



# BOARD OF DIRECTORS

March 15<sup>th</sup>, 2022

**BEDFORD REGIONAL WATER AUTHORITY**

Providing quality service to everyone.





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[www.brwa.com](http://www.brwa.com)

# MEETING NOTES

**To:** BRWA Board of Directors  
**From:** Brian M. Key, PE; Executive Director  
**Date:** March 9, 2022  
**Re:** Notes for the March 15, 2022 Board of Directors Meeting

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We have a pretty full agenda this month, including four action items. The notes below correspond to the agenda.

- 5.a. **Resolution 2022-03.01:** In order to renew the Authority's health insurance for our employees, we are required to provide a resolution to our insurance provider.
- 6.b. The summary of the Finance Committee meeting, which took place on March 3<sup>rd</sup>, is included in the board packets. The two resolutions under agenda items 6.c. and 6.d. stem from the recommendations of the Committee.
- 6.c. **Resolution 2022-03.02:** As has been the case since the inception of the BRWA, the rates need to be adjusted again this year to comply with the equalization process set forth with the consolidation agreement. This is the second to last rate change needed to get to the equalized rate structure.
- 6.d. **Resolution 2022-03.03:** There are two policies that are included with this resolution for the board's consideration; one is a new policy for handling the reserve funds, and one has minor edits for the benefits policy.
- 8.b. **Resolution 2022-03.04:** There are a few easements that the Authority has not be able to obtain which are necessary for the Ivy Creek sewer project. Negotiations are ongoing, and there is a remote chance that a few of them will be obtained prior to the meeting; however, waiting until the April meeting for this resolution would delay the project.
10. **Closed Session:** The personnel committee is meeting on Friday March 11<sup>th</sup>. The recommendations from the committee will be presented in closed session; the motions for closed session are included in the board packet.

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:** March 9, 2022  
**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, March 15, 2022 at 7:00 p.m.** in the **Board Meeting Room** of the Authority located in the **Annex** building at **1723 Falling Creek Road in Bedford County**. Due to COVID-19, the meeting room attendees will be limited to board members and staff; the public can provide input and/or join the meeting in the following ways:

- Join the Zoom meeting with **audio/video** by electronic device (computer, phone, tablet):  
<https://us02web.zoom.us/j/83195228684?pwd=QXo4OC84cENFRXVEdDZLUTk2K2MvZz09>
  - Meeting ID: 831 9522 8684
  - Password: XQ7ny1
- Join the Zoom meeting with **audio only** by phone:
  - Phone Numbers:
    - 267 831 0333 US (Philadelphia)
    - 301 715 8592 US (Washington DC)
    - 312 626 6799 US (Chicago)
    - 470 250 9358 US (Atlanta)
    - 470 381 2552 US (Atlanta)
    - 646 518 9805 US (New York)
  - Meeting ID: 831 9522 8684
  - Password: 611575
- Click on the link to the online meeting on our Facebook page or website
  - [www.brwa.com](http://www.brwa.com) (the meeting link is on one of the banner posts on the front page)
  - <https://www.facebook.com/bedfordwater>

The following Agenda is proposed for discussion:

1. Call to Order
  - a. Pledge of Allegiance
  - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: February 15, 2022 – Regular Board Meeting
5. Administration Report: Presented by Megan Pittman
  - a. Public Relations
  - b. Resolution 2022-03.01: Health Insurance Renewal

**To:** Board of Directors  
**Date:** March 9, 2022  
**Re:** Notice of Board Meeting and Agenda

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6. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end February 2022
  - b. Finance Committee Meeting Summary - March 3, 2022
  - c. Resolution 2022-03.02: Advertise Rates
  - d. Resolution 2022-03.03: Policies
7. Operations Report: Presented by Nathan Carroll
8. Engineering Report: Presented by Rhonda English
  - a. Project Reports
  - b. Resolution 2022-03.04: Ivy Creek Interceptor Divisions 5 & 6 - Acquisition of Easements
9. Executive Report: Presented by Brian Key
10. Closed Session Pursuant to Section 2.2-3711 A. 1 of the Code of Virginia, specifically to review personnel compensation and the annual evaluation of the Executive Director
11. Other business not covered on the above agenda
12. Motion to Adjourn

# MINUTES

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**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.

# ADMINISTRATION REPORT

The logo for the Bedford Bulletin features the word "Bedford" in a smaller, black, serif font above the word "Bulletin" in a larger, bold, black, serif font. The letters of "Bulletin" are filled with a landscape photograph of rolling mountains under a blue sky. The background of the entire logo is a light blue and white gradient.

# Bedford Bulletin

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1 SECTION, 14 PAGES • \$1

# BRWA recognizes staff member with award

The Bedford Regional Water Authority (BRWA) recognizes those who exhibit a commitment to safety and whose acts are judged to be exemplary. In line with the BRWA Safety Committee's slogan of "Promoting a healthy and safe work environment at work and in our community", we value each staff member for his or her individual and unique talents, and we applaud all efforts to enhance the workplace.

To spotlight those who actively advocate for health and safety, the BRWA Safety Committee developed an awards program to recognize safety professionals within the organization. Being tasked with implementing a nomination form, outlining criteria to be considered for the award, and selecting an awardee —



**Darryl Burks presents Jennifer Mitchell with her safety award.**

the BRWA Safety Committee has awarded its first annual Safety Professional Award! Within two weeks, a flood of nominations had been received and the process of review was underway. With nearly 30 staff members being nominated and countless examples being given as to why each nominee was a deserving candidate; the race to selecting a winner was on.

The review process being complete, the

winner was announced. Wastewater Operations Supervisor, Mrs. Jennifer Mitchell, was awarded the Safety Professional Award. Receiving multiple nominations, it is clear that Jennifer takes her part in working towards a safer and healthier workplace seriously. From making sure that all safety equipment is being used to seeing that her team follows the correct procedures, "Jennifer has nourished a safe work environment and I am thankful for all she has done!" says one nomination. "It's amazing to see our team members recognizing one another for their commitment to safety practices," said Darryl Burks, BRWA Safety Coordinator.

Congratulations Jennifer and thank you for making the BRWA a better place for all!



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# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Melissa Meador, HR Manager  
**Through:** Brian Key, Executive Director  
**Date:** March 15, 2022  
**Re:** Resolution 2022-03.01 – Health Insurance

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Enclosed, for your consideration, is the above referenced resolution, as well as the rates proposed for health insurance in fiscal year 2022-2023. The rates proposed reflect an 7.5% in the premium for continuation of coverage.

This resolution is required before March 25<sup>th</sup> in order to allow the Authority to sign up for Health Insurance as an employee benefit.

## FY 2021-2022 TLC Premiums

### Full-Time

Key Advantage Expanded Comprehensive	FY 21-22 Monthly Total Premium	FY 22-23 Monthly Total Premium	BRWA's Share (%)	FY 22-23 Authority Monthly Premium Share	Employee's Share (%)	FY 22-23 Employee Monthly Premium Share	Planned FY 22- 23 Employee Share per Pay Period	FY 21-22 Employee Share per Pay Period	Difference per Pay Period
FT Employee Only	\$ 722.00	\$ 783.00	90.0%	\$ 704.70	10.0%	\$ 78.30	\$ 36.14	\$ 33.32	\$ 2.82
FT Employee + 1	\$ 1,336.00	\$ 1,449.00	60.0%	\$ 869.40	40.0%	\$ 579.60	\$ 267.51	\$ 246.65	\$ 20.86
FT Family	\$ 1,949.00	\$ 2,114.00	60.0%	\$ 1,268.40	40.0%	\$ 845.60	\$ 390.28	\$ 359.82	\$ 30.46
<b>Key Advantage Expanded Preventative</b>									
FT Employee Only	\$ 705.00	\$ 766.00	90.0%	\$ 689.40	10.0%	\$ 76.60	\$ 35.35	\$ 32.54	\$ 2.82
FT Employee + 1	\$ 1,304.00	\$ 1,417.00	60.0%	\$ 850.20	40.0%	\$ 566.80	\$ 261.60	\$ 240.74	\$ 20.86
FT Family	\$ 1,904.00	\$ 2,068.00	60.0%	\$ 1,240.80	40.0%	\$ 827.20	\$ 381.78	\$ 351.51	\$ 30.28
<b>Key Advantage 250 Comprehensive</b>									
FT Employee Only	\$ 657.00	\$ 713.00	95.0%	\$ 677.35	5.0%	\$ 35.65	\$ 16.45	\$ 15.16	\$ 1.29
FT Employee + 1	\$ 1,215.00	\$ 1,319.00	65.0%	\$ 857.35	35.0%	\$ 461.65	\$ 213.07	\$ 196.27	\$ 16.80
FT Family	\$ 1,774.00	\$ 1,925.00	65.0%	\$ 1,251.25	35.0%	\$ 673.75	\$ 310.96	\$ 286.57	\$ 24.39
<b>Key Advantage 250 Preventative</b>									
FT Employee Only	\$ 640.00	\$ 696.00	97.0%	\$ 675.12	3.0%	\$ 20.88	\$ 9.64	\$ 8.86	\$ 0.78
FT Employee + 1	\$ 1,184.00	\$ 1,288.00	66.0%	\$ 850.08	34.0%	\$ 437.92	\$ 202.12	\$ 185.80	\$ 16.32
FT Family	\$ 1,728.00	\$ 1,879.00	66.0%	\$ 1,240.14	34.0%	\$ 638.86	\$ 294.86	\$ 271.16	\$ 23.70



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**RESOLUTION**

2022-03.01

**Health Insurance**

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 15<sup>th</sup> day of March 2022, beginning at 7:00pm:

**WHEREAS**, it is recognized by the Board that the provision of quality and affordable health insurance is a very important benefit to Authority employees; and,

**WHEREAS**, the Authority received the health insurance program renewal documentation from The Local Choice in February 2022, and included in the renewal are the proposed rates for Fiscal Year 2022-2023; and,

**WHEREAS**, attached to this resolution is the data showing the proposed rates which indicate the costs to the Authority to provide health insurance coverage in FY 2022-2023; and,

**WHEREAS**, if the Authority is going to proceed with renewing the health insurance coverage with the Local Choice for the next fiscal year, action needs to be taken by the Board before March 25, 2022; now,

**THEREFORE, BE IT RESOLVED**, that the Executive Director of the Authority is authorized to execute the necessary documents to renew the health insurance contract with The Local Choice program.

On behalf of the Personnel Committee, Member \_\_\_\_\_ made a motion to approve this resolution.

Being a motion from the committee, no second motion was 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 March 15, 2022 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



# FINANCIAL REPORT



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# MEMORANDUM

**To: BRWA Board of Directors**  
**From: Jill W. Underwood, Director of Finance**  
**Date: March 9, 2022**  
**Re: Financial Highlights for February 2022**

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## **Customer Service Statistical Report:**

Due to the billing system implementation and delays in sending out billing statements, disconnects were not performed in February. The monthly disconnect information can be viewed on the Tracking Data for the Customer Service Department report (lines 20 & 21) in the board packet.

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. Since the arrearage balances have to be as of August 31, 2021 we are working to revise the totals to remove the customers that have paid since then. The unused funds will be remitted back to the state by the County, who is acting as the BRWA's fiscal agent for this program.

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

- 1) Budget goal is 67% for February, operating revenues are at 65% and operating expenses at 59%.
- 2) Capital Recovery fees received so far this FY are 75% of the total budgeted amount, with water at 58% and sewer at 134%. There were 17 new connections 16 in Forest and 1 at SML during January.

## **Cash Flow Summary**

The summary is included in your packets.

## **FY 2023 Budget**

The Finance Committee met and reviewed the first draft of the budget on March 3<sup>rd</sup>. They meet again on March 23<sup>rd</sup> to discuss the CIP. The budget will be presented to the Board at the April Board meeting.

### Tracking Data for Customer Service Department

Description	March '21	April '21	May '21	June '21	July '21	August '21	September '21	October '21	November '21	December '21	January '22	February '22	Running 12 Month Totals
1 Statements Mailed	15,215	15,237	15,273	15,304	15,301	15,142	15,110	15,123	15,134	15,172	15,012	14,933	181,956
2 Statements Sent													
2 Electronically	2,113	310	2,285	2,392	648	926	1,036	508	1,916	1,706	1,153	1,819	16,812
3 Total of Payments	13,237	12,251	12,301	13,330	12,833	13,474	12,877	13,085	13,174	13,270	11,430	13,485	154,747
4 Received	\$1,239,274.12	\$1,157,433.82	\$1,266,813.43	\$1,360,467.63	\$1,265,583.55	\$1,421,442.06	\$1,280,152.33	\$1,545,482.34	\$1,239,099.34	\$1,424,343.42	\$1,064,643.02	\$1,242,116.93	\$15,506,851.99
5	2,790	2,640	2,579	2,686	2,592	2,587	2,596	2,551	2,626	2,615	2,321	2,896	31,479
6 Bill Payer Payments	\$176,927.30	\$166,551.99	\$160,905.25	\$177,974.10	\$181,197.24	\$190,519.04	\$183,472.04	\$181,368.84	\$178,239.08	\$184,708.03	\$148,689.27	\$177,673.19	\$2,108,225.37
7	21.1%	21.5%	21.0%	20.2%	20.2%	19.2%	20.2%	19.5%	19.9%	19.7%	20.3%	21.5%	20.3%
8	1,697	767	688	617	424	354	278	263	218	224	201	156	5,887
9 Paymentus Payments	\$145,796.56	\$65,099.17	\$60,726.80	\$56,736.32	\$38,225.05	\$36,816.81	\$24,972.25	\$23,417.75	\$17,584.95	\$18,084.11	\$15,598.26	\$12,923.16	\$515,981.19
10	12.8%	6.3%	5.6%	4.6%	3.3%	2.6%	2.2%	2.0%	1.7%	1.7%	1.8%	1.2%	3.8%
11	527	1,557	1,844	1,908	2,333	2,692	2,595	2,846	2,702	2,882	3,086	2,759	27,731
12 Invoice Cloud Payments	\$52,681.20	\$127,620.52	\$167,957.30	\$165,879.01	\$209,398.52	\$288,041.93	\$241,544.80	\$269,553.40	\$252,736.83	\$281,461.51	\$94,511.07	\$252,211.74	\$2,403,597.83
13	4.0%	12.7%	15.0%	14.3%	18.2%	20.0%	20.2%	21.8%	20.5%	21.7%	27.0%	20.5%	17.9%
14	1,789	1,821	1,854	1,871	1,861	1,891	1,873	1,889	1,897	1,895	1,865	1,829	22,335
15 Automatic Draft Payments (ACH)	\$105,915.93	\$104,453.93	\$113,714.11	\$119,931.36	\$132,908.07	\$141,439.67	\$136,003.65	\$139,462.06	\$128,672.21	\$123,294.01	\$117,943.62	\$112,790.85	\$1,476,529.47
16	13.5%	14.9%	15.1%	14.0%	14.5%	14.0%	14.5%	14.4%	14.4%	14.3%	16.3%	13.6%	14.4%
17 Account Transfers	223	155	146	171	163	174	163	134	137	133	97	57	1,753
18 New Customers - Forest	11	10	47	8	5	5	7	13	6	18	11	16	157
19 New Customers - SML	3	5	2	1	4	-	1	2	1	2	6	1	28
20 Residential Past Due	305	356	364	510	564	99	79	192	96	151	45	-	2,761
21 Customers	\$99,377.87	\$115,462.49	\$154,763.35	\$181,321.32	\$153,723.49	\$63,988.09	\$27,199.96	\$35,669.33	\$18,121.12	\$20,820.29	\$16,049.38	\$0.00	\$886,497
22 Meters Read - Normal and Transfer Readings	14,477	14,504	14,537	14,577	14,596	14,691	14,705	14,623	14,641	14,652	14,711	14,754	175,468
23 Radio Read Meters	13,364	13,546	13,758	13,937	14,073	14,162	14,199	14,169	14,215	14,245	14,383	14,423	168,474
24 Manually Read Meters	1,113	958	779	640	523	529	506	454	426	407	328	331	6,994
25 Tower Read Meters	1,446	2,674	2,020	2,879	2,756	3,103	2,122	3,062	2,963	2,675	2,862	3,073	31,635
26 New Meter Installs	20	26	32	22	19	12	14	14	27	14	19	3	222
27 Broken Meters Replaced	23	-	-	-	-	1	-	-	-	-	-	9	33
28 Meters Changed - Program	181	157	178	56	118	52	23	18	20	19	99	37	958
29 Connections paid for but not installed	359	356	366	353	321	319	318	321	309	302	301	318	N/A
30 Remaining Developer's Credits	\$341,484.01	\$341,484.01	\$362,484.01	\$362,484.01	\$374,484.01	\$374,484.01	\$374,484.01	\$374,484.01	\$374,484.01	\$357,684.01	\$357,684.01	\$357,684.01	N/A
31 Bulk Water Sales - New London (Gallons)	43,764	93,485	104,219	163,432	109,265	30,404	18,560	25,050	17,855	4,660	-	16,713	627,407
32 Bulk Water Sales - Moneta (Gallons)	-	-	26,400	25,300	17,400	20,830	18,600	16,780	5,800	1,945	-	-	133,055
33 Bulk Water Sales - Central Distr (Gallons)	8,150	126,500	45,600	44,300	7,000	13,000	15,100	6,100	5,800	-	-	-	271,550
34 Total Bulk Water Sales	\$280.34	\$1,187.92	\$951.58	\$1,258.37	\$721.79	\$346.86	\$282.20	\$258.82	\$159.06	\$35.67	\$0.00	\$90.25	\$5,572.86

Bedford Regional Water Auth.  
Balance Sheet  
For the Eight Months Ending Monday, February 28, 2022

		<u>7/1/2021</u>	<u>Feb 2022</u>
		<u>Beginning</u>	<u>Actual</u>
ASSETS			
1000:1000	Cash	\$7,494,850.24	\$5,809,237.17
1001	Restricted Investments	13,356,199.29	11,700,334.98
1002:1002	Prepaid Expenses	989,437.45	833,489.23
1101:1101	Accounts Receivable	2,135,398.67	1,444,262.48
1102	Accounts Receivable Other	12,144.52	15,414.37
1200	Inventory	718,893.23	956,592.47
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	2,343,640.81	6,418,225.17
1301	Tangible Assets- Office	4,436,522.86	4,457,389.79
1302	Tangible Assets - Vehicles	3,438,853.21	3,662,119.32
1400:1500	Tangible Assets - Water	100,874,591.94	101,640,151.00
1700	Tangible Assets - Sewer	63,400,631.54	64,107,984.38
1800	Intangible Assets	714,451.00	714,451.00
1801	Fixed Asset Clearing Account		51,044.74
1900	Depreciation	<u>(69,344,496.04)</u>	<u>(72,044,032.56)</u>
	Total assets	<u>130,575,053.38</u>	<u>129,770,598.20</u>
LIABILITIES			
2000	Accounts Payable	(1,762,784.90)	(232,239.19)
2001	Customer Liabilities	(325,674.23)	(436,085.86)
2100	Employee Liabilities	(1,639,639.81)	(1,515,597.21)
2200	Notes Payable	(43,552,826.53)	(40,459,511.53)
2300	Developer Credits	(384,274.01)	(372,178.67)
2999	Retained Earnings	<u>(82,909,853.90)</u>	<u>(82,909,853.90)</u>
	Total liabilities	<u>(130,575,053.38)</u>	<u>(125,925,466.36)</u>
	Operating Surplus/ (Loss)		3,845,131.84

Bedford Regional Water Auth.  
Balance Sheet  
For the Eight Months Ending Monday, February 28, 2022

		<u>7/1/2021</u>	<u>Feb 2022</u>
		<u>Beginning</u>	<u>Actual</u>
<b>ASSETS</b>			
Cash:			
1000-0000	Change Box for CS	350.00	350.00
1000-0001	Petty Cash	16.57	16.57
1000-0002	SunTrust Checking Account	3,631,630.74	1,980,489.91
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	322,782.68	322,895.97
1000-1000	VA Investment Pool-Capital Projects Reserve	2,502,221.25	2,503,397.96
1000-2000	VA Investment Pool- Operating Reserves	1,037,624.00	1,037,877.41
1000-0005	Cash Suspense Account (for F.A.)		(36,015.65)
	<b>Total Cash</b>	<u>7,494,850.24</u>	<u>5,809,237.17</u>
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	2,311,197.09	2,342,162.91
1001-0020	Reserve for future capital projects	663,099.32	663,332.59
1001-0021	County Funds for New Projects	201,061.58	83,720.75
1001-0022	SML WTF Depreciation Fund WVWA	403,157.27	403,347.00
1001-0023	BRWA Cell Tower Funds	281,925.54	305,964.33
1001-0024	SML WTF Depreciation Fund- BRWA portion	403,143.33	403,333.04
1001-0025	Vehicle and Equipment Replacement Fund	432,181.11	538,846.76
1001-0030	Information Systems Replacement Fund	187,695.99	227,758.75
1001-0035	Meter Replacement Fund	357,382.46	434,913.46
1001-0040	Sewerline Replacement Fund	658,191.16	735,862.76
1001-0045	Waterline Replacement Fund	682,161.92	301,425.70
1001-0050	Tank Rehab	237,996.00	294,662.64
1001-1010	VA Investment Pool- Reserve Fund	450,838.05	445,513.01
1001-1020	LGIP Repairs & Maintenance Reserve	24,085.63	24,085.63
1001-1025	VRA Debt Service Reserve Fund- PNC Bank	1,931,140.75	1,931,140.75
1001-1030	VRA 2015 Debt Service Reserve Fund-SNAP	9,013.02	(8,053.43)
1001-1100	Escrow Account	32,037.34	32,037.34
1001-1215	VRA 2020 Construction Fund	3,727,098.15	2,176,109.58
1001-1216	VRA 2020 Construction Account- Interest	3,131.93	4,509.76
	<b>Total Restricted Investments</b>	<u>13,356,199.29</u>	<u>11,700,334.98</u>
Prepaid Expenses:			
1002-1000	Prepaid Insurance	113,508.32	11,993.96
1002-1001	Prepaid Dues/Service Contracts	62,658.13	8,224.27
1002-1002	Deferred Outflows of Resources (Pensions)	716,684.00	716,684.00
1002-1003	VRS OPEB Deferred Outflow	98,259.00	98,259.00
1002-1004	VRS OPEB Deferred Outflow	(8,586.00)	(8,586.00)
1002-1005	Local OPEB Deferred Outflows	22,750.00	22,750.00
1002-1006	Local OPEB Deferred Inflows	(15,836.00)	(15,836.00)
	<b>Total Prepaid Expenses</b>	<u>989,437.45</u>	<u>833,489.23</u>
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,497,719.63	415,933.36
1101-2000	Budget Billing Accounts Rec.	229.36	6.52
1101-2001	Monthly Statement A/R	(20.00)	(20.00)
1101-2002	Monthly Deferred A/R- holding account	553.47	553.47
1101-2003	AR Credits	(50.00)	(50.00)
1101-3000	Billings Receivable Sewer	946,611.25	1,157,030.64
1101-3210	Credit Card Convenience Fee AR	841.58	735.34
1101-4000	Allowance for Doubtful Accounts	(605,103.89)	(605,103.89)
1101-4001	Water Penalties- A/R	50,734.86	25,482.60
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	33,670.11	14,067.28
1101-4004	Payment Arrangement AR- Sewer	268.43	268.43
1101-4005	Payment Arrangement AR- Sewer Penalties	94.60	94.60

Bedford Regional Water Auth.  
Balance Sheet  
For the Eight Months Ending Monday, February 28, 2022

