



BOARD OF DIRECTORS

August 17th, 2021

BEDFORD REGIONAL WATER AUTHORITY

Providing quality service to everyone.



1723 Falling Creek Road, Bedford, VA 24523-3137



540.586.7679



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www.brwa.com

MEETING NOTES

To: BRWA Board of Directors
From: Brian M. Key, PE; Executive Director
Date: August 11, 2021
Re: Notes for the August 17, 2021 Board of Directors Meeting

The agenda for August is not overly complex; below are a few details of the information contained in the packets.

3. With the state of emergency having expired, the board room will be once again open to the public. We will also be using Zoom to allow remote access to the meeting. To my knowledge, no one has requested to speak during the public comment period.
4. Being that we didn't have a meeting in July, the minutes for the June meeting still need to be approved. Additionally, with no meeting in July, there are no minutes to review for July.
5. As is often the case in August, the financial packets will need to be posted in dropbox separately. The prior fiscal year financials need to be closed out before reports can be generated for the current fiscal year; this closeout will take place after the board packets are posted, thus the financials need to be posted separately.
7. There were not any media articles about the BRWA to share in the board packets this month. Megan will update the board on the volunteer program.
- 8.b. **Resolution 2021-08.01:** The projected costs for the office parking lot project are more than the amount included in the approved capital budget; this resolution is included for your consideration to allocate additional funds to complete this project.
9. There are no documents in the packets for 9.a, 9.b, or 9.c; I will update the board about these issues at the meeting. The refresher for this meeting will be a review of the Lynchburg Water Agreement; a copy of the agreement is included in the packet.
10. We have a **closed session** to discuss a personnel issue; the information for this closed session is posted in dropbox under the closed session folder.

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: August 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, August 17, 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**. The public can provide input and/or join the meeting in the following ways:

- **In person** at the location listed above. Social distancing and masks are strongly encouraged.
- Join the Zoom meeting with **audio/video** by electronic device (computer, phone, tablet):
<https://us02web.zoom.us/j/83433477594?pwd=dHhOS1c0UIY0bnhDY0NhbENQZWQ3Zz09>
 - Meeting ID: 834 3347 7594
 - Password: wxM1QE
- Join the Zoom meeting with **audio only** by phone:
646 558 8656 US (New York)
786 635 1003 US (Miami)
267 831 0333 US (Philadelphia)
301 715 8592 US (Washington DC)
 - Meeting ID: 834 3347 7594
 - Password: 572891
- Click on the link to the online meeting on our Facebook page or website
 - www.brwa.com (the meeting link is on one of the banner posts on the front page)
 - <https://www.facebook.com/bedfordwater>

The following Agenda is proposed for discussion:

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: June 15, 2021 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
6. Operations Report: Presented by Nathan Carroll
7. Administration Report: Presented by Megan Pittman
8. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
 - b. Resolution 2021-08.01: Parking Lot Additional Funding

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

9. Executive Director Report: Presented by Brian Key
 - a. COVID-19 Response plan
 - b. American Rescue Plan Act (“ARPA”) Funding
 - c. Bedford Governmental Roundtable Planning
 - d. Refresher: Agreement with Lynchburg for Water
10. Closed Session Pursuant to Section 2.2-3711 A. 1 of the Code of Virginia, specifically to review a personnel issue related to the Nepotism policy 20.34
11. Other business not covered on the above agenda
12. Motion to Adjourn

MINUTES

Bedford Regional Water Authority – Board of Directors

Regular Board Meeting – Minutes

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.

Prepared by Megan Pittman – Director of Administration

Approved: _____ 2021

OPERATIONS REPORT

MEMORANDUM

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

Completed Tasks Summary

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

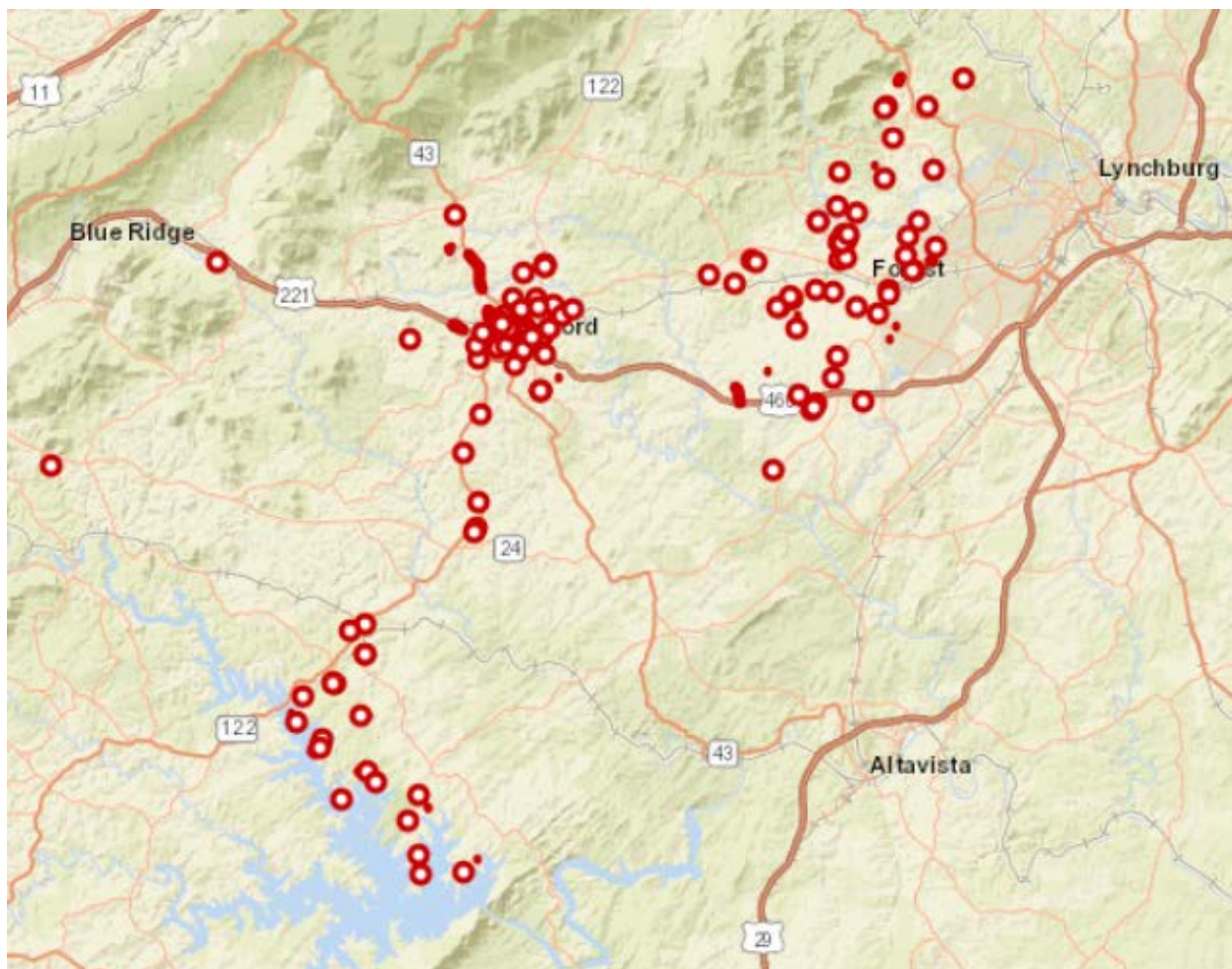
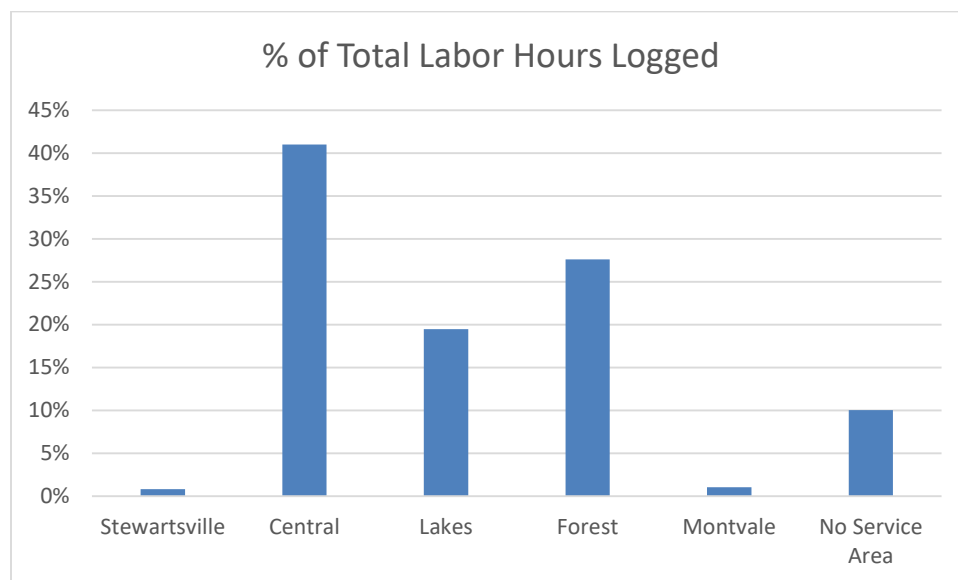


Figure 1: Map Showing Distribution of July Tasks Completed

Labor Hours Invested by General Service Area

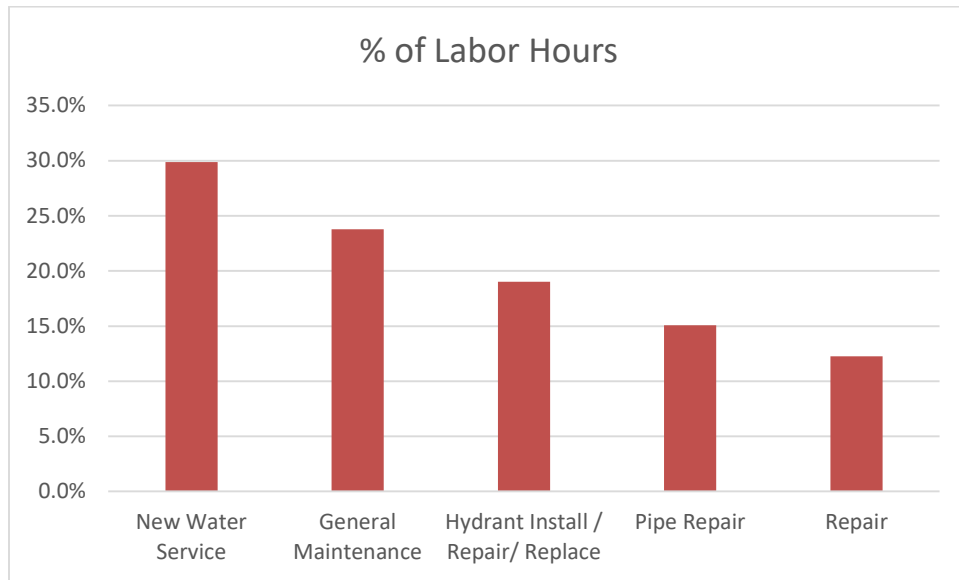
Below is a table containing the percentage of labor hours logged by General Service Area. The “General Service Area” groupings of the actual Service Areas are described below.

- **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
- **No Service Area:** Labor not assigned to a particular service area such as meetings or vehicle maintenance.



Labor Hours by Task Type

Below are the top five types of Tasks (by labor hours) completed in July, with New Water Service installations in the top category for the month again. Forty-one percent of the total labor hours logged for the month are accounted for in these top five Task types.



