
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
June 15, 2021**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, June 15, 2021, in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

Members Present:..... Bob Flynn, Chair
Michael Moldenhauer, Vice Chair
Jay Gray (Virtually)
Rusty Mansel
Kevin Mele
Thomas Segroves
Walter Siehien

Members Absent: None

Staff & Counsel Present: . Brian Key – Executive Director
Nathan Carroll – Assistant Executive Director (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 with changes shown in ***bold italics***.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: May 18, 2021 – Regular Board Meeting
5. Financial Report: Presented by ***Brian Key***
 - a. Financial Statements through month end May 2021
6. Operations Report: Presented by Nathan Carroll
 - a. Work Order Summary
7. Administration Report: Presented by Megan Pittman
 - a. Public Relations Information
8. Executive Director’s Report: Presented by Brian Key
 - a. Projects Summary
 - b. Education Moment: Agreement with Lynchburg for Sewer
9. Other business not covered on the above agenda
10. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: May 18, 2021 Regular Board Meeting

The regular Board Meeting Minutes from May 18, 2021, were reviewed.

Member Mele made a motion to approve the minutes.

Member Segroves seconded the motion.

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

5. Financial Report: Presented by Brian Key

a. Financial Statements through month end May 2021

Mr. Key explained that Ms. Underwood was not available to attend the board meeting; therefore, he would be presenting the financials for the month.

It was explained that there are currently 364 residential customers that are past due, totaling \$154,763. Three businesses are past due totaling \$524. To compare to April's financials: the amount of payments increased 9.45%, water revenue increased 3.71%, and sewer revenue decreased 4.45%. In comparison to May 2020, water revenue increased 2.49% and sewer revenue increased 0.74%.

The budget goal is 92% for May with operating revenues at 98% and operating expenses at 79%. Capital Recovery fees received so far this FY are 173% of the total budgeted amount, with water at 132% and sewer at 307%. There were 49 new connections in May; 47 in Forest and 2 in Moneta. Customer Service had a rush of fees coming in before the rate increase that took effect on June 1st. Customer Service anticipates seeing capital recover fees being a little lower in the first several months of the upcoming fiscal year due to this influx.

Mr. Key discussed the challenges that the pandemic has caused in purchasing and the increase in past dues.

6. Operations Report: Presented by Nathan Carroll

a. Work Order Summary

Mr. Carroll explained that the Avenel waterline replacement project was marked complete in May which populated all the hours worked into the summary report. Mr. Carroll included the graphs with and without the CIP projects to show give a more accurate picture of the month's activities. This month's top tasks are pipe repairs with the most time spent on work in the Town. The Avenel sewer project is projected to be done by the end of July.

Mr. Key asked the board's opinion for the CIP tracking reports since two options were shown in the Financial Report. The board agreed the chart option was a good approach.

7. Administration Report: Presented by Megan Pittman

a. Public Relations Information

Ms. Pittman reviewed the articles included in the packet about the newly acquired Paradise Point water distribution system. The Paradise Point project will be started by the CIP crew after the Avenel project is completed.

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

a. Projects Summary

Mr. Key explained that the 122 waterline is under construction and is slated to be completed by the end of June. The Burnbridge project has been survey staked and will be under construction in late June or early July. Two major breaks occurred this

weekend; one on Route 43 due to a cast-iron pipe breaking and another break on Oakwood with a ductile pipe.

b. **Education Moment: Agreement with Lynchburg for Sewer**

Mr. Key explained the Regional Sewer Agreement the Authority has with Lynchburg that was made in 1974 and is still current. This agreement governs how the sewage from Forest and New London is transmitted and treated by the City. The new Ivy Creek 5 & 6 sewer project in Forest is being constructed under the terms of this agreement. For the treatment of the sewage, a fixed payment is made to Lynchburg every month based on an estimate which is calculated using historical usage; the actual cost of treating the sewage for the fiscal year is settled up after the fiscal year is closed out.

There were no questions asked by the Board about the agreement.

9. Other Business

Mr. Key stated that management is working on a reopening plan post-pandemic after the statement of emergency is lifted on June 30th.

Mr. Key also discussed with the board the American Rescue Plan Act (“ARPA”) funding that the Authority is petitioning the County to receive for certain qualifying projects. Mr. Key and Mr. Flynn will be meeting with the County Water and Sewer Committee next week to discuss the projects and funding. They will also meet with the Town about potential ARPA funding.

10. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:14 pm.