		<u>7/1/2021</u>	<u>Feb 2022</u>
		<u>Beginning</u>	<u>Actual</u>
1101-4006	Payment Arrangement AR- Water Penalties	174.14	174.14
1101-5001	Water Capital Recovery Fees A/R	55,779.00	209,179.00
1101-5002	Returned Check A/R	1,078.80	858.63
1101-5003	Sewer Capital Recovery Fees A/R	30,627.78	111,363.73
1101-5005	Reconnect Fee A/R	26,590.03	16,293.26
1101-6000	Water Account Charge A/R	9,620.05	9,299.53
1101-6003	Sewer Account Charges A/R	5,268.09	4,657.59
1101-7001	Water Deposits A/R	3,428.81	(5,845.40)
1101-7003	Sewer Deposits A/R	20,562.00	20,948.25
1101-7500	Meter Base Installation Fee A/R	12,744.02	25,663.43
1101-7502	A/R- Sewer Clean-Out Installation Fee	3,000.00	6,000.00
1101-7504	Sewer Pump Maintenance A/R	5,859.84	3,829.77
1101-7505	Service Repairs & Rents A/R	1,004.94	(709.88)
1101-7506	A/R- Septage Dumping Fees	8,335.00	8,335.00
1101-7507	Meter Fee A/R	4,475.00	11,044.63
1101-7508	A/R- Industrial Pretreatment	1,083.33	1,583.32
1101-7510	SGP Review and Inspections A/R	1,200.00	4,824.04
1101-8000	Misc. Charges Receivable	(1.00)	(1.00)
1101-8002	NSF holding/clearing account	375.39	869.17
1101-8003	Consolidation holding account	(3,761.63)	(3,761.63)
1101-8006	Unauthorized Service A/R	7,810.26	4,000.00
1101-8009	Pending Electronic Payments	14,750.38	6,813.51
	Total Accounts Receivable	<u>2,135,398.67</u>	<u>1,444,262.48</u>
Accounts Receivable Other:			
1102-0001	Miscellaneous Accounts Receivable	12,144.52	15,414.37
	Total Accounts Receivable Other	<u>12,144.52</u>	<u>15,414.37</u>
Inventory:			
1200-0001	Maintenance Inventory	243,741.69	332,823.86
1200-0002	Meter Inventory	475,151.54	623,768.61
	Total Inventory	<u>718,893.23</u>	<u>956,592.47</u>
Loan Related Assets:			
1202-0009	VRA 2014 Cash Account (per docs)	3,934.66	3,934.66
	Total Loan Related Assets	<u>3,934.66</u>	<u>3,934.66</u>
Construction In Progress:			
1250-0324	Central Sewer Pump Station 5	46,028.76	209,214.79
1250-0326	Town & Country Sewer Replacement Project	33,970.00	64,110.00
1250-0345	CIP- Central WWTP PLC controls	7,000.00	25,250.00
1250-0353	CIP- SML WTP & Waterlines	135,600.00	391,696.78
1250-0363	BRWA Parking Lot Expansion	87,995.50	545,681.10
1250-0383	CIP- Ivy Creek Sewer	252,454.09	1,126,347.33
1250-0390	CIP- 460 Booster Station	47,560.00	301,560.00
1250-0391	CIP- Turkey Mtn Booster Station	42,490.00	42,490.00
1250-0394	Mariners Landing WWTP	143,006.16	198,000.80
1250-0395	ESCO Project	1,113,803.58	2,612,781.41
1250-0396	CIP- Avenel Ave Water	633.85	633.85
1250-0397	Route 122 Waterline Relocation	432,911.14	464,905.29
1250-0398	CIP- Avenel Ave Sewer	187.73	19,583.85
1250-0320	CIP- Paradise Point Waterline		250.00
1250-0321	CIP- Billing System Upgrade		81,808.69
1250-0322	CIP- Key System		37,130.00
1250-0323	Central Water control valves		72,492.82
1250-0327	CIP- Poplar St.		38,360.32
1250-0328	Bridgewater Bay PRV		5,600.00
1250-0329	CIP- Windsor Dr Waterline		54,712.86
1250-0330	CIP- Stoney Creek Telemetry		4,957.87

Bedford Regional Water Auth.  
Balance Sheet  
For the Eight Months Ending Monday, February 28, 2022

		<u>7/1/2021</u> <u>Beginning</u>	<u>Feb 2022</u> <u>Actual</u>
1250-0331	CIP- Laurel Street Waterline		61,819.31
1250-0332	Stoney Creek Reservoir Drain Analysis		5,266.25
1250-0335	CIP- Mariners West Cove PS SCADA		8,012.09
1250-0336	Belltown Rd Waterline (ARPA)		3,385.00
1250-0346	CIP- Moneta Park WL Ext.		32,550.08
1250-0350	CIP- Mariners PS 7 to SCADA		9,552.79
1250-0389	CIP- Country Estates Waterline		71.89
	<b>Total Construction In Progress</b>	<u>2,343,640.81</u>	<u>6,418,225.17</u>
<b>Tangible Assets- Office:</b>			
1301-0001	Office Facilities	2,729,555.79	2,742,180.79
1301-0002	Information Systems	1,706,967.07	1,715,209.00
	<b>Total Tangible Assets- Office</b>	<u>4,436,522.86</u>	<u>4,457,389.79</u>
<b>Tangible Assets - Vehicles:</b>			
1302-0001	Vehicles and Equipment	3,438,853.21	3,662,119.32
	<b>Total Tangible Assets - Vehicles</b>	<u>3,438,853.21</u>	<u>3,662,119.32</u>
<b>Tangible Assets - Water:</b>			
1400-1000	SML Water Treatment Facility	16,447,649.90	16,451,649.90
1400-2000	Smith Mountain Lake Central	21,566,117.31	21,566,117.31
1400-3000	Stewartsville Water	2,735,076.84	2,735,076.84
1500-1000	Forest Water	36,630,406.19	37,391,821.19
1500-2000	Lakes Water	1,625,458.78	1,625,458.78
1500-3000	Central Water	21,869,882.92	21,870,026.98
	<b>Total Tangible Assets - Water</b>	<u>100,874,591.94</u>	<u>101,640,151.00</u>
<b>Tangible Assets - Sewer:</b>			
1700-0014	Central Sewer	22,595,952.04	22,602,591.28
1700-0015	Moneta Sewer	12,700,512.43	12,700,512.43
1700-0016	Forest Sewer	19,599,240.73	20,299,954.33
1700-0020	Mariners Landing Sewer	1,229,134.50	1,229,134.50
1700-1016	BRWA Share Lynchburg Sewer Upgrade	5,205,912.62	5,205,912.62
1700-8000	Montvale Sewer	2,069,879.22	2,069,879.22
	<b>Total Tangible Assets - Sewer</b>	<u>63,400,631.54</u>	<u>64,107,984.38</u>
<b>Intangible Assets:</b>			
1800-0000	Studies & Permits (Feasibility, master studies)	658,040.55	658,040.55
1800-0090	Capitalized Interest (Various projects)	56,410.45	56,410.45
	<b>Total Intangible Assets</b>	<u>714,451.00</u>	<u>714,451.00</u>
<b>Fixed Asset Clearing Account:</b>			
1801-0000	Fixed Asset Clearing Account		51,044.74
	<b>Total Fixed Asset Clearing Account</b>		<u>51,044.74</u>
<b>Depreciation:</b>			
1900-0000	Accumulated Depreciation	(69,344,496.04)	(72,044,032.56)
	<b>Total Depreciation</b>	<u>(69,344,496.04)</u>	<u>(72,044,032.56)</u>
	<b>Total assets</b>	<u>130,575,053.38</u>	<u>129,770,598.20</u>
<b>LIABILITIES</b>			
<b>Accounts Payable:</b>			
2000-1000	Accounts Payable	(1,515,118.76)	(2,674.35)

Bedford Regional Water Auth.  
Balance Sheet  
For the Eight Months Ending Monday, February 28, 2022

		<u>7/1/2021</u> <u>Beginning</u>	<u>Feb 2022</u> <u>Actual</u>
2000-1005	Retainage Payable	(247,666.14)	(229,564.84)
	Total Accounts Payable	<u>(1,762,784.90)</u>	<u>(232,239.19)</u>
Customer Liabilities:			
2001-0000	Customer Credit- Budget Billing accounts	5,068.88	5,068.88
2001-0001	Customer Credits	(202,152.63)	(243,246.56)
2001-0002	Misc. Misposting	(1,520.90)	(1,520.90)
2001-0003	Customer Refunds Payable	9,454.97	8,592.74
2001-0004	Liability for Sureties Held	(5,250.00)	(5,250.00)
2001-1000	Water Deposits	(74,361.89)	(118,360.61)
2001-1555	Fireline Assembly Deposits	(16,308.86)	(16,308.86)
2001-2000	Interest on Deposits (Town accounts)	1,256.93	1,256.93
2001-3000	Sewer Deposits	(41,860.73)	(66,317.48)
	Total Customer Liabilities	<u>(325,674.23)</u>	<u>(436,085.86)</u>
Employee Liabilities:			
2100-0050	Compensated Absences Liability	(157,283.11)	(157,283.11)
2100-0060	Accrued Payroll	(129,577.98)	(0.01)
2100-0250	VRS Employee Contribution Payable	391.85	391.63
2100-0400	Net Pension Liability	(784,977.00)	(784,977.00)
2100-0500	VRS OPEB Liability	(287,541.00)	(287,541.00)
2100-0510	Local OPEB Liability	(258,380.00)	(258,380.00)
2100-0550	Health Insurance Payable- Employee Share	(24,496.67)	(1,414.65)
2100-0600	VRS Mandatory Cash Match- Hybrid	1.25	1.25
2100-0750	Optional Life Insurance Payable	600.93	741.45
2100-0800	AFLAC Withholding Payable	1,671.75	1,670.39
2100-0900	Outstanding Payables Checks	(49.83)	(49.83)
2100-0200	State Withholding Payable		(28,756.33)
	Total Employee Liabilities	<u>(1,639,639.81)</u>	<u>(1,515,597.21)</u>
Notes Payable:			
2200-0115	Current Maturities Long-Term Debt	0.40	3,093,315.40
2200-2001	Accrued Interest Payable	(403,411.79)	(403,411.79)
2200-2020	VRA 2015 Loan	(28,840,000.00)	(28,840,000.00)
2200-2021	VRA 2015 Premium	(264,093.49)	(264,093.49)
2200-2026	VRA Series 2005 Premium	(1,685.60)	(1,685.60)
2200-2029	VRA 2009 Series Deferred amount of Refunding	76,333.52	76,333.52
2200-2230	Series 2012 Loan (2005 Refunding)	(2,365,000.00)	(2,365,000.00)
2200-2231	Series 2012 Premium (2005 Refunding)	(246,946.76)	(246,946.76)
2200-2232	VRA 2012 Deferred Amount on refunding	130,234.64	130,234.64
2200-2233	VRA Series 2014 Loan (2005 refunding)	(1,745,000.00)	(1,745,000.00)
2200-2234	VRA Series 2014 Premium (2005)	(123,530.82)	(123,530.82)
2200-2235	VRA 2014 Deferred Amt on Refunding	40,542.47	40,542.47
2200-2236	VRA 2019 Refunding Premium	(94,659.33)	(94,659.33)
2200-2237	VRA Series 2019 Refunding	(1,860,000.00)	(1,860,000.00)
2200-2238	VRA Series 2019 Deferred Amt on Refunding	(49,867.99)	(49,867.99)
2200-2240	VRA 2020 Loan (ESCO)	(3,730,000.00)	(3,730,000.00)
2200-2241	VRA 2020 Premium	(547,875.53)	(547,875.53)
2200-2500	Assumed Debt from Town	(2,771,355.05)	(2,771,355.05)
2200-3000	Lynchburg Sewer System Loan Payable	(756,511.20)	(756,511.20)
	Total Notes Payable	<u>(43,552,826.53)</u>	<u>(40,459,511.53)</u>
Developer Credits:			
2300-0000	Deferred Revenue Liability	(362,484.01)	(362,388.67)
2300-0002	Prepayments Transfer Clearing account		12,000.00
2300-1000	Deferred Inflows of Resources	(21,790.00)	(21,790.00)
	Total Developer Credits	<u>(384,274.01)</u>	<u>(372,178.67)</u>



Bedford Regional Water Auth.  
Balance Sheet  
For the Eight Months Ending Monday, February 28, 2022

		<u><i>7/1/2021</i></u> <u><i>Beginning</i></u>	<u><i>Feb 2022</i></u> <u><i>Actual</i></u>
Retained Earnings: 2999-0000	Retained Earnings	(82,909,853.90)	(82,909,853.90)
	Total Retained Earnings	<u>(82,909,853.90)</u>	<u>(82,909,853.90)</u>
	Total liabilities	(130,575,053.38)	(125,925,466.36)
	Operating Surplus/ (Loss)		3,845,131.84

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Eight Months Ending Monday, February 28, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>	
<b>OPERATING REVENUE</b>						
3000-3000	Water Sales	(\$220,747.09)	(\$5,718,672.64)	(\$9,313,750.00)	(\$3,595,077.36)	61%
3100-	Sewer Sales	(375,615.23)	(3,084,929.93)	(4,542,954.00)	(1,458,024.07)	68%
3902	Penalties		(27,504.89)	(70,000.00)	(42,495.11)	39%
3903-	Account Charges	(1,935.00)	(36,210.00)	(60,000.00)	(23,790.00)	60%
3903-	Review Fees	(3,595.00)	(29,436.87)	(55,500.00)	(26,063.13)	53%
3900-	Interest Earned		1,776.08	(10,000.00)	(11,776.08)	(18%)
3903-	Sewer Clean Outs	(1,500.00)	(9,200.00)	(7,000.00)	2,200.00	131%
3903-3250	Meter Installation Revenues	(5,750.00)	(89,435.00)	(95,000.00)	(5,565.00)	94%
3903-3255	Industrial Pretreatment Revenue		(9,124.92)	(18,000.00)	(8,775.08)	51%
3903-3261	Rent/Meter Charges		(5,729.02)	(5,000.00)	729.02	115%
3903-	Misc	(6,949.97)	(88,170.69)	(139,124.00)	(50,953.31)	63%
3903-	Fixed Asset Disposals		(8,650.00)		8,650.00	0%
3901-	Account Default Fees		(21,940.00)	(3,000.00)	18,940.00	731%
3201-3275	Contract Reimbursements		(215,324.30)	(151,000.00)	64,324.30	143%
	Revenue from BRWA Operations	<u>(616,092.29)</u>	<u>(9,342,552.18)</u>	<u>(14,470,328.00)</u>	<u>(5,127,775.82)</u>	<u>65%</u>
3000-3220	Capital Recovery Fees	(55,000.00)	(864,200.00)	(1,158,411.00)	(294,211.00)	75%
3903-3265	Cellular Antenna Site Rental-County portion	(4,951.31)	(38,421.28)	(53,166.00)	(14,744.72)	72%
3904-3310	BOS Capital Contributions		(1,796,906.26)	(2,000,000.00)	(203,093.74)	90%
3904-3312	BOS Contributions for New Development		(500,000.00)	(500,000.00)		100%
3904-3315	Developer Line Contributions		(1,462,128.60)	(200,000.00)	1,262,128.60	731%
3903-3330	SML WTF Revenue		(338.44)		338.44	0%
3904-3317	Developer Prepayments Redemption Revenue			(20,000.00)	(20,000.00)	0%
	Revenue from Other Sources	<u>(59,951.31)</u>	<u>(4,661,994.58)</u>	<u>(3,931,577.00)</u>	<u>730,417.58</u>	<u>119%</u>
	Total Revenue	(676,043.60)	(14,004,546.76)	(18,401,905.00)	(4,397,358.24)	76%
<b>OPERATING EXPENSES</b>						
4000 + 4002	Salaries	353,431.96	2,656,692.74	4,414,027.97	1,757,335.23	60%
4010	General Office Expenses	25,201.04	144,668.69	247,251.00	102,582.31	59%
4100	Employee Benefit & Related Expenses	151,295.87	1,043,778.33	1,833,200.00	789,421.67	57%
4110	Billing Expenses	4,817.52	408,838.83	214,957.00	(193,881.83)	190%
4120	Information Systems Expenses	5,251.34	107,842.32	159,189.00	51,346.68	68%
4130	Administration Supplies	89.46	89.46	1,000.00	910.54	9%
4140	Customer Service Supplies		277.08	2,318.00	2,040.92	12%
4210	Engineering Expenses	4,013.48	25,718.26	88,328.00	62,609.74	29%
4220 + 4223	Operations Expenses		230.41	1,600.00	1,369.59	14%
4221	Compliance Program Supplies		591.86	8,000.00	7,408.14	7%
4222	Pretreatment Expenses	338.01	6,860.97	19,600.00	12,739.03	35%
4225-0100	Lab Supplies	5,763.60	16,736.04	24,000.00	7,263.96	70%
4230	Maintenance Expenses	5,235.56	21,678.49	46,832.00	25,153.51	46%
4240	Vehicles & Equipment Expenses	24,367.52	165,798.00	241,100.00	75,302.00	69%
4250	Forest Water Expenses	56,702.12	495,158.35	878,341.00	383,182.65	56%
4260	Well Systems Expenses	1,706.60	14,835.40	38,673.00	23,837.60	38%
4265	SML Central Distribution Water System Expenses	1,477.19	21,404.04	34,180.00	12,775.96	63%
4270	Highpoint Facility Expenses	4,390.45	19,581.16	30,792.00	11,210.84	64%
4330	SMLWTF Water Treatment Expenses	56,182.46	293,447.81	555,794.00	262,346.19	53%
4275	Central Water Distribution Expenses	8,775.09	81,326.46	228,753.00	147,426.54	36%
4276	Central Water Treatment Expenses	12,503.27	96,371.28	135,017.00	38,645.72	71%
4280	Stewartsville Water Expenses	2,002.32	32,640.77	41,448.00	8,807.23	79%
4290	Forest Sewer Expenses	32,375.71	283,710.12	608,044.00	324,333.88	47%
4291	Central Sewer Collection System Expenses	1,618.04	46,462.27	323,750.00	277,287.73	14%
4293	Central Sewer Treatment Expenses	52,150.60	264,085.65	583,460.00	319,374.35	45%
4292	Moneta Sewer Collection System Expenses	2,831.41	15,270.48	32,800.00	17,529.52	47%
4294	Moneta Sewer Treatment Expenses	9,698.21	62,221.16	163,062.00	100,840.84	38%
4295	Montvale Sewer Expenses	410.06	11,616.61	49,618.00	38,001.39	23%
4340	Mariners Landing Sewer Expenses	11,664.95	69,055.77	104,686.00	35,630.23	66%
4350	Cedar Rock Sewer Expenses	1,407.64	17,646.16	45,770.00	28,123.84	39%
4360	Paradise Point Water Expenses	264.47	8,317.53	19,463.00	11,145.47	43%
4300 + 4310	Schools Sewer Expenses	428.10	10,184.69	42,000.00	31,815.31	24%
4315	Mariners Landing Water Expenses	260.46	2,853.43		(2,853.43)	0%
4320	Franklin County Operations	(687.14)	17,229.68	39,000.00	21,770.32	44%

Bedford Regional Water Auth.  
 Summary of Revenue & Expenditures  
 For the Eight Months Ending Monday, February 28, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
4600:4600 BRWA&EDA Contributions for Development		162,450.00		(162,450.00)	0%
Total Operating Expenditures	836,167.37	6,625,670.30	11,256,053.97	4,630,383.67	59%
4400 Depreciation		2,699,536.52	3,257,478.00	557,941.48	83%
4500-0600 Loan Issuance Costs		15,600.00		(15,600.00)	0%
4500-0640 Lynchburg Debt Service Paid			1,842.00	1,842.00	0%
4500-0645 2012 VRA Interest		60,603.13	102,116.00	41,512.87	59%
4500-0660 2014 VRA Interest		38,640.63	77,281.00	38,640.37	50%
4500-0665 2015 VRA Interest		525,243.75	1,034,091.00	508,847.25	51%
4500-0650 Assumed Debt from City	36,108.00	72,548.71	72,881.00	332.29	100%
4500-0670 VRA 2019 Interest		47,662.50	72,134.00	24,471.50	66%
4500-0675 VRA 2020 Interest (ESCO project)		73,909.38	143,334.00	69,424.62	52%
Total Interest and Debt Service	36,108.00	834,208.10	1,503,679.00	669,470.90	55%
Total Exp., Depr. and Debt Service	872,275.37	10,159,414.92	16,017,210.97	5,857,796.05	63%
Total Revenues Less Oper Expense	196,231.77	(3,845,131.84)	(2,384,694.03)	1,460,437.81	161%
Gross Cash Before Capital Exp	196,231.77	(3,845,131.84)	(2,384,694.03)	1,460,437.81	161%
Less non-debt Capital Contributions		(1,462,467.04)	(220,000.00)	1,242,467.04	665%
Earnings/(loss) before BRWA Capital Outlays	196,231.77	(2,382,664.80)	(2,164,694.03)	217,970.77	110%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
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		<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
<b>OPERATING REVENUE</b>						
<b>Water Sales:</b>						
3000-3000	Water Sales	(202,781.17)	(5,572,695.75)	(9,223,750.00)	(3,651,054.25)	60%
3000-3050	Contract Water Sales	(10,111.92)	(124,782.27)	(90,000.00)	34,782.27	139%
3000-3100	Paradise Point Water	(7,854.00)	(21,194.62)		21,194.62	0%
	<b>Total Water Sales</b>	<u>(220,747.09)</u>	<u>(5,718,672.64)</u>	<u>(9,313,750.00)</u>	<u>(3,595,077.36)</u>	<u>61%</u>
<b>Sewer Sales:</b>						
3100-3000	Sewer Sales	(372,860.66)	(3,062,429.42)	(4,510,814.00)	(1,448,384.58)	68%
3100-3025	Mariners Landing Sewer		(70.82)		70.82	0%
3100-3050	Cedar Rock Revenue	(2,754.57)	(22,429.69)	(32,140.00)	(9,710.31)	70%
	<b>Total Sewer Sales</b>	<u>(375,615.23)</u>	<u>(3,084,929.93)</u>	<u>(4,542,954.00)</u>	<u>(1,458,024.07)</u>	<u>68%</u>
<b>Penalties:</b>						
3902-3211	Water Penalty Revenue		(17,066.82)	(45,000.00)	(27,933.18)	38%
3902-3213	Sewer Penalty Revenue		(10,438.07)	(25,000.00)	(14,561.93)	42%
	<b>Total Penalties</b>		<u>(27,504.89)</u>	<u>(70,000.00)</u>	<u>(42,495.11)</u>	<u>39%</u>
<b>Account Charges:</b>						
3903-3231	Water Account Charge Revenue	(1,935.00)	(25,635.00)	(40,000.00)	(14,365.00)	64%
3903-3233	Sewer Account Charge Revenue		(10,575.00)	(20,000.00)	(9,425.00)	53%
	<b>Total Account Charges</b>	<u>(1,935.00)</u>	<u>(36,210.00)</u>	<u>(60,000.00)</u>	<u>(23,790.00)</u>	<u>60%</u>
<b>Review Fees:</b>						
3903-3240	Engineering Review Fees	(200.00)	(22,291.87)	(50,000.00)	(27,708.13)	45%
3903-3242	Engineering Fire Flow Testing		(150.00)	(1,500.00)	(1,350.00)	10%
3903-3243	SGP Review and Inspections	(3,395.00)	(6,995.00)	(4,000.00)	2,995.00	175%
	<b>Total Review Fees</b>	<u>(3,595.00)</u>	<u>(29,436.87)</u>	<u>(55,500.00)</u>	<u>(26,063.13)</u>	<u>53%</u>
<b>Interest Earned:</b>						
3900-3250	Bank Interest Earned		3,153.91	(10,000.00)	(13,153.91)	(32%)
3900-3251	VRA Interest Earned		(1,377.83)		1,377.83	0%
	<b>Total Interest Earned</b>		<u>1,776.08</u>	<u>(10,000.00)</u>	<u>(11,776.08)</u>	<u>(18%)</u>
<b>Sewer Clean Outs:</b>						
3903-3245	Sewer Clean-Out Installation Fee	(1,500.00)	(9,200.00)	(7,000.00)	2,200.00	131%
	<b>Total Sewer Clean Outs</b>	<u>(1,500.00)</u>	<u>(9,200.00)</u>	<u>(7,000.00)</u>	<u>2,200.00</u>	<u>131%</u>
<b>Meter Installation Revenues:</b>						
3903-3250	Meter Fee Revenue	(2,750.00)	(28,075.00)	(35,000.00)	(6,925.00)	80%
3903-3260	Meter Base Installation Revenue	(3,000.00)	(61,360.00)	(60,000.00)	1,360.00	102%
	<b>Total Meter Installation Revenues</b>	<u>(5,750.00)</u>	<u>(89,435.00)</u>	<u>(95,000.00)</u>	<u>(5,565.00)</u>	<u>94%</u>
<b>Industrial Pretreatment Revenue:</b>						
3903-3255	Industrial Pretreatment Revenue		(9,124.92)	(18,000.00)	(8,875.08)	51%
	<b>Total Industrial Pretreatment Revenue</b>		<u>(9,124.92)</u>	<u>(18,000.00)</u>	<u>(8,875.08)</u>	<u>51%</u>
<b>Rent/Meter Charges:</b>						
3903-3261	Service Repairs & Equipment Rentals		(5,729.02)	(5,000.00)	729.02	115%
	<b>Total Rent/Meter Charges</b>		<u>(5,729.02)</u>	<u>(5,000.00)</u>	<u>729.02</u>	<u>115%</u>
<b>Misc:</b>						
3903-3262	Cellular Antenna Rental- BRWA portion	(5,926.97)	(44,926.96)	(71,124.00)	(26,197.04)	63%
3903-3264	Sewer Pump Maintenance Revenue		(27,510.00)	(63,000.00)	(35,490.00)	44%
3903-3270	Miscellaneous Revenue	(156.00)	(7,998.73)	(5,000.00)	2,998.73	160%
3903-3275	Revenue from Communication Towers	(867.00)	(7,735.00)		7,735.00	0%
	<b>Total Misc</b>	<u>(6,949.97)</u>	<u>(88,170.69)</u>	<u>(139,124.00)</u>	<u>(50,953.31)</u>	<u>63%</u>

