Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
February 15, 2022

A regular meeting of the Board of Directors of the Bedford Regional Water Authority ("Bedford Water") was held on Tuesday, February 15, 2022, 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
Kevin Mele
Thomas Segroves

Members Absent:........... Rusty Mansel
Walter Siehien

Staff & Counsel Present:. Brian Key – Executive Director
Nathan Carroll – Assistant Executive Director (Virtually)
Rhonda English – Director of Engineering (Virtually)
Jill Underwood – Director of Finance (Virtually)
Megan Pittman – Director of Administration (Virtually)
Melissa Meador – Human Resources Manager (Virtually)
Jason McCauley – Facilities Maintenance Supervisor (Virtually)

1. **Call to Order**

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

2. **Review of Agenda**

   The following agenda was reviewed as shown.

   1. Call to Order
      a. Pledge of Allegiance
      b. Moment of Silence

   2. Review of Agenda

   3. Public Comments

   4. Approval of Minutes: December 21, 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

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

   10. Closed Session Pursuant to Section 2.2-3711 A. 1 of the Code of Virginia, specifically to review the annual evaluation of the Executive Director

   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: December 21, 2021 Regular Board Meeting

The regular Board Meeting Minutes from December 21, 2021, were reviewed.

Mr. Segroves asked for a revision for the first sentence under the Operations Report. The minutes were updated to reflect the request as shown below:

> Mr. Carroll said that the 'labor hours by task type' report shows Engineering in November of 2021; Engineering is a department that is not typically shown every month, which could be attributed to an unusually high amount of leave time taken in November by the Maintenance and Operations departments.

Member Gray made a motion to approve the minutes, as revised.

Member Mele seconded the motion.

- Board member votes: __5__ Aye; __0__ Nay; __0__ Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

In January, a new billing system was implemented, with a few minor issues, including bills for Cycle One being mailed out two weeks late with an extension for payments. The billing system seems to be running more smoothly now, with a few small changes that need to be worked through.

In January, there were a total of 45 customers disconnected for non-payment. Mr. Moldenhauer asked for a chart included in board packets showing the number of disconnects for the past year.

The BRWA has been awarded $57,977.71 in federal State and Local Fiscal Recovery Funds (SLFRF) through the American Recovery Plan Act (ARPA) for the COVID-19 ARPA SLFRF Municipal Utility Assistance Program. Staff is working on updating the list of customers to reflect any payments that have been received since the application was submitted to the state. Once this is complete, the BRWA will requisition the funds from the County and apply the amounts to customers' bills. Mr. Mele asked if this is the first batch of funds from this program. Ms. Underwood answered that this is the only amount that will be received. Ms. Underwood explained that receiving these funds will be reflected in the accounts receivable accounts.

The budget goal was 58% for January with operating revenues at 60% and operating expenses at 51%. Capital Recovery fees received this FY is 70% of the total budgeted amount, with water at 52% and sewer at 134%. Ms. Underwood said these numbers are consistent with numbers at this time last year and is a budget line item that is made conservatively. There were 11 new connections in Forest and six at Smith Mountain Lake during January.

The cash flow summary shows a capital contribution of $500,000 in January for the Forest Sewer Ivy Creek Project. This is the second of three annual installments from Bedford County.

There were 99 W-2s prepared in January along with 1099 reporting for non-employee compensation and real estate transactions related to easements.

The draft budget is being prepared and the first Finance Committee is scheduled for March 3rd.

6.   Operations Report: Presented by Nathan Carroll

The Central Wastewater Plant Energy Performance Project continues. The first change order of the project will soon be submitted for approximately $60,000. This will allow for some old equipment to be demolished to utilize the concrete pads under that equipment for the new blowers, instead of pouring new pads that would cover existing infrastructure.

In December, Mr. Carroll said that Western Virginia Water Authority (WVWA) might join with the Authority in preparing a study for Stewartsville; however, it may be premature for WVWA to join the study since there are multiple water sources in Vinton they need to analyze first. The study will still be beneficial to the Authority since it will receive an optimized flushing plan; this should reduce water loss and personnel hours. The primary water source for the Stewartsville area is Carvins Cove.

Another project that is moving forward is the Stoney Creek Reservoir Telemetry Project; the Information Systems Manager was able to work with the communications provider to get internet service running. The Facilities Maintenance Supervisor was then able to install the wireless equipment which will set up the communication link between the landside at the base of the tower to the intake tower in the middle of the reservoir.

Due to supply chain issues, the CIP crew is delayed in finishing up the 10" water main connection at Lindsay and Peaks Street in the Town of Bedford.

There is a cyber-security utility alert from the EPA about Russia attempting to wreak havoc at utilities in the United States with the rising tensions due to the Ukraine controversy.

Progress continues, despite the weather, on the 460 booster pump station with the crew setting rebar and getting ready to pour concrete.

7.   Administration Report: Presented by Megan Pittman

Ms. Pittman reported on the recent media mentions since the last board meeting. She also presented a year in review for 2021 of social media statistics and reach for the year, and for human resources, showing turnover, workers compensation numbers, and the impact of Covid on the Authority. A video was also shown that was created with staff in conjunction with Virginia Career Works.

8.   Engineering Report: Presented by Rhonda English

The Engineering Department has reorganized how they are working on projects, with two staff members working on CIP projects and two staff members working on external development projects.

Meetings continue with property owners for the Ivy Creek Project to obtain the final easements. A FOIA request for all records was responded to for this project, which included all emails, texts, and Teams messages. Mr. Key reminded the board that all of their correspondence is subject to FOIA as well.

The capital requests for FY22-23 are being compiled.

The developer dedication report shows that $1.5 million in assets have been given to the Authority, with four closed out in December 2021 and one in February 2022. It's been several years since that many projects have been closed out this early in a fiscal year, indicating development work is increasing.

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

Mr. Key briefly discussed how the Moneta Wastewater system was developed and how it has evolved. Four different developers were planning to build private wastewater systems for their developments. Instead of doing this, the developers, Bedford County, and the Authority all worked together to create one public wastewater plant instead. It was a PPEA project, with funds contributed by the developers and Bedford County; it was built in 2006.

10. **Closed Session Pursuant to Section 2.2-3711 A. 1 of the Code of Virginia, specifically to review the annual evaluation of the Executive Director.**

Member Moldenhauer moved that the Board of Directors go into Closed Meeting pursuant to Section 2.2-3711 A.1 of the Code of Virginia (1950), as amended, to review the annual evaluation of the Executive Director.

Member Mele seconded the motion.

- Board Member Votes: __5__ Aye; __0__ Nay; __0__ Abstain. The motion carried.

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

At approximately 9:30 pm Member Gray moved that the board exit closed session and return to open session.
Member Moldenhauer seconded the motion.

- Board Member Votes: __5__ Aye; __0__ Nay; __0__ Abstain. The motion carried.

Member Moldenhauer then 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, Jay Gray, Kevin Mele, Michael Moldenhauer, Thomas Segroves
  - Nay: None
  - The motion passed.

11. **Other Business**

None

12. **Motion to Adjourn:**

There being no further business to discuss, Member Moldenhauer made a motion to adjourn

Member Segroves seconded the motion.

- Board member votes: __5__ Aye; __0__ Nay; __0__ Abstain. The motion carried.

The meeting adjourned at approximately 9:32 pm.

Prepared by Megan Pittman – Director of Administration
Approved: March 15, 2022