83,883,753	17,389,523	4,820,434	22,209,957		106,093,710	

\*Note: In this scenario, Cash and/or Coverage fall below the 100% Cash and 1.50x Coverage targets. Please see pages 36, 37, and 38 for details.

# Estimated Capital Funding Capacity – 25 Year Amortization

## Interest Rate Sensitivity – 5% Revenue Growth (4% Interest Rate)



4% Interest Rate							5% Interest Rate			
FY	Debt Capacity	Cumulative Debt Capacity	Scheduled Cash Capital Set Aside	Additional Cash Capital Outlay Capacity	Total Cash Capital Outlay	Cumulative Cash Capacity	Total Capital Funding Capacity	Cumulative Funding Capacity	Total Capital Funding Capacity	Cumulative Funding Capacity
<b>75% &amp; 1.50x</b>										
2021	7,650,681	7,650,681	1,336,000	2,024,738	3,360,738	3,360,738	11,011,419	11,011,419	10,263,038	10,263,038
2022	4,900,735	12,551,416	1,457,000	707,827	2,164,827	5,525,566	7,065,563	18,076,982	6,586,178	16,849,216
2023	10,643,736	23,195,152	1,578,000	739,250	2,317,250	7,842,816	12,960,986	31,037,968	11,919,827	28,769,043
2024	5,682,207	28,877,359	1,699,000	447,308	2,146,308	9,989,124	7,828,515	38,866,483	7,272,687	36,041,730
2025	5,971,315	34,848,674	1,749,970	569,320	2,319,290	12,308,414	8,290,606	47,157,088	7,706,498	43,748,228
2026	20,171,099	55,019,773	1,802,469	700,857	2,503,327	14,811,741	22,674,425	69,831,513	20,701,310	64,449,537
2027	6,729,851	61,749,624	1,856,543	509,230	2,365,773	17,177,514	9,095,625	78,927,138	8,437,318	72,886,855
2028	7,238,738	68,988,361	1,912,239	661,721	2,573,961	19,751,475	9,812,698	88,739,836	9,104,613	81,991,468
2029	7,614,642	76,603,003	1,969,607	825,648	2,795,254	22,546,729	10,409,896	99,149,732	9,665,040	91,656,507
2030	8,097,228	84,700,231	2,028,695	1,001,696	3,030,391	25,577,120	11,127,619	110,277,351	10,335,556	101,992,064
Total	84,700,231		17,389,523	8,187,597	25,577,120		110,277,351		101,992,064	
<b>100% &amp; 1.50x</b>										
2021	8,068,893	8,068,893	1,336,000	-	1,336,000	1,336,000	9,404,893	9,404,893	8,615,603	8,615,603
2022	4,913,286	12,982,179	1,457,000	-	1,457,000	2,793,000	6,370,286	15,775,179	5,889,673	14,505,276
2023	10,656,663	23,638,842	1,578,000	648,740	2,226,740	5,019,740	12,883,403	28,658,582	11,840,979	26,346,255
2024	5,695,521	29,334,362	1,699,000	376,284	2,075,284	7,095,024	7,770,804	36,429,386	7,213,675	33,559,930
2025	5,985,025	35,319,388	1,749,970	496,186	2,246,156	9,341,180	8,231,182	44,660,568	7,645,733	41,205,662
2026	20,185,220	55,504,608	1,802,469	625,529	2,427,998	11,769,178	22,613,218	67,273,786	20,638,721	61,844,384
2027	6,744,396	62,249,004	1,856,543	431,642	2,288,185	14,057,363	9,032,581	76,306,367	8,372,852	70,217,235
2028	7,253,719	69,502,723	1,912,239	581,805	2,494,045	16,551,408	9,747,764	86,054,131	9,038,213	79,255,448
2029	7,630,072	77,132,796	1,969,607	743,335	2,712,941	19,264,349	10,343,014	96,397,145	9,596,648	88,852,096
2030	8,113,122	85,245,917	2,028,695	916,913	2,945,608	22,209,957	11,058,730	107,455,875	10,265,113	99,117,209
Total	85,245,917		17,389,523	4,820,434	22,209,957		107,455,875		99,117,209	



- Over the last five years, the Authority has maintained a strong financial profile resulting in steady debt service coverage levels, increased cash reserves and continued capital investment in the system.
  
- The Authority has identified over \$75 million of additional capital needs beyond its scheduled pay-go capital funding program, including \$23 million of prioritized projects.
  
- Given the aforementioned financial performance and upcoming declines in existing debt service, the Authority is well positioned to address these capital needs.
  - If the Authority can generate revenue growth consistent with assumed operating expenditure growth (3% annually), the Authority can fund all of its prioritized projects and approximately 20% of the non-prioritized projects over the next ten years.
  - If the Authority can generate revenue growth that exceeds the assumed operating expenditure growth (3% annually), the Authority could fund all of the identified capital projects.
  
- If the operating savings associated with potential ESCO projects offset the annual debt service payments, the funding of ESCO projects would have a minimal impact on the Authority's additional funding capacity.