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
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	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
<b>Fixed Asset Disposals:</b>					
3903-3280 Sales and Disposals		(8,650.00)		8,650.00	0%
Total Fixed Asset Disposals		(8,650.00)		8,650.00	0%
<b>Account Default Fees:</b>					
3901-3211 Reconnect Fee Revenue		(18,050.00)		18,050.00	0%
3901-3212 Return Check Revenue		(1,890.00)	(2,000.00)	(110.00)	95%
3901-3213 Unauthorized Service Revenue		(2,000.00)	(1,000.00)	1,000.00	200%
Total Account Default Fees		(21,940.00)	(3,000.00)	18,940.00	731%
<b>Contract Reimbursements:</b>					
3201-3275 School System Operations		(29,459.25)	(51,000.00)	(21,540.75)	58%
3904-3318 Franklin County Contract Operations		(185,865.05)	(100,000.00)	85,865.05	186%
Total Contract Reimbursements		(215,324.30)	(151,000.00)	64,324.30	143%
Revenue from BRWA Operations	(616,092.29)	(9,342,552.18)	(14,470,328.00)	(5,127,775.82)	65%
<b>Capital Recovery Fees:</b>					
3000-3220 Water Capital Recovery Fees	(55,000.00)	(518,500.00)	(899,637.00)	(381,137.00)	58%
3100-3220 Sewer Capital Recovery Fees		(345,700.00)	(258,774.00)	86,926.00	134%
Total Capital Recovery Fees	(55,000.00)	(864,200.00)	(1,158,411.00)	(294,211.00)	75%
<b>Cellular Antenna Site Rental-County portion:</b>					
3903-3265 Cellular Antenna Revenue- Co. portion	(3,951.31)	(33,521.28)	(47,416.00)	(13,894.72)	71%
3903-3285 Bedford County Broadband Revenue	(1,000.00)	(4,900.00)	(5,750.00)	(850.00)	85%
Total Cellular Antenna Site Rental-County portion	(4,951.31)	(38,421.28)	(53,166.00)	(14,744.72)	72%
<b>BOS Capital Contributions:</b>					
3904-3310 Bedford County Debt Support		(1,796,906.26)	(2,000,000.00)	(203,093.74)	90%
Total BOS Capital Contributions		(1,796,906.26)	(2,000,000.00)	(203,093.74)	90%
<b>BOS Contributions for New Development:</b>					
3904-3305 Bedford County Support-Forest Sewer		(500,000.00)	(500,000.00)		100%
Total BOS Contributions for New Development		(500,000.00)	(500,000.00)		100%
<b>Developer Line Contributions:</b>					
3904-3315 Developer Contributions		(1,462,128.60)	(200,000.00)	1,262,128.60	731%
Total Developer Line Contributions		(1,462,128.60)	(200,000.00)	1,262,128.60	731%
<b>SML WTF Revenue:</b>					
3903-3330 SML WTF Revenue		(338.44)		338.44	0%
Total SML WTF Revenue		(338.44)		338.44	0%
<b>Developer Prepayments Redemption Revenue:</b>					
3904-3317 Developer Capital Recovery Fee Redemption Revenue			(20,000.00)	(20,000.00)	0%
Total Developer Prepayments Redemption Revenue			(20,000.00)	(20,000.00)	0%
Revenue from Other Sources	(59,951.31)	(4,661,994.58)	(3,931,577.00)	730,417.58	119%
Total Revenue	(676,043.60)	(14,004,546.76)	(18,401,905.00)	(4,397,358.24)	76%
<b>OPERATING EXPENSES</b>					
<b>Salaries:</b>					
4000-0010 Administration Salaries	59,012.32	462,783.43	830,689.92	367,906.49	56%
4000-0019 IT Oncall Stipend	600.00	4,800.00	7,800.00	3,000.00	62%

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	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>	
4000-0020	Administration Overtime		212.77	1,930.42	1,717.65	11%
4002-0010	Customer Service Salaries	29,741.13	227,766.87	357,942.00	130,175.13	64%
4002-0020	Customer Service Overtime	1,034.00	4,210.43	18,353.05	14,142.62	23%
4003-0010	Engineering Department Salaries	59,443.69	466,027.53	648,340.80	182,313.27	72%
4003-0019	Engineering OnCall Stipend	600.00	5,100.00	7,800.00	2,700.00	65%
4003-0020	Engineering Department Overtime	1,944.72	14,174.19	35,460.44	21,286.25	40%
4004-0010	Maintenance Department Salaries	81,063.39	584,637.46	984,927.60	400,290.14	59%
4004-0019	Maintenance Oncall Stipend Expense	1,200.00	9,900.00	18,720.00	8,820.00	53%
4004-0020	Maintenance Department Overtime	10,603.03	52,207.97	149,693.62	97,485.65	35%
4005-0010	Operations Department Salaries	101,400.23	781,087.70	1,250,218.40	469,130.70	62%
4005-0019	Operations Oncall Stipend	42.86	42.86		(42.86)	0%
4005-0020	Operations Department Overtime	6,746.59	43,741.53	102,151.72	58,410.19	43%
	<b>Total Salaries</b>	<b>353,431.96</b>	<b>2,656,692.74</b>	<b>4,414,027.97</b>	<b>1,757,335.23</b>	<b>60%</b>
<b>General Office Expenses:</b>						
4010-0075	Board & Committee Meetings		561.07	1,000.00	438.93	56%
4010-0085	Long Range Planning	2,303.50	2,303.50	15,000.00	12,696.50	15%
4010-0100	Office Supplies	419.84	1,765.21	8,000.00	6,234.79	22%
4010-0103	Public Outreach Expenses	168.00	5,149.68	16,415.00	11,265.32	31%
4010-0110	Building Maintenance Expense	3,417.67	18,157.02	25,500.00	7,342.98	71%
4010-0130	Postage and Shipping Expense	225.00	3,859.70	8,000.00	4,140.30	48%
4010-0140	Commercial Phone Charges	1,105.79	6,521.57	12,600.00	6,078.43	52%
4010-0142	Cellular Phone Service	1,458.50	9,724.08	20,480.00	10,755.92	47%
4010-0150	Building Power and Utilities	1,604.82	10,488.52	16,767.00	6,278.48	63%
4010-0155	Building Fuel Costs	1,628.38	3,607.64	8,000.00	4,392.36	45%
4010-0160	Employee Bond	42.33	338.64	736.00	397.36	46%
4010-0161	Building Insurance	169.67	1,357.36	4,593.00	3,235.64	30%
4010-0170	Advertising	114.25	3,628.66	18,000.00	14,371.34	20%
4010-0175	Bank Service charges	1,147.79	10,267.15	15,600.00	5,332.85	66%
4010-0200	Accounting Services	84.00	26,354.00	30,000.00	3,646.00	88%
4010-0220	Legal Expenses	9,561.50	25,753.29	18,000.00	(7,753.29)	143%
4010-0400	Board of Directors Fees	1,750.00	14,700.00	25,200.00	10,500.00	58%
4010-0401	Board Mileage Reimbursements		131.60	3,360.00	3,228.40	4%
	<b>Total General Office Expenses</b>	<b>25,201.04</b>	<b>144,668.69</b>	<b>247,251.00</b>	<b>102,582.31</b>	<b>59%</b>
<b>Employee Benefit &amp; Related Expenses:</b>						
4100-0030	Payroll Taxes	25,694.70	203,152.06	335,048.00	131,895.94	61%
4100-0040	VRS Retirement and Group Life	53,222.97	212,039.76	373,918.00	161,878.24	57%
4100-0041	VRS Hybrid Disability Program	669.68	4,226.12	10,606.00	6,379.88	40%
4100-0050	Health Insurance	62,158.19	536,658.64	769,145.00	232,486.36	70%
4100-0055	Flexible Spending Account		1,737.04	2,500.00	762.96	69%
4100-0060	Worker's Compensation	2,971.00	12,875.00	76,523.00	63,648.00	17%
4100-0065	Employee Testing	369.10	2,604.10	4,785.00	2,180.90	54%
4100-0075	Meetings	117.21	713.11	6,445.00	5,731.89	11%
4100-0080	Professional Dues	1,179.00	6,381.62	22,578.00	16,196.38	28%
4100-0085	Training and Education	1,131.65	8,278.38	108,927.00	100,648.62	8%
4100-0095	Employee Referral Program		300.00		(300.00)	0%
4100-0101	Clothing and Uniforms	1,951.44	18,573.80	36,602.00	18,028.20	51%
4100-0102	Employee & Incentive Fund		19,464.62	27,500.00	8,035.38	71%
4100-0103	Safety	1,830.93	16,774.08	45,502.00	28,727.92	37%
4100-0045	Unemployment Payments			6,000.00	6,000.00	0%
4100-0070	Mileage Reimbursements			1,120.00	1,120.00	0%
4100-0086	Continuing Education			5,501.00	5,501.00	0%
4100-0090	Whistle Blower Hotline			500.00	500.00	0%
	<b>Total Employee Benefit &amp; Related Expenses</b>	<b>151,295.87</b>	<b>1,043,778.33</b>	<b>1,833,200.00</b>	<b>789,421.67</b>	<b>57%</b>
<b>Billing Expenses:</b>						
4110-0091	Bad Debt Expense Water		122,447.46	20,000.00	(102,447.46)	612%
4110-0093	Bad Debt Expense Sewer		103,192.40	15,000.00	(88,192.40)	688%
4110-0094	Bad Debt Expense Penalties/Misc.		57,273.48	5,000.00	(52,273.48)	1,145%
4110-0097	Collection Agency Expense		2,051.69	1,200.00	(851.69)	171%
4110-0110	Bill Processing Services	1,204.60	52,830.37	95,332.00	42,501.63	55%
4110-0120	Customer Service Software Maintenance		46,991.67	43,070.00	(3,921.67)	109%
4110-0125	Credit Card Processing Fees	2,764.87	21,022.06	25,125.00	4,102.94	84%
4110-0175	Courier Service	848.05	3,029.70	4,230.00	1,200.30	72%
4110-0112	Customer Notification Expenses			5,000.00	5,000.00	0%
4110-0115	Meter Testing			1,000.00	1,000.00	0%

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Summary of Revenue & Expenditures  
For the Eight Months Ending Monday, February 28, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
Total Billing Expenses	4,817.52	408,838.83	214,957.00	(193,881.83)	190%
Information Systems Expenses:					
4120-0100 Information Systems Supplies	1,279.90	3,183.75	8,500.00	5,316.25	37%
4120-0110 Contracted Services (Network)	2,427.88	16,823.57	24,000.00	7,176.43	70%
4120-0115 Continuing Support (Software)	913.40	83,970.93	117,839.00	33,868.07	71%
4120-0145 Internet and WAN Communications	630.16	3,864.07	8,850.00	4,985.93	44%
Total Information Systems Expenses	5,251.34	107,842.32	159,189.00	51,346.68	68%
Administration Supplies:					
4130-0100 Administration Supplies	89.46	89.46	1,000.00	910.54	9%
Total Administration Supplies	89.46	89.46	1,000.00	910.54	9%
Customer Service Supplies:					
4140-0100 Customer Service Supplies		277.08	2,318.00	2,040.92	12%
Total Customer Service Supplies		277.08	2,318.00	2,040.92	12%
Engineering Expenses:					
4210-0100 Engineering Supplies	2,307.38	6,794.95	15,438.00	8,643.05	44%
4210-0110 Engineering Reviews	1,200.00	12,432.91	59,800.00	47,367.09	21%
4210-0141 Locating Notification Tickets	506.10	4,082.40	10,270.00	6,187.60	40%
4210-0240 Construction testing		2,408.00	2,820.00	412.00	85%
Total Engineering Expenses	4,013.48	25,718.26	88,328.00	62,609.74	29%
Operations Expenses:					
4220-0100 Wastewater Operations Supplies		63.88	1,600.00	1,536.12	4%
4223-0100 Water Operations Supplies		166.53		(166.53)	0%
Total Operations Expenses		230.41	1,600.00	1,369.59	14%
Compliance Program Supplies:					
4221-0100 FROG Program Supplies		591.86	8,000.00	7,408.14	7%
Total Compliance Program Supplies		591.86	8,000.00	7,408.14	7%
Pretreatment Expenses:					
4222-0100 Pretreatment Supplies/Expenses	338.01	6,860.97	19,600.00	12,739.03	35%
Total Pretreatment Expenses	338.01	6,860.97	19,600.00	12,739.03	35%
Lab Supplies:					
4225-0100 Lab Supplies	5,763.60	16,736.04	24,000.00	7,263.96	70%
Total Lab Supplies	5,763.60	16,736.04	24,000.00	7,263.96	70%
Maintenance Expenses:					
4230-0100 Maintenance Supplies	5,235.56	21,678.49	46,832.00	25,153.51	46%
Total Maintenance Expenses	5,235.56	21,678.49	46,832.00	25,153.51	46%
Vehicles & Equipment Expenses:					
4240-0100 Vehicles and Equipment Supplies	3,926.81	27,685.85	32,350.00	4,664.15	86%
4240-0110 Vehicles and Equipment Contracted Services	6,003.85	50,209.00	85,000.00	34,791.00	59%
4240-0155 Vehicles & Equipment Fuel Costs	11,847.44	67,187.79	95,000.00	27,812.21	71%
4240-0162 Vehicles and Equipment Insurance	2,589.42	20,715.36	28,750.00	8,034.64	72%
Total Vehicles & Equipment Expenses	24,367.52	165,798.00	241,100.00	75,302.00	69%
Forest Water Expenses:					
4250-0100 Forest Water Supplies	236.13	16,227.90	35,000.00	18,772.10	46%
4250-0110 Forest Water Contracted Services	3,610.65	13,409.09	30,000.00	16,590.91	45%
4250-0140 Forest Water Communications	35.10	238.59	400.00	161.41	60%
4250-0150 Forest Water Power	635.53	2,260.80	6,000.00	3,739.20	38%
4250-0161 Forest Water Insurance	1,375.68	11,005.44	14,959.00	3,953.56	74%



Bedford Regional Water Auth.  
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	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
4250-0240 Forest Water Sampling and Testing	702.78	4,294.78	15,000.00	10,705.22	29%
4250-0300 Forest Water Purchased	50,106.25	421,888.75	690,250.00	268,361.25	61%
4250-0410 Forest Water VDH Fees		25,833.00	27,232.00	1,399.00	95%
4250-0101 Forest Water Meter Installations			56,000.00	56,000.00	0%
4250-0115 Forest Water System Repairs & Improvements			3,500.00	3,500.00	0%
<b>Total Forest Water Expenses</b>	<b>56,702.12</b>	<b>495,158.35</b>	<b>878,341.00</b>	<b>383,182.65</b>	<b>56%</b>
<b>Well Systems Expenses:</b>					
4260-0100 Well Systems Supplies	251.06	4,114.60	10,400.00	6,285.40	40%
4260-0105 Well Systems Chemicals		2,230.14	3,500.00	1,269.86	64%
4260-0110 Well Systems Contracted Services	1,313.59	3,379.18	10,100.00	6,720.82	33%
4260-0150 Well Systems Power		3,368.22	5,500.00	2,131.78	61%
4260-0161 Well Systems Insurance	59.17	473.36	989.00	515.64	48%
4260-0240 Well Systems Sampling and Testing	82.78	573.90	5,000.00	4,426.10	11%
4260-0410 Well Systems VDH Fees		696.00	684.00	(12.00)	102%
4260-0101 Well Systems Meter Installations			500.00	500.00	0%
4260-0115 Well Systems Repairs & Improvements			2,000.00	2,000.00	0%
<b>Total Well Systems Expenses</b>	<b>1,706.60</b>	<b>14,835.40</b>	<b>38,673.00</b>	<b>23,837.60</b>	<b>38%</b>
<b>SML Central Distribution Water System Expenses:</b>					
4265-0100 SML Central Water Distribution Supplies	87.94	5,329.76	10,000.00	4,670.24	53%
4265-0110 SML Central Water Distribution Contracted Services	1,229.25	10,314.28	3,000.00	(7,314.28)	344%
4265-0240 SML Central Water Distribution Sampling & Testing	160.00	1,206.00	10,000.00	8,794.00	12%
4265-0410 SML Central Water Distribution VDH Fees		4,554.00	3,680.00	(874.00)	124%
4265-0101 SML Central Water Distribution Meter Installations			6,500.00	6,500.00	0%
4265-0115 SML Central Water Distrib. Repairs & Improvements			1,000.00	1,000.00	0%
<b>Total SML Central Distribution Water System Expenses</b>	<b>1,477.19</b>	<b>21,404.04</b>	<b>34,180.00</b>	<b>12,775.96</b>	<b>63%</b>
<b>Highpoint Facility Expenses:</b>					
4270-0100 Highpoint Facility Supplies	553.24	1,015.48	2,000.00	984.52	51%
4270-0110 Highpoint Facility Contracted Services		4,119.15	3,200.00	(919.15)	129%
4270-0150 Highpoint Facility Power	1,437.44	8,622.72	14,000.00	5,377.28	62%
4270-0155 Highpoint Facility Fuel Costs	647.41	1,044.93	2,000.00	955.07	52%
4270-0161 Highpoint Facility Insurance	432.36	3,458.88	7,742.00	4,283.12	45%
4270-0371 Highpoint Facility Road Maintenance Fees	1,320.00	1,320.00	850.00	(470.00)	155%
4270-0105 Highpoint Facility Chemicals			1,000.00	1,000.00	0%
<b>Total Highpoint Facility Expenses</b>	<b>4,390.45</b>	<b>19,581.16</b>	<b>30,792.00</b>	<b>11,210.84</b>	<b>64%</b>
<b>SMLWTF Water Treatment Expenses:</b>					
4330-0100 SMLWTF Water Treatment Supplies	1,535.04	16,980.75	30,000.00	13,019.25	57%
4330-0105 SMLWTF Water Treatment Chemicals	1,821.75	30,594.88	55,000.00	24,405.12	56%
4330-0110 SMLWTF Water Treatment Contracted Services	11,965.20	78,850.58	205,000.00	126,149.42	38%
4330-0140 SMLWTF Water Treatment Communications	50.09	405.90	500.00	94.10	81%
4330-0150 SMLWTF Water Treatment Power	14,673.38	125,661.61	230,000.00	104,338.39	55%
4330-0155 SMLWTF Water Treatment Fuel Costs		1,222.82	2,000.00	777.18	61%
4330-0161 SMLWTF Water Treatment Property Insurance	642.08	5,136.64	14,994.00	9,857.36	34%
4330-0240 SMLWTF Water Treatment Sampling & Testing	494.92	2,094.63	2,000.00	(94.63)	105%
4330-0300 SML Water Quality Monitoring		7,500.00	7,500.00		100%
4330-0370 SMLWTF Water Treatment Raw Water Fee	25,000.00	25,000.00	8,800.00	(16,200.00)	284%
<b>Total SMLWTF Water Treatment Expenses</b>	<b>56,182.46</b>	<b>293,447.81</b>	<b>555,794.00</b>	<b>262,346.19</b>	<b>53%</b>
<b>Central Water Distribution Expenses:</b>					
4275-0100 Central Water Supplies	6,125.84	28,678.26	37,500.00	8,821.74	76%
4275-0110 Central Water Contracted Services	1,229.25	33,981.10	108,700.00	74,718.90	31%
4275-0115 Central Water Repairs & Improvements		1,123.00	44,500.00	43,377.00	3%
4275-0240 Central Water Sampling & Testing	1,420.00	6,276.10	20,000.00	13,723.90	31%
4275-0410 Central Water VDH Fees		11,268.00	12,091.00	823.00	93%
4275-0101 Central Water Meter Installations			3,750.00	3,750.00	0%
4275-0140 Central Water Communications			1,962.00	1,962.00	0%
4275-0155 Central Water Fuel Purchases			250.00	250.00	0%
<b>Total Central Water Distribution Expenses</b>	<b>8,775.09</b>	<b>81,326.46</b>	<b>228,753.00</b>	<b>147,426.54</b>	<b>36%</b>

Central Water Treatment Expenses:



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	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
4276-0100	Central Water Treatment Supplies	821.07	20,524.60	30,000.00	9,475.40 68%
4276-0105	Central Water Treatment Chemicals	4,869.61	32,767.35	40,000.00	7,232.65 82%
4276-0110	Central Water Treatment Contracted Services		8,802.75	15,000.00	6,197.25 59%
4276-0140	Central Water Treatment Communications	60.06	420.42	1,020.00	599.58 41%
4276-0150	Central Water Treatment Power	5,286.12	21,092.83	35,000.00	13,907.17 60%
4276-0155	Central Water Treatment Fuel		1,032.05	2,000.00	967.95 52%
4276-0161	Central Water Treatment Property Insurance	1,466.41	11,731.28	10,497.00	(1,234.28) 112%
4276-0240	Central Water Treatment Sampling & Testing			1,500.00	1,500.00 0%
	<b>Total Central Water Treatment Expenses</b>	<b>12,503.27</b>	<b>96,371.28</b>	<b>135,017.00</b>	<b>38,645.72 71%</b>
<b>Stewartsville Water Expenses:</b>					
4280-0100	Stewartsville Water Supplies		1,687.15	1,000.00	(687.15) 169%
4280-0110	Stewartsville Water Contracted Services		1,325.27	2,700.00	1,374.73 49%
4280-0140	Stewartsville Water Communications	54.36	373.02	300.00	(73.02) 124%
4280-0150	Stewartsville Water Power	40.15	137.92	400.00	262.08 34%
4280-0161	Stewartsville Water Insurance	54.28	434.24	732.00	297.76 59%
4280-0240	Stewartsville Water Sampling and Testing	40.00	557.61	900.00	342.39 62%
4280-0300	Stewartsville Water Purchased	1,813.53	27,696.56	32,000.00	4,303.44 87%
4280-0410	Stewartsville Water VDH Fees		429.00	416.00	(13.00) 103%
4280-0101	Stewartsville Meter Installations			500.00	500.00 0%
4280-0115	Stewartsville Water Repairs & Improvements			2,500.00	2,500.00 0%
	<b>Total Stewartsville Water Expenses</b>	<b>2,002.32</b>	<b>32,640.77</b>	<b>41,448.00</b>	<b>8,807.23 79%</b>
<b>Forest Sewer Expenses:</b>					
4290-0100	Forest Sewer Supplies	420.50	33,220.56	63,600.00	30,379.44 52%
4290-0105	Forest Sewer Chemicals	1,722.00	36,285.28	87,000.00	50,714.72 42%
4290-0110	Forest Sewer Contracted Services	897.74	12,924.85	104,500.00	91,575.15 12%
4290-0115	Forest Sewer Repairs & Improvements		34.40	2,000.00	1,965.60 2%
4290-0140	Forest Sewer Communications	143.01	1,001.06	3,600.00	2,598.94 28%
4290-0150	Forest Sewer Power	3,800.73	22,110.13	37,200.00	15,089.87 59%
4290-0161	Forest Sewer Insurance	391.73	3,133.84	4,644.00	1,510.16 67%
4290-0350	Forest Sewer Treatment Costs	25,000.00	175,000.00	300,000.00	125,000.00 58%
4290-0155	Forest Sewer Fuel Expense			5,000.00	5,000.00 0%
4290-0240	Forest Sewer Testing			500.00	500.00 0%
	<b>Total Forest Sewer Expenses</b>	<b>32,375.71</b>	<b>283,710.12</b>	<b>608,044.00</b>	<b>324,333.88 47%</b>
<b>Central Sewer Collection System Expenses:</b>					
4291-0100	Central Sewer Supplies	519.82	28,478.55	70,000.00	41,521.45 41%
4291-0110	Central Sewer Coll System Contracted Services		12,307.14	84,500.00	72,192.86 15%
4291-0115	Central Sewer Repairs & Improvements		159.50	109,000.00	108,840.50 0%
4291-0150	Central Sewer Power	732.75	4,306.43	55,000.00	50,693.57 8%
4291-0155	Central Sewer Fuel Costs	365.47	1,210.65	5,000.00	3,789.35 24%
4291-0240	Central Sewer Sampling & Testing			250.00	250.00 0%
	<b>Total Central Sewer Collection System Expenses</b>	<b>1,618.04</b>	<b>46,462.27</b>	<b>323,750.00</b>	<b>277,287.73 14%</b>
<b>Central Sewer Treatment Expenses:</b>					
4293-0100	Center Sewer Treatment Supplies	12,896.62	24,784.55	73,000.00	48,215.45 34%
4293-0105	Center Sewer Treatment Chemicals	15,205.71	52,470.71	120,000.00	67,529.29 44%
4293-0110	Center Sewer Treatment Contracted Services	500.00	15,289.83	75,000.00	59,710.17 20%
4293-0115	Center Sewer Sludge Tipping Fees	1,213.00	19,094.40	45,000.00	25,905.60 42%
4293-0140	Center Sewer Treatment Communications	1,278.90	5,853.81	9,162.00	3,308.19 64%
4293-0150	Center Sewer Treatment Power	18,258.76	117,994.94	212,000.00	94,005.06 56%
4293-0155	Center Sewer Fuel	218.84	1,692.94	1,500.00	(192.94) 113%
4293-0161	Center Sewer Treatment Property Insurance	1,239.04	9,912.32	13,398.00	3,485.68 74%
4293-0240	Center Sewer Treatment Sampling & Testing	1,339.73	7,463.15	25,000.00	17,536.85 30%
4293-0411	Center Sewer DEQ Charges		9,529.00	9,400.00	(129.00) 101%
	<b>Total Central Sewer Treatment Expenses</b>	<b>52,150.60</b>	<b>264,085.65</b>	<b>583,460.00</b>	<b>319,374.35 45%</b>
<b>Moneta Sewer Collection System Expenses:</b>					
4292-0100	Moneta Sewer Supplies	242.50	1,076.43	10,250.00	9,173.57 11%
4292-0110	Moneta Sewer Contracted Services	956.88	4,065.18	3,050.00	(1,015.18) 133%
4292-0140	Moneta Communications	39.58	262.71		(262.71) 0%
4292-0150	Moneta Sewer Power	1,592.45	9,779.60	13,000.00	3,220.40 75%
4292-0155	Moneta Sewer Fuel Costs		86.56	3,500.00	3,413.44 2%
4292-0105	Moneta Sewer Chemicals			2,000.00	2,000.00 0%