ENGINEERING REPORT

Current Projects

Bedford Regional Water Authority

Job #	2012001	Job Type:	Water & Sewer	Location	Central County/Bedford City	Last updated on:	9/3/2020
Job Name	Harmony in Bedford Site 1						Department Contact: S Foster
Description	49.47 AC in County & 9.61 AC in City. Concept for proposed subdivision for 58 single family lots, 181 TH's & 5 commercial lots (EXCLUDING the US Army Corps of Eng Site).						
Status	TRC 1/12/12. Design Plan 01 & \$350 Review Fee rec'd 8/30/12. Courtesy comments issued 10/12/12. 2nd submittal rec'd 12/11/12 - not to PSA stds. Courtesy comments 02 issued 12/12/12. SWF/RBE met w/ Norm Walton 12/13/12. As-built 01 rec'd 11/13/13. 7/5/17 - Steve called George Aznavorian for 'annual' check on status. George was of the opinion all is done and he is willing to sign BOSQC & to contact Tom Hall with questions; stated that Tom Hall or P&O could provide as-builts if still outstanding. George also disclosed plans for a hotel coming in Fall 2017 (60-65 units). 7/17/17 - Shannell & Steve walked Phase 1 & went through project files to determine outstanding items & will compile comprehensive list w/in next three weeks as requested by RBE. "Annual" letter to be sent to Developer with comprehensive list of outstanding items in early August 2017. As-Built 02 rec'd 11/9/17. Esmnt Exhibit 01 Comments issued 12/6/17. As-Built 03 rec'd 1/17/18. 9/24/18 reached out to developer via email with outstanding project close out items. Annual project close out requirements letter mailed 9/3/20.						
Job #	2013086.2	Job Type:	Other	Location	Central - Bedford	Last updated on:	7/10/2020
Job Name	Route 43 - Stoney Creek Bridge VDOT Improvement						Department Contact: S Dade
Description	VDOT improvements to bridge over Stoney Creek. VDOT project 0043-009-738. VDOT Structure 1010. Near Pump Station 6 and Big Otter River Intake. Affects wells for Central system. See 2013086.1 for Big Otter crossing at Pump Station 6						
Status	Plans received 3/10/17. Relocation of sewer lines as part of the project. Easement documents executed and returned 7/31/17. Plan revision 2 returned for comments on 8/29/17. Final Easement drawing rec'd 10/2/17. Final plans received for review 1/3/18. Executed Agmts mailed to VDOT 2/26/18. Project advertised Spring 2018. Sewer line relocation began 10/18/2018. Construction halted due to stream crossing permit requirements (fish study results). Construction planned to resume June 2019. Construction and testing complete. Working to gather close-out documents						
Job #	2016062	Job Type:	Water	Location	Forest	Last updated on:	7/26/2021
Job Name	Kitsmont Subdivision - Design						Department Contact: S Dade
Description	New construction of approximately 4,100 LF of WL and appurtenances for 52 lots.						
Status	TRC 8/11/16; rec'd 8/4/16. TRC 5/11/17; rec'd 5/5/17. FF Test Fee rec'd 5/15/17. Design 01 rec'd 6/21/17. Base Review Fee rec'd 6/22/17. Design 01 comments & Dev Pkg issued 7/5/17. Dsgn 02 rec'd 10/2/17. Dev Agmt & Review Fees rec'd 11/29/17. Dsgn 02 comments issued 11/30/17. Dsgn 03 rec'd 3/2/18. Re-Review Fee rec'd 3/23/18. Review 03 comments issued 3/27/18. Dsgn 04 rec'd 6/12/18; Re-Review Fee rec'd 6/19/18. Comments issued 7/23/18. Dsgn 05 rec'd 3/4/19. Awaiting \$200.00 Re-review fee 3/4/19. Dsgn 05 formally withdrawn, next submittal will be treated as Dsgn 05. Re-Review fee for submittal 5 received 3/15/19. Revised Design submittal 05 rec'd 3/18/15. Design 05 & Calc 03 submittal review comments issued 5/10/19. Design & Calc submittal 06 rec'd 10/3/19. \$200.00 Re-review fee 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 app'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 Surveyors (Peace of Mind) we are ready for As-Builts. As-built 01 rec'd 7/26/21.						
Job #	2017060	Job Type:	Sewer	Location	Forest	Last updated on:	8/9/2021
Job Name	Burnbridge Sewer Extension - Design						Department Contact: C Ward \ S Dade
Description	Discussions of sewer extension along Burnbridge Road to serve commercial lots and allow for development of the area and expansion of existing development.						
Status	Meetings held with County, Doyle Allen and Tom Scott to discuss gaining interest and financial support from property owners, and the EDA. Desire to have prepayment credit to offer property owners for their contribution. Public meeting held by County on 8/29/17 to discuss with adjoining property owners. Most interested in contributing if gravity available. Met with Doyle & Tom 10/18/17 to discuss alignment & funding assistance options; Tom & Doyle preparing requests for Board review. Sent info on 3/27/18, 5/22/18, & 7/2/18 regarding next steps & what to include in prepayment & funding assistance request. Rec'd draft request on 9/24/18 and returned comments; Board reviewed draft request at October 2018 meeting and remanded to committee to review once final request is received. Final request rec'd 11/27/18, to P&P Committee on 12/13/18. Board approved prepayment 1/2019; D. Allen informed on 1/24/19. Meetings held 4/12, 4/24, and 5/1 to discuss administering of project; T. Scott to manage with EDA collecting funds through Escrow Agreements and reimbursing costs through the project. Dsgn Plan 01 rec'd 5/7/19. Comments emailed 5/23/2019. Dsgn Plan 02 rec'd 5/31/19. Comments emailed 6/13/2019. Developers Agrmt rec'd 6/17/19. Dsgn 03 & Calcs rec'd 7/24/19. Comments emailed 8/6/19. Dsgn 04 & Calcs rec'd 9/12/2019. Comments emailed 9/18/2019. Public meeting held 11/6 to discuss status & funding; escrow payments & easements due 12/6. EDA received \$91k from property owners. Prepayment approval expired 1/15/20; resolution passed by Board in Jan for re-approval. H&P working with Aldridge consultant on alignment through property; prepayment agreements will be issued upon easement being received from Aldridge. County, EDA, and H&P giving Aldridge 3 months to provide easement to T Scott property in desired location. Aldridge refused easements; 4/3/2020 H&P reviewing alternate pressure sewer alignment along roadways. 6/22/2020. Preliminary FM Dsgn 01 rec'd 10/06/20. Plans intended for VDOT's review. Full set of plans to be sent in at a later date. Dsgn 01 rec'd 11/20/20. Comments emailed to engineer 12/3/20 Dsgn 02 rec'd 12/14/20. Comments emailed to engineer 1/4/21. Dsgn 03 rec'd 1/22/21. Comments emailed to the engineer 2/5/21. Easement Exhibits rec'd 2/4/21 Comments Emailed 2/23/21 Easement Exhibits rec'd 2/24/21. Dsgn 04 rec'd 3/8/21. 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. C2C issued 5/21/21. Construction anticipated completion week of 8/9/21.						

Job #	2018023.1	Job Type:	Water	Location	Lakes / Huddleston	Last updated on:	
Job Name	Mariners Landing System Transfer - Waterline Extension					Department Contact:	7/22/2021 S Dade
Description	Waterline extension along SML Parkway to connect Mariners Landing water system to public system.						
Status	Proposal approved 8/9/18 for survey and design of waterline extension. Preliminary alignment reviewed 10/10/18 with H&P. Plans rec'd 2/13/19, comments returned 6/19. Will not require County SRP submission. Plans rec'd 8/13/2019. Plans emailed to VDOT & Natrual Resources 8/20/19. Natrual Resources LDP Application form & approval rec'd 8/28/19 Comments emailed 8/29/19. Comments received from VDOT. Dsgn 03 rec'd 10/28/19. 12" Waterline installation and pressure testing complete on SML Parkway. Bac-t samples and PRV vault to be installed at a later date. Water Analysis samples rec'd 8/21/20. Water Analysis sample rec'd 8/31/20. ESMT #200009947 recorded 8/31/20. Water Analysis sample rec'd 9/4/20. Construction complete and punchlist items sent 9/20/20. Punchlist complete except minor grading around FH. Project surveyed by Locator. Wells and raw waterlines retained by Mariners Landing and disconnected from potable system. Gathering close out documents.						
Job #	2018055	Job Type:	Preliminary Plan	Location	Forest	Last updated on:	
Job Name	Cambridge Manor Estates - Preliminary Plan					Department Contact:	4/12/2021 S Foster
Description	Preliminary layout for Country Club Meadows subdivision. 156 single family lots on public water & private septic. Roads Connecting to Everett Road and 221. Currently planned for 2 phases. Previously known as "Country Club Meadows - Prelim Plan".						
Status	Preliminary Plan 01 rec'd 5/9/18. TRC 5/22/18. Preliminary Plan 02 rec'd 12/07/18. Comments issued 1/16/19. Preliminary Plan 03 rec'd 2/19/20. Comments sent to Planning 3/4/20. Preliminary Plan 04 rec'd 6/29/20. Items noted are outside BRWA purview - therefore no BRWA comments on 4th submittal & BRWA ok for approval. Preliminary Plan 05 rec'd 11/30/20. "No Further BRWA Comments" issued 12/9/20. 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					Department Contact:	7/29/2021 R English
Description	Addition of a parking lot at the north side of the BRWA administration facilities.						
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 appv'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. VDOT Land Use Permit 216-28696 rec'd 6/22/21. County Land Disturbing Permit - #LD190109 rec'd 7/29/21.						
Job #	2018106.2	Job Type:	Fire Flow Meter	Location	Forest	Last updated on:	
Job Name	NLBTC Lot 7 Belvac Building - FFMV					Department Contact:	7/23/2021 T Hale
Description	Proposed FFMV for shell building.						
Status	Site plan 01 rec'd 5/25/21. Comments sent to Consultant on 5/28/2021. Site Plan 02 rec'd 6/23/21. Signed Dev Agmt, Esmt & Bond #K40322851 rec'd 7/7/21. Esmt #210009890 recorded 7/7/21. Review & Inspection fees rec'd 7/12/21. Executed Dev Agmt 7/12/21. Shop drawings approved 7/12/21. Approved hard copies of shop drawings rec'd 7/21/21. C2C issued 7/23/21.						
Job #	2018125	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Forest Middle School Improvements - Site/Design					Department Contact:	8/9/2021 S Dade
Description	Proposed expansion and upgrades to the existing Forest Middle School. Project will include relocating portion of existing public sewer and addressing unmetered fire line.						
Status	TRC 12/13/18. Concept plan 01 rec'd 12/13/18. Site/Design Plan 01 rec'd 02/01/19 & waiting on \$400 Base Review Fee. Met w/ Engineer, BCPS, Planning & VDOT 2/8/19. Per the meeting, BRWA is deferring review & comment until 2nd submittal - posted comment to that effect for 1st submittal. Base Review Fee rec'd 3/8/19. Fire Flow Test Fee rec'd 4/12/19. Site Plan 02 rec'd 4/23/19. Meeting held 5/16/19. Several revised conceptual SS alignments sent via e-mail. Dsgn 02 comments issued 5/20/19. Dsgn 03 rec'd 5/24/19. Comments posted 5/29/19. Dev 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. Construction Supervisor working on obtaining outstanding as-built.						