# MEMORANDUM

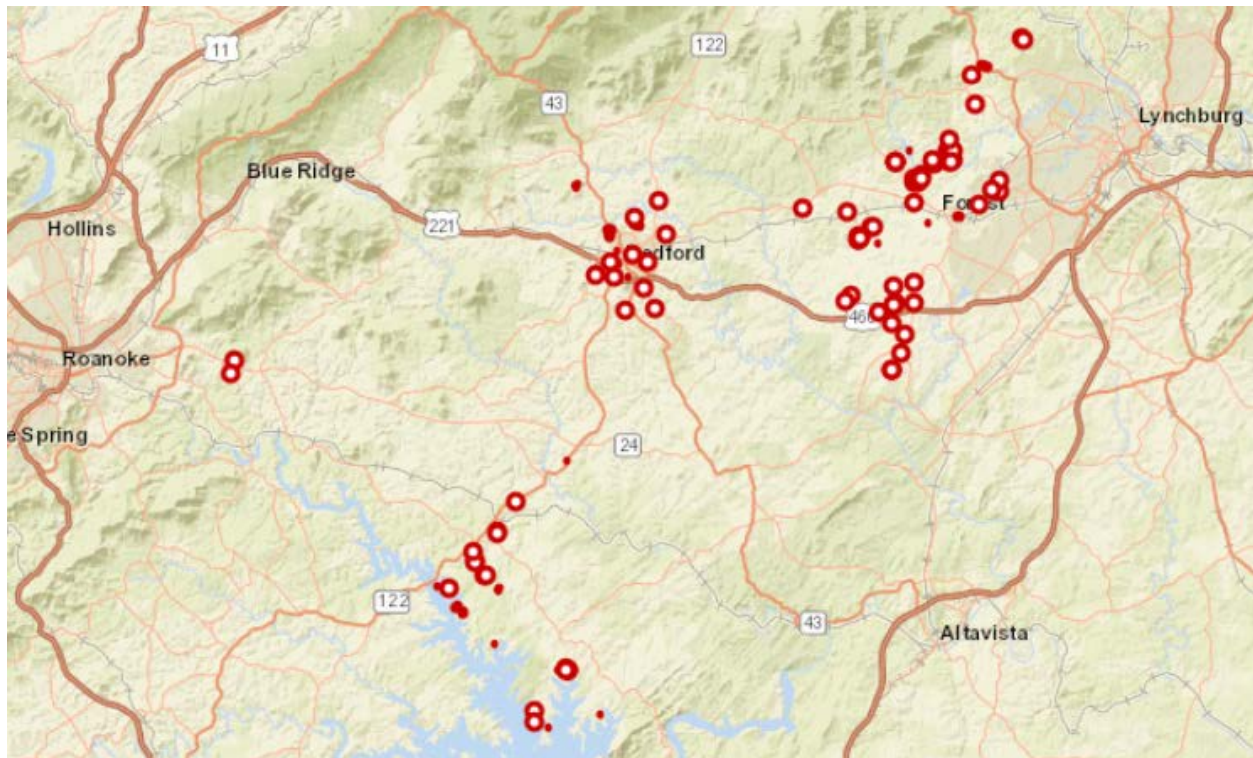
**To:** BRWA Board of Directors  
**From:** Nathan Carroll, Assistant Executive Director  
**CC:** Brian Key, Executive Director  
**Date:** May 11, 2021  
**Re:** April 2021 Cartegraph Tasks Report

---

I explained last month the differences between the terminology used in SEMS versus Cartegraph; we also talked about the differences in Cartegraph between a Task and a Work Order and the reason that this report is now referring to Tasks instead of Work Orders. The report below reviews Tasks marked Complete in the month of April.

## Completed Tasks Summary

Below is a map showing the distribution of the Cartegraph Tasks marked complete across our Service Areas in the month of April.

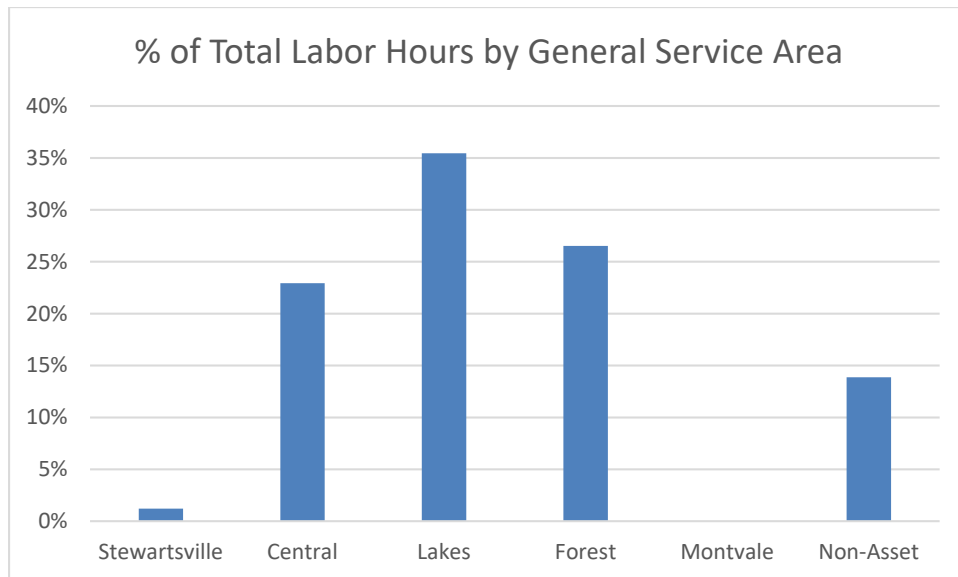


*Figure 1: Map Showing Distribution of April Tasks Completed*

## Labor Hours Invested by General Service Area

Below is a table containing the percentage of labor hours logged by General Service Area. The “General Service Area” groupings of the actual Service Areas are described below. Filter fiber pinning is the Task that set the Lakes General Service Area percentage above the rest for the month of April.

- **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
- **Non-asset:** Labor not assigned to a particular asset such as meetings or training events.



### **Labor Hours by Task Type**

The top five types of Tasks (by labor hours) completed in the month of April comprise 61.5% of the hours logged for the month and are shown in the chart below. The Electrical and Control tasks were primarily worked at the Central Wastewater Treatment Plant and were related to the rental blower installation, removal, and the removal and re-installation of the repaired blower.