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	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>	
4292-0115	Moneta Sewer Repairs & Improvements		400.00	400.00	0%	
4292-0240	Moneta Sewer Sampling & Testing		600.00	600.00	0%	
	<b>Total Moneta Sewer Collection System Expenses</b>	<b>2,831.41</b>	<b>15,270.48</b>	<b>32,800.00</b>	<b>17,529.52</b>	<b>47%</b>
<b>Moneta Sewer Treatment Expenses:</b>						
4294-0100	Moneta Sewer Treatment Supplies	647.37	6,393.86	30,000.00	23,606.14	21%
4294-0105	Moneta Sewer Treatment Chemicals	1,859.99	7,102.03	12,000.00	4,897.97	59%
4294-0110	Moneta Sewer Contracted Services		7,145.28	35,000.00	27,854.72	20%
4294-0115	Moneta Sewer Sludge Tipping Fees	1,138.00	3,079.00	15,000.00	11,921.00	21%
4294-0140	Moneta Sewer Treatment Communications	136.60	2,080.36	1,980.00	(100.36)	105%
4294-0150	Moneta Sewer Treatment Power	3,728.62	25,219.45	39,285.00	14,065.55	64%
4294-0155	Moneta Sewer Fuel	607.10	1,000.84	350.00	(650.84)	286%
4294-0161	Moneta Sewer Treatment Property Insurance	485.61	3,884.88	6,447.00	2,562.12	60%
4294-0240	Moneta Sewer Treatment Sampling & Testing	1,094.92	3,375.46	20,000.00	16,624.54	17%
4294-0411	Moneta Sewer DEQ Charges		2,940.00	3,000.00	60.00	98%
	<b>Total Moneta Sewer Treatment Expenses</b>	<b>9,698.21</b>	<b>62,221.16</b>	<b>163,062.00</b>	<b>100,840.84</b>	<b>38%</b>
<b>Montvale Sewer Expenses:</b>						
4295-0100	Montvale Sewer Supplies		454.39	15,000.00	14,545.61	3%
4295-0105	Montvale Sewer Chemicals	283.10	566.20	1,500.00	933.80	38%
4295-0110	Montvale Sewer Contracted Services		7,289.81	15,000.00	7,710.19	49%
4295-0140	Montvale Communications	10.47	73.79	300.00	226.21	25%
4295-0150	Montvale Sewer Power	29.93	212.14	360.00	147.86	59%
4295-0161	Montvale Sewer Insurance	68.56	548.48	808.00	259.52	68%
4295-0240	Montvale Sewer Sampling & Testing	18.00	118.80	14,000.00	13,881.20	1%
4295-0411	Montvale Sewer DEQ charges		2,353.00	2,400.00	47.00	98%
4295-0155	Montvale Sewer Fuel Costs			250.00	250.00	0%
	<b>Total Montvale Sewer Expenses</b>	<b>410.06</b>	<b>11,616.61</b>	<b>49,618.00</b>	<b>38,001.39</b>	<b>23%</b>
<b>Mariners Landing Sewer Expenses:</b>						
4340-0100	Mariners Landing Sewer Supplies	2,004.24	21,695.63	25,000.00	3,304.37	87%
4340-0110	Mariners Landing Sewer Contracted Services	9,581.00	20,678.81	40,000.00	19,321.19	52%
4340-0140	Mariners Landing Sewer Communication	79.71	12,123.45	300.00	(11,823.45)	4,041%
4340-0150	Mariners Landing Sewer Power		14,557.88	24,159.00	9,601.12	60%
4340-0105	Mariners Landing Sewer Chemicals			4,500.00	4,500.00	0%
4340-0155	Mariners Landing Sewer Fuel Costs			4,200.00	4,200.00	0%
4340-0161	Mariners Landing Sewer Property Insurance			1,727.00	1,727.00	0%
4340-0240	Mariners Landing Sewer Sampling & Testing			2,400.00	2,400.00	0%
4340-0411	Mariners Landing Sewer DEQ Permit Fees			2,400.00	2,400.00	0%
	<b>Total Mariners Landing Sewer Expenses</b>	<b>11,664.95</b>	<b>69,055.77</b>	<b>104,686.00</b>	<b>35,630.23</b>	<b>66%</b>
<b>Cedar Rock Sewer Expenses:</b>						
4350-0100	Cedar Rock Sewer Supplies	1.31	1,939.93	15,000.00	13,060.07	13%
4350-0105	Cedar Rock Sewer Chemicals	283.10	566.20	700.00	133.80	81%
4350-0110	Cedar Rock Sewer Contracted Services		6,265.65	20,000.00	13,734.35	31%
4350-0140	Cedar Rock Sewer Communication	69.68	480.74	800.00	319.26	60%
4350-0150	Cedar Rock Sewer Power	1,028.13	5,693.95	5,100.00	(593.95)	112%
4350-0161	Cedar Rock Sewer Property Insurance	7.42	59.36	170.00	110.64	35%
4350-0240	Cedar Rock Sewer Sampling & Testing	18.00	287.33	1,000.00	712.67	29%
4350-0411	Cedar Rock Sewer DEQ Permit Fees		2,353.00	2,400.00	47.00	98%
4350-0155	Cedar Rock Sewer Fuel Costs			600.00	600.00	0%
	<b>Total Cedar Rock Sewer Expenses</b>	<b>1,407.64</b>	<b>17,646.16</b>	<b>45,770.00</b>	<b>28,123.84</b>	<b>39%</b>
<b>Paradise Point Water Expenses:</b>						
4360-0110	Paradise Point Contracted Services		3,584.00	5,000.00	1,416.00	72%
4360-0140	Paradise Point Communications		3,425.34	300.00	(3,125.34)	1,142%
4360-0150	Paradise Point electric	224.47	801.43	5,000.00	4,198.57	16%
4360-0240	Paradise Point Sampling and Testing	40.00	434.76	2,000.00	1,565.24	22%
4360-0410	Paradise Point VDH Fees		72.00	63.00	(9.00)	114%
4360-0100	Paradise Point Supplies			2,000.00	2,000.00	0%
4360-0105	Paradise Point Chemicals			5,000.00	5,000.00	0%
4360-0155	Paradise Point Fuel Costs			100.00	100.00	0%
	<b>Total Paradise Point Water Expenses</b>	<b>264.47</b>	<b>8,317.53</b>	<b>19,463.00</b>	<b>11,145.47</b>	<b>43%</b>

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Eight Months Ending Monday, February 28, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>	
<b>Schools Sewer Expenses:</b>						
4300-0100	Schools Operations Supplies		2,441.91	10,000.00	7,558.09	24%
4300-0105	Schools Chemicals	283.10	1,780.90	10,000.00	8,219.10	18%
4300-0110	Schools Contracted Services		800.00	15,000.00	14,200.00	5%
4300-0240	Schools Sampling and Testing	145.00	5,161.88	7,000.00	1,838.12	74%
	<b>Total Schools Sewer Expenses</b>	<b>428.10</b>	<b>10,184.69</b>	<b>42,000.00</b>	<b>31,815.31</b>	<b>24%</b>
<b>Mariners Landing Water Expenses:</b>						
4315-0100	Mariners Landing Water Expenses	26.88	93.52		(93.52)	0%
4315-0110	Mariners Landing Water Contracted Services		462.78		(462.78)	0%
4315-0140	Mariners Landing Water Communications	45.02	315.62		(315.62)	0%
4315-0150	Mariners Landing Water Power		476.87		(476.87)	0%
4315-0240	Mariners Landing Sampling Expenses	388.56	1,504.64		(1,504.64)	0%
	<b>Total Mariners Landing Water Expenses</b>	<b>460.46</b>	<b>2,853.43</b>		<b>(2,853.43)</b>	<b>0%</b>
<b>Franklin County Operations:</b>						
4320-0100	Franklin County Supplies	28.07	7,742.45	12,000.00	4,257.55	65%
4320-0105	Franklin County Chemicals	(720.77)	5,343.00	12,000.00	6,657.00	45%
4320-0240	Franklin County Sampling & Testing	5.56	4,144.23	15,000.00	10,855.77	28%
	<b>Total Franklin County Operations</b>	<b>(687.14)</b>	<b>17,229.68</b>	<b>39,000.00</b>	<b>21,770.32</b>	<b>44%</b>
<b>BRWA&amp;EDA Contributions for Development:</b>						
4600-0100	BRWA and EDA Contributions for Development		162,450.00		(162,450.00)	0%
	<b>Total BRWA&amp;EDA Contributions for Development</b>		<b>162,450.00</b>		<b>(162,450.00)</b>	<b>0%</b>
	<b>Total Operating Expenditures</b>	<b>836,167.37</b>	<b>6,625,670.30</b>	<b>11,256,053.97</b>	<b>4,630,383.67</b>	<b>59%</b>
<b>Depreciation:</b>						
4400-0810	Office Depreciation		74,910.91	151,840.00	76,929.09	49%
4400-0811	Information Systems Depreciation		29,556.18	48,933.00	19,376.82	60%
4400-0812	Vehicles and Equipment Depreciation		172,021.47	147,568.00	(24,453.47)	117%
4400-0813	Forest Water Depreciation		438,652.61	573,566.00	134,913.39	76%
4400-0814	Lakes Water Depreciation		19,472.11	26,316.00	6,843.89	74%
4400-0815	SML Central Depreciation		234,535.95	329,609.00	95,073.05	71%
4400-0816	Stewartsville Water Depreciation		28,522.20	48,895.00	20,372.80	58%
4400-0817	Forest Sewer Depreciation		324,304.18	511,568.00	187,263.82	63%
4400-0818	Montvale Sewer Depreciation		48,054.37	80,336.00	32,281.63	60%
4400-0819	Amortization Expense		316.96	1,000.00	683.04	32%
4400-0820	Studies Depreciation Expense		15,135.12	35,410.00	20,274.88	43%
4400-0821	Moneta Sewer Depreciation		261,385.25	444,330.00	182,944.75	59%
4400-0822	Central Sewer Depreciation		294,695.88	415,564.00	120,868.12	71%
4400-0823	Center Water Depreciation		249,934.82	438,551.00	188,616.18	57%
4400-0824	SML Water Treatment Facility Depreciation		472,188.78	3,992.00	(468,196.78)	11,828%
4400-0825	Mariners Landing Sewer Depreciation		35,849.73		(35,849.73)	0%
	<b>Total Depreciation</b>		<b>2,699,536.52</b>	<b>3,257,478.00</b>	<b>557,941.48</b>	<b>83%</b>
<b>Loan Issuance Costs:</b>						
4500-0600	Loan Issuance Costs		15,600.00		(15,600.00)	0%
	<b>Total Loan Issuance Costs</b>		<b>15,600.00</b>		<b>(15,600.00)</b>	<b>0%</b>
<b>Lynchburg Debt Service Paid:</b>						
4500-0640	Lynchburg Sewer Interest			1,842.00	1,842.00	0%
	<b>Total Lynchburg Debt Service Paid</b>			<b>1,842.00</b>	<b>1,842.00</b>	<b>0%</b>
<b>2012 VRA Interest:</b>						
4500-0645	VRA 2012 Interest (2005 refunding)		60,603.13	102,116.00	41,512.87	59%
	<b>Total 2012 VRA Interest</b>		<b>60,603.13</b>	<b>102,116.00</b>	<b>41,512.87</b>	<b>59%</b>
<b>2014 VRA Interest:</b>						

Bedford Regional Water Auth.  
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	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 67%</u>
4500-0660 VRA 2014 Interest (2005 Refunding)		38,640.63	77,281.00	38,640.37	50%
Total 2014 VRA Interest		<u>38,640.63</u>	<u>77,281.00</u>	<u>38,640.37</u>	<u>50%</u>
2015 VRA Interest:					
4500-0665 VRA 2015 Interest		525,243.75	1,034,091.00	508,847.25	51%
Total 2015 VRA Interest		<u>525,243.75</u>	<u>1,034,091.00</u>	<u>508,847.25</u>	<u>51%</u>
Assumed Debt from City:					
4500-0650 Assumed Debt from Town- Interest	36,108.00	72,548.71	72,881.00	332.29	100%
Total Assumed Debt from City	<u>36,108.00</u>	<u>72,548.71</u>	<u>72,881.00</u>	<u>332.29</u>	<u>100%</u>
VRA 2019 Interest:					
4500-0670 VRA 2019 Refunding Interest		47,662.50	72,134.00	24,471.50	66%
Total VRA 2019 Interest		<u>47,662.50</u>	<u>72,134.00</u>	<u>24,471.50</u>	<u>66%</u>
VRA 2020 Interest (ESCO project):					
4500-0675 VRA 2020 Interest (ESCO)		73,909.38	143,334.00	69,424.62	52%
Total VRA 2020 Interest (ESCO project)		<u>73,909.38</u>	<u>143,334.00</u>	<u>69,424.62</u>	<u>52%</u>
Total Interest and Debt Service	36,108.00	834,208.10	1,503,679.00	669,470.90	55%
Total Exp., Depr. and Debt Service	872,275.37	10,159,414.92	16,017,210.97	5,857,796.05	63%
Total Revenues Less Oper Expense	<u>196,231.77</u>	<u>(3,845,131.84)</u>	<u>(2,384,694.03)</u>	<u>1,460,437.81</u>	<u>161%</u>
Gross Cash Before Capital Exp	<u>196,231.77</u>	<u>(3,845,131.84)</u>	<u>(2,384,694.03)</u>	<u>1,460,437.81</u>	<u>161%</u>
Less non-debt Capital Contributions		<u>(1,462,467.04)</u>	<u>(220,000.00)</u>	<u>1,242,467.04</u>	<u>665%</u>
Earnings/(loss) before BRWA Capital Outlays	<u>196,231.77</u>	<u>(2,382,664.80)</u>	<u>(2,164,694.03)</u>	<u>217,970.77</u>	<u>110%</u>

## BRWA Cash Flow Analysis- Truist Checking Account

Description	July-21	August-21	September-21	October-21	November-21	December-21	January-22	February-22	March-22	April-22	May-22	June-22	YTD Total
<b>Starting Balance</b>	\$ 3,631,630.74	\$ 2,856,981.44	\$ 1,840,822.24	\$ 2,407,964.11	\$ 2,290,751.13	\$ 1,973,008.96	\$ 2,207,641.86	\$ 2,674,904.62					
<b>DEBITS</b>													
<b>Debits from Operations</b>													
Capital Contributions/Asset Sales and Dispos	\$ 13,200.00	\$ 19,900.00	\$ 6,965.65	\$ -	\$ 4,000.00	\$ 4,600.00	\$ 500,000.00	\$ -					\$ 548,665.65
Cash From Operations	\$ 1,276,377.31	\$ 1,505,069.29	\$ 1,288,593.56	\$ 1,552,363.17	\$ 1,273,549.59	\$ 1,457,042.25	\$ 1,192,936.08	\$ 1,181,417.35					\$ 10,727,348.60
<b>Total Cash from Operations:</b>	\$ 1,289,577.31	\$ 1,524,969.29	\$ 1,295,559.21	\$ 1,552,363.17	\$ 1,277,549.59	\$ 1,461,642.25	\$ 1,692,936.08	\$ 1,181,417.35	\$ -	\$ -	\$ -	\$ -	\$ 11,276,014.25
<b>Debits from Non-Operating Sources</b>													
County CIP & Debt Service	\$ -	\$ -	\$ 1,796,906.26	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 1,796,906.26
Transfers from Reserve Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,066.45	\$ -	\$ -					\$ 17,066.45
Transfers from SNAP Project Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 977,237.95	\$ -	\$ 573,750.62					\$ 1,550,988.57
Transfers from Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers from Capital & Replacement Fund	\$ -	\$ -	\$ 609,728.62	\$ -	\$ -	\$ -	\$ -	\$ 42,816.67					\$ 652,545.29
Transfers in Deposit Refund Program Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers from Economic Dev. Fund	\$ -	\$ -	\$ 162,450.00	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 162,450.00
Transfers In Debt Service Fund	\$ -	\$ -	\$ 1,569,153.13	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 1,569,153.13
<b>Total Cash from Non Operating:</b>	\$ -	\$ -	\$ 4,138,238.01	\$ -	\$ -	\$ 994,304.40	\$ -	\$ 616,567.29	\$ -	\$ -	\$ -	\$ -	\$ 5,749,109.70
<b>Total Debits (Oper. and Non-Oper.)</b>	\$ 1,289,577.31	\$ 1,524,969.29	\$ 5,433,797.22	\$ 1,552,363.17	\$ 1,277,549.59	\$ 2,455,946.65	\$ 1,692,936.08	\$ 1,797,984.64	\$ -	\$ -	\$ -	\$ -	\$ 17,025,123.95
<b>CREDITS</b>													
<b>Credits for Operating Expenditures</b>													
	\$ 682,335.18	\$ 1,000,228.05	\$ 872,986.17	\$ 799,043.02	\$ 1,101,881.11	\$ 701,612.94	\$ 670,764.95	\$ 903,085.75					\$ 6,731,937.17
<b>Credits for Non-Operating Expenditures</b>													
Payments on Capital Projects	\$ 1,043,950.10	\$ 1,067,094.39	\$ 308,072.25	\$ 635,479.77	\$ 230,177.32	\$ 1,195,994.20	\$ 243,196.76	\$ 986,669.82					\$ 5,710,634.61
Payments on Debt Service	\$ 36,108.00	\$ 138,872.72	\$ 3,366,059.39	\$ 332.71	\$ -	\$ -	\$ -	\$ 392,765.50					\$ 3,934,138.32
Transfers to Debt Service Account	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00					\$ 1,600,000.00
Transfers to Capital Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers to Replacement Fund	\$ 101,833.33	\$ 134,933.33	\$ 99,780.98	\$ 14,964.09	\$ 63,233.33	\$ 113,828.33	\$ 101,833.33	\$ -					\$ 630,406.72
Transfers to Deposit Refund Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers to Investment Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers to Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Transfers to SML WTF Depreciation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Payments/Transfers to Economic Development Fund	\$ -	\$ -	\$ 19,756.56	\$ 19,756.56	\$ -	\$ 9,878.28	\$ 9,878.28	\$ 9,878.28					\$ 69,147.96
<b>Total Non-Operating Expenditures:</b>	\$ 1,381,891.43	\$ 1,540,900.44	\$ 3,993,669.18	\$ 870,533.13	\$ 493,410.65	\$ 1,519,700.81	\$ 554,908.37	\$ 1,589,313.60	\$ -	\$ -	\$ -	\$ -	\$ 11,944,327.61
<b>Total Credits (Oper. and Non-Oper.)</b>	\$ 2,064,226.61	\$ 2,541,128.49	\$ 4,866,655.35	\$ 1,669,576.15	\$ 1,595,291.76	\$ 2,221,313.75	\$ 1,225,673.32	\$ 2,492,399.35	\$ -	\$ -	\$ -	\$ -	\$ 18,676,264.78
<b>Ending Cash Balance</b>	\$ 2,856,981.44	\$ 1,840,822.24	\$ 2,407,964.11	\$ 2,290,751.13	\$ 1,973,008.96	\$ 2,207,641.86	\$ 2,674,904.62	\$ 1,980,489.91	\$ -	\$ -	\$ -	\$ -	\$ -

Microsoft Lists									
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2021-2022 CIP									
Purchases	Manager	Project Type	Budget	Spent	Start Date	Completion Date	Notes	Status	
Sample Hydrants Phase 1 (5)	Bob	Staff Performed	\$5,000	\$6,784.29	07/15/2021	11/01/2021	All hydrants have been installed. Thanks to the CIP crew for their quick work. As of the first week of October, work orders have been created for installation of the first 3. Locations are being evaluated for the other two. Hydrants have been delivered. Toms crew will handle installation over the next few months. Hydrants guarantee accessibility and representative water for compliance samples. (Phased) To be installed by our Maintenance Dept.	Completed	
Replace CWTP control valves (waste)	Bob	Contractor/Cons...	\$30,000	\$0.00	01/01/2022	04/30/2022	Money may be reallocated to cover cost of installing other valves recently purchased. 16" waste valves are	Not Started	
<a href="#">Skip to main content</a>									
Central WTP: Upgrade chemical feede...	Bob	Staff Performed	\$10,000	\$0.00	02/01/2021	11/01/2021	Changing coagulant to liquid PACI (DELPAC) will extend filter runs, reduce waste, delay media replacement, reduce lime use by 75% and improve water quality. With no dry chemicals added to the water, less sediment would need to be cleaned and hauled.	In Progress	
Stoney Creek Reservoir Telemetry	Nathan	Staff Performed	\$10,000	\$4,533.00	07/01/2021	10/29/2021	New broadband tower enables ability to provide telemetry upon equipment being installed. One camera ordered on 9/07. Scheduling meeting with SCADA integrator to define scope and obtain pricing for other aspects of the project. Router and bridge ordered on 9/08. Amount spent to-date is approximate at this time. Major components ordered and received. No field installation has started yet.	In Progress	
Mountain View Shores Filter Replace...	Bob	Contractor/Cons...	\$150,000	\$0.00	10/01/2021	04/30/2022	This will require an RFP due to the cost. We may opt to have an engineer develop specs. The filters are in danger of failure due to serious corrosion. Price is for full replacement.	Not Started	
Paradise Point SCADA	Bob	Contractor/Cons...	\$10,000	\$0.00	07/01/2021	12/31/2021	<b>October 5th - still in progress.</b> Provide remote monitoring of well system; included in rate evaluation for Paradise Point. Signed agreement with Fairwinds on 7/21/21. Site visit scheduled for 8/26/21.	In Progress	
SMLWTF: SCADA Upgrades	Bob	Contractor/Cons...	\$10,000	\$4,000.00	07/01/2021	09/01/2021	<b>Work in complete and under budget.</b> Any monitor or chemical additions must be added to SCADA; however, all input blocks are full. New rail cabinet and I/O equipment along with programming is needed. Already have equipment waiting to be added. Signed agreement with Fairwinds on 7/21/21	Completed	
SMLWTF: PACI System Completion	Bob	Staff Performed	\$5,000	\$3,000.00	03/24/2021	12/31/2021	<b>Our VDH Construction Permit was issued in November. A vendor is putting together a quote for a "skid" that will include the chemical feeders and required appurtenances.</b> As of 10/21/21 VDH is nearing the end of their review and the construction permit will be issued very soon. Engineering plans have been submitted to VDH for approval. PACI has been determined to be beneficial for organics removal. The system needs to be finalized per VDH requirements including plans, specs and additional equipment.	In Progress	
Central WWTP: Concrete repairs on anoxic ...	Mike	Contractor/Cons...	\$20,000	\$0.00	03/14/2022	06/17/2022	Repair cracks This has been added in with the Energy project	Not Started	
Central WW: Pump Stations 1, 2, 3 - Securit...	Mike	Staff Performed	\$5,000	\$0.00	01/03/2022	02/11/2022	Allow operators to view station remotely for overflow concerns or security issues.	Not Started	
Central WW: Pump Station 1 - Upgrades	Mike	Contractor/Cons...	\$50,000	\$0.00	02/01/2022	09/23/2022	Soft starts to reduce water hammer effect on receiving force main. Also connect to SCADA	Not Started	
Central WW: Pump Station 1 - Replacement...	Mike	Staff Performed	\$45,000	\$0.00	02/01/2022	05/27/2022	3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.	Not Started	
Central WW: Pump Station 2 - Replacement...	Mike	Staff Performed	\$45,000	\$0.00	01/03/2022	06/10/2022	3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.	Not Started	
Central WW: Pump Station 3 - Replacement...	Mike	Staff Performed	\$45,000	\$0.00	01/03/2022	06/10/2022	3 pumps are >20 years old; 1st phase for replacement. Will reduce overflows.	Not Started	
ML: WWTP Upgrades (Additional)	Mike	Contractor/Cons...	\$40,000	\$43,827.11	07/01/2021	09/09/2021	Additional funding needed to complete the rebuild of both BIOWHEELS and new BIOWHEEL gearbox.	Completed	
ML: West Cove Pump Station SCADA	Mike	Contractor/Cons...	\$10,000	\$8,012.34	07/05/2021	01/07/2022	<b>90% complete, waiting on cell modem. IT has ordered cell modems.</b>	In Progress	
ML: Pump Station 7 SCADA	Mike	Contractor/Cons...	\$10,000	\$9,565.13	07/05/2021	01/07/2022	<b>90% complete, waiting on cell modems. IT has ordered cell modems.</b>	In Progress	
Office: New Gate	Tom	Purchase/Procure	\$28,000	\$0.00	07/02/2021	11/30/2021	The gate is not functioning properly due to being too heavy for the current set-up, creating accessibility and security concerns. 8/24 - Received first quote. Will need to create an RFQ because cost will exceed \$20K	In Progress	