Job #	2019034	Job Type:	Water & Sewer	Location	Forest	Last updated on:	
Job Name	Westyn Village Townhomes 2019 - Site/Design						3/4/2021
Description	Proposed (8) 9 unit residential townhomes and (3) 8 unit Townhomes with private road					Department Contact:	S Dade
Status	Site/Dsgn rec'd 3/12/19. Awaiting \$400 review fee. Comments & Dev Pkg issued 4/8/19. Met w/ Russ Orrison to discuss review & PS analysis 4/12/19. Requested flow data from CS 4/29/19; Site/Dsgn Plan 02 rec'd 8/29/19. CS water consumption data sent to Russ Orrison 8/29/19. Updated Plans rec'd 9/9/19 prior to review of the set rec'd 8/29. Replaced as Submittal 02 rec'd 9/9/19. Review & Inspection Fees rec'd 9/10/19. Review 02 comments issued 9/17/19. Re-review fee rec'd 11/06/19. Site/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 fee 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.						
Job #	2019061	Job Type:	Internal	Location	Central, Lakes	Last updated on:	
Job Name	Energy Performance Study and Improvements						8/6/2021
Description	Evaluation of existing facilities and upgrades that can be made that reduce energy costs to create savings greater than or equal to the cost of upgrade.					Department Contact:	N Carroll
Status	A meeting was held 5/13/19 with Scheider Electric to discuss their basic review of improvements to the Central WWTP that could be made. DMME presented the public process on 5/14/19 and provided template documents for the initial process. Schneider will review the proposed project with the Finance Committee on 9/12/19. Project included in financial study. Board resolution passed in Jan to execute IGA upon verification of procurement processes. Virtual walk-through of Central WWTP on 4/15. Design Intent Document (DID) was reviewed with proposed Energy Control Measures (ECMs). VRA funding application submitted. Final DID prepared. Bond paperwork signed 11/5. Board approved contract at 11/20/20 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. BRES (Chris Fewster) assisting with 3rd party review of plans and submittals. Delivery of blowers is delayed; project construction still scheduled to begin in September.						
Job #	2019081.1	Job Type:	Internal	Location	Lakes	Last updated on:	
Job Name	Paradise Point Waterline Replacement						8/5/2021
Description						Department Contact:	W Quarles
Status	.Design being prepared by BRWA. Esmt #210007627 recorded 5/24/21. Esmt #210008066 recorded 6/1/21. Await two more easements. Requested AJ Conner to provide construction cost proposal. Cost proposal received for directional drilling 3-inch main along Hales Ford Road and is being reviewed for approval.						
Job #	2019085	Job Type:	Sewer	Location	Smith Mountain Lake	Last updated on:	
Job Name	Moneta Storage Units Lot 6 - Site Plan						8/3/2021
Description	New construction of a mini warehouse complex. Includes relocation of 40-ft of existing FM, installation of 1 FM valve, 1 sewer connection & 1 water connection - Requires a Developer Project					Department Contact:	S Dade
Status	Site Plan 01 rec'd 8/13/19. Comments issued 9/4/19. Site Plan 02 rec'd 10/29/19. Comments issued 11/12/19. Site Plan 03 rec'd 1/28/2020. Comments & Dev Pkg issued 2/13/20 - requested 3 additional copies of Plans; Site Plan approved by Planning 4/14/20; 4/20/20 - Warning layer posted to GIS not to accept new signup fees until C2C is issued (have not rec'd signed Dev 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. Shop Dwgs approved 5/28/21. C2C issued 6/2/21. An unauthorized retaining wall has been built in PUE conflicting with BRWA FM. Planning has been notified & Planning notified Owner. Proposed solution rec'd from Engineer via e-mail and is being handled as a field change waiver request.						
Job #	2019088	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	The Stables On Coffee Subdivision - Design						5/5/2021
Description	Proposed 15 lot residential subdivision with public roadway & water line. Comments Emailed to County 12/31/19.					Department Contact:	S Dade
Status	TRC 8/27/19. Dsgn 01 rec'd 12/10/19. Review Comments submitted to County & Engineer 12/31/19. Base Review Fee, Review Fee & Signed Developers Agmt rec'd 1/7/20. FFTR sent to Engineer on 1/21/2020. Dsgn 02 rec'd 1/31/20. Comments Emailed to Planning 2/13/2020. Dsgn 03 rec'd 7/1/20. Design & Water Calcs Approved and sent comments to Planning & Engineer 7/17/2020. Dsgn 04 rec'd 8/12/20. Inspection fees rec'd 8/13/20. Surety #20-200 rec'd 8/25/20. Shop Dwgs 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.						

Job #	2019113	Job Type:	Internal	Location	SML (Bridgewater Bay Deve	Last updated on:	
Job Name	Bridgewater Bay Water Pressure Issues						7/29/2021
Description	11/18/19 - BRWA Engineering was made aware of ongoing high water pressure issues in Bridgewater Bay since about mid 2019 resulting in 13 +/- individual PRV failures.					Department Contact:	W Quarles
Status	Engineering contacted Mr. Harmon to gather as much background info as possible. WO's were issued to Preventive Maintenance (PM) 11/20/19 to set up pressure recorders to collect pressure data. First round of pressure recorder data rec'd from PM 12/5/19. Pressure results communicated to Bridgewater Bay. Money has been requested in FY - 2020-2021 budget to install main line PRV. Responded to status update request from Mr. Harmon on 8/6/20 explaining CIP budget cut due to COVID. Also e-mailed info on BRWA waterline their private FM around entrance area per Mr. Harmon's request. Mr. Harmon reported they have not been having the failures that they had previously been experiencing. Mr. Harmon contacted again on 2/3/21 asking for update on mainline PRV installation. Mainline PRV included in FY21-22 CIP request. NTP issued to DAA for design and easement. Survey for design began on 7/29.						
Job #	2019117	Job Type:	Water & Sewer	Location	Forest	Last updated on:	
Job Name	Westyn Village Condotels - Site/Design						7/26/2021
Description	Proposed 24 Condotel & 6 36 unit Condotel with a clubhouse. (Plan Name Changed to Westyn Village Ph II).					Department Contact:	S Foster
Status	Site/Design 01 rec'd 12/06/19. Comments & Dev Pkg issued 1/31/20. Site/Design 02 rec'd 4/13/20. Site Plan 02 comments, Esmnt Exhibits 01 comments & Revised Developer Agreement issued 6/1/20. Easement Exhibit submittal 02 rec'd 6/11/20. Exhibit review comments e-mailed to Engineer 8/25/20. Project 'on-hold' pending sewer capacity issues being resolved. Signed Developer Agreement, Review & Inspection Fees rec'd 5/20/21. Site/Design 03 rec'd 6/2/21. Original Site/Dsgn 03 replaced with new revised submittal from planning. Site/Dsgn 03 rec'd 6/8/21. Appv'd by BRWA 6/11/21 for SITE PLAN purposes only & comments issued thru Planning. Still working through outstandign items needed to reach C2C status. 6/14/21 - Completed review of Esmnt Exhibits & E-Mailed Esmnt Agmnts to Developer for signature and return. Water & Sewer Calcs 01 Review comments issued 6/15/21. Esmt #210009164 & 210009165 recorded 6/22/21. Per 7/1/21 E-Mail from Planning - Planning has not yet issued Site Plan approval, Natural Resouces has recinded approval due to E&SC changes. Site/Dsgn 04 rec'd 7/7/21 (need re-review fee 7/7/21). Review completed 7/13/21. Plan is approvable by BRWA for Site Plan purposes only. Awaiting rec'pt of re-review fees before releasing comments. Re-review fees rec'd 7/19/21. LOC# 5018577548 rec'd 7/22/21. Shop Drawings 01 rec'd 7/26/21.						
Job #	2019117.1	Job Type:	Fire Flow Meter	Location		Last updated on:	
Job Name	Westin Village Condotels - Site/Design						6/11/2021
Description	For Fire Flow purposes only please reference 2019-117.					Department Contact:	
Status	See 2019-117						
Job #	2020008	Job Type:	Water	Location	Bedford Central	Last updated on:	
Job Name	Turkey Mountain Booster Station						4/30/2021
Description	Booster station and distribution lines to serve customers currently directly connected to WTP and dependent upon the plant being in operation. Part of FY 19-20 CIP					Department Contact:	W Blankenship
Status	Site reviewed with H&P on 1/21/20; proposal received 2/6. VDH to require full review and approval. Survey to begin week of 3/9/20. In design with H&P. WR&A provided min/max pressures utilizing water model - sent to H&P on 4/21. First draft of Design Report rec'd from H&P on 6/3 and was distributed internally for review/comments. Comments were provided to H&P on 6/10. H&P submitted the second submittal of the design report on 6/29 and 30% drawings on 6/30. BRWA comments were sent to H&P on 7/7. Public Hearing for Special Review Project on 9/15/2020. SRP approved. Reviewing third plan submittal. Plans finalized and sent to VDH for review as of 12/2020. Approval letter from VDH received on 4/30/2021. Funding not available for construction by Annual Contractor.						
Job #	2020020	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	Cambridge Manor Phase 1 - Design						5/17/2021
Description	Road & waterline plan & profile for Country Club Meadows Phase 1 (59 lot single family development). Previously known as "Country Club Meadows Phase 1 - Design".					Department Contact:	S Foster
Status	Dsgn 01 rec'd 2/03/20. (Need \$400.00 base review fee). Dsgn 01 Comments & Dev Pkg issued 2/28/20. Dsgn 02 rec'd 6/30/20. Fees & Agmnt have not yet been rec'd. 2nd Review Comments issued and due to Project name change & design changes a revised Dev Pkg was issued 7/31/20. Please do not accept 3rd submittal w/o Agmnt, Base Fee, Review Fees & Re-Review Fee. Dsgn 03 rec'd 11/30/20 (need Signed Agmnt, Base Fee, Review Fees & Re-Review Fee before review completed/comments released). Review complete & Developer notified 12/31/20 via e-mail of 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. Signed Dev Agmt rec;d 5/6/21, DSGN 04 Comments released 5/17/21.						

Job #	2020022	Job Type:	Fire Flow Meter	Location	Forest	Last updated on:	
Job Name	Berglund Toyota - Site/Design						7/30/2021
Description	Improvements proposed include demolition of existing (vacant) car dealership building & construction of new dealership building (automobile parts/supply & retail) with associated parking expansion & utilities.					Department Contact:	S Dade
Status	TRC 2/11/20. Concept 01 rec'd 2/5/20. FFT Fee rec'd 2/28/20. Site/Dsgn 01 & Calcs rec'd 6/5/20. Base Review Fee rec'd 6/11/20. Comments 01 & Dev Pkg emailed/mailed 7/10/20. Updated Dev Agmt emailed 7/29/20. Site/Dsgn 02 rec'd 8/3/20; hard copies rec'd from Planning 8/12/20. Site/Dsgn 02 approvable as of 8/14/20 - need Dev Agmt & Fees. Updated Dev Agmt emailed 8/24/20. Esmt Exhibit 01 reviewed & comments issued 9/14/20. Esmt, Dev Agmt, & Review & Inspection Fee rec'd 12/22/20. Esmt #200015740 recorded 12/22/20. Site Plan approval emailed to Planning & Engineer 12/23/20; waiting on remaining items before issuing C2C. 2 additional copies rec'd 12/29/20. Bowman Excavating app'd as Contractor & Construction Cost Est accepted 1/19/21. Surety LOC# IS000179925U rec'd 3/31/21. 'Candy Cane' Connection Detail app'd 4/27/21. Shop Drawings app'd 6/10/21 but waiting on hard copies. VDOT Land Use Permit #316-28717 rec'd 7/22/21. Final hard copy of Shop Drawings rec'd 7/26/21. Revised hard copy of Shop Drawings app'd 7/28/21. C2C issued 7/30/21.						
Job #	2020023	Job Type:	Sewer	Location	Lakes	Last updated on:	
Job Name	Bridgewater Bay Sewer Inquiry						5/3/2021
Description	Bridgewater Bay HOA inquiring for BRWA to accept sewer system, and as to BRWA's responsibility for upgrades necessary to meet BRWA standards.					Department Contact:	R English
Status	Responsibility inquiry passed to Sam Vance for legal opinion on 11/25/19; response rec'd 12/13/19 that firm was in conflict. Sent information to GFDG on 2/6/20; gathering additional info requested for legal opinion to be made. Dan Early submitted courtesy plans 12/22/20 for upgrading pump station to solids handling, 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.						
Job #	2020028	Job Type:	Fire Flow Meter	Location	Forest	Last updated on:	
Job Name	Innerspec Building Addition - Site Plan						8/9/2021
Description	Proposed 10,400 SF building addition and associated stormwater measures. Building use will be light manufacturing.					Department Contact:	J Dean
Status	TRC 2/25/20. Concept 01 rec'd 2/20/20. Site Plan 01 rec'd 9/23/20. Review & Inspection fees rec'd 10/23/20. Signed Developer Agreement & Signed Esmt rec'd 10/28/20. Site Plan 02 rec'd 11/2/20. Site Plan 02 approved 11/12/20. Shop Drawings app'd 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. Work complete, contractor needs to order correct interior material for vault.						
Job #	2020035	Job Type:	Internal	Location		Last updated on:	
Job Name	Asset Management Conversion						8/6/2021
Description	Conversion of SEMS asset management data into Cartegraph					Department Contact:	A Browning
Status	Preliminary kickoff conference call held 2/27/20. Workshops scheduled with departments on 4/21-22 to prepare for conversion. Live date revised from September 2020 to February 2021. System live on 2/22/21. Continued updates for GIS integration and input of recurring PM tasks. Regular meetings being scheduled and led by managers to address questions and continued improvements, with first meeting scheduled for 6/24/21. Preventative Maintenance plans in place for Operations. Improvements and creation of additional reports continue as needed for departments.						
Job #	2020043.2	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Ivy Creek Divisions 5 & 6 Interceptors - Funding						8/6/2021
Description	Funding to complete the Ivy Creek sewer line to take the Lake Vista Pump Station offline.					Department Contact:	R English
Status	PER modification completed for CWRLF funding application; application submitted on 7/8/20. Conditional approval rec'd, final approval upon SWCB meeting in December. Meeting held with DEQ and DB team on 10/7 to discuss funding process. DEQ approved funding in 12/2020. Anticipated closing on loan in Spring 2021. Request of EA exemption for 460 pump station submitted 2/12/21, approval rec'd 3/31/21. AIS exemption approved for 460 PS in May '21. EA process for Ivy Creek required to be complete prior to loan closing. 1 right-of-entry agreement remaining to allow archaeological survey to be completed, required prior to EA.						
Job #	2020043.3	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Ivy Creek Divisions 5 & 6 Interceptors						8/6/2021
Description	Design and construction of Ivy Creek sewer extension from Lake Vista to Lynchburg; includes temporary capacity measures at Lake Vista Pump Station until project completion.					Department Contact:	R English
Status	Meeting held 1/11/21 at LVPS to review station for temporary capacity measures needed. Survey 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. Comments returned on 30% drawings on 5/24 and reviewed with DB on 5/27. Reviewing temporary LVPS solutions with DB on 8/11/21.						

