
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
August 17, 2021**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, August 17, 2021, in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

Members Present:..... Bob Flynn, Chair
Michael Moldenhauer, Vice Chair
Jay Gray
Rusty Mansel
Kevin Mele
Thomas Segroves

Members Absent: Walter Siehien

Staff & Counsel Present: . Brian Key – Executive Director
Nathan Carroll – Assistant Executive Director (Virtually)
Rhonda English – Director of Engineering
Jill Underwood – Director of Finance (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: 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 ***Brian Key***
8. Engineering Report: Presented by Rhonda English
 - a. Projects Summary
 - b. Resolution 2021-08.01: Parking Lot Additional Funding
9. Executive Director’s Report: Presented by Brian Key
 - a. COVID-19 Response Plan
 - b. American Rescue Plan Act (“ARPA”) Funding
 - c. Bedford Governmental Roundtable Planning
 - d. Education Moment: 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

3. Public Comments

There were no public comments.

4. Approval of Minutes: June 15, 2021 Regular Board Meeting

The regular Board Meeting Minutes from June 15, 2021, were reviewed.

Member Mele made a motion to approve the minutes.

Member Segroves seconded the motion.

- Board member votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

It was explained that there are currently 564 residential customers that are past due, totaling \$153,723. To compare to June's financials: the amount of payments decreased 6.97%, water revenue increased 7.07%, and sewer revenue increased 7.07%. In comparison to July 2020, water revenue increased 9.17% and sewer revenue increased 11.13%.

The budget goal is 8% for July with operating revenues at 10% and operating expenses at 6%. Capital Recovery fees received so far this FY are 5% of the total budgeted amount, with water at 4% and sewer at 8%. There were 9 new connections paid for in July; 5 in Forest and 4 in Moneta.

Ms. Underwood discussed the data conversion process as preparations are being made for the new billing system; she discussed that many of the older bad debt expenses were going to be written off as uncollectable.

There were no questions from the Board about the financial reports.

Mr. Key noted that the Capital Improvement reports were not included in the board packets this month and that there were very few changes to the projects. He asked the board if they wanted to get copies of the report each month, even when there are few changes. After a period of discussion, it was determined that they would like to continue to have access to the Capital Improvement reports each month. There was also some discussion around consolidating the various projects report to make it easier to find information.

6. Operations Report: Presented by Nathan Carroll

Mr. Carroll reviewed the work order summary. He explained that the amount of time spent on pipe repairs was lower in July and August than the number of hours spent on new service installations.

Information was provided to the board about the disc filter replacement at the Smith Mountain Lake Water Treatment Facility; it was explained that the temporary filter was still being used and that the installation of the permanent filter has been delayed.

Mr. Carroll explained that one of the positions in operations at the Authority has been revised to place an increased focus on backflow prevention. He also reported on the status of filling vacant positions in the water operations and maintenance teams.

7. Administration Report: Presented by Brian Key

Mr. Key explained that the Authority has been tracking the COVID numbers for Bedford County, and he noted that the case count was on the rise in the community. He explained that the plan is to close the customer service desk to the public until the numbers drop back down to a consistently lower number. The board said this was an administrative item, and they supported the decision.

8. Engineering Report: Presented by Rhonda English

a. Project Summary

Ms. English explained that there is a “Last Updated” category for each project in the report to indicate when information has changed. The Ivy Creek Project received the additional right of entry agreement to allow the ground survey and archaeological survey to be completed. The 460 Pump Station should be under contract soon. The contractor has already completed some electrical work on site due to anticipating the contract. Burnbridge Sewer construction is complete and the project will close soon. A list of internal CIP projects is included in the board packet. This includes the parking lot, Poplar Street waterline replacement, and Windsor and Laurel Street projects.

b. Resolution 2021-08.01: Parking Lot Additional Funding

This resolution would allocate additional capital funding to complete the Authority's parking lot project. This project initially started in 2018 to add additional parking for the office. Multiple revisions have been made to the project plans to determine the most cost effective placement and manner to complete this project. Ms. English and Mr. Key gave a summary of the background of the project, its revisions, and its purpose, including its place in the Master Plan. The board also discussed possibly receiving American Rescue Plan Act (ARPA) funds from the Town and County of Bedford for CIP projects. The Finance Committee reviewed this proposal before the board meeting.

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 Mele made a motion to approve this resolution.

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

- Board Member Votes: 6 Aye 0 Nay 0 Abstain. The motion carried.

9. Executive Director’s Report: Presented by Brian Key

a. COVID response plan

Mr. Key discussed this item during the Administration report.

b. American Rescue Plan Act (“ARPA”) Funding

Mr. Key and the board discussed the ARPA funding during the parking lot resolution. Mr. Key added that the proposed federal infrastructure plan includes water and sewer funds and has not yet been factored into the CIP discussion.

c. Bedford Governmental Roundtable Planning

The Authority, County, and Town are planning on hosting a roundtable meeting, on October 19th from 12:00pm – 3:00pm at the Bedford Welcome Center. Members from each of the local government entities will be invited. The purpose will be to discuss projects and issues that affect the group. The schedule of this meeting will depend on the anticipated COVID counts in Bedford.

d. Refresher: Agreement with Lynchburg for Water

The current agreement with Lynchburg was reviewed with the Board, and information about how the agreement was negotiated was explained.

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

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

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

- Board Member Votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

- The Board entered into closed session at approximately 8:32pm.

At approximately 8:39pm Member Moldenhauer moved that the board exit closed session and return to open session. Member Mansel seconded the motion.

- Board Member Votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

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

- Board member votes:
 - Aye: Bob Flynn, Michael Moldenhauer, Jay Gray, Rusty Mansel, Kevin Mele, Thomas Segroves
 - Nay: None
 - The motion passed.

Upon returning to open session, the Board approved of the Executive Director making a one time exception to the Nepotism policy 20.34; this guidance was made with the understanding that if any conflicts arise due to the exception then the policy requirements maybe reinstated for these individuals being granted the exemption.

11. Other Business

No other business was discussed.

12. Motion to Adjourn:

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

- Board member votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

The meeting adjourned at approximately 8:41 pm.

Prepared by Megan Pittman – Director of Administration

Approved: September 21, 2021