Office: Surface coat rear ...	Tom	Contractor/Cons...	\$10,000	\$2,500.00	07/01/2021	09/30/2021	Need to have the cracks filled, surface treated, and new lines painted on the rear parking lot behind the Annex Building to prevent complete pavement failure. 8/24 - Received three quotes for seal coating the rear parking lot. Quotes came in under budget and decision will be made by 9/1/2021.	Completed
South Mobile Roof Replacement/Repair	Tom	Contractor/Cons...	\$6,000	\$11,100.00	07/05/2021	12/31/2021	Mobile near heated garage. Roof was not replaced upon moving the mobile and moisture is causing damage to files stored inside. If roof determined in adequate shape, may build diversion above mobile to divert storm water runoff away from base of mobile. Addressing source of water will provide protection to files currently stored and allow file cabinets from Board Room to be moved upon files being scanned.	In Progress
Office: Key System Phase 1a - Exterior	Therron	Contractor/Cons...	\$50,000	\$37,130.00	10/01/2021	02/14/2022	Replacement key system for all exterior and public area doors on site. Adds security.	Completed
Office: Key System Phase 1b - Interior	Therron	Contractor/Cons...	\$50,000	\$0.00	07/01/2022	09/01/2022	Replacement key system for all interior doors on site.	Not Started
Website Redesign	Megan	Contractor/Cons...	\$65,000	\$0.00	07/01/2021	06/30/2022	BRWA website currently on an outdated platform that limits and prohibits some functionality of the site. Site will no longer be supported after April 2021.	In Progress
Billing Software - InHance Impresse	Marcie	Contractor/Cons...	\$79,600	\$67,859.69	07/01/2021	01/14/2022	BillMaster no longer supported. InHance Impresse part of same parent company for smooth transition.	Completed
<a href="#">Skip to main content</a>								
Leak Detection Equipment (linked to ...	Bob	Purchase/Procure	\$30,000	\$0.00	07/01/2021	10/29/2021	To be used by new Water Operations distribution position.	Not Started
Vehicle for New Water Operations Po...	Tom	Purchase/Procure	\$26,050	\$0.00	07/05/2021	01/31/2022	Associated with personnel request.	Completed
Equipment: Aluminum Trench Boxes (2)	Tom	Purchase/Procure	\$18,000	\$17,170.00	07/05/2021	11/30/2021	Wider and lighter trench boxes with 4 sides instead of 2. Beneficial where sloping not required. Better protection for employees and within VOSH standards. Rental costs to obtain necessary trench boxes until these are purchased.	Completed
Mini Excavator	Tom	Purchase/Procure	\$50,000	\$48,806.86	07/05/2021	12/17/2021	Currently have 4 line crews and only 3 excavators, including one that should be sold since it was replaced; includes John Deere 35G w/ thumb & angle blade.	Completed
Mini Excavator - Trailer	Tom	Purchase/Procure	\$7,000	\$7,395.00	07/05/2021	12/17/2021	Hooper trailer to carry requested mini-excavator.	Completed
Equipment: Rock hammer for New Mi...	Tom	Purchase/Procure	\$9,000	\$8,165.00	07/05/2021	12/17/2021	Rock hammer to fit new excavator; each excavator has its own.	Completed
Plate compactor - excavator attachm...	Tom	Purchase/Procure	\$8,000	\$5,250.00	07/05/2021	12/17/2021	Plate compactor will help compaction, especially around roadways. Can be used with existing equipment. To be used where handheld jumping-jack compactor cannot be used. Reduces time and labor necessary for compacting backfill.	Completed
Skid Steer Attachment-Bush Hog	Tom	Purchase/Procure	\$15,000	\$13,026.58	07/05/2021	12/17/2021	Assists with easement clearing; provides access into smaller areas than tractor.	In Progress
Skid Steer Attachment-Power Rake	Tom	Purchase/Procure	\$14,000	\$11,011.99	07/05/2021	12/17/2021	More efficient and smoother cleanup than manual rakes.	Completed
Skid Steer Attachment - Brush Mower	Tom	Purchase/Procure	\$20,000	\$0.00	07/05/2021	12/17/2021	Heavy Duty Brush Mower for easement clearing	In Progress
Dump Truck (single Axle)	Tom	Purchase/Procure	\$120,000	\$0.00	07/05/2021	01/28/2022	Larger dump truck to dedicate to CIP crew construction; crew typically requires use of 2 dump trucks of the 4 currently owned.	In Progress
New FM Employee-Dodge RAM 2500...	Tom	Purchase/Procure	\$52,000	\$0.00	07/05/2021	12/17/2021	Vehicle required for additional employee allotted for Facilities Maintenance.	In Progress
New FM Employee - Tools for new ve...	Tom	Purchase/Procure	\$15,000	\$0.00	07/05/2021	12/17/2021	Tools to outfit new Facilities Maintenance vehicle.	In Progress
Utility Body & Ladder Rack for Superv...	Tom	Purchase/Procure	\$16,000	\$12,296.00	07/05/2021	01/28/2022	2014 RAM 2500 converted to supervisor vehicle and needs associated utility body installed.	In Progress
Push Camera Tilt/Pan Head for existin...	Tom	Purchase/Procure	\$13,000	\$19,721.00	07/05/2021	11/30/2021	This will replace the existing camera head, providing pan/tilt capabilities required for inspecting laterals.	Completed
Diamond blade root cutters	Tom	Purchase/Procure	\$13,000	\$12,285.00	07/05/2021	11/30/2021	These cutters will allow root removal, reducing back-ups. Will inflict less damage to aging sewer system.	Completed
Customer Service Gateway antennae's	Marcie	Purchase/Procure	\$15,000	\$9,515.00	10/01/2020	01/30/2022	Work order pending for Facility Maintenance Crew.	Not Started
Central WWTP: Pavement Repair	Mike	Contractor/Cons...	\$30,000	\$0.00	04/16/2022	06/01/2022	Waiting for ESCO project to be completed before repairing the asphalt, so that ESCO doesn't damage brand new pavement.	Not Started
PLC Controls for Sand Filter ad Central WW...	Mike	Contractor/Cons...	\$34,000	\$25,250.00	05/03/2021	04/06/2022	<b>After adding the backwash pumps and blowers</b> this project is now 85% complete.	In Progress

Central WTP: Valve Replacement	 Bob	Purchase/Procure	\$80,000	\$78,000.00	07/01/2021	02/28/2022	As of December, a bid was accepted for valve installation. The contractor is double checking measurements and preparing to order parts. The valves alone cost close to the budget. Assessing whether to proceed with a contractor installing them or utilizing staff to install them. Contractor to install using funds from Waste Valve Replacements; must not start until disk filter is replaced and operable at SMLWTP to balance water demands.		In Progress
New Generator for Pump Station 10 (centra...	Mike	Contractor/Cons...	\$100,000	\$39,694.41	04/01/2021	02/25/2022	Installation was complete on February 25, 2022. The load bank and start up testing was successful and generator is ready for backup power.		Completed
Central WW: Pump Station 5 - Complete Re...	Mike	Contractor/Cons...	\$120,000	\$209,214.79	05/01/2021	10/08/2021	Hired Falwell Construction to complete this work.		Completed
ML: WWTP Upgrades	Mike	Contractor/Cons...	\$103,000	\$94,894.00	02/15/2021	10/20/2021	Hired Falwell Corporation to perform most of the work.		Completed
ML: Pump Station 1&2 SCADA	Mike	Contractor/Cons...	\$40,000	\$37,625.00	04/01/2021	11/08/2021	Hired Fairwinds to connect these 2 primary lift station to the SCADA system.		Completed





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# COMMITTEE MEETING SUMMARY

**To:** BRWA Board of Directors  
**From:** Jill Underwood, Director of Finance  
**Date:** March 8, 2022  
**Re:** Summary of March 3, 2022 Finance Committee Meeting

---

A meeting of the Finance Committee of the Bedford Regional Water Authority was held on **March 3, 2022 at 9:00 a.m.** in the **Board Room** of the Authority located in the **Annex** building at **1723 Falling Creek Road in Bedford County**. Due to COVID-19, only Committee members and staff were able to join the meeting in person.

**Members Present:**

Thomas Segroves  
Kevin Mele (virtually)

**Staff Present:**

Brian Key- Executive Director  
Jill Underwood- Director of Finance  
Nathan Carroll- Assistant Executive Director

The committee discussed the following items:

1. Mr. Key called the meeting to order at 9:03 a.m.
2. Bill pay kiosk (funded in current FY CIP)

Ms. Underwood summarized her February 24<sup>th</sup> memorandum with the committee.

It will cost approximately \$54,300 to purchase the kiosk; additional funds will be needed for pouring a concrete pad and installing an awning. It is estimated that the total installation cost would be approximately \$80,000.

There are concerns about whether the kiosk will be beneficial and user friendly to those who desire to use it.

There were \$169K cash payments last year, representing 1.38% of total payments received; for less than 2% of receipts, the committee did not feel the kiosk would be of enough value to our customers and the BRWA to be justifiable.

Mr. Mele would prefer to put this on hold and gather more information about the experiences encountered from surrounding localities.

Having the lobby closed for nearly two years has worked fairly well, with all customers being able to make payments in one of the other methods available; only two or three elected officials have contacted us with concerns about being closed.

The committee's recommendation is to put this on hold for the time being.



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### 3. Proposed Reserve Accounts Policy

Ms. Underwood explained that the proposed policy is to formalize the process that has been taking place for quite some time regarding the Capital Reserve Accounts.

Mr. Segroves asked about the rationale behind having a minimum balance, and Mr. Key explained that it is to serve as a buffer to be able to cover unplanned expenses. The policy also gives flexibility to move money between reserve accounts as needed, and the example of the Route 122 water main break was discussed.

Ms. Underwood stated that the Director of Engineering was currently listed as the account manager for the Water and Sewer Reserve Accounts; staff requested that this be changed to having the Engineering Manager listed in the policy for these two accounts before the policy is submitted to the Board for Approval.

The committee supports the policy, and a resolution will be included in the March board packet for approval by the Board

### 4. Review FY 23 Insurance Rates and Benefits Policy

Ms. Underwood stated that policy revisions were needed, including updates to the percentages paid by the Authority to reflect the contribution amounts that we are paying currently; this was previously approved by the committee and the board a few years ago, and the policy is being updated to reflect the approved changes.

With insurance rates going up, staff calculated that the lowest paid employee on the family plan would need a 1.8% pay increase to avoid taking home less pay after the insurance increase.

Mr. Segroves asked what % increase the BRWA is considering asking for; Mr. Key stated what many surrounding localities are targeting; Mr. Underwood discussed the consumer price index ("CPI").

Mr. Mele asked about the definition of "regular Part-Time" employees; he stated that the definition should be restated or referenced in the policy; Mr. Segroves asked that we investigate the definition and verify that we are in compliance.

Mr. Mele recommended moving the table with percentages to an appendix; Ms. Underwood explained that these would not be likely to change often, at least not annually.

A resolution for the insurance renewal will be in the March board packet.

### 5. Discuss a potential Request for Proposal (RFP) for Audit Services

Mr. Mele had mentioned several months ago, following the audit, the potential for an RFP for auditing services; the Authority has been using Brown Edwards and pays \$26K/year for their services; these fees will very likely be increasing due to single audit requirements at the federal level.

Ms. Underwood asked the committee if they would like to take place in reviewing the proposals; the committee would prefer to leave review to the staff and provide a recommendation to the Board.

The Committee supports and recommends proceeding with an RFP for auditing services.



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## 6. Review Draft FY 2022-2023 Budget

Ms. Underwood reviewed the highlights of the draft budget; she noted that FY 23 is not as lean as FY 24 will be due to the additional debt will be taken on for the Ivy Creek sewer interceptor construction; some VRA debt comes off the books, but it is not offsetting to a great degree in FY 24 due to the moral obligation contribution from the County also going away.

The end results for the equalization study are different due to actions we have taken during the equalization period, and Ms. Underwood explained those

Funds available for capital drop off in FY 23 and significantly in FY 24

The goal in the past has been to keep increases less than \$3.00 per year (for both water and sewer, individually) for the average customer, and this year's rates come close to meeting that goal.

Ms. Underwood pointed out that the cost of a water meter has increased; therefore, the plan is for that increase to be reflected in the upcoming rate advertisement.

The rate increase follows the concepts outlined in the Draper Aden rate equalization study (from 2014). There were no additional questions or discussion regarding the rates and a resolution will be included in the March board packet to proceed with advertising the rates as shown.

Mrs. Underwood gave a summary of the proposed budget

- The amount available for capital is \$857K with some increases to the replacement reserve accounts;
- Revenues are projected to be 4.9% more than the current FY. This is the last year the Authority will get the \$500,000 contribution from the County for the Ivy Creek sewer line.
- Expenses increase at 9% overall; this includes a total of 15% increase in salary due to additional staff being added, and some salary adjustments for existing employees. The expenses also have an increase in our VRS contribution (changes every two years). There are some increases for training and education due to the return of in person training events.

Mr. Mele questioned the budgeted amount for contract water sales and Mrs. Underwood agreed that she needs to make an adjustment to that value to reflect actual purchases instead of the rate model projection.

Mr. Mele also asked about Franklin County contract operations and Mrs. Underwood explained that these expenses are close to a match to the revenue that is generated from the contract services.

Mr. Mele asked about Developer Line Contributions as well and the rationale behind those figures; Ms. Underwood explained that this is a timing issue and is a non-cash contribution in assets. This account is kept very conservative since we cannot predict the timing of developer contributions; Developer prepayment redemptions are also variable and hard to estimate.

Mr. Mele asked about Contracted Services, and Mrs. Underwood explained that many of these are springtime activities, such as mowing, paving, root spraying, etc, so we will spend quite a bit of money between now and the end of the year.



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Mr. Segroves had a question related to the capital recovery budgeted amount; Mr. Mele followed that up with a question related to how our capital recovery fees compare to surrounding localities; Mr. Mele suggested that we draw up some talking points for the board members in the event that others have questions related to how we arrive at the fair market value of the capital recovery fee.

Only the rate resolution will be presented to the board in March; the next Finance committee meeting will be to review capital, which will be March 23<sup>rd</sup>; the next board meeting is on March 15<sup>th</sup>; the Finance Committee would like to allow the Personnel Committee the time to weigh-in beforehand on the budget for salaries and requested that this be discussed further in a closed session at the March board meeting.

7. Other business: There were a few questions about the status of the legal proceedings related to Mr. Chastain. Mr. Key reviewed the status of Mr. Chastain's appeal, and the actions being planned by the Town of Bedford.
8. The meeting adjourned at 10:58 a.m.



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# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Jill Underwood; Director of Finance  
**Date:** March 8, 2022  
**Re:** Resolution 2022-03.02 – Advertise Rates

---

Enclosed is the above referenced resolution for your consideration; included with the resolution are the proposed rates.

In order for the new rates to be effective on June 1, 2022, as will be seen on all bills sent out after June 30, 2022, we will need to hold a public hearing in April of this year.

There is an advertising period that is required prior to the hearing, and this resolution authorizes the public notice which initiates this process.



---

**RESOLUTION**

2022-03.02

**Advertise Rates**

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Annex Building on the 15<sup>th</sup> day of March 2022, beginning at 7:00pm:

**WHEREAS**, the Authority is required to advertise and hold a public hearing prior to the approval of any rate changes; and,

**WHEREAS**, the Consolidation Agreement dated October 31, 2012 stated “Within ten (10) years of the Closing, the water and wastewater treatment rates of the Localities are expected to be substantially equalized, provided that equalization only occur through realized cost efficiencies and economies and will not be done through disproportionate increases on Bedford customers.”; and,

**WHEREAS**, the Authority is in the process of preparing a draft budget for the Fiscal Year 2022-2023, and the rates necessary for the proposed revenues to exceed the proposed expenditures are included in the rates being proposed for advertisement; and,

**WHEREAS**, the Authority intends to post notice of the proposed rates on March 23, 2022 and March 30, 2022 in a newspaper of general circulation, to send copy of the notice to the governing bodies of Bedford County and the Town of Bedford, and to hold a public hearing on the new rates on April 19, 2022; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Authority does hereby authorize the Executive Director to post notice of the changes to the rates as shown on the attached document.

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 **March 15, 2022** 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

The Bedford Regional Water Authority (“BRWA”) will hold a public hearing on April 19, 2022 at 7:00 p.m. for the purpose of receiving comments about the proposed changes of rates as shown herein. Details about how to join the meeting can be found at [www.brwa.com](http://www.brwa.com). A description of the proposed changes can be found at [www.brwa.com](http://www.brwa.com). The rates will not be adopted until after the public hearing. The rates are scheduled to take effect June 1, 2022 and be utilized for all billing statements after June 30, 2022.

Please direct questions to 540-586-7679 or [rates@brwa.com](mailto:rates@brwa.com).

Monthly Usage or Meter Size	Forest, Lakes, Stewartsville, and Montvale Service Areas		Center Service Area			
	Water	Sewer	Inside Town of Bedford		Adjacent to Town	
			Water	Sewer	Water	Sewer
<b>Residential: Volume Charges per 1000 gallons</b>						
First 3,000	\$6.00	\$8.00	\$5.50	\$7.10	\$5.50	\$7.00
Over 3,000	\$6.00	\$8.00	\$5.50	\$7.70	\$5.50	\$8.10
<b>Commercial: Volume Charges per 1000 gallons</b>						
First 3,000	\$6.00	\$8.00	\$5.50	\$7.10	\$5.70	\$7.80
Over 3,000	\$6.00	\$8.00	\$5.50	\$8.00	\$5.70	\$8.30
<b>Industrial: Volume Charges per 1000 gallons</b>						
First 600,000	\$5.50	\$7.40	\$5.20	\$7.20	\$5.50	\$7.40
Over 600,000	\$5.50	\$7.40	\$5.20	\$7.10	\$5.50	\$7.40
<b>Residential: Monthly Base Charges</b>						
5/8"	\$25.00	\$25.00	\$25.00	\$27.00	\$25.50	\$28.00
3/4"	\$35.50	\$34.00	\$35.50	\$36.00	\$37.00	\$37.00
1"	\$56.50	\$54.00	\$56.50	\$58.00	\$58.00	\$59.00
1-1/2"	\$97.00	\$93.00	\$97.00	\$97.00	\$100.50	\$97.00
<b>Commercial and Industrial: Monthly Base Charges</b>						
5/8"	\$25.00	\$25.00	\$25.00	\$27.00	\$27.00	\$26.50
3/4"	\$35.50	\$34.00	\$35.50	\$37.00	\$39.00	\$37.50
1"	\$56.50	\$54.00	\$56.50	\$58.00	\$58.00	\$59.00
1-1/2"	\$97.00	\$93.00	\$97.00	\$97.00	\$104.00	\$98.00
2"	\$150.00	\$148.50	\$160.00	\$158.00	\$165.00	\$153.50
3"	\$280.00	\$271.00	\$310.00	\$280.00	\$324.00	\$282.00
4"	\$460.00	\$450.00	\$510.00	\$466.00	\$537.00	\$467.50
6"	\$910.00	\$900.00	\$1,060.00	\$925.00	\$1,063.00	\$927.00
8"	\$1,470.00	\$1,450.00				
10"	\$2,470.00	\$2,435.00				
<b>Meter Fees</b>						
5/8"	\$275.00					
3/4"	\$425.00					
1"	\$450.00					





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# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Jill Underwood; Director of Finance  
**Date:** March 8, 2022  
**Re:** Resolution 2022-03.03 – Policies

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At a meeting held on March 3, 2022, the Finance Committee reviewed a new policy for managing the reserve accounts, as well as proposed changes to the Benefits policy. Below is a summary of these policies:

- a. Policy 10.33 Reserve Accounts - this policy was created to formalize the process already in place and assigns the responsibility to staff to manage these accounts, as well as establishes minimum account balances. The actual funding of these accounts will be determined annually as part of the budget process.
- b. Policy 20.20 Benefits - the revisions to this policy reflect the actual contribution percentages paid towards health insurance premiums, for both the Authority and the employees. There were other small changes made to provide clarity for the other benefits provided to employees.

If the board agrees with the revised policies, enclosed is the above referenced resolution for your consideration.



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## RESERVE ACCOUNTS

### Section 1. PURPOSE

This policy is to provide the Bedford Regional Water Authority (“Authority”) with guidance related to the reserve accounts where funds are set-aside (“setasides”) on a regular basis to prepare for routine large expenditures that often carry over across fiscal years.

### Section 2. GENERAL

- A. The Authority has implemented “best management practices” for the control of its financial accounts; this includes that reserves be accumulated to provide for contingencies and planned/unplanned major expenses.
- B. The reserves, when combined with unrestricted cash and investments, are to maintain a Days Cash on Hand (“DCH”) floor of 180 days. Water and sewer rates will be set accordingly to replenish these reserves if cash/investment levels drop below the DCH floor.
- C. Each year the Board of Directors (“Board”) will adopt a budget that includes a total amount of setasides to be directed to the reserve accounts for the upcoming fiscal year; the Executive Director will direct the Director of Finance of the amount to be added each month to each of the reserve accounts, in an amount to not exceed the total approved by the Board for the year.
- D. None of the reserve accounts can be drawn down to a negative balance. The Board needs to approve of any requests to draw the accounts below the minimum balance stated herein.
- E. The Executive Director may authorize the redistribution of funds as needed between the various reserve accounts, as long as the minimum balances are maintained and sufficient funds remain in each account to perform the intended purpose of the account.