Job #	2020043.4	Job Type:	Water	Location	Bedford Central	Last updated on:	
Job Name	Route 460 Water Pump Station					Department Contact:	8/6/2021 R English
Description	Value engineering design and construction of booster station at the end of East Crest Drive.						
Status	Preliminary Stage contract for PPEA project executed 12/18/20. Construction Stage contract for this portion of the project anticipated early spring 2021. Working with contractor to obtain permanent electric service installed for use with temporary pump measures. In 2/2021, Bedford Electric indicated 9 month delay to obtain 3-phase transformer for site; updated delivery expected 6/1/21. Electric agreement executed 5/27. DB removed trees for electric service. VE plans rec'd and submitted to VDH on 8/2; meeting with DB on 8/11/21 to review.						
Job #	2020048	Job Type:	Water & Sewer	Location	Town Tax Map 129	Last updated on:	
Job Name	Avenel Ave Water & Sewer Replacement					Department Contact:	7/9/2021 C Ward
Description	To replace a 4"/3" waterline and 6" sewerline on Avenel Ave to coincide with the Town of Bedford paving schedule given by Wayne Hale.						
Status	Research and designPlans sent for BRWA internal review 4/24/2020. Plans revised and approved by BRWA 6/29/2020. Revised plans sent to Town of Bedford for review and approval 6/30/2020. Easement agreement mailed to Rucker 7/8/2020. Easement Agreement declined by property owner 7/21/2020. New easement agreement mailed to Johnston 7/23/2020. Comments rec'd from Town of Bedford 9/4/2020 Construction began 2/23/21. Johnston ESMT #210004171 recorded 3/18/21. Waterline construction complete & testing to be scheduled week of 4/12/21. Waterline complete and connection made 4/28/21. Sewer complete last connection made, with compaction testing and dressing needed 7/9/21.						
Job #	2020056	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:	
Job Name	The Shoppes at Parsons Place Parking Lot Addition - Site Plan					Department Contact:	6/30/2021 C Slusser
Description	Proposed additional 12 spaces of parking.						
Status	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. Site Plan 02 rec'd 6/30/21. Comments 02 emailed to Planning 6/30/21.						
Job #	2020066.2	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	FMS Pump Station Upgrades- Prepayment Request					Department Contact:	3/2/2021 R English
Description	Prepayment request to complete upgrades to Forest Middle School pump station to allow for current and future growth. Current growth related to Westin Village development.						
Status	Discussions held on 9/23/20 with R Orrison and D Cyrus of process and developer's responsibility for design. Prepayment request approved at October Board Meeting for \$100k less than total construction cost. Developer still working through surety concerns.						
Job #	2020066.3	Job Type:	Sewer	Location	Forest	Last updated on:	
Job Name	Westyn Village Forest Middle School Pump Station Upgrades - Design					Department Contact:	8/3/2021 R English \ S Foster
Description	Upgrades to Forest Middle School pump station to allow for current and future growth. Current growth related to Westin Village development.						
Status	Meeting held on 12/3/20 with P&O to discuss station design. P&O working with Chris Fewster on pump station design. Revised basis of design report given to P&O on 3/1/21 based on increase in proposed development. Design 01 rec'd 3/5/21, comments rec'd 3/29. Surety #5018510461 rec'd 5/17/21. Site/Dsgn 02 rec'd 5/17/21. Deve Agmnt Rec'd 5/20/21; Site/Dsgn 02 Comments issued 5/24/21. CTC application for DEQ received 6/4/21 and submitted to DEQ. Site/Dsgn 03 rec'd 6/8/21. Site/Dsgn 03 comments issued to Planning 6/23/21. Working with BCPS on Easement Agreement. Site plan approved by planning 7/29/21. Hard copies of approved plans rec'd 8/3/21.						
Job #	2020073	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	West Crossing Section 4 - Design					Department Contact:	7/19/2021 S Foster
Description	Road plan, waterline design and profile for section 4. 19 lots approximately 2900 LF Waterline.						
Status	Dsgn 01 rec'd via e-mail (pdf) 6/29/20. Hard copy rec'd 7/8/20. Comments issued 8/6/20. Dev Pkg issued 8/6/20. Need Base Fee. Need Review Fees. Need Dev Agmnt. Dsgn 02 rec'd 10/22/20. Review 02 complete 11/4/20. Base Review Fee, Review Rees & Re-review Fee for forthcoming 3rd submittal rec'd 11/17/20. Signed Developer Agmt rec'd 11/17/20. Review 02 comments issued 11/17/20. Fire Flow Test fee rec'd 1/26/21. Dsgn 03 rec'd 6/23/21. "DRAFT" comments e-mailed to Engineer 7/2/21 with option to address as slip sheets to current submittal. Water Calcs 01 comments issued 7/19/21.						

Job #	2020095	Job Type:	Water & Sewer	Location	Forest	Last updated on:
Job Name	Boonsboro Meadows Sections 3 & 4 - Design					7/9/2021
Description	Sections 3 (20 Lots) & 4 (20 Lots) of Boonsboro Meadows. Water & Sewer (LPFM).					Department Contact: S Dade
Status	Water Calcs rec'd via e-mail from H&P 8/11/20. Link to Plans rec'd from H&P 8/26/20 while awaiting official submittal through Planning. Dsgn 01 rec'd 9/28/20. Dsgn 01 & Water Calc 01 Review comments issued 10/15/20. Dev Pkg issued 10/19/20. Base Review Fee & Signed Developer Agreement rec'd 10/30/20. Review Fees rec'd 1/5/21. Dsgn 02 rec'd 1/22/21. Dsgn 02 Comments issued 2/3/21. Surety #2021-005 rec'd 2/8/21. Water Calcs 04 Rec'd 2/16/21. FM Calc 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 Appv'd by VDOT & Appv'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 appv'd 4/30/21. C2C issued 5/6/21. Revised Waterline Calcs 05 rec'd 6/24/21 & comments issued 6/28/21. Final Revised Water Calcs 07 appv'd and VDH Water Cert completed 7/6/21.					
Job #	2020107	Job Type:	Water & Sewer	Location	Forest	Last updated on:
Job Name	Boonsboro Meadows Section 5 Roadway & Water - Design					11/5/2020
Description	Proposed Section 5 (Proposed 16 Lots). Consisting of Water and LPFM. Wild Doe Drive					Department Contact: S Foster
Status	Design 01 rec'd 9/28/20. Comments & Dev Pkg issued 10/26/20. Need \$400 Base Fee, Review Fees and Agmnt w/ 2nd submittal. Base Review fee rec'd 11/5/20.					
Job #	2020108.2	Job Type:	Water & Sewer	Location	Countywide	Last updated on:
Job Name	Water and Sewer Replacement Projects					6/4/2021
Description	Replacement Project planning for use of water and sewer setaside funds.					Department Contact: W Blankenship
Status	Meeting held with Engineering and Maintenance to discuss upcoming projects and distribution between annual contractor and CIP crew. Monthly meetings scheduled to provide updates to projects and schedules.					
Job #	2020123	Job Type:	Site Plan w/Proposed Utilities	Location	Forest	Last updated on:
Job Name	Perrowville Road Mini-Storage Units - Site Plan					8/2/2021
Description	Proposed Mini-Storage Units on Perrowville Road.					Department Contact: C Slusser
Status	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 5/19/21. Comments 01 emailed to Planning 5/24/21. Site Plan 02 rec'd 8/2/21.					
Job #	2020125	Job Type:	Water	Location		Last updated on:
Job Name	Ratliff Road Route 122 Waterline Replacement					8/5/2021
Description						Department Contact: C Ward
Status	Design and easements prepared 1/8/21/. ESMT#210002180 recorded 2/11/21. ESMT #210002895 recorded 2/26/21. Certificate of Take to be filed on 5/25. NTP issued to contractor for 5/26 COT recorded #210007730 5/25/21. NTP to contractor 5/26/21. Directional Drilling began 6/2/21. Installation of DIP began 6/28/202. Testing and flushing to begin 7/12/2021. oLine planned to be active before 7/16/2021. Linework has been completed and a punchlist has been issued to the contractor.					
Job #	2021009	Job Type:	Site Plan w/Proposed Utilities	Location	Forest	Last updated on:
Job Name	Goodwill Retail Store - Site Plan					5/13/2021
Description	Proposed 11,999 SF Goodwill building.					Department Contact: C Slusser
Status	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. Comments 01 emailed to Planning 5/13/21.					
Job #	2021018	Job Type:	Site Plan w/ Existing Utilities	Location	Smith Mountain Lake	Last updated on:
Job Name	Eastlake Community Church Sport - Site Plan					6/25/2021
Description	Proposed construction of 2 baseball fields and one track and field with associated grading, utilities, landscaping & stormwater management.					Department Contact: C Slusser
Status	TRC 2/23/21. Concept 01 rec'd 2/17/21. Comments 01 emailed to Planning & Surveyor 2/22/21. Site Plan 01 rec'd 6/21/21. Comments 01 emailed to Planning 6/25/21.					

Job #	2021022	Job Type:	Site Plan w/Proposed Utilities	Location	Smith Mountain Lake	Last updated on:
Job Name	Lot 4 Moneta Business Center Hardee's - Site Plan					8/2/2021
Description	Proposed Hardee's restaurant.					Department Contact: C Slusser
Status	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. Site Plan 02 rec'd 7/14/21. Comments 02 emailed to Planning & Dev Pkg emailed to Engineer 8/2/21.					
Job #	2021024	Job Type:	Internal	Location	Central	Last updated on:
Job Name	Big Otter Well Abandonments					3/11/2021
Description	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.					Department Contact:
Status	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.					
Job #	2021028	Job Type:	Site Plan w/Proposed Utilities	Location	Lynchburg	Last updated on:
Job Name	Rock Pike Baptist Church Addition Phase 1 - Site/Design					7/26/2021
Description	Proposed land use for religious assembly and waterline extension.					Department Contact: J Dean
Status	Submitted after TRC, planning request review and written comments. Concept 01 rec'd 3/22/21. Site/dsgn rec'd 7/26/21. Need \$400.00 base review fee.					
Job #	2021029	Job Type:	Internal	Location	Central Bedford	Last updated on:
Job Name	Stoney Creek Reservoir - Annual Dam Inspection					3/23/2021
Description	Annual dam inspection performed internally.					Department Contact: C Ward
Status	Inspection performed on 3/22/2021. Report being prepared; will require account setup through DCR.					
Job #	2021035	Job Type:	Concept	Location	Town	Last updated on:
Job Name	620 Railroad Ave Apartments - Concept					7/9/2021
Description	Proposed 55 apartments & pizza shop .					Department Contact: S Foster
Status	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. Met w/ Town & Engineer 5/5/21. Issued WO for SS Assessment & Survey 5/7/21. Initial assessment & cleaning completed. CCTV, final assessment & survey forthcoming.					
Job #	2021036	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:
Job Name	Ridgewood Animal Hospital Addition - Site plan					8/6/2021
Description	2,000 SF addition to Ridgewood Animal Hospital.					Department Contact: J Dean
Status	TRC 4/13/21. Concept 01 rec'd 4/8/21. Site Plan 01 rec'd 5/24/21. Comments sent to Planning on 6/7/2021. Site Plan 02 rec'd 7/26/21. Comments submitted to Planning on 8/06/2021.					
Job #	2021039	Job Type:	Internal	Location	Lakes	Last updated on:
Job Name	SML WTF Delpac Permitting					4/13/2021
Description	Preparation of plans, calculations, and specifications to permit a permanent feed for Delpac to the raw water in the WTP.					Department Contact: R Deitrich
Status	Draft specs and plans submitted 4/8/21 for review.					
Job #	2021041	Job Type:	Site Plan w/Proposed Utilities	Location	Smith Mountain Lake	Last updated on:
Job Name	Moneta Commons Lot 9 Retail Space - Site Plan					5/17/2021
Description	Proposed 3,200 SF commercial building (office retail space / restaurant) & accompanying parking area.					Department Contact: C Slusser
Status	TRC 4/27/21. Concept 01 rec'd 4/22/21. Comments 01 emailed to Planning & Surveyor 4/27/21. Site Plan 01 rec'd 5/11/21. Comments 01 emailed to Planning 5/17/21.					