### Section 3. ACCOUNTS

- A. Below are a list of the reserve accounts maintained by, and entirely controlled by, the Authority; also shown is the minimum balance that should be maintained in each account at all times unless otherwise approved by the Board.
  1. Capital Reserve Account 1001-0020
    - a. Purpose: The Board has required that the Authority maintain a capital reserve account to be prepared in the event of a major unplanned expense, such as a catastrophic failure of one or more critical asset(s).
    - b. Use: This reserve account does not have routine setasides placed in the account. The interest earnings from all of the reserve accounts is placed in this account.
    - c. Minimum Balance: \$500,000
    - d. Account Manager: Director of Finance
  2. Economic Development Account 1001-0023
    - a. Purpose: To support the County and the Town of Bedford with Economic Development projects. This can include partnering with the County and/or Town to share the cost of

## RESERVE ACCOUNTS

- providing water and/or sewer service for the purpose of attracting and retaining businesses in the County and/or Town.
- b. Use: The Board must approve of the use of the funds from this account; approval shall be considered by the Board on a case-by-case basis. The primary source of the funding for this account is from the Authority's portion of the co-location leases from cellular and broadband providers on the water storage tanks.
  - c. Minimum Balance: \$200,000
  - d. Account Manager: Executive Director
3. Vehicles and Equipment Account 1001-0025
- a. Purpose: The fleet of vehicle and heavy equipment need to be replaced on a regular basis in order to properly maintain the fleet with reliable vehicles and heavy equipment.
    - i. Vehicles: All trucks, cars, vans, and trailers that require registration through the Virginia Department of Motor Vehicles ("DMV").
    - ii. Heavy Equipment: Excavators, backhoes, skid steer loaders, farm tractors, forklifts, trenchers, riding mowers, and other equipment with hour meters that are not registered with the DMV and have a replacement cost of greater than \$5,000.
  - b. Use: This reserve account shall have sufficient funds added on a regular monthly basis to ensure that the entire fleet can be routinely replaced prior to the end of each piece's useful life. The life of heavy equipment varies widely depending on the type of equipment and the use of the heavy equipment; as such, there are no standard guidelines for their replacement but rather they will follow an industry standard for when to replace the equipment. As a guideline, most vehicles will be targeted for replacement at the least of the following:
    - i. 150,000 miles
    - ii. 15 years
    - iii. When the monthly cost of maintaining a vehicle routinely exceeds the amortized cost of replacing the vehicle.
  - c. Minimum Balance: \$100,000
  - d. Account Manager: Maintenance Manager
4. IT/OT Replacement Account 1001-0030
- a. Purpose: This account is for the replacement of Information Technology ("IT") equipment and Operational Technology ("OT") equipment. IT equipment includes servers, phones, network equipment, printers, scanners, and end-user devices; IT equipment is primarily for the Authority's general business processes. OT equipment includes those devices that monitor and control the Authority's industrial operations and processes. OT equipment includes items such as programmable logic controllers ("PLC's"), Supervisory Control and Data Acquisition ("SCADA") cabinets, control panels, and human-machine interfaces ("HMI's").
  - b. Use: This reserve account shall have sufficient funds added on a regular monthly basis to ensure that IT and OT equipment can be routinely replaced prior to the end of each piece of equipment's useful life. The life of the equipment varies widely depending on the type of equipment and the use of the equipment; as such, there is no standard guidelines for their replacement but rather they will follow an industry standard for when to replace the equipment.

## RESERVE ACCOUNTS

- c. Minimum Balance: \$100,000
- d. Account Manager: Information Systems Manager
- 5. Meter Replacement Account 1001-0035
  - a. Purpose: The water meters utilized by the Authority need to be routinely replaced in order to maintain accurate readings for billing the Authority's customers.
  - b. Use: This reserve account shall have sufficient funds added on a regular monthly basis to ensure that meters can be replaced on a maximum of a 12 (twelve) year schedule.
  - c. Minimum Balance: \$50,000
  - d. Account Manager: Customer Service Manager
- 6. Sewer Line Replacement Account 1001-0040
  - a. Purpose: This account is used for replacing existing sewer lines and that have failed or are near failure.
  - b. Use: These funds may be used by the Authority's Capital Improvement Project ("CIP") Crew to purchase materials to replace sewer lines, or they may be used to hire a contractor to perform the labor and supply the materials. These funds can also be used for engineering design and surveying costs directly related to the replacement of specified segments of the sewer lines. Enough funding shall be provided into this account to allow for a full year of sewer line replacement work.
  - c. Minimum Balance: \$200,000
  - d. Account Manager: Engineering Manager
- 7. Waterline Replacement Account 1001-0045
  - a. Purpose: This account is used for replacing existing waterlines and that have failed or are near failure.
  - b. Use: These funds may be used by the Authority's Capital Improvement Project ("CIP") Crew to purchase materials to replace waterlines, or the funds may be used to hire a contractor to perform the labor and supply the materials. These funds can also be used for engineering design and surveying costs directly related to the replacement of specified segments of the waterlines. Enough funding shall be provided into this account to allow for a full year of waterline replacement work.
  - c. Minimum Balance: \$200,000
  - d. Account Manager: Engineering Manager
- 8. Tank Rehabilitation Account 1001-0050
  - a. Purpose: The funds in this account are to be used to rehabilitate and repair water storage tanks.
  - b. Use: Due to the high cost of applying paint coatings to water tanks, and the routine need to perform this work, this account will accrue a balance over multiple years before the funds are used for a single tank rehabilitation. These funds can also be used for engineering design directly related to the rehabilitation of a specified tank. Enough funding should be provided into this account to perform one tank painting every 5 years.
  - c. Minimum Balance: \$300,000
  - d. Account Manager: Water Operations Manager
- 9. Escrow Account 1001-1100
  - a. Purpose: Occasionally a developer or customer is required to provide surety to the Authority to ensure that a project is completed properly or to minimize risks to the

## RESERVE ACCOUNTS

- Authority when standards are not met; this account is funded from surety payments to the Authority.
- b. Use: When the risk to the Authority has been substantially reduced, the funds from this account may be returned or credited to the original issuers of the funds.
  - c. There is no minimum balance for this account.
  - d. Account Manager: Director of Finance
- B. The Authority maintains a Cell Tower Revenue account which is funded through a portion of the rents that are collected from co-location leases on the elevated water towers. The percentage of the rents that are placed in this reserve account is based on two agreements with the County of Bedford. There is no minimum balance required in this reserve account.
1. New London Tank: The Economic Development Authority (“EDA”) owned the land that was dedicated to the Authority to construct the New London water storage tank; as such, 40% (forty percent) of the monthly revenue generated from the co-location lease(s) is placed in this reserve account. The EDA is required to authorize funds being used from this account in order to assist in funding water and sewer related expenses.
  2. Smith Mountain Lake Tank: The County of Bedford (“County”) owned the land that was dedicated to the Authority to construct the Smith Mountain Lake water storage tank; as such, 40% (forty percent) of the monthly revenue generated from the co-location lease(s) is placed in this reserve account. The County of Bedford is required to authorize funds being used from this account in order to assist in funding water and sewer related expenses.

### Section 4. REVISIONS

- A. This policy was approved and adopted by the Authority’s Board of Directors on ~~March 15, 2022~~, effective ~~March 16, 2022~~.

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## BENEFITS

### Section 1. PURPOSE

The Bedford Regional Water Authority (“Authority”) recognizes the value of quality employees, and that providing quality benefits is part of the overall compensation package need to attract and maintain a professional workforce. This policy is to document the benefits that are offered to the employees of the Authority; the benefits listed in this policy, unless otherwise noted, are available for all full-time and regular part-time employees of the Authority, as defined in Policy 20.10 Work Hours and Compensation.

### Section 2. ENROLLMENT

- A. The Open Enrollment period for benefits is held before July 1<sup>st</sup> each year.
- B. For information on the dates of the enrollment periods for benefits, please contact Human Resources.
- C. To enroll in any of these programs, please contact Human Resources.

### Section 3. HEALTH INSURANCE

- A. The Local Choice, includes the following:
  1. Health Insurance
  2. Dental Insurance
  3. Vision Insurance
  4. Behavioral Health and Employee Assistance Program (“EAP”)
  5. Prescription Plan
  6. Wellness Benefits
- B. Eligibility:
  1. All Full-Time and regular Part-Time employees are eligible for participation.
  2. Spouses as recognized by the Commonwealth of Virginia.
  3. Dependents
    - a. Natural children, adopted children, children placed for adoption, stepchildren as a result of a legal spouse (as defined by the Commonwealth of Virginia), incapacitated children, and other children in which the court has ordered the employee to assume sole permanent custody.
    - b. Children are eligible to the end of the year in which they turn age 26 (age requirement is waived for adult incapacitated children).
  4. Retirees
    - a. Employees who retire directly from the Authority (i.e., leave service and immediately begin to receive a retirement benefit from VRS) may continue to participate in the group health plan.
    - b. The employee must have at least 15 years of full time service with the Authority.
    - c. Only dependents who were part of the employee’s active plan at the time of retirement will be eligible.

**BENEFITS**

- d. Medicare eligible retirees who have remained on the Authority's retiree plan may choose additional coverage through the Authority.
  - 5. Coverage must be applied for within 30 days after beginning or ending employment; otherwise, coverage can only be obtained at the Open Enrollment period or 30 days after a qualifying mid-year event.
- C. The Authority contributes payment towards the health insurance premiums for employees. The breakdown of these contributions is as follows:
- 1. Full-time Employees

<b>Key Advantage Expanded Comprehensive &amp; Preventative Insurance Plans</b>	<b>Authority Contribution</b>	<b>Employee Contribution</b>
Employee Only	90%	10%
Employee plus one	60%	40%
Family	60%	40%

<b>Key Advantage 250 Comprehensive Insurance Plan</b>	<b>Authority Contribution</b>	<b>Employee Contribution</b>
Employee Only	95%	5%
Employee plus one	65%	35%
Family	65%	35%

<b>Key Advantage 250 Preventative Insurance Plan</b>	<b>Authority Contribution</b>	<b>Employee Contribution</b>
Employee Only	97%	3%
Employee plus one	66%	34%
Family	66%	34%

**BENEFITS**

2. Part-time Employees

<b>Key Advantage Expanded Comprehensive &amp; Preventative Insurance Plans</b>	<b>Authority Contribution</b>	<b>Employee Contribution</b>
Employee Only	45%	52.5%
Employee plus one	30%	70%
Family	30%	70%

<b>Key Advantage 250 Comprehensive Insurance Plan</b>	<b>Authority Contribution</b>	<b>Employee Contribution</b>
Employee Only	47.5%	52.5%
Employee plus one	32.5%	67.5%
Family	32.5%	67.5%

<b>Key Advantage 250 Preventative Insurance Plan</b>	<b>Authority Contribution</b>	<b>Employee Contribution</b>
Employee Only	48.5%	51.5%
Employee plus one	33%	67%
Family	33%	67%

3. Retirees

<b>Insurance Plan</b>	<b>Authority Contribution</b>	<b>Employee Contribution</b>
Employee Only	0%	100%
Employee plus one	0%	100%
Family	0%	100%

D. For current premiums, please see the Benefits-at-a-Glance document as available from Human Resources.

**Section 4. RETIREMENT**

A. Virginia Retirement System (“VRS”) Retirement:

1. Membership in VRS is a condition of employment for all full time employees.
2. The Authority pays the state’s determined employer contribution amount into the plans as follows:
  - e. VRS Plan 1:
    - i. Plan 1 employees were hired or rehired before July 1, 2010 and had at least five years of service credit as of January 1, 2013.
    - ii. Employees pay the 5% employee’s contribution amount into the plan.



## BENEFITS

- f. VRS Plan 2:
    - iii. Plan 2 employees were hired or rehired before July 1, 2010, and did not have at least five years of service credit as of January 1, 2013 or were hired or rehired from July 1, 2010, to December 31, 2013.
    - iv. Employees pay the 5% employee's contribution amount into the plan.
  - g. Hybrid VRS Plan
    - v. Employees pay the 4% defined benefit contribution and a 1% defined contribution, as well as the option to have voluntary defined contribution deductions in increments of .50, up to 4%, with employer match.
    - vi. This plan is for employees joining VRS after January 1, 2014.
  - 3. VRS provides a lifetime monthly benefit based on your age, total years of service, and average final compensation.
  - 4. Please see your appropriate plan document for retirement eligibilities.
  - 5. This benefit is only available to full-time employees.
- B. Deferred Compensation through VRS:
- 1. This benefit is obtained through employee contribution only; there is no Authority contribution or matching.
  - 2. This is a 457 Plan: Contributions made to this plan are pre-tax contributions.
  - 3. This is supplemental to VRS retirement.
  - 4. This benefit is only available to full-time employees.

## Section 5. LIFE INSURANCE

- A. VRS Life Insurance:
- 1. The Authority pays 100% of the premium for coverage equal to twice the annual salary for life insurance and four (4) times the annual salary for accidental death.
  - 2. Employees can obtain additional life insurance coverage for employee, spouse, and children at the employee's cost.
  - 3. This is term insurance and coverage will cease upon termination of employment, other than death and retirement.
  - 4. This benefit is only available to full-time employees.
- B. Additional information is available upon request.

## Section 6. ADDITIONAL BENEFITS

- A. American Family Life Assurance Company ("AFLAC"):
- 1. This benefit is obtained through employee contribution only; there is no Authority contribution or matching.
  - 2. This benefit is available to full-time and regular part-time employees.



## BENEFITS

3. Coverage may include:
    - a. Accident.
    - b. Cancer/Specified Disease.
    - c. Dental.
    - d. Hospital .
    - e. Life.
    - f. Short-Term Disability.
    - g. Vision.
    - h. Critical Illness
  4. Employees may apply for or cancel pre-tax benefits during the Open Enrollment period or during a qualifying event. Employees may apply for or cancel post-tax benefits at any time.
- B. Total Administrative Services Corporation (“TASC”):
1. The Authority pays 100% of the administrative fees for this benefit.
  2. The amount elected by the employee is obtained through employee contribution only; there is no Authority contribution or matching.
  3. This benefit is offered to full-time employees after 30 days of employment.
  4. A flexible spending account may be arranged for unreimbursed medical or daycare expenses.
  5. This is a pre-tax benefit that can only be enrolled in, changed, or cancelled during a qualified event as determined by the IRS.

## Section 7. REVISIONS

- A. This policy was approved and adopted by the Authority’s Board of Directors on January 8, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
  1. Approved March 18, 2014, effective June 1, 2014:
    - a. Section 3.C to reflect the new percentages for contributions.
  2. Approved May 17, 2016, effective May 18, 2016:
    - a. Section 3.B to reflect the election of Medicare Eligible Retiree coverage.
    - b. Section 4.A to reflect changes in the VRS Plans.
    - c. Section 6.A to reflect changes in the AFLAC Plan availability.
  3. Approved March 15, 2022, effective March 16, 2022:
    - a. Section 1 to add clarification to classifications.
    - b. Section 3.C to reflect the new percentages for contributions.
    - c. Section 4.A.2 explained the different VRS plan contributions.
    - d. Section A.3 was updated to match current AFLAC coverage.
    - e. Section 6.B.3 changed the TASC waiting period to 30 days.
    - f. Section 6.B.5 was updated to match the IRS.



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**RESOLUTION**  
2022-03.03  
**Policies**

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

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

**WHEREAS**, in order to formalize processes that are already being done, policy 10.33 Reserve Accounts was created to provide additional guidance for reserve accounts; and,

**WHEREAS**, revisions were needed to document the contributions for both the Authority and the employees for health insurance premiums in policy 20.20 Benefits; and,

**WHEREAS**, at a meeting that was held on March 3, 2022 the Finance Committee (“Committee”) reviewed the policies noted above and has recommended the addition of and revisions to the policies to be presented to and approved by the Board of Directors of the Authority; now,

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

On behalf of the Committee, Member \_\_\_\_\_ made a motion to approve this resolution.

Being a motion from a committee, no second motion was 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 **March 15, 2022** 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

# OPERATIONS REPORT

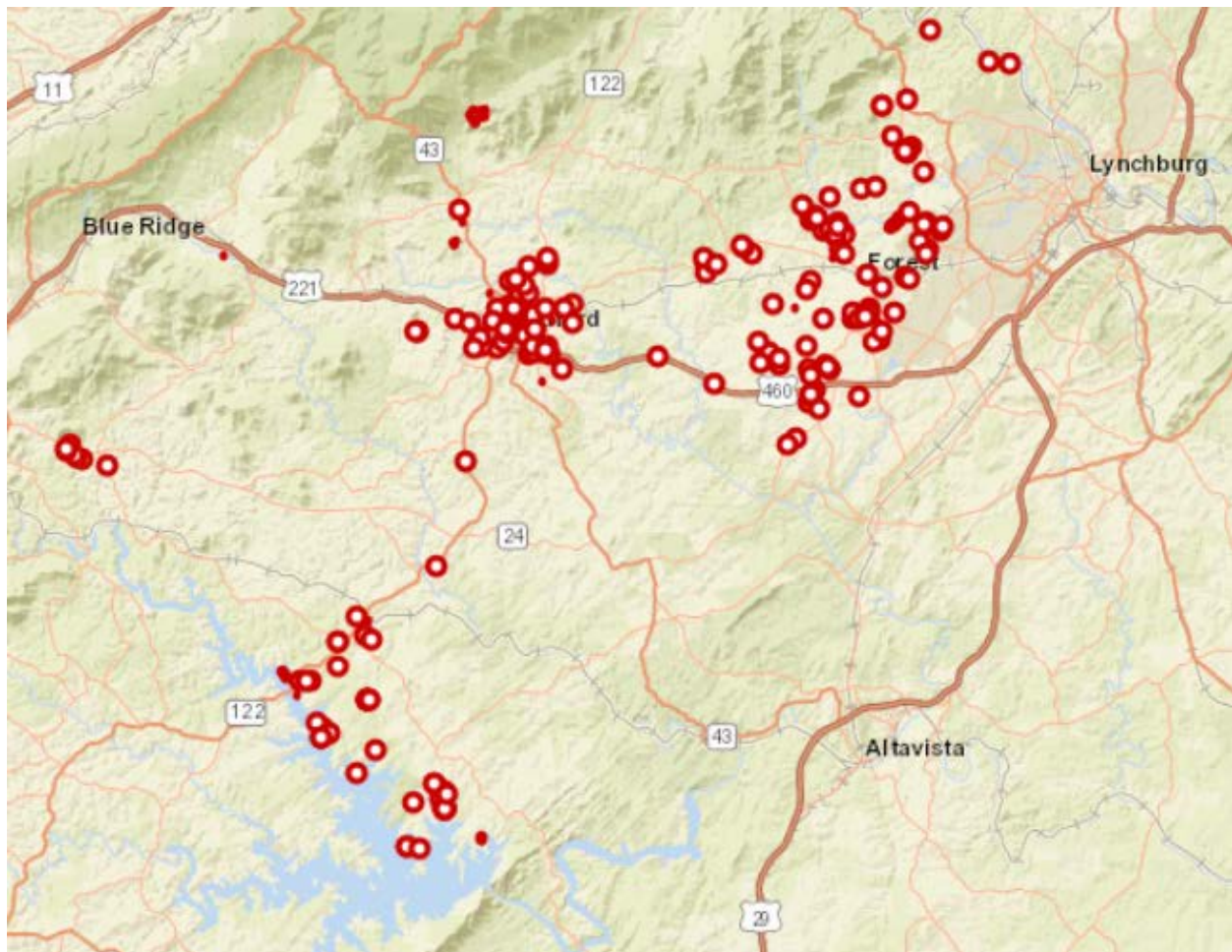
# MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Nathan Carroll, Assistant Executive Director  
**CC:** Brian Key, Executive Director  
**Date:** March 9, 2022  
**Re:** February 2022 Cartegraph Tasks Report

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## Completed Tasks Summary

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



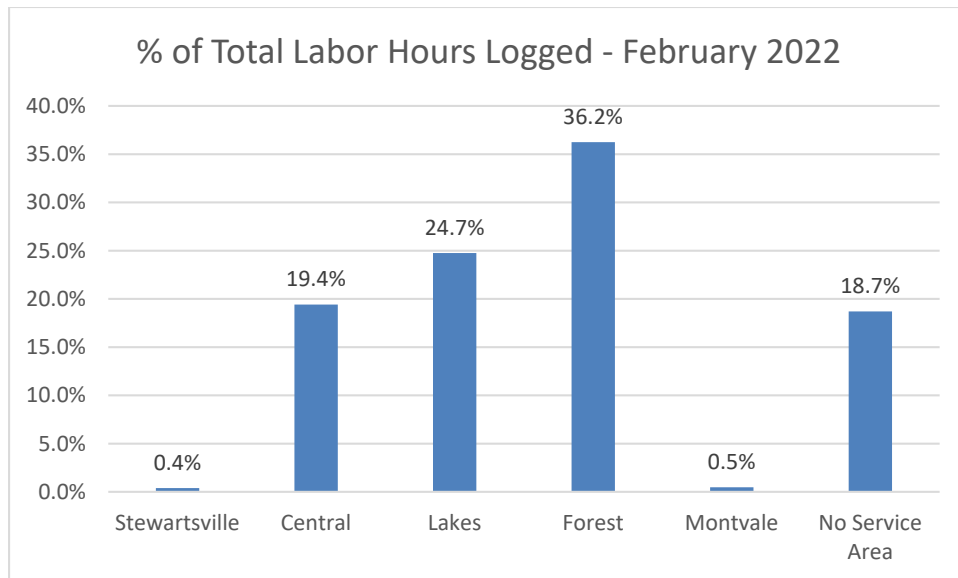
*Figure 1: Map Showing Distribution of February Tasks Completed*

## 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.

This month was an anomaly; typically, the Central Service Area is where most labor hours are logged, but this month Forest took the lead. Several Pipe Repairs, a new valve installation, and three New Water Services are the Task types that pushed Forest to the front of the pack.

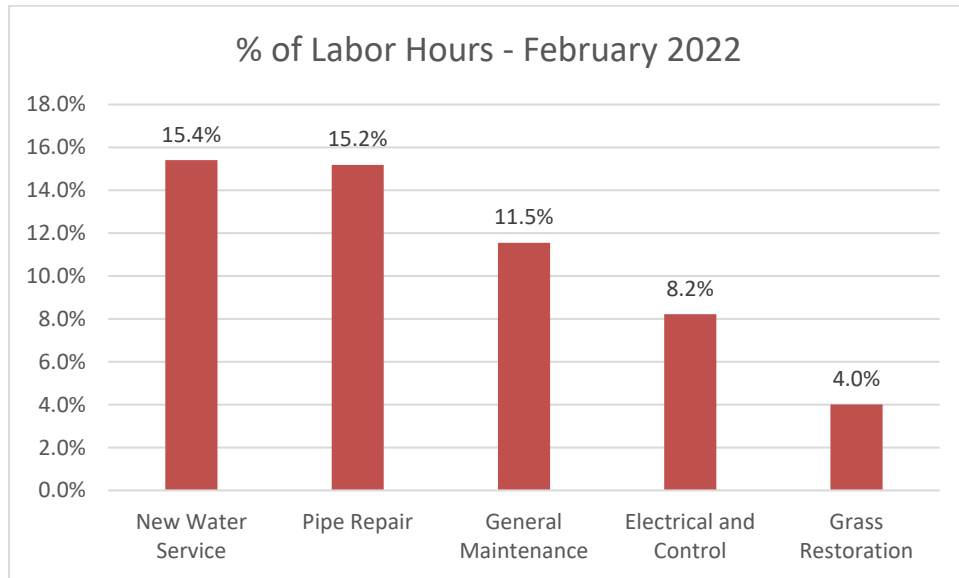
- **Stewartsville:** Stewartsville Water
- **Central:** Central Water and Sewer, including Treatment, Distribution, and Collection systems and BRWA Offices
- **Lakes:** Well Systems, SML Treatment and Water Distribution, SMLWTF, Moneta Sewer Treatment and Collection, Mariner’s Landing Water and Sewer, 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 February, with New Water Services in the top category for the month. Fifty-four percent of the total labor hours logged for the month are accounted for in these top five Task types.

It is good to see the Pipe Repair Task type pushed to second place for a change. We would much rather spend more time working proactively (especially on New Water Services) than reactively.



# ENGINEERING REPORT

<b>Job #:</b> 2017050	<b>Job Type:</b> Internal	<b>Service Area:</b> Bedford Central	<b>Last Updated:</b>
<b>Job Name:</b> Bell Town Road Waterline Extension (ARPA)		<b>Funding/Budget:</b> \$500,000.00	12/2/2021
		<b>Funding Source:</b> ARPA - Town	<b>Department Contact:</b>
<b>Engineer:</b> Engineering Concepts		<b>Design Contract Amt:</b> \$44,465.00	W Quarles
<b>Contractor:</b>		<b>Construction Contract Amt:</b>	

**Description:** The City extended the waterline in 2004 (JN 2004-121) and again in 2007 (JN 2007-159) to take care of wells that were impacted by leachate. The next group of homes east of Draper Road would like the service extended to them.

**Status:** The Town has asked for assistance from the BRWA. Design proposal received on 10/18/2021 to be accepted once BRWA receives executed MOU from the Town. Design proposal accepted from Engineering Concepts, Inc. on 12/2/2021

<b>Job #:</b> 2018062.2	<b>Job Type:</b> Internal	<b>Service Area:</b> Bedford Central	<b>Last Updated:</b>
<b>Job Name:</b> BRWA Administration Parking Lot - North		<b>Funding/Budget:</b> \$700,000.00	2/3/2022
		<b>Funding Source:</b> CIP	<b>Department Contact:</b>
<b>Engineer:</b> Wiley Wilson		<b>Design Contract Amt:</b> \$45,300	R English \ W Quarles \ S Dade
<b>Contractor:</b> J+M Infrastructure, RR Mann		<b>Construction Contract Amt:</b> \$619,541+\$33,232	

**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. WW 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. NTP issued on 8/9/2021. Construction began 8/11/2021. Board approved additional funding in the amount of \$400k totaling \$700k. 2 of 4 contractors submitted fencing pricing; awarded to RR Mann to complete between March and June.

<b>Job #:</b> 2019061	<b>Job Type:</b> Internal	<b>Service Area:</b> Central, Lakes	<b>Last Updated:</b>
<b>Job Name:</b> Energy Performance Study and Improvements		<b>Funding/Budget:</b>	2/4/2022
		<b>Funding Source:</b> VRA / CIP	<b>Department Contact:</b>
<b>Engineer:</b> Schneider Electric; BRES (3rd Party)		<b>Design Contract Amt:</b>	N Carroll
<b>Contractor:</b> Schneider Electric		<b>Construction Contract Amt:</b> \$5,316,745	

**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.

**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 11/2020 Board meeting. Utilities marked by locators for project survey. 90% plans reviewed; 100% drawings and material submittals expected by end of April, with deliveries scheduled to begin in September. BRES (Chris Fewster) assisting with 3rd party review of plans and submittals. Delivery of blowers is delayed. As of 9/29, all equipment ordered.; pumps, office & equipment trailers on site. Due to volume of existing underground utilities, much of electrical and communications lines being routed on sides of basins. Electrical work to begin 11/9/21. Conduit installation and belt filter press demolition began late November 2021. New belt filter press and conveyor has been delivered. Conduit installation is nearly complete. The belt filter press is installed and operating well. Training on the new press has been delayed due to COVID. Blowers are the limiting factor in the supply chain, and the Contract Completion date has been extended to 8/31/2022.



<b>Job #:</b> 2019081.1	<b>Job Type:</b> Water	<b>Service Area:</b> Lakes	<b>Last Updated:</b>
<b>Job Name:</b> Paradise Point Waterline Replacement		<b>Funding/Budget:</b>	2/28/2022
		<b>Funding Source:</b> Setasides - Water	<b>Department Contact:</b>
<b>Engineer:</b> BRWA		<b>Design Contract Amt:</b> N/A	W Quarles
<b>Contractor:</b> TBD		<b>Construction Contract Amt:</b> TBD	

**Description:** Replacement of existing galvanized waterlines as discussed during system transfer.

**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. VDOT Land Use Permit #21-28841 rec'd 11/10/21. Notice to Proceed issued to AJ Conner for construction to begin as soon as 12/6/2021. Esmt #220001654 2/10/22. Annual contractor to begin construction in March 2022.

<b>Job #:</b> 2019113	<b>Job Type:</b> Water	<b>Service Area:</b> Lakes (Bridgewater Bayt)	<b>Last Updated:</b>
<b>Job Name:</b> Bridgewater Bay Water Pressure Issues		<b>Funding/Budget:</b> \$65,000.00	2/3/2022
		<b>Funding Source:</b> CIP	<b>Department Contact:</b>
<b>Engineer:</b> Draper Aden		<b>Design Contract Amt:</b> \$5,500	W Quarles
<b>Contractor:</b> BRWA		<b>Construction Contract Amt:</b> TBD	

**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.

**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. 90% Plan and Calc 01 Review Submittal Rec'd 8/31/21. VDOT Land Use Permit #216-28803 approved 10/8/21. Received quotes for materials from vendor. One outstanding easement. ESMT #210016204 11/15/21. Materials have been ordered and installation will begin once materials are received. Shop Dwg rec'd 1/19/22. Shop Dwg 02 rec'd 2/3/22. Shop Drawings approved 2/3/22.

<b>Job #:</b> 2020043.2	<b>Job Type:</b> Sewer	<b>Service Area:</b> Forest	<b>Last Updated:</b>
<b>Job Name:</b> Ivy Creek Divisions 5 & 6 Interceptors - Funding		<b>Funding/Budget:</b>	3/4/2022
		<b>Funding Source:</b> CIP	<b>Department Contact:</b>
<b>Engineer:</b> Wiley Wilson (app. only)		<b>Design Contract Amt:</b> \$5160	R English
<b>Contractor:</b> N/A		<b>Construction Contract Amt:</b> N/A	

**Description:** Funding to complete the Ivy Creek sewer line to take the Lake Vista Pump Station offline.

**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. Archaeological survey completed. Final EA draft submitted to DEQ on 12/3/21 for review. Public hearing advertised for 3/14/22 at Forest Library to review EA.

**Job #:** 2020043.3      **Job Type:** Sewer      **Service Area:** Forest      **Last Updated:**  
**Job Name:** Ivy Creek Divisions 5 & 6 Interceptors      **Funding/Budget:**      3/4/2022  
**Funding Source:** DEQ - VCWRLF      **Department Contact:**  
**Engineer:** CHA / E.C. Pace      **Design Contract Amt:** \$1,277,900      R English \ S Foster  
**Contractor:** E.C. Pace      **Construction Contract Amt:** TBD  
**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.  
**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 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. Esmts #210012980 & 210012981 recorded 9/8/21. 10/5: Pipe materials difficult to find, significant cost increase. 60% drawings anticipated in mid-October. Esmts #210015229, #210015230, #210015231 & #210015232 recorded 10/26/21. 60% drawings rec'd 11/4/21 - Review completed by SWF 11/16/21, with final review by RBE and comments returned on 12/2/21. Esmt #210016351 recorded 11/17/21. Esmt #210016549, #210016550 & 210016569 recorded 11/22/21. Esmt #210018045 recorded 12/22/21. Public hearing to be scheduled to review Environmental Assessment per DEQ. #220000674 & 220000675 recorded 1/14/22. #220000834 & #220000835 recorded 1/20/22. Working with Lynchburg on special requirements needed for easements providing benefit to Lynchburg; Lynchburg requiring deed with title search and plats. Continuing discussions with 2 property owners for sewer line easements. VMRC permit advertised. Dsgn 03 rec'd 2/10/22. Reviewed to Sheet C-316. Stopped review & issued comments thus far on 2/24/22. Outstanding sewer line easements expected to be presented to the Board in March; sewer meter access easements to be addressed at a later date if needed.

**Job #:** 2020043.4      **Job Type:** Water      **Service Area:** Bedford Central      **Last Updated:**  
**Job Name:** Route 460 Water Pump Station      **Funding/Budget:** \$2,300,000.00      3/3/2022  
**Funding Source:** CIP      **Department Contact:**  
**Engineer:** CHA / E.C. Pace      **Design Contract Amt:** \$89,000      R English \ S Dade  
**Contractor:** E.C. Pace      **Construction Contract Amt:** \$2,123,813  
**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; met with DB on 8/11/21 to review. VDH verbally approved 10/5. Contract amendment #1 for construction approved at October Board meeting, along with increased budget from \$2M to \$2.3M. Contract amendment executed 10/25/21. Contractor mobilized to site 12/6/21. Construction has begun. 85% of site pipe work is complete. Foundation floor and foundation lower wall has been installed as of 3/3/2022.

**Job #:** 2021064      **Job Type:** Water      **Service Area:** Lakes      **Last Updated:**  
**Job Name:** Moneta Park Waterline Extension      **Funding/Budget:**      2/24/2022  
**Funding Source:** County      **Department Contact:**  
**Engineer:** Hurt & Proffitt      **Design Contract Amt:** \$39,800      W Quarles; Jared Dean  
**Contractor:** TBD      **Construction Contract Amt:** TBD  
**Description:** Proposed waterline extension down Rucker Road to Moneta Park.  
**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. Preliminary alignment of waterline approved on 9/7/2021. SRP approved on 10/19/2021. Water Calculations 01 rec'd 10/28/21. Dsgn 01 rec'd 11/8/21. Dsgn 02 & Water Calculations rec'd 1/6/22. Design 02 Reviewed - approvable and no further comments (1/13/22); Minor comments for Calculations 02 issued 1/13/22. Bids for construction were received on 2/24/2022. Notice of Award will be issued upon County acceptance of low bid.

**Job #:** 2021069      **Job Type:** Water      **Service Area:** Bedford Central      **Last Updated:**  
**Job Name:** Windsor Drive Waterline Replacement (Phase II)      **Funding/Budget:**      1/10/2022  
**Funding Source:** Setasides - Water      **Department Contact:**  
**Engineer:** BRWA      **Design Contract Amt:** N/A      C Ward  
**Contractor:** BRWA      **Construction Contract Amt:** TBD  
**Description:** To replace and upgrade the existing 1" waterline along Windsor Drive with a 4" and 3" waterline which will connect into (Phase I)  
**Status:** Locate and Survey Completed 6/11/2020. Research and Design completed for review 7/30/2020. Comments rec'd 7/30/2020. Investigation for realignment underway 8/3/2020. Plans approved and ready for construction. Construction began 11/16/21. Construction completed 12/16/21. Water testing completed 12/17/21. Outstanding punchlist items to be addressed.

**Job #:** 2021070      **Job Type:** Water      **Service Area:** Bedford Central      **Last Updated:**  
**Job Name:** Laurel Street Waterline Replacement (Phase III)      **Funding/Budget:** 2/4/2022  
**Funding Source:** Setasides - Water      **Department Contact:**  
**Engineer:** BRWA      **Design Contract Amt:** N/A      C Ward  
**Contractor:** BRWA      **Construction Contract Amt:** TBD  
**Description:** To replace and upgrade the existing 2" and 1" waterlines to a 6" waterline along Laurel Street which will connect into Phase I  
**Status:** Locate and Survey Completed 6/11/2020. Research and design underway 8/5/2020 Construction Notification Letters mailed to Residents 12/8/21. Construction started 1/10/22. Completed first pressure test on 2/4/22.

**Job #:** 2021093      **Job Type:** Sewer      **Service Area:** Forest Central      **Last Updated:**  
**Job Name:** Lake Vista Sewer Line Rehabilitation Study      **Funding/Budget:** 2/7/2022  
**Funding Source:** Operating      **Department Contact:**  
**Engineer:** BRWA Preventative Maintenance      **Design Contract Amt:** P Alexander  
**Contractor:**      **Construction Contract Amt:**  
**Description:** Analysis of 24" and 18" sewer line flowing into LVPS to identify any large sources of I&I and plan for rehabilitation as appropriate to limit peak flows into LVPS.  
**Status:** PM Crew to perform condition assessment, CCTV survey, and easement clearing. All manholes and cleanouts have been located. Working on clearing the easements.

**Job #:** 2021097      **Job Type:** Feasibility Study      **Service Area:** Bedford Central      **Last Updated:**  
**Job Name:** Reservoir Drain Valve Analysis & Contingency Plan      **Funding/Budget:** \$15,000.00      3/4/2021  
**Funding Source:** CIP      **Department Contact:**  
**Engineer:** Wiley|Wilson      **Design Contract Amt:** \$14,000-\$16,000      R English  
**Contractor:** N/A      **Construction Contract Amt:** N/A  
**Description:** DCR recommended contingency plan from a consultant prior to operating the drain valve at the reservoir, which should be operated annually.  
**Status:** Proposal received from W|W including diver inspection and valve operation by Brander Smith. Contingency plan received and submitted to VDSIS 11/22/21. Diver inspection performed 12/9/21. Video received 12/16/21 of drain conduit. One significant leak found in older section of drain conduit wall. Of 3 gate valves and 2 sluice gates, the highest drain valve was operated, which is normally open. Other gate valves were not operable. Sluice gates not operable, likely due to stems and stem guides. Sediment around tower covering ~6" up inlet elbow of 2nd highest intake. Upstream sluice gate buried in sediment. Report from divers received 2/24/2022; awaiting budget estimates for repairs.

**Job #:** 2021098      **Job Type:** Feasibility Study      **Service Area:** Stewartsville      **Last Updated:**  
**Job Name:** Stewartsville GAC & Rechlorination PER      **Funding/Budget:** \$30,000.00      3/4/2022  
**Funding Source:** CIP      **Department Contact:**  
**Engineer:** Draper Aden      **Design Contract Amt:** \$29,150      R English  
**Contractor:** N/A      **Construction Contract Amt:** N/A  
**Description:** Review feasibility of repurposing GAC units from High Point to remove disinfection byproducts, and to boost chlorination for adequate system residuals.  
**Status:** Proposal has been requested of Draper Aden to perform this study. Scoping meeting with DAA held 11/4/21 to finalize scope of study. Draft proposal received, reviewed, and updated; final proposal executed on 12/17/21. Project kickoff meeting held 1/6/2022. Study will be limited to strategic flushing and chlorine residual management since WVWA's acceptance of Vinton water system in 7/2022 will impact future water source and quality. Requested information submitted to DAA and update meeting held 1/27/22. Water Operations collecting samples needed for analysis in study.

**Job #:** 2021103      **Job Type:**      **Service Area:**      **Last Updated:**  
**Job Name:** Central Sewer Pump Station Rehabs (4, 7, & 8)      **Funding/Budget:** 2/28/2022  
**Funding Source:**      **Department Contact:**  
**Engineer:** Blue Ridge Engineering & Construction Services      **Design Contract Amt:** \$5,000      W Blankenship  
**Contractor:**      **Construction Contract Amt:**  
**Description:**  
**Status:** PS #7 to be rehabbed in FY22; PS #7 will be replaced with Smith & Loveless pumps.. PS #4 I&I Evaluation and PS #8 Rehab slated for FY23. PS #4 Rehab slated for FY24.

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**Job #:** 2021105      **Job Type:** Other      **Service Area:** Bedford Central      **Last Updated:**  
**Job Name:** Stoney Creek Reservoir Telemetry      **Funding/Budget:** \$10,000.00      2/4/2022  
**Funding Source:** CIP      **Department Contact:**  
**Engineer:**      **Design Contract Amt:** N Carroll  
**Contractor:** Fairwinds Automation      **Construction Contract Amt:** \$2,500  
**Description:** Initial telemetry installation at Stoney Creek Reservoir  
**Status:** Equipment installation is nearly complete. InfoSys is working to obtain Internet access from BRISCNET. InfoSys has established Internet access. Land-side wifi bridge installation is tentatively scheduled for the week of 2/08/2022. Water-side equipment installation and startup will follow as the weather conditions allow.

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**Job #:** 2021111      **Job Type:** Water      **Service Area:** Bedford Central      **Last Updated:**  
**Job Name:** Helm Street Tank Replacement      **Funding/Budget:** \$2,000,000.00      3/4/2022  
**Funding Source:** ARPA-Town      **Department Contact:**  
**Engineer:** Whitman, Requardt & Associates (WRA)      **Design Contract Amt:** \$218,203      R English  
**Contractor:**      **Construction Contract Amt:**  
**Description:** Replacement of existing deteriorated round tank at Helm Street with a new tank to serve the system.  
**Status:** Scoping meeting held with WRA and BRWA on 11/9 to review design options prior to design proposal. On-site meeting held 12/9 with WRA to review field conditions prior to preparing proposal. Proposal received 12/20 and under review to reduce scope where feasible. Scope revisions requested to reduce level of analysis. Revised proposal received 2/14/22 and executed 3/2/2022. Preliminary budget estimate from WRA indicates total project cost of approx. \$3.5M.

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**Job #:** 2021138      **Job Type:** Internal      **Service Area:**      **Last Updated:**  
**Job Name:** Dogwood Hills Drive Culvert Replacement      **Funding/Budget:**  
**Funding Source:** Setasides - Water      **Department Contact:**  
**Engineer:**      **Design Contract Amt:** W Quarles  
**Contractor:**      **Construction Contract Amt:**  
**Description:** Culvert replacement affecting 12" waterline.  
**Status:**

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**Job #:** 2022018      **Job Type:** Internal      **Service Area:** Countywide      **Last Updated:**  
**Job Name:** Lead Compliance Planning & Implementation      **Funding/Budget:**      3/4/2022  
**Funding Source:**      **Department Contact:**  
**Engineer:**      **Design Contract Amt:** R English  
**Contractor:**      **Construction Contract Amt:**  
**Description:** Lead Compliance Regulations (LCR) requires Lead Service Line (LSL) inventory, replacement, and other details for a compliance plan.  
**Status:** Requested information from consultants on scope of assistance they could provide along with anticipated budget. Preliminary information and budgets received from various consultants ranging from \$50k to \$265k for consultant assistance.

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## Current Engineering Projects

## Bedford Regional Water Authority

<b>Job #:</b> 2012001	<b>Job Type:</b> Water & Sewer	<b>Service Area:</b> Central County/Bedford City	<b>Last updated on:</b> 9/7/2021
<b>Job Name:</b> Harmony in Bedford Site 1			<b>Department Contact:</b> S Foster
<b>Description:</b> 49.47 AC in County & 9.61 AC in City. Concept for proposed subdivision for 58 single family lots, 181 TH's & 5 commercial lots (EXCLUDING the US Army Corps of Eng Site).			
<b>Status:</b> TRC 1/12/12. Design Plan 01 & \$350 Review Fee rec'd 8/30/12. Courtesy comments issued 10/12/12. 2nd submittal rec'd 12/11/12 - not to PSA stds. Courtesy comments 02 issued 12/12/12. SWF/RBE met w/ Norm Walton 12/13/12. As-built 01 rec'd 11/13/13. 7/5/17 - Steve called George Aznavorian for 'annual' check on status. George was of the opinion all is done and he is willing to sign BOSQC & to contact Tom Hall with questions; stated that Tom Hall or P&O could provide as-builts if still outstanding. George also disclosed plans for a hotel coming in Fall 2017 (60-65 units). 7/17/17 - Shannell & Steve walked Phase 1 & went through project files to determine outstanding items & will compile comprehensive list w/in next three weeks as requested by RBE. "Annual" letter to be sent to Developer with comprehensive list of outstanding items in early August 2017. As-Built 02 rec'd 11/9/17. 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. Annual project close out requirements letter emailed 9/7/21.			
<b>Job #:</b> 2013086.2	<b>Job Type:</b> Other	<b>Service Area:</b> Central - Bedford	<b>Last updated on:</b> 7/10/2020
<b>Job Name:</b> Route 43 - Stoney Creek Bridge VDOT Improvement			<b>Department Contact:</b> S Dade
<b>Description:</b> VDOT improvements to bridge over Stoney Creek. VDOT project 0043-009-738. VDOT Structure 1010. Near Pump Station 6 and Big Otter River Intake. Affects wells for Central system. See 2013086.1 for Big Otter crossing at Pump Station 6			
<b>Status:</b> Plans received 3/10/17. Relocation of sewer lines as part of the project. Easement documents executed and returned 7/31/17. Plan revision 2 returned for comments on 8/29/17. Final Easement drawing rec'd 10/2/17. Final plans received for review 1/3/18. Executed Agmts mailed to VDOT 2/26/18. Project advertised Spring 2018. Sewer line relocation began 10/18/2018. Construction halted due to stream crossing permit requirements (fish study results). Construction planned to resume June 2019. Construction and testing complete. Working to gather close-out documents			
<b>Job #:</b> 2018055	<b>Job Type:</b> Preliminary Plan	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/12/2021
<b>Job Name:</b> Cambridge Manor Estates - Preliminary Plan			<b>Department Contact:</b> S Foster
<b>Description:</b> Preliminary layout for Country Club Meadows subdivision. 156 single family lots on public water & private septic. Roads Connecting to Everett Road and 221. Currently planned for 2 phases. Previously known as "Country Club Meadows - Prelim Plan".			
<b>Status:</b> Preliminary Plan 01 rec'd 5/9/18. TRC 5/22/18. Preliminary Plan 02 rec'd 12/07/18. Comments issued 1/16/19. Preliminary Plan 03 rec'd 2/19/20. Comments sent to Planning 3/4/20. Preliminary Plan 04 rec'd 6/29/20. Items noted are outside BRWA purview - therefore no BRWA comments on 4th submittal & BRWA ok for approval. Preliminary Plan 05 rec'd 11/30/20. 'No Further BRWA Comments' issued 12/9/20. Preliminary Plan 06 rec'd 3/16/21. Prelim Plan approvable to BRWA - comments issued to Planning 4/12/21.			
<b>Job #:</b> 2019069	<b>Job Type:</b> Concept	<b>Service Area:</b> Forest	<b>Last updated on:</b> 2/17/2022
<b>Job Name:</b> Impact Church Rezoning - Site Plan			<b>Department Contact:</b> J Dean
<b>Description:</b> Rezoning Applization #RZ190003 for Impact Church site layout master plan. Proposed church, sports fields and recreational facilities.			
<b>Status:</b> TRC 6/25/19. Concept 01 rec'd 6/19/19. Site Plan 01 rec'd 2/17/22.			
<b>Job #:</b> 2019085	<b>Job Type:</b> Sewer	<b>Service Area:</b> Smith Mountain Lake	<b>Last updated on:</b> 2/24/2022
<b>Job Name:</b> Moneta Storage Units Lot 6 - Site Plan			<b>Department Contact:</b> S Dade
<b>Description:</b> New construction of a mini warehouse complex. Includes relocation of 40-ft of existing FM, installation of 1 FM valve, 1 sewer connection & 1 water connection - Requires a Developer Project			
<b>Status:</b> Site Plan 01 rec'd 8/13/19. Comments issued 9/4/19. Site Plan 02 rec'd 10/29/19. Comments issued 11/12/19. Site Plan 03 rec'd 1/28/2020. Comments & Dev Pkg issued 2/13/20 - requested 3 additional copies of Plans; Site Plan approved by Planning 4/14/20; 4/20/20 - Warning layer posted to GIS not to accept new signup fees until C2C is issued (have not rec'd signed Dev Agmnt or Fees). Site no longer requesting w/s connection. Notified Engineer & Owner of outstanding Dev Agmnt for requisite FM relocation. Signed Developer Agmt, Insepection & 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. Gathering close out documents. Warranty Letter rec'd 2/24/22.			

<b>Job #:</b> 2019117	<b>Job Type:</b> Water & Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 12/16/2021
<b>Job Name:</b> Westyn Village Condotels - Site/Design			<b>Department Contact:</b> S Dade
<b>Description:</b> Proposed 24 Condotel & 6 36 unit Condotel with a clubhouse. (Plan Name Changed to Westyn Village Ph II). - Changed to Apartments following successful re-zoning. One property - Public Waterline Extension and FFMV.			
<b>Status:</b> Site/Design 01 rec'd 12/06/19. Comments & Dev Pkg issued 1/31/20. Site/Design 02 rec'd 4/13/20. Site Plan 02 comments, Esmnt Exhibits 01 comments & Revised Developer Agreement issued 6/1/20. Easement Exhibit submittal 02 rec'd 6/11/20. Exhibit review comments e-mailed 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 & Comments released 7/19/21. LOC# 5018577548 rec'd 7/22/21. Shop Drawings 01 rec'd 7/26/21 & approved. Water & Sewer Calcs 02 rec'd 8/4/21 - "No futher comments" issued 8/11/21. A re-zoning application has been submitted to the County proposing re-zoning the property from PCD to R-4. Site/Dsgn 05 rec'd 10/29/21 Re-review fee rec'd 11/4/21. Site/Dsgn 05 comments issued to Planning 11/4/21 - comments can be addressed at pre-con and/or As-Built. Need 3 full size hard copies upon Planning approval. Planning appv'd Site Plan & requisite hard copies rec'd 12/10/21. C2C Issued 12/16/21.			
<b>Job #:</b> 2020020	<b>Job Type:</b> Water	<b>Service Area:</b> Forest	<b>Last updated on:</b> 5/17/2021
<b>Job Name:</b> Cambridge Manor Phase 1 - Design			<b>Department Contact:</b> S Foster
<b>Description:</b> Road & waterline plan & profile for Country Club Meadows Phase 1 (59 lot single family development). Previously known as "Country Club Meadows Phase 1 - Design".			
<b>Status:</b> Dsgn 01 rec'd 2/03/20. (Need \$400.00 base review fee). Dsgn 01 Comments & Dev Pkg issued 2/28/20. Dsgn 02 rec'd 6/30/20. Fees & Agment 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 Orignal 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.			
<b>Job #:</b> 2020023	<b>Job Type:</b> Sewer	<b>Service Area:</b> Lakes	<b>Last updated on:</b> 2/3/2022
<b>Job Name:</b> Bridgewater Bay Sewer Inquiry			<b>Department Contact:</b> R English
<b>Description:</b> Bridgewater Bay HOA inquiring for BRWA to accept sewer system, and as to BRWA's responsibility for upgrades necessary to meet BRWA standards.			
<b>Status:</b> Responsibility inquiry passed to Sam Vance for legal opinion on 11/25/19; response rec'd 12/13/19 that firm was in conflict. Sent information to GFDG on 2/6/20; gathering additional info requested for legal opinion to be made. Dan Early submitted courtesy plans 12/22/20 for upgrading pump station to solids handling, stating HOA has no intent to make station public; BRWA requested project be brought to BRWA standard considering ongoing request for public acceptance. Comments were issued to D Early and Cass Tucker (HOA) on 1/21/21. No responses rec'd.D Early contacted BRWA on 1/20/22 to discuss transfer of private system to public; direction was given to verify that review comments of 1/2021 were addressed in PS upgrades to meet current standards.			
<b>Job #:</b> 2020066.2	<b>Job Type:</b> Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 1/7/2022
<b>Job Name:</b> FMS Pump Station Upgrades- Prepayment Request			<b>Department Contact:</b> R English
<b>Description:</b> Prepayment request to complete upgrades to Forest Middle School pump station to allow for current and future growth. Current growth related to Westin Village development.			
<b>Status:</b> Discussions held on 9/23/20 with R Orrison and D Cyrus of process and developer's responsibility for design. Prepayment request approved at October Board Meeting for \$100k less than total construction cost. Surety received; awaiting final contractor and cost information for Prepayment Agreement. Requested schedule update and information from Developer on 9/2/21 to finalize prepayment agreement; prepayment approval expires 10/20/2021. Developer rec'd zoning approvals for Westyn Ph 2 & 3 approvals; prepayment for pump station upgrades re-approved at 11/2021 Board meeting. Awaiting developer to enter construction contract prior to completion of Prepayment Agreement.			
<b>Job #:</b> 2020066.3	<b>Job Type:</b> Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 1/7/2022
<b>Job Name:</b> Westyn Village Forest Middle School Pump Station Upgrades - Design			<b>Department Contact:</b> R English \ S Foster
<b>Description:</b> Upgrades to Forest Middle School pump station to allow for current and future growth. Current growth related to Westin Village development.			
<b>Status:</b> Meeting held on 12/3/20 with P&O to discuss station design. P&O working with Chris Fewster on pump station design. Revised basis of design report given to P&O on 3/1/21 based on increase in proposed development. Design 01 rec'd 3/5/21, comments ret'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. ESMT #210012251 & Deed of Release #210012252 recorded 8/24/21. BRES working with Falwell and suppliers for equipment quotes; BRES assisting Developer with submittal review.			