Job #	2021042	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:	
Job Name	Vista Drive Warehouse Addition - Site Plan						8/6/2021
Description	Proposed 43,390 Square Foot Warehouse Addition.					Department Contact:	J Dean
Status	TRC 4/27/21. Concept 01 rec'd 4/22/21. Site Plan 01 rec'd 6/3/21. Comments sent to Planning on 6/11/2021. Dev Agmt mailed 6/14/2021. FFT fee rec'd 6/22/21. Site Plan 02 rec'd 7/8/21. Review & Inspection fees rec'd 7/12/21. signed developer agreement & easement agreement 7/20/21. 2nd Submittal Comments sent to Planning on 7/20/2021. Surety - #B3267365 rec'd 7/26/21. Esmt #210011227 recorded 8/2/21. Site Plan 03 rec'd 8/6/21.						
Job #	2021045	Job Type:	Water	Location	Forest	Last updated on:	
Job Name	Greak Oaks Subdivision Section 5 - Design						4/26/2021
Description	Proposed 14 lots and 2 common areas.					Department Contact:	J Dean
Status	Dsgn 01 rec'd 4/26/21. Comments sent to Planning & Consultant notified on 5/7/2021.						
Job #	2021046	Job Type:	Sewer	Location	Central Bedford	Last updated on:	
Job Name	Central Pump Station 5 Replacement						6/4/2021
Description	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.					Department Contact:	M Ramsey / R English
Status	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. CTC application submitted on 6/2 with approval rec'd 6/4/21.						
Job #	2021058	Job Type:	Site Plan w/ Existing Utilities	Location	Forest	Last updated on:	
Job Name	Westyn Village Phase 3 - Site Plan						6/17/2021
Description	Proposed (5) 36 unit extended stay hotels.					Department Contact:	S Foster
Status	Site Plan 01 rec'd 6/7/21. Comments issued to Planning & Engineer/Developer notified 6/17/21.						
Job #	2021064	Job Type:	Internal	Location		Last updated on:	
Job Name	Moneta Park Waterline Extension						7/29/2021
Description	Proposed waterline extension down Rucker Road to Moneta Park.					Department Contact:	W Blakenship
Status	Requested design proposal from H&P on 6/28/2021 and received 6/30/21 under review. Requested modeling from WR&A for 6-inch vs 8-inch. NTP issued to H&P for design of 8-inch watermain on 7/29.						
Job #	2021065	Job Type:	Sewer	Location	Bedford Central	Last updated on:	
Job Name	Central Sewer Modeling						8/3/2021
Description	Development of sewer model for Central sewer service area, with focus on drainage area for Pump Station 1. (Associated with JN 2021049 Governors Hill)					Department Contact:	W Quarles
Status	Met with WRA 6/30/21 to review needs for model; gathering information requested. BRWA files provided to WRA on 8/3.						
Job #	2021066	Job Type:	Other	Location	Bedford Central	Last updated on:	
Job Name	Town Enterprise Zone Reporting 2020						8/6/2021
Description	Annual report of improvements made to infrastructure in Town service area during calendar year.					Department Contact:	R English
Status	Request received for annual update at the end of June. No notable work to report specifically within the Enterprise Zone for 2020 calendar year.						
Job #	2021076	Job Type:	Water	Location	Goode	Last updated on:	
Job Name	Goode Station Road - Culvert Replacement						7/28/2021
Description	A 72-inch culvert pipe that runs under Goode Station Road to allow a stream to flow under the road has recently collapsed. To ensure there is no road collapse, VDOT is in the process of performing an emergency replacement of the culvert pipe.					Department Contact:	Whitney Quarles
Status	Materials are being gathered and ordered by maintenance for a bypass waterline. Letter are in preperation to inform customers that fire hydrants will be temporarily out of order during the course of the project. Letters mailed to customers 7/28/21.						

Job #	2021081	Job Type:	Concept	Location	Moneta	Last updated on:
Job Name	Extended Stay Hotel TM# 232-A-5A - Concept					8/5/2021
Description	Proposed 106 extended stay units.				Department Contact:	J Dean
Status	TRC 8/10/21. Concept 01 rec'd 8/5/21.					

Job #	2021082	Job Type:	Concept	Location	Moneta	Last updated on:
Job Name	Extended Stay Hotel TM# 232-4-B - Concept					8/5/2021
Description	Proposed 108 extended stay units.				Department Contact:	J Dean
Status	TRC 8/10/21. Concept 01 rec'd 8/5/21.					

Job #	2021083	Job Type:	Concept	Location	Forest	Last updated on:
Job Name	World Help Building Addition - Concept					8/5/2021
Description	Proposed 22,500 sqf building addition.				Department Contact:	C Slusser
Status	TRC 8/10/21. Concept 01 rec'd 8/5/21.					

CIP AND REPLACEMENT PROJECT TRACKING

Crew	Complete	Funding	Project Number	Project	Description	Budgeted	Est. Const. Cost	LF	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
J+MI	2021	CIP	2018-062.2	North Parking Lot Expansion	Parking Lot	\$ 300,000.00	\$700,000.00				J+MI	J+MI	J+MI											
CIP	2021	Repl. Setasides	2020-086.1	Poplar Street Waterline Replacement	6"		\$76,616.00	373	In-House Design	Materials	CIP													
CIP	2021	Repl. Setasides	2020-086.2	Windsor Drive Waterline Replacement	4" - 2"		\$77,705.00	1,176		In-House Design	Materials	CIP	CIP	CIP										
AJC/CIP	2022	Repl. Setasides	2019-081	Paradise Point	2" & 3"	\$50,000.00		2,340	n-House Design/Review	Materials	AJC	AJC	AJC	CIP	CIP									
CIP	2022	CIP	2019-113	Bridgewater Bay PRV	PRV Vault	\$65,000.00				DAA Design/Easement					Materials		CIP							
CIP	2022	Repl. Setasides	2020-086.3	Laurel Street Waterline Replacement	6"		\$199,415.00	1,375				In-House Design				Materials	CIP	CIP	CIP					
J+MI	2022		2021-064	Moneta Park Waterline Extension	8"							H&P Design/Easements					Materials	J+MI	J+MI	J+MI	J+MI	J+MI	J+MI	J+MI
AC	TBD	Repl. Setasides	2021-004	Town & Country Sewer Replacement - Windy Ridge Phase I	8"	\$ 350,000.00	TBD	2,597	H&P Survey/Design - Approve Plans by 8/30															
AC	TBD	Repl. Setasides	2021-004	Town & Country Sewer Replacement - Windy Ridge Phase II																				
CIP	TBD	Repl. Setasides		Baltimore/Walnut Waterline Replacement											In-House Design					CIP	CIP	CIP		



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

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Rhonda English, PE; Director of Engineering
Date: August 10, 2021
Re: Resolution 2021-08.01 – Parking Lot Additional Funding

Following is a resolution to allocate additional capital funding to complete the Authority's parking lot project. As Capital Recovery Fee revenue exceeded the budgeted amount in the 2020-2021 fiscal year by over \$700,000, we are requesting to use a portion of this overage. Attached is the memo to the Finance Committee with additional information regarding this request.

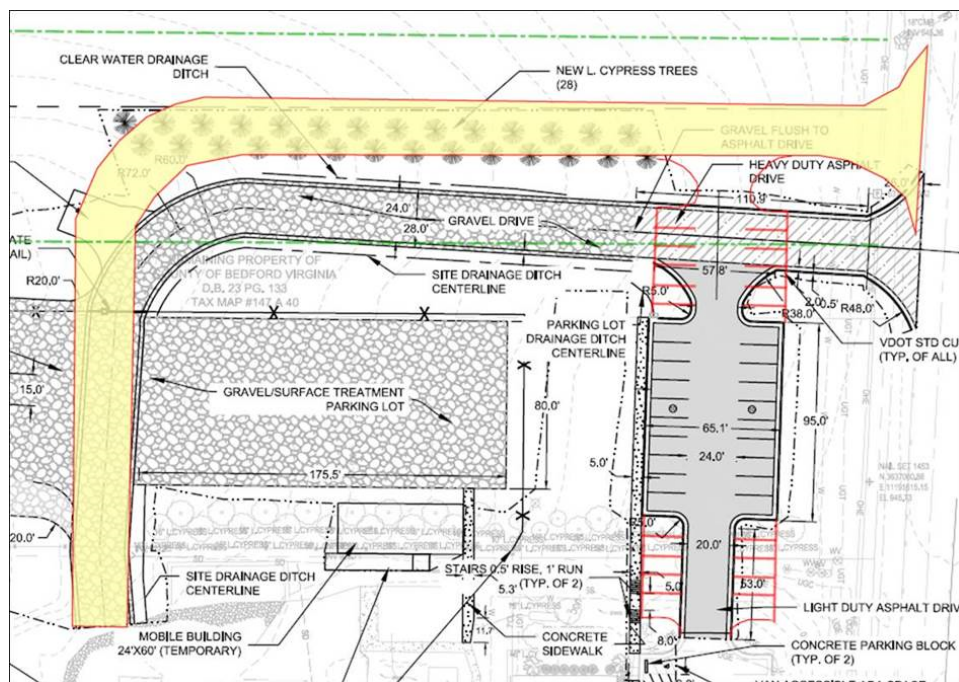
MEMORANDUM

To: BRWA Finance Committee
From: Rhonda English, Director of Engineering
CC: Brian Key, Nathan Carroll, Jill Underwood
Date: August 4, 2021
Re: Funding for BRWA Parking Lot Expansion

As construction prices along with the scope of the parking lot expansion project have both increased, our budget of \$300,000 as allocated in the CIP budgets of 2018-2019 and 2019-2020 fiscal years, is currently insufficient to complete the project. We have reviewed several options with our annual contractor to reduce scope and cost; however, we have not found an option that will get us within the available budget. It is our request that the Board consider allocating additional funds to this project using excess capital recovery fee revenue from the 2020-2021 fiscal year.

Background on the Expanded Scope

The property acquisition from the County last year provided the Authority with an additional 35-foot strip of land, in addition to an easement for a future joint-use driveway. Upon this acquisition, plans were updated to maximize the public parking spaces to be created, move the proposed driveway to the joint-use access easement, and expand the proposed gravel or surface treated area to the new property line for equipment and fleet parking.



Prior to this expansion, an additional \$150,000 was requested in capital funding for the 2020-2021 fiscal year based upon price quotes received in 2019 for the first parking lot design on the south of the Authority's facilities; however, capital funding was not approved for that fiscal year due to uncertainties presented by the pandemic. In reviewing additional funding for the parking lot as part of the capital budget requests in 2021, we considered working with the funding currently allotted towards the project to get as much completed as possible, with the remaining funding to be requested in one of the coming fiscal years.

Following are several options reviewed with the contractor in an attempt to phase the project and meet the existing budget, with most requiring a considerable amount of work to be completed by the Maintenance CIP crew.

Option 1 – Most of the Project Scope by Annual Contractor		\$619,541
Includes: <ul style="list-style-type: none"> • Erosion and sediment controls • Stripping topsoil • Site demolition • Grading • Storm drainage • Paving, curbing and sidewalk at front parking lot • Surface treated equipment lot • Surface treated access road • Landscaping • All site concrete (including walkway from equipment lot to buildings) 	Does not include: <ul style="list-style-type: none"> • Fencing • Site lighting • Gate with electric controller • Utility relocations 	
Pros: <ul style="list-style-type: none"> • Provides additional paved parking for use by employees and the public • Provides additional equipment and fleet vehicle parking • Removes BRWA responsibility of work and scheduling coordination • Allows CIP Crew to focus on improving service to customers through waterline replacement projects • Enables use of mobile unit 	Cons: <ul style="list-style-type: none"> • Fencing needed for security of site, to be contracted separately at additional cost • Lighting and electrical needed for illuminating the parking lot for safety, at additional cost • Remainder of project requires completion prior to site plan approval expiration in 2026 	

Option 2 – Back Parking Lot Preparation Only		\$313,150
Includes: <ul style="list-style-type: none"> • Erosion and sediment controls • Stripping topsoil • Site demolition • Grading • Storm drainage (reduced scope) 	Does not include: <ul style="list-style-type: none"> • Public parking lot (grading, paving, etc.) • Gravel or surface treatment for rear equipment parking area • Storm sewer lines and structures to serve public parking lot • Landscaping to meet site plan requirements • Access road to rear parking area • Fencing • Site lighting • Walkway from equipment lot to buildings • Gate with electric controller • Utility relocations 	
Pros: <ul style="list-style-type: none"> • Achieves most of the stormwater measures necessary for the remainder of the project to move forward. • Gives an area that Maintenance can add gravel to in order to gradually expand the rear parking area. 	Cons: <ul style="list-style-type: none"> • No public parking added or available immediately upon completion. • No access to mobile unit • Fencing modifications will be required prior to gaining ready access for use of graded area. (additional cost) • Remainder of project requires completion prior to site plan approval expiration in 2026. 	

Option 3 – Front Paved lot with Stormwater Included		\$477,650
Includes: <ul style="list-style-type: none"> • Erosion and sediment controls • Stripping topsoil • Site demolition • Grading • Storm drainage • Paving, curbing and sidewalk at front parking lot • Landscaping for parking lot 	Does not include: <ul style="list-style-type: none"> • Grading in rear of site beyond what is necessary for stormwater and placement of cut from front parking lot • Gravel or surface treatment for rear parking lot • Access road to rear parking lot • Fencing (including replacement of sections removed for work) • Site lighting • Walkway from equipment lot to buildings • Gate with electric controller • Utility relocations 	
Pros: <ul style="list-style-type: none"> • Provides additional paved parking for use by employees and the public • Limits work by Maintenance department to relocating water service and stone bins 	Cons: <ul style="list-style-type: none"> • No equipment parking area added. • Fencing modifications will be required prior to gaining ready access for use of graded area. (additional cost) • No access to mobile unit without revised fencing • Remainder of project requires completion prior to site plan approval expiration in 2026 	

Option 4 – Front Paved lot, BRWA CIP crew performing Stormwater		\$358,650
Includes: <ul style="list-style-type: none"> • Erosion and sediment controls (paved lot area only) • Stripping topsoil (paved lot area only) • Site demolition (paved lot area only) • Grading (paved lot area only) • Storm drainage (one drain line under paved lot only) • Paving, curbing and sidewalk at front parking lot • Landscaping for parking lot 	Does not include: <ul style="list-style-type: none"> • Erosion and sediment controls for site (required prior to start of work) • Stormwater grading and storm sewer installations • Grading in rear of site beyond what is necessary for placement of cut from front parking lot • Gravel or surface treatment for rear parking lot • Access road to rear parking lot • Fencing • Site lighting • Walkway from equipment lot to buildings • Gate with electric controller • Utility relocations 	
Pros: <ul style="list-style-type: none"> • Provides additional paved parking for use by employees and the public 	Cons: <ul style="list-style-type: none"> • Significant work for CIP crew to complete erosion and sediment control setup, storm drainage grading and installation • Significant coordination required between CIP crew and annual contractor on scheduling installations, and grade staking • Removes ability for CIP crew to address other projects for approximately two months • No equipment parking area added • Fencing modifications will be required prior to gaining ready access for use of graded area. (additional cost) • Remainder of project requires completion prior to site plan approval expiration in 2026 	

In reviewing options for phasing to meet the existing budget, a primary cost of the project lies within the grading and stormwater installations as the majority of the stormwater work must occur prior to the remaining work on site. Option 2 reflects this work as the base, with minimal progress towards additional parking areas other than providing a flatter area for expanding a graveled equipment storage area in the future. To obtain anything more than the basic grading, we reviewed options that involved the Maintenance CIP crew assisting with the work. It was determined that Option 4 would provide the greatest initial result with added public parking, but would require a significant time commitment from the

CIP crew, and put them in a position to perform grading and stormwater work that they are unfamiliar with.

It is our desire to minimize the involvement of the CIP crew with the parking lot project so that they can focus on improvements to our water and sewer infrastructure. If able to use the annual contractor for all of the parking lot work, the responsibility of the Authority and/or CIP crew for the project would be limited to the water service relocation, relocation of the B2X communication pole and associated lines, and coordination with Bedford Electric on the electric service line relocation. The CIP crew would then be able to move to their next waterline replacement project on Poplar Street, where we continue to receive water quality complaints due to the aging galvanized lines.

Benefits of the Project

The proposed parking lot project will expand the parking areas for the public, our employees, as well as the growing inventory of equipment necessary to maintain the systems. The pandemic lessened the issue of parking with many office employees working remotely. However, as many employees are beginning to work from the office more, there is limited parking remaining for the public. Maintenance employees typically park in the rear parking lot, which is also seeing fewer spaces available due to area needed for equipment. The added parking would allow for adequate parking availability for customers, employees, as well as enable an area be provided for the customer payment kiosk.

Request

Our additional funding request to the Board would be preferably in the amount necessary to fund and complete the entire project, or to consider at minimum to fund what is necessary to complete all work associated with the front parking lot. Both of these options allow the CIP crew to maintain focus on water and sewer line replacements, and provide the Authority with needed parking areas. In Option 3, the remaining project items will require completion prior to the site plan approval expiration in 2026.

As some items have not yet been priced by the contractor, below you will see rounded figures for what is anticipated for the total cost once necessary items have been included.

	Contractor Quote	Additional Cost Items Necessary	Future Additional Cost Items	Total Current Cost Requested
Option 1: Full project by Contractor	\$619,541	Fencing, site lighting, electrical conduit for gate, electrical and communications relocation	Gate with electric controller	\$700,000*
Option 3: Front parking lot and stormwater	\$477,650	Site lighting, fencing modifications at graded areas and for mobile access, electrical and communications relocation	Grading, stone, and access road for equipment parking lot; fencing, and gate with associated electrical	\$530,000*

*We are working with Verizon and Bedford Electric to obtain pricing for service line relocations.

Please consider this request for allocating one of the following options:

Option A – allocating \$400,000 from excess capital recovery fee revenue, in addition to the previously allocated \$300,000, to complete the project in its entirety as described in Option 1 above.

Option B - a reduced cost option for allocating \$230,000 from excess capital recovery fee revenue, in addition to the previously allocated \$300,000, for completing an initial phase for the front parking lot, stormwater upgrades, site lighting, and fencing modifications as described in Option 3 above.



RESOLUTION

2021-08.01

Parking Lot Additional Funding

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 17th of August 2021, beginning at 7:00pm

WHEREAS, the Authority Board of Directors approved capital funding for Parking Lot Construction ("Project") as part of the Capital Improvement Projects for FY 2018-2019 in Resolution 2018-05.02 in the amount of \$200,000; and,

WHEREAS, the Authority Board of Directors approved additional capital funding for Parking Lot Construction as part of the Capital Improvement Projects for FY 2019-2020 in Resolution 2019-05.02 in the amount of \$100,000; and,

WHEREAS, the Project scope increased with the acquisition of additional land on January 15, 2020, enabling increased area for proposed parking; and,

WHEREAS, the Engineering Department has received pricing for portions of the project from J+M Infrastructure as the Authority's Construction Term Contractor that exceeds the total allocated funding amount of \$300,000; and,

WHEREAS, the Engineering Department estimates the total current Project costs at approximately \$700,000; and,

WHEREAS, the FY 2020-2021 Capital Recovery Fee revenue ("Revenue") exceeded the budgeted amount by \$780,190; and,

WHEREAS, the Engineering Department requests an additional \$400,000 to be allocated from the excess Revenue to the Project; and,

WHEREAS, the Finance Committee has reviewed the request for additional funding and has recommended approval to the Board of Directors; now,

THEREFORE, BE IT RESOLVED that the Board of Directors does hereby approve of the additional funding in the amount of \$400,000 be allocated to the Project from the Revenue.

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

Being a motion from a committee, a second motion was not needed.

Board Member Votes: ____ Aye ____ Nay ____ Abstain



CERTIFICATION

The undersigned secretary of the Bedford Regional Water Authority does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Directors of the Bedford Regional Water Authority, present at a regular meeting of the Board of Directors of the Bedford Regional Water Authority duly called and held August 17, 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

recipient (e.g., a State, local, territorial, or Tribal government) or to costs incurred by households, businesses, and individuals benefiting from assistance provided using Coronavirus State and Local Fiscal Recovery Funds? [6/8]

The Interim Final Rule permits funds to be used to cover costs incurred beginning on March 3, 2021. This limitation applies to costs incurred by the recipient (i.e., the state, local, territorial, or Tribal government receiving funds). However, recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households, businesses, and individuals within the eligible use categories described in the Interim Final Rule for economic harms experienced by those households, businesses, and individuals prior to March 3, 2021. For example,

- Public Health/Negative Economic Impacts – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to provide assistance to households – such as rent, mortgage, or utility assistance – for economic harms experienced or costs incurred by the household prior to March 3, 2021 (e.g., rental arrears from preceding months), provided that the cost of providing assistance to the household was not incurred by the recipient prior to March 3, 2021.
- Premium Pay – Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021.
- Revenue Loss – The Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. The calculation of lost revenue begins with the recipient’s revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020. However, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- Investments in Water, Sewer, and Broadband – Recipients may use Coronavirus State and Local Fiscal Recovery Funds to make necessary investments in water, sewer, and broadband. See FAQ Section 6. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the Coronavirus State and Local Fiscal Recovery Funds were incurred after March 3, 2021.

Utah	Morgan County	\$2,354,945.00
Utah	Piute County	\$287,278.00
Utah	Rich County	\$482,294.00
Utah	Salt Lake County	\$225,401,283.00
Utah	San Juan County	\$2,973,400.00
Utah	Sanpete County	\$6,009,538.00
Utah	Sevier County	\$4,199,432.00
Utah	Summit County	\$8,186,172.00
Utah	Tooele County	\$14,035,464.00
Utah	Uintah County	\$6,940,911.00
Utah	Utah County	\$123,581,190.00
Utah	Wasatch County	\$6,621,777.00
Utah	Washington County	\$34,488,172.00
Utah	Wayne County	\$526,580.00
Utah	Weber County	\$50,543,325.00
Vermont	Addison County	\$7,143,501.00
Vermont	Bennington County	\$6,889,632.00
Vermont	Caledonia County	\$5,825,789.00
Vermont	Chittenden County	\$31,811,180.00
Vermont	Essex County	\$1,197,091.00
Vermont	Franklin County	\$9,595,759.00
Vermont	Grand Isle County	\$1,405,314.00
Vermont	Lamoille County	\$4,926,271.00
Vermont	Orange County	\$5,611,932.00
Vermont	Orleans County	\$5,251,620.00
Vermont	Rutland County	\$11,302,920.00
Vermont	Washington County	\$11,345,264.00
Vermont	Windham County	\$8,201,129.00
Vermont	Windsor County	\$10,695,148.00
Virgin Islands	St. Croix Island	\$9,828,651.00
Virgin Islands	St. John Island	\$809,974.00
Virgin Islands	St. Thomas Island	\$10,029,299.00
Virginia	Accomack County	\$6,277,004.00
Virginia	Albemarle County	\$21,236,071.00
Virginia	Alexandria city	\$30,967,020.00
Virginia	Alleghany County	\$2,886,381.00
Virginia	Amelia County	\$2,553,262.00
Virginia	Amherst County	\$6,138,901.00
Virginia	Appomattox County	\$3,090,525.00
Virginia	Arlington County	\$46,003,782.00
Virginia	Augusta County	\$14,676,256.00
Virginia	Bath County	\$805,506.00
Virginia	Bedford County	\$15,344,241.00
Virginia	Bland County	\$1,219,816.00
Virginia	Botetourt County	\$6,491,249.00



COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

June 9, 2021

To: Local Officials of Non-Entitlement Units of Government

From: Aubrey L. Layne, Jr., Secretary of Finance

Subject: Allocations of Coronavirus State and Local Fiscal Recovery Funds to Non-Entitlement Units of Government (NEU) Pursuant to the Federal *American Rescue Plan Act* (ARPA)

What you need to know about your ARPA funds – in short

- The Commonwealth has received funding for towns designated by the federal government as NEUs but needs your help to distribute your allocation as soon as possible. A preliminary estimate of the amount available to your town is shown in Appendix A.
- You will need a DUNS number to obtain your funds and meet your federal reporting requirements. Guidance on obtaining a DUNS number is provided in Appendix B. Your first federal report on the use of these funds is required to be submitted to the U.S. Department of Treasury (Treasury) by October 31, 2021. A summary of your federal reporting requirements is also provided in Appendix B. You should be aware that federal guidelines permit towns to use a portion of ARPA funds for administrative costs associated with managing this grant program.
- Towns have broad flexibility to spend these funds to respond to the COVID-19 pandemic. Specific federal requirements and reference links on the use of these funds are provided in Appendices C, D, and E.
- Pursuant to federal law, the amount you receive cannot exceed 75% of the town operating budget that was in effect as of January 27, 2020. In order to confirm the amount you will

receive, you and your fiscal representative will need to provide your town's operating budget amount and sign the certification form provided in Appendix F.

- If you decide to decline your allocation, you will need to sign and return the certification in Appendix G.

Background

As most of you are aware, Congress passed and the President recently signed the ARPA Act of 2021. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the ARPA is \$350 billion in assistance for eligible state, local, territorial, and Tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF).

The CSLFRF provides for \$19.53 billion to support tens of thousands of non-entitlement units of government (NEUs), which are local governments typically serving a population under 50,000. Allocations for NEUs were sent to states based on population. Localities with populations greater than 50,000 could apply to receive funds directly from Treasury. All other CSLFRF funds were distributed to the states to disburse to the NEUs.

Virginia received approximately \$316.9 million on May 28, 2021, which is half of the Commonwealth's allocated \$633.8 million of NEU CSLFRF. Virginia must now distribute these funds to its NEUs within 30 days or seek a waiver from Treasury. The remaining fifty percent of the NEU allocation will not be sent to Virginia until approximately this time next year.

NEU CSLFRF provides eligible governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, and more equitable, economy as the country recovers. See Appendix E for descriptions of the categories of expenditures for which recipients may use these funds. Within these overall categories, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities.

Allocation of CSLFRF Funds to NEUs

NEUs are local governments typically serving populations of less than 50,000. NEUs include cities, villages, towns, townships, or other types of local governments. NEUs will receive CSLFRF payments through the Commonwealth. The Commonwealth has received a specific allocation of these funds from Treasury for this purpose and is responsible for distributing these funds to NEUs within the state.

Award amounts are based on the population of the NEU. Fifty (50) percent of the NEU allocations will be distributed to NEUs as soon as possible by the Department of Accounts (DOA) after receipt of a signed certification from the NEU (Appendix E). This distribution will

be made to you electronically in accordance with current State Electronic Data Interchange (EDI) protocol or by check if you are not enrolled in EDI.

Each NEU's allocation will be based on the proportion that the NEU's population represents of the total statewide NEU population, up to 75 percent of the most recent NEU operating budget as of January 27, 2020. Appendix A reflects the preliminary calculation of funding based on population used by Treasury to allocate CSLFRF funds to the states for NEUs. This population data is the preliminary basis for determining the allocations to each NEU but is subject to change if necessary to ensure the state is distributing funds in accordance with Treasury guidelines.

This table also includes your NEU Recipient Number, as required by Treasury. Although guidance documents have been issued, states are raising a number of questions that may result in answers that could impact these preliminary allocations.

Requirements for Use of Funds and Certifications

The amounts listed in Appendix A are preliminary estimates of the amount from the first tranche of CSLFRF funds that will be transferred to each NEU after receipt of the required certification (Appendix F) from the NEU, which is required to be signed by an authorized representative (Town Manager, Mayor, etc.) and a fiscal contact person (Treasurer, Finance Director, Finance Officer, etc.). Before signing the documents, please read and understand the most recent federal guidance and the frequently asked questions, which can be obtained at:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units>.

Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you "up front" rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CSLFRF funds are spent for qualifying purposes falls on you, the NEU. Pursuant to the ARPA, your locality is designated as a recipient; therefore, you are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements and you will be responsible for all federal reporting (see Appendix B).

If the federal government determines that you have used CSLFRF funds for purposes that do not qualify, you must return those funds to the federal government. **If** the federal government issues guidance that the funds must be returned to the state before being returned to the federal government, you are responsible for returning funds to the Commonwealth. If you do not return the funds as directed, the Commonwealth can use state aid intercept to recover funds that are not returned in a timely manner.

The required certification encompasses the federal requirements outlined in this memorandum and provided in Appendices C, D, and E. **In order to receive your NEU's allocation, the**

CERTIFICATION FORM TO BE SUBMITTED FOR PAYMENT OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS, ASSISTANCE LISTING NUMBER 21.027 (Appendix F) must be submitted no later than **June 15, 2021, to the Department of Accounts in electronic form to GACCT@DOA.Virginia.gov.**

In order to decline your NEU allocation, the CERTIFICATION FORM TO BE SUBMITTED FOR DECLINE OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS, ASSISTANCE LISTING NUMBER 21.027 (Appendix G) must be submitted no later than **June 15, 2021, to the Department of Accounts in electronic form to GACCT@DOA.Virginia.gov.**

If you have any questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the forms or the distribution of the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at Melinda.Pearson@DOA.Virginia.gov or by phone at 804-225-2376.

APPENDIX A: PRELIMINARY Estimates of the First Tranche of CSLFRF Allocations

**50% of the
available funding**

Name	Total Population of the NEU	First Tranche of NEU Funds to Distribute (Rounded)	NEU Recipient Number
Abingdon	7,867	\$4,081,072	VA0001
Accomac	485	\$251,598	VA0002
Alberta	270	\$140,065	VA0003
Altavista	3,406	\$1,766,891	VA0004
Amherst	2,180	\$1,130,893	VA0005
Appalachia	1,533	\$795,257	VA0006
Appomattox	1,794	\$930,652	VA0007
Ashland	7,875	\$4,085,222	VA0008
Bedford	6,597	\$3,422,249	VA0009
Belle Haven	502	\$260,417	VA0010
Berryville	4,371	\$2,267,493	VA0011
Big Stone Gap	5,132	\$2,662,268	VA0012
Blackstone	3,329	\$1,726,946	VA0013
Bloxom	366	\$189,866	VA0014
Bluefield	4,837	\$2,509,234	VA0015
Boones Mill	233	\$120,871	VA0016
Bowling Green	1,175	\$609,541	VA0017
Boyce	627	\$325,261	VA0018
Boydton	411	\$213,210	VA0019
Boykins	526	\$272,867	VA0020
Branchville	115	\$59,657	VA0021
Bridgewater	6,145	\$3,187,770	VA0022
Broadway	3,978	\$2,063,621	VA0023
Brodnax	268	\$139,027	VA0024
Brookneal	1,098	\$569,597	VA0025
Buchanan	1,174	\$609,022	VA0026
Buena Vista	6,478	\$3,360,516	VA0027
Burkeville	399	\$206,985	VA0028
Cape Charles	1,019	\$528,615	VA0029
Capron	151	\$78,333	VA0030
Cedar Bluff	1,002	\$519,796	VA0031
Charlotte Court House	512	\$265,604	VA0032
Chase City	2,215	\$1,149,050	VA0033
Chatham	1,427	\$740,268	VA0034
Cheriton	448	\$232,404	VA0035
Chilhowie	1,702	\$882,927	VA0036
Chincoteague	2,875	\$1,491,430	VA0037
Claremont	336	\$174,303	VA0038
Clarksville	1,166	\$604,872	VA0039
Cleveland	175	\$90,783	VA0040

APPENDIX E: CERTIFICATION FOR USE OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND

CERTIFICATION for RECEIPT of

CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND PAYMENTS

We the undersigned certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) pursuant to sections 602 and 603 of the Social Security Act, as added by section 9901 of the American Rescue Plan Act of 2021.
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - **Support public health expenditures**, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
 - **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector
 - **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
 - **Provide premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
 - **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet
4. any funds that are not expended or that will not be expended on necessary expenditures incurred by December 31, 2024, by the locality or its grantee(s), must be returned to the federal government in accordance with applicable current and future federal directives.
5. we understand that the locality will receive two separate distributions of CSLFRF payments from the Commonwealth, adhering to an approved timeframe of the Commonwealth receiving the funds from Treasury.
6. funds received from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.

WATER PURCHASE AGREEMENT

between the

CITY OF LYNCHBURG

and the

BEDFORD REGIONAL WATER AUTHORITY

Effective Date: October 1, 2016



WATER PURCHASE AGREEMENT
between the
City of Lynchburg
and the
Bedford Regional Water Authority

THIS AGREEMENT, made this 30 day of June, in the year 2015 by and between the Bedford Regional Water Authority, hereinafter referred to as the "BRWA", a water and sewer authority ("Authority") organized and existing under Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended being the Virginia Water and Waste Authorities Act (the "Act") and the City of Lynchburg, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as the "City";

WITNESSETH

That for and in consideration of the mutual benefits resulting from the undertakings of the parties to this Agreement and the covenants and agreements contained herein, the BRWA and the City covenant and agree, each with the other as follows:

I. GENERAL

- A. Both parties desire to enter into an Agreement which will govern the sale and purchase of potable water between the two parties.
- B. Upon the effective date of this contract, all previous agreements to purchase or sell water are superseded by this Agreement and upon execution of this Agreement are hereby cancelled, terminated and of no further force and effect.
- C. That both parties agree that it is in the mutual interest of the parties to cooperate with each other in the provision of water services.
- D. The City currently provides treated water to the BRWA for the Forest Area of Bedford County, and the City has the ability to provide additional treated water to the BRWA for other areas of Bedford County as either back-up or recurring service should additional water transmission mains be constructed by the BRWA in Bedford County. The BRWA plans to construct additional water treatment facilities and is considering the construction of additional transmission mains in Bedford County, some of which could serve the Forest Area of Bedford County.
- E. Both parties agree that it is in their mutual interest, for at least the duration of this contract, for the City to continue to provide treated water to Bedford County. Both parties agree to continue to cooperate on regional water supply matters and to plan for an effective long term use of their respective water supply assets.

- F. The City agrees to sell water to the BRWA for the BRWA's use and for resale, including wholesale, to BRWA customers. Nothing in this agreement shall limit BRWA from expanding its current service area to other parts of Bedford County (the "County") and using water purchased from the City to supply service for such expansions provided such capacity is available from the City.
- G. The BRWA expects that its requirements for water will increase and the City is willing to supply water to meet BRWA's increasing demands as long as the City has adequate capacity to do so.

II. TERM and RENEWAL

- A. This Agreement will be in force for twenty (20) years commencing October 1, 2016 (Effective Date) and ending on June 30, 2036, unless terminated as stated herein.
- B. At the conclusion of the initial 20 year period, either party may terminate the agreement for any reason. Unless either party provides written notification of termination, the Agreement will be automatically renewed in 10 year increments upon the conclusion of the initial 20 year period.
- C. In the event that BRWA does not complete construction of the Route 460 waterline connecting the Smith Mountain Lake and Town of Bedford Central Water System to the Forest Water System by July 1, 2018 this contract will terminate and the contract between the City of Lynchburg and the Bedford County Service Authority dated July 1, 2007 shall be reinstated for the remainder of that contract term.
- D. At any time after the first five years if the initial term during the period in which this Agreement is in force, the Agreement may be terminated under the following conditions:
 - 1. Written notice of termination must be provided at least two (2) years prior to the termination under these conditions.
 - 2. Along with the written notice, the party requesting termination must submit a financial analysis justifying the reason for termination.
 - 3. Within 30 days upon receipt of the notice of termination, by a written response, the party receiving the request for termination may elect to have a third party consultant with experience in municipal water and sewer rate analysis review and verify the financial analysis.
 - 4. The third party consultant shall be mutually selected by both parties with the associated cost shared equally.
 - 5. In lieu of termination, both parties may agree to renegotiate the effective water rate. In this case the remaining terms of the Agreement including future rate increases will remain in full effect.

- E. The parties may mutually agree to revise and/or amend the terms and conditions of the Agreement at any time while the Agreement is in force.