<b>Job #:</b> 2020073	<b>Job Type:</b> Water	<b>Service Area:</b> Forest	<b>Last updated on:</b> 1/11/2022
<b>Job Name:</b> West Crossing Section 4 - Design			<b>Department Contact:</b> S Foster
<b>Description:</b> Road plan, waterline design and profile for section 4. 19 lots approximately 2900 LF Waterline.			
<b>Status:</b> Dsgn 01 rec'd via e-mail (pdf) 6/29/20. Hard copy rec'd 7/8/20. Comments issued 8/6/20. Dev Pkg issued 8/6/20. Need Base Fee. Need Review Fees. Need Dev Agmt. 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. Water Calcs 02 Rec'd 9/25/21 & comments issued 10/5/21. Calc 03 Rec'd 10/10/21. Calc 03 Comments issued 10/18/21. Calc 04 comments issued 10/25/21 - approvable pending matching final Dsgn Plans and Plat. Water model cert rec'd from from Engineer 11/14/21. Plat was app'v'd by BRWA 7/22/21; Cost Est rec'd 11/15/21 & hard copy Surety forthcoming. Bond #107540706 rec'd 12/6/21. 12/20/21 - Rec'd E-mail from Engineer w/ full set of revised Plans w/ 3 subsequent Rev dates. E-mailed Engineer to officially submit thru Planning (Dsgn Submittal 04) and BRWA Re-Review Fee rq'd. Dsgn 04 rec'd 12/18/21. Review completed 1/11/22 - holding comments until receipt of re-review fees.			
<b>Job #:</b> 2020095	<b>Job Type:</b> Water & Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 11/12/2021
<b>Job Name:</b> Boonsboro Meadows Sections 3 & 4 - Design			<b>Department Contact:</b> S Dade
<b>Description:</b> Sections 3 (20 Lots) & 4 (20 Lots) of Boonsboro Meadows. Water & Sewer (LPFM).			
<b>Status:</b> Water Calcs rec'd via e-mail from H&P 8/11/20. Link to Plans rec'd from H&P 8/26/20 while awaiting official submittal through Planning. Dsgn 01 rec'd 9/28/20. Dsgn 01 & Water Calc 01 Review comments issued 10/15/20. Dev Pkg issued 10/19/20. Base Review Fee & Signed Developer Agreement rec'd 10/30/20. Review Fees rec'd 1/5/21. Dsgn 02 rec'd 1/22/21. Dsgn 02 Comments issued 2/3/21. Surety #2021-005 rec'd 2/8/21. Water Calcs 04 Rec'd 2/16/21. FM Calc 01 review completed and comments issued 2/17/21. Inspection Fees rec'd 3/8/21. Re-review fee rec'd 3/16/21. Dsgn 03 rec'd 3/16/21. Design 03 comments issued 3/31/21 - Approval pending (see review comments). Revised FM Calcs in review. Sewer FM Calcs 02 approved and comments issued 4/2/21. Hard copies of approved shop drawings rec'd 4/5/21. VDOT Design Plan review comments rec'd 4/9/21 and as a result, revised Design Plan Submittal (4th) is anticipated. Dsgn 04 rec'd 4/16/21 (awaiting re-review fee). Dsgn 04 conditionally App'v'd by VDOT & App'v'd by BRWA. NEED - \$200 rereview fee, 4 hard copies of plans and signature plats. Re-review fee rec'd 4/26/21. Contacted H&P about water calc issues discovered when attempting to complete water cert 4/28/21. Upon recpt of 4 final hard copies of plans noticed minor revision on 1st two sheets proceeded with full review (4/29/21). DSGN 05 app'v'd 4/30/21. C2C issued 5/6/21. Revised Waterline Calcs 05 rec'd 6/24/21 & comments issued 6/28/21. Final Revised Water Calcs 07 app'v'd and VDH Water Cert completed 7/6/21. Warranty Letter rec'd 11/12/21.			
<b>Job #:</b> 2020107	<b>Job Type:</b> Water & Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 1/6/2022
<b>Job Name:</b> Boonsboro Meadows Section 5 Roadway & Water - Design			<b>Department Contact:</b> S Foster
<b>Description:</b> Proposed Section 5 (Proposed 16 Lots). Consisting of Water and LPFM. Wild Doe Drive			
<b>Status:</b> Dsgn 01 rec'd 9/28/20. Comments & Dev Pkg issued 10/26/20. Need \$400 Base Fee, Review Fees and Agmt w/ 2nd submittal. Base Review fee rec'd 11/5/20. Design 02 rec'd 10/6/21. Review fee & Signed Developer Agmt rec'd 10/7/21. Dsgn 02 and Water Calcs 02 Review Comments issued 10/15/21. Sewer FM Calcs 01 Comments issued 10/20/21. Re-review fee rec'd 11/22/21 (forthcoming 3rd submittal). Dsgn 03 rec'd 12/15/21. Plan review comments issued to Planning and Engineer notified 12/30/21. Water Calcs Submittal 03 Reviewed and comments issued 1/3/22. Sewer FM Calcs Submittal 02 review complete & comments issued.			
<b>Job #:</b> 2021009	<b>Job Type:</b> Site Plan w/Proposed Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b> 5/13/2021
<b>Job Name:</b> Goodwill Retail Store - Site Plan			<b>Department Contact:</b> C Slusser
<b>Description:</b> Proposed 11,999 SF Goodwill building.			
<b>Status:</b> TRC 1/26/21. Concept 01 rec'd 1/20/21. Comments 01 emailed to Planning & Engineer 1/21/21. Site Plan 01 rec'd 5/6/21. Comments 01 emailed to Planning 5/13/21.			
<b>Job #:</b> 2021018	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Smith Mountain Lake	<b>Last updated on:</b> 9/21/2021
<b>Job Name:</b> Eastlake Community Church Sport - Site Plan			<b>Department Contact:</b> C Slusser
<b>Description:</b> Proposed construction of 2 baseball fields and one track and field with associated grading, utilities, landscaping & stormwater management.			
<b>Status:</b> 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. Site Plan 02 rec'd 9/14/21. Comments 02 emailed to Planning 9/21/21.			

<b>Job #:</b> 2021022	<b>Job Type:</b> Site Plan w/Proposed Utilities	<b>Service Area:</b> Smith Mountain Lake	<b>Last updated on:</b> 12/14/2021
<b>Job Name:</b> Lot 4 Moneta Business Center Hardee's - Site Plan			<b>Department Contact:</b> C Slusser
<b>Description:</b> Proposed Hardee's restaurant.			
<b>Status:</b> TRC 3/9/21. Concept 01 rec'd 3/4/21. Comments 01 emailed to Planning & Surveyor 3/8/21. Site Plan 01 rec'd 4/14/21. Comments 01 emailed to Planning 4/22/21. Site Plan 02 rec'd 7/14/21. Comments 02 emailed to Planning & Dev Pkg emailed to Engineer 8/2/21. Revised Dev Agmt emailed to Engineer 8/12/21. Site Plan 03 forthcoming as of 11/3/21. Site Plan 03 rec'd 11/18/21. Site Plan approvable as of 11/30/21; awaiting Executed Developer Agreement & Review Fees before emailing approval to Planning; additional Developer documents will be needed prior to issuing C2C. Per Engineer on 12/14/21, Developer will bid out again & select Contractor in mid to late January.			
<b>Job #:</b> 2021024	<b>Job Type:</b> Internal	<b>Service Area:</b> Central	<b>Last updated on:</b> 3/11/2021
<b>Job Name:</b> Big Otter Well Abandonments			<b>Department Contact:</b>
<b>Description:</b> Abandonment of wells formerly used as part of the Central water system, located behind sewer pump station 6 and within the property boundaries of 4920 Peaks Road.			
<b>Status:</b> Bob met with property owner of 4920 Peaks Rd, Rita Ragland, who requested consideration be made to abandon or maintain the well sites within her property. Information gathered on existing easements for the wells and raw waterlines.			
<b>Job #:</b> 2021028	<b>Job Type:</b> Site Plan w/Proposed Utilities	<b>Service Area:</b> Lynchburg	<b>Last updated on:</b> 2/1/2022
<b>Job Name:</b> Rock Pike Baptist Church Addition Phase 1 - Site/Design			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed land use for religious assembly and waterline extension.			
<b>Status:</b> 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. Comments sent to Planning & Consultant was notified on 8/25/2021. Site/dsgn 02 rec'd 9/30/21. Signed developer agreement & partial review fees rec'd (\$600.00 remaining) 10/25/21. Outstanding Review fee of \$600.00 rec'd 11/3/21. Approval Comments sent to Planning & Consultant notified on 11/3/2021. Waiting on Developer items to issue C2C. Esmt #220001298 recorded 2/1/22.			
<b>Job #:</b> 2021035	<b>Job Type:</b> Water & Sewer	<b>Service Area:</b> Town	<b>Last updated on:</b> 3/4/2022
<b>Job Name:</b> 620 Railroad Ave Apartments - Site/Design			<b>Department Contact:</b> S Foster
<b>Description:</b> Proposed Multi Family (58 units) & Retail Space (2,929 SF). Water & Sewer Adjustments & FFMV.			
<b>Status:</b> FFT fee rec'd 2/17/21. FFT results emailed 3/4/21. TRC (town) 5/5/21. Concept 01 rec'd 4/30/21. 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. Site Plan 01 rec'd 9/10/21. Site/Dsgn 01 Comments & Dev. Pkg. issued 9/28/21. Site/Dsgn 02 rec'd 12/8/21. Signed Dev Agmt, Review & Insepction fees rec'd 12/22/21. Site/Dsgn 02 Comments issued 12/22/21. Developer will need to submit a Qualification Statement for the listed Contractor for BRWA review or select a BRWA approved Contractor. Site/Dsgn 03 rec'd 1/12/22 & review completed 1/20/22 - re-review fee needed prior to releasing comments. Esmnt Exhibits 02 appv'd; Esmnt Agmnts prepared & sent to Owner for execution; Signed Esmnt Agmnts rec'd 2/1/22. Plumbing and More with JB, LLC approved as Contractor for project. Requested Cost Est from Developer. Esmt's #220001300 & 2200001301 recorded 2/1/22. Re-review fee rec'd 3/1/22. Site Plan 03 Comments & Project Status issued 3/1/22. Hard copy Plans rec'd 3/3/22.			
<b>Job #:</b> 2021041	<b>Job Type:</b> Site Plan w/Proposed Utilities	<b>Service Area:</b> Smith Mountain Lake	<b>Last updated on:</b> 1/10/2022
<b>Job Name:</b> Moneta Commons Lot 9 Retail Space - Site Plan			<b>Department Contact:</b> C Slusser
<b>Description:</b> Proposed 3,200 SF commercial building (office retail space / restaurant) & accompanying parking area.			
<b>Status:</b> 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. Site Plan 02 rec'd 10/5/21. Comments 02 emailed to Planning 10/7/21. Site Plan 03 rec'd 12/29/21. Comments 03 emailed to Planning 1/10/22.			
<b>Job #:</b> 2021042	<b>Job Type:</b> Fire Flow Meter	<b>Service Area:</b> Forest	<b>Last updated on:</b> 8/30/2021
<b>Job Name:</b> Vista Drive Warehouse Addition - Site Plan			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed 43,390 Square Foot Warehouse Addition.			
<b>Status:</b> 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. Site Plan Approved 8/13/2021. Waiting on Approved Shop Drawings to issue C2C. Hard copies of site plan rec'd 8/16/21. Shop Drawings 01 rec'd 8/19/21. Shop Drawings approved 8/23/21. C2C issued 8/27/21.			



<b>Job #:</b> 2021043	<b>Job Type:</b> Water & Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 12/22/2021
<b>Job Name:</b> Jefferson Village Drive Townhomes - Site/Design			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed 9 townhouse buildings creating 56 lots.			
<b>Status:</b> TRC 4/27/21. Concept 01 rec'd 4/22/21. Site/Dsgn rec'd 11/22/21. Comments sent to planning 12/22/21.			
<b>Job #:</b> 2021045	<b>Job Type:</b> Water	<b>Service Area:</b> Forest	<b>Last updated on:</b> 9/20/2021
<b>Job Name:</b> Greak Oaks Subdivision Section 5 - Design			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed 14 lots and 2 common areas.			
<b>Status:</b> Dsgn 01 rec'd 4/26/21. Comments sent to Planning & Consultant notified on 5/7/2021. Dev Agmt, Base, Review & Inspection Fees rec'd 8/30/21. Dsgn 02 rec'd 9/9/21. Comments sent to Planning & Consultant notified 9/20/2021.			
<b>Job #:</b> 2021058	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b> 11/17/2021
<b>Job Name:</b> Westyn Village Phase 3 - Site Plan			<b>Department Contact:</b> S Foster
<b>Description:</b> Proposed (5) 36 unit extended stay hotels.			
<b>Status:</b> Site Plan 01 rec'd 6/7/21. Comments issued to Planning & Engineer/Developer notified 6/17/21. A re-zoning application has been submitted to the County proposing re-zoning the property from PCD to R-4. Site Plan 02 rec'd 11/10/21. Comments issued to Planning & Engineer/Developer notified 11/17/21.			
<b>Job #:</b> 2021065	<b>Job Type:</b> Sewer	<b>Service Area:</b> Bedford Central	<b>Last updated on:</b> 10/13/2021
<b>Job Name:</b> Central Sewer Modeling			<b>Department Contact:</b> W Quarles
<b>Description:</b> Development of sewer model for Central sewer service area, with focus on drainage area for Pump Station 1. (Associated with JN 2021049 Governors Hill)			
<b>Status:</b> Met with WRA 6/30/21 to review needs for model; gathering information requested. BRWA files provided to WRA on 8/3. PS #1 Summary received on 10/13/2021. Field survey needed to run sewer model.			
<b>Job #:</b> 2021083	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b> 2/18/2022
<b>Job Name:</b> World Help Building Addition - Site Plan			<b>Department Contact:</b> C Slusser
<b>Description:</b> Proposed warehouse addition.			
<b>Status:</b> TRC 8/10/21. Concept 01 rec'd 8/5/21. Comments 01 emailed to Planning & Engineer 8/9/21. Site Plan 01 rec'd 9/15/21. Comments 01 emailed to Planning 9/28/21. Site Plan 02 rec'd 1/5/21. Comments 02 emailed to Planning 1/25/22; Developer Package issued 1/25/22. Site Plan 03 rec'd 2/18/22. Need \$200.00 re-review fee.			
<b>Job #:</b> 2021089	<b>Job Type:</b> Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 2/1/2022
<b>Job Name:</b> Grandview Force Main 5 Relocation - Design			<b>Department Contact:</b> S Dade
<b>Description:</b> Proposed relocation of existing force main.			
<b>Status:</b> Meeting with engineer & developer 8/18/21. Design 01 rec'd 10/20/21. Review 01 Comments & Dev Pkg issued 10/26/21. Design 02 rec'd 10/27/21. Review, Inspection & Base Review fees rec'd 11/10/21. Digital Agmt rec'd 11/17/21 - awaiting original hard copy; Design 02 comments issued 11/18/21. 12/8/21 - Hard copy plans rec'd, Cost Est rec'd and Surety Rqmnt issued. Bond #1255408 rec'd 1/6/22. PUE recorded 1/27/22; Plans 'approved for construction'. C2C issued and sent for GIS posting 2/1/22			
<b>Job #:</b> 2021099	<b>Job Type:</b> Fire Flow Meter	<b>Service Area:</b> Central	<b>Last updated on:</b> 3/4/2022
<b>Job Name:</b> Bedford Readiness Center - FFMV			<b>Department Contact:</b> S Foster
<b>Description:</b> Bedford Readiness Center fire service improvements. New FFMV.			
<b>Status:</b> Corresponding and working with the Timmons Group on FFMV requirements to meter a currently unmetered fire line. 2/4/22 - received e-mail from Timmons stating Plan was out for bids and a contractor had an RFI regarding the FFMV; Responded to Timmons with answer & reminder of outstanding items including a Site Plan for review/approval, Developer Agmt, Esmt, etc.. Site/Dsgn 01 rec'd 2/4/22; Comments and Dev Pkg issued 2/10/22. Site/ Dsgn Plan 02 rec'd 2/14/22. Comments issued 2/25/22. Revised Plans & Esmt Exhibits rec'd 3/4/22.			
<b>Job #:</b> 2021102	<b>Job Type:</b> Sewer	<b>Service Area:</b> Bedford Central	<b>Last updated on:</b> 10/6/2021
<b>Job Name:</b> Winoa Sewer System Transfer			<b>Department Contact:</b> R English
<b>Description:</b> Transfer of privately owned sewer lines and pump station serving former Winoa / Wheelabrator facilities and Bison Printing. (Also see 2021032 and 2015016)			
<b>Status:</b> Contract Operations agreement executed 9/14/21 to offer operational and maintenance assistance until transfer is completed.			

<b>Job #:</b> 2021114	<b>Job Type:</b> Internal	<b>Service Area:</b> Countywide	<b>Last updated on:</b>
<b>Job Name:</b> Program for Low Water Pressure Customers			
<b>Description:</b> Establishing program or policy for addressing customers with pressures at the water meter that are regularly or intermittently less than 20 psi.			<b>Department Contact:</b> R English
<b>Status:</b>			
<b>Job #:</b> 2021125	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b>
<b>Job Name:</b> Café Bakery Forest Road - Site Plan			2/4/2021
<b>Description:</b> Proposed change of use permit from retail store to family restaurant.			<b>Department Contact:</b> J Dean
<b>Status:</b> Site Plan 01 rec'd 11/18/21. Comments sent to Planning 11/24/2021. Waiting on comments to be addressed by applicant.			
<b>Job #:</b> 2021127	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b>
<b>Job Name:</b> Crazy Mason Milkshake Bar - Site Plan			2/9/2022
<b>Description:</b> Proposed change of use permit from retail to milkshake bar.			<b>Department Contact:</b> J Dean
<b>Status:</b> Site plan 01 rec'd 11/19/21. Comments sent to Planning Site plan approved unless FROG requirements 11/24/2021. Site Plan 02 (Amended) rec'd 2/9/22.			
<b>Job #:</b> 2021128	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b>
<b>Job Name:</b> Mercy Presbyterian Church - Site Plan			3/2/2022
<b>Description:</b> Construction of a new church facility & all associated parking & stormwater facilities.			<b>Department Contact:</b> C Slusser
<b>Status:</b> TRC 12/3/21. Comments 01 emailed to Planning 12/1/21. Site Plan 01 rec'd 2/17/22. Comments 01 emailed to Planning 3/2/22.			
<b>Job #:</b> 2021136	<b>Job Type:</b> Concept	<b>Service Area:</b> Smith Mountain Lake	<b>Last updated on:</b>
<b>Job Name:</b> Eastlake Community Church Building Addition - Site Plan			2/7/2022
<b>Description:</b> Proposed 75' x 100' Church addition.			<b>Department Contact:</b> C Slusser
<b>Status:</b> TRC 12/21/21. Concept 01 rec'd 12/16/21. Comments 01 emailed to Planning & Surveyor 12/17/21. Site Plan 01 rec'd 2/1/22. Comments 01 emailed to Planning 2/7/22.			
<b>Job #:</b> 2022017	<b>Job Type:</b> Concept	<b>Service Area:</b> Forest	<b>Last updated on:</b>
<b>Job Name:</b> The Towns at New London - Concept			3/3/2022
<b>Description:</b> Proposed 217 townhome development. Includes offsite water and sewer extensions, onsite water and sewer (both gravity and lpfm).			<b>Department Contact:</b> S Foster
<b>Status:</b> TRC 3/8/22. Concept 01 rec'd 2/3/22. Comments e-mailed 3/3/22.			
<b>Job #:</b> 2022021	<b>Job Type:</b> Sewer	<b>Service Area:</b> Moneta	<b>Last updated on:</b>
<b>Job Name:</b> Key Largo Sewer Forcemain Extension - Design			2/18/2022
<b>Description:</b> Proposed sewer forcemain extension along Key Largo to serve 221-A-47.			<b>Department Contact:</b> C Slusser
<b>Status:</b> Concept 01 rec'd 2/18/22; Design forthcoming.			
<b>Job #:</b> 2022025	<b>Job Type:</b> Concept	<b>Service Area:</b> Smith Mountain Lake	<b>Last updated on:</b>
<b>Job Name:</b> Halesford Harbour Resort - Concept			3/3/2022
<b>Description:</b> Proposed Halesford Harbor Resort Expansion (400 +/- RV Sites).			<b>Department Contact:</b> C Slusser & Steve Foster
<b>Status:</b> TRC 3/8/22. Concept 01 rec'd 3/3/22.			

# Developer Dedications Fiscal Year 2021-2022

Project	Project Type	Developer	Water		Sewer		Date Put Into Service
			Project Cost Ledger Acct 1500-1000	PipeLength	Project Cost Ledger Acct 1700-0016	Pipe Length	
2020028 Innerspec Building Addition - Site Plan	Fire Flow Meter	Developer: Innerspec 2940 Perrowville Rd Forest, VA 24551 Ph: 434-948-1301	\$49,789.00	0 lf	\$0.00	0 lf	2/2/2022
2020022 Berglund Toyota - Site/Design	Fire Flow Meter	Farrell Properties Forest LLC Attn: Michael Morris 2009 Williamson Rd, NE Roanoke, VA 24012	\$98,500.00	110 lf	\$0.00	0 lf	12/22/2021
2019088 The Stables On Coffee Subdivision - Design	Water	Austin P. Hull 8480 E Lynchburg Salem Tpke Goode, VA 24556	\$51,199.00	1024 lf	\$0.00	0 lf	12/17/2021
2019034 Westyn Village Townhomes 2019 - Site/Design	Water & Sewer	Owner: Jefferson Manor Investments LLC Developer: Thomas Builders of VA	\$330,756.00	1524 lf	\$426,321.60	3831 lf	12/17/2021
2018125 Forest Middle School Improvements - Site/Design	Sewer	Bedford County School Board Mac Duis Chief Operations Officer	\$0.00	0 lf	\$197,500.00	347 lf	3/3/2022
2018106.2 NLBTC Lot 7 Belvac Building - FFMV	Fire Flow Meter	Belvac Production Mechinery, Inc.	\$58,500.00	0 lf	\$0.00	0 lf	9/15/2021
2017060 Burnbridge Sewer Extension - Design	Sewer	Bedford County EDA, Tom Scott 1200 Forest Point Place Forest Virginia, 24551	\$0.00	0 lf	\$274,392.00	2054 lf	12/17/2021
2016062 Kitsmont Subdivision - Design	Water	Kitsmont, LLC Attn: Jeffery Graff 208 Tomahawk Industrial Park	\$222,460.00	4085 lf	\$0.00	0 lf	9/22/2021

Project	Project Type	Developer	Water		Sewer		