III. SERVICES PROVIDED

- A. The quality and pressure of water delivered to the BRWA under this Agreement shall be the same as that furnished to City customers in the areas from the main or mains from which the water is taken by the BRWA at the metering point or points at the time of delivery and shall meet the requirements of the Virginia Department of Health and/or other State or Federal agencies which have jurisdiction over public water supplies.
- B. Existing delivery points, with the exception of individual meters, will be at the locations specified in Exhibit A. Future delivery points may be established as mutually agreed upon. The costs for constructing additional master meter facilities or other facilities requested by the BRWA shall be the responsibility of the BRWA and the costs for additional or revised facilities requested by the City shall be the responsibility of the City. Costs for any backflow prevention devices that are required by regulatory agencies shall be the responsibility of the BRWA.
- C. The BRWA shall be responsible for the provision of pumping and storage facilities to its system to meet the demands within its service area. Notwithstanding this, the BRWA and the City may agree to modify City facilities to provide enhanced service within the BRWA's service area. Cost sharing for these improvements will be negotiated in advance of improvements. When available, the City may provide additional storage for the BRWA.
- D. The City will annually allocate at least as much available capacity to the BRWA as the average of the prior three years volume of water purchased by the BRWA from the City.
- E. The BRWA agrees to purchase at least an average of 1.25 million gallons of water per day from the City measured on an annual basis for the period beginning July 1, 2016 and ending June 30, 2017 and at least an average of 1.0 million gallons of water per day measured on an annual basis thereafter until the termination of the Agreement. These minimum purchases are contingent upon the City having enough water available to sell the BRWA these volumes of water, and that the quality and pressure of the water meet the other provisions of this Agreement.
- F. Upon request by the BRWA, the City may annually designate a portion of its pumping and storage capacity to satisfy regulatory requirements, provided such capacity is available in the City's system.

IV. CONNECTIONS and METERING

- A. The City will read and maintain the master meters at each major delivery point as identified in Exhibit A. The BRWA and the City agree that it is in the best interest of both parties to limit the number of individual service connections from City lines that serve homes in Bedford County and that all delivery points be served by master meters wherever practical.
- B. Individual service connections may be made for County residents whose property abuts the right of way or easement containing a City transmission main located wholly in the County when there is no respective BRWA owned line that is practically available for connection by the County residents. The connection and installation of the meter shall be done by the City. The customers served by these connections shall be billed as the BRWA customers. The BRWA shall remit to the City such portion of the facility fee and connection charges as is equal to the City's comparable charges. In cases where an extension from the City system to the City/County line is requested by the BRWA the extension shall be at the sole cost of the BRWA.

Beginning with the effective date of this contract, in circumstances where the property is divided by the City/County boundary for new connections the following guidelines apply:

1. The jurisdiction in which the meter box is located is responsible for billing and collecting the connection, availability, deposits, administrative, and normal user charges.
 2. In cases where water service is provided by the City and sewer service is physically provided by the BRWA, the City shall bill the customer for both water and sewer services. The sewer use shall not count towards the BRWA's sewer capacity or the BRWA's sewer use.
 3. In cases where water service is provided by the BRWA and the sewer service is physically provided by the City, the BRWA shall bill the customer for both water and sewer services. The sewer use shall count towards the BRWA's sewer capacity and the BRWA's sewer use.
- C. To determine consumption totals for the BRWA, all master meters and individual service meters for the City customers that are fed by the BRWA owned lines will be read monthly by the City and all service meters connected directly to City mains for the BRWA customers will be read by the BRWA. Each party shall provide the other with an itemized listing of the meters read and the reading for each meter. Each party shall have the right to read meters simultaneously for the purpose of verifying the accuracy of the readings. Total monthly consumption for the BRWA shall be the sum of the measured flows through the City installed master meters and individual meters which serve County residents directly from City lines minus the sum of the consumption recorded from City meters served by the BRWA lines and any water used for line flushing or firefighting purposes on the City lines served by the BRWA.

- D. Approved backflow prevention devices shall be provided at all new master meter locations installed after the date of this Agreement to prevent water from leaving the BRWA's lines and entering the City's lines. The BRWA shall maintain a cross connection control and backflow prevention program that meets all the requirements of the Virginia Department of Health, the International Plumbing Code, and the Uniform Building Code, and shall provide copies of this program to the City. Installation, maintenance, and testing of any backflow prevention devices shall be at the expense of the BRWA. It is also recognized that these are connections between potable water systems and that there may be a desire to construct connection points such that in the event of an emergency water could be back fed from the BRWA's system to the City's system. These situations will be addressed on an individual basis.
- E. The City or the BRWA at its respective expense shall have the right to test and verify the accuracy of all master and service meters. When the master meters are tested by an independent consultant that is mutually agreed upon by both parties and found to be registering less than ninety percent (90%) or more than one hundred and ten percent (110%) accuracy, the replacement of the master meters will be at the City's expense.
- F. The measurement basis for the City owned meters shall be in hundred cubic feet (hcf). The measurement basis for the BRWA owned meters shall be in gallons.

V. WATER RATES AND CHARGES

- A. For the period beginning October 1, 2016 and ending June 30, 2017, the City water delivered to the BRWA will be billed at the rate of \$1.20 per HCF.
- B. Effective July 1, 2017 and every twelve months thereafter, the rate for City water delivered to the BRWA shall be increased or decreased by the same percentage that the City Composite Rate for a City water customer with 7 HCF of monthly use increases or decreases from July 1 of the previous year to the current year. See Exhibit B – Illustration of Annual Rate Increase Percentage.
- C. Rate adjustments will be limited to the most recent annual 12 month percent change Consumer Price Index for all urban consumers for all items in the south size class B/C area as published by the United States Department of Labor Bureau of Labor Statistics ("CPI") plus 2%.

VI. BILLING and PAYMENTS

- A. At the end of each fiscal year ending June 30, the City will compare BRWA's total metered water use to its contractual commitment to purchase City water per Section 3 D of this Agreement. Should the total metered water use be less than BRWA's contractual commitment to purchase water from the City, the City shall bill BRWA for the difference at the BRWA Rate in effect in the year of the difference.
- B. Annually, after City Council adoption of the City water rates but prior to July 1st, a new City Composite Rate will be calculated. This rate calculation is illustrated in Exhibit B.
- C. The City will bill the BRWA for water consumption each month based on meter reading as described herein.
- D. Amounts billed to the BRWA will be paid within 45 days of the invoice date. Bills unpaid beyond 45 days will be subject to the same penalties and disconnection policies as imposed upon other City customers. The BRWA must notify the City in writing within 15 days of receipt of any bill for which there are questions. No penalties will be paid on any disputed charges ultimately settled in favor of the BRWA.

VII. OTHER ITEMS

- A. Title to water facilities in Bedford County constructed or provided by the BRWA, or subsequently acquired by the BRWA shall vest and remain vested in the BRWA in fee simple. Title to water facilities in Bedford County constructed or provided by the City or subsequently acquired by the City shall vest and remain vested in the City in fee simple. Title to all master meter vaults shall vest and remain vested in the City in fee simple. Title to all separate backflow protection devices shall vest and remain vested in the BRWA in fee simple.
- B. Other than for circumstances described in Section IV. B above, the City will not sell water to customers in Bedford County except as may be given by written permission of the BRWA. In a like manner, the BRWA shall not sell water to customers within the City except as may be given written permission by the City.
- C. The City shall have the right to extend its water mains and lines within Bedford County to connect sections or parts of the City's water distribution system. The BRWA will have the right to connect to these mains and lines for service of its customers as provided for herein. All costs associated with such extensions and providing maintenance to these City lines shall be the

responsibility of the City. The City shall comply with the standards, rules and regulations of all agencies having jurisdiction in this matter.

- D. The City and the BRWA may agree to construct jointly owned facilities outside the City in the BRWA's service area for the purpose of the City providing water service to areas outside the BRWA's service area not presently served by the BRWA's water system. Any such agreement shall contain terms and conditions mutually agreeable to the City and the BRWA. Capital costs for the construction as well as operation and maintenance costs for such facilities shall be shared on a mutually agreed basis; any water utilized or resold by the City in these jointly owned facilities shall be deducted from the BRWA's metered consumption at the point of delivery. Such costs shall be clearly delineated in and mutually agreed upon in a separate supplemental written contract to this Agreement, it being understood and agreed that both parties to this Agreement shall have the right to use such jointly owned facilities beyond the expiration date of this Agreement.
- E. Periodically, but at least annually, the City will provide the BRWA with copies of its water capital improvements program, operating budget, rate studies and/or analysis, and other relevant planning documents which could impact the BRWA. Periodically, but at least annually, BRWA will provide the City with copies of its water capital improvements program, operating budget, and other relevant planning documents which could impact the City. Periodically, but at least annually, the BRWA will provide the City with estimates of future water demands for each water delivery point and the City will provide the BRWA with estimates of its ability to supply these demands.
- F. The City reserves the right to restrict the BRWA's water usage during drought conditions or other emergencies. Restrictions placed on water sold to the BRWA shall be equivalent to those restrictions placed upon other City categories of customers.

< signature page follows >

VIII. REPRESENTATIONS

- A. The making, execution, and delivery of this Agreement have been induced by no representations, statements, warranties, or agreements other than those herein expressed. This Agreement embodies the entire understanding of the parties hereto, and except for the attached appendix, there are no further or other agreements or understandings, written or oral, in effect between the parties related to the subject matter hereof, and this Agreement supersedes all previous agreements that may have existed between the parties hereto with respect to the subject of equal formality signed by the parties hereto or by their duly authorized officers or representatives.
- B. Modifications, additions, amendments, and or alterations to any of the provisions of this Agreement shall be in writing and signed by duly authorized representatives of the parties hereto.
- C. This Agreement shall be governed in its entirety by the laws of the Commonwealth of Virginia.
- D. In the event of any occurrence rendering the BRWA or the City incapable of performing under this Agreement, any successor of the BRWA or the City whether the result of legal process, assignment, or otherwise shall succeed to the rights of its predecessor hereunder.

CITY OF LYNCHBURG, a Municipal Corporation



L. Kimball Payne, III, City Manager

6/25/15

Date

ATTEST: 

BEDFORD REGIONAL WATER AUTHORITY


Brian M. Key, PE; Executive Director

6/30/15

Date

ATTEST: 

Exhibit A

Master Meter Locations

Location Description	Meter Size
Trents Ferry And Foxhill (small dial)	2
Trents Ferry And Foxhill (large dial)	8
In front of Boonsboro Methodist	6
Woods Subdivision-Off Wiggington Road	6
Vault At Mill Lane	3
Mill Wood Subdivision	6
Walnut Hollow And Fox Hollow	6
Saint Andrews Court (large dial)	3
Saint Andrews Court (small dial)	3
Woods Sub Div-Off Wiggington	2
Round Vault Past Oakmont	2
Vault Outside Gate at Abert Plant (small dial)	2
Vault Outside Gate at Abert Plant (large dial)	10
Saint Andrews Court	6
Vault Past Hunting Wood Vault	6
Rt 221 Across From Southern Air (small dial)	2
Rt 221 Across From Southern Air (large dial)	10
Vault Rt Front 1841 Graves Mill (large dial)	10
Vault-Rt Front 1841 Graves Mill (small dial)	2
Left Front Randolph Riding Stables	10

Exhibit B

Illustration of Annual Rate Increase Percentage

The following is an illustration of the calculation to be prepared annually to determine the change in the water rates applicable to City water delivered to BRWA effective July 1, of each year.

Description	Prior Year	Current Year
1.City water volume rate per HCF	\$2.43	\$2.45
2.City residential monthly use in HCF	7	7
3.Monthly volume cost (line 1 x line 2)	\$17.01	\$17.15
4.City Account Charge	\$3.68	\$3.68
5.Half of account charge (line 4 ÷ 2)	\$1.84	\$1.84
6.City Fixed Charge	\$4.00	\$6.00
7. Applicable % of fixed charge (33% of line 6). See note A.	\$1.32	\$1.98
8.Total City Composite bill @ 7 HCF (line 3 + line 5 + line 7)	\$20.17	\$20.97
9.City Composite Rate (line 8 ÷ line 2)	\$2.88	\$3.00
10.Change in City Composite Rate (line 9 current – line 9 prior)	\$0.12	
11. Change in City Composite Rate (line 9 current ÷ line 9 prior - 1). See Note B.	4.2%	

- A. The Applicable % of fixed charge is based on the percentage of water fund debt service to the total debt service of the City's water and sewer fund.
- B. The maximum amount of the rate change is as defined in Section V. of this Agreement. In this illustration, the CPI for the prior calendar year 2014 was 1.5%; therefore, the amount of the rate increase would be capped at 3.5%.

MOTIONS TO ENTER INTO CLOSED SESSION (made while in open meeting): ^{1.}

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

MOTION TO EXIT OUT OF CLOSED MEETING (made while in closed meeting) ^{1.}

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

MOTION ONCE OUT OF CLOSED MEETING (made while in open meeting) ^{1.}

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

Notes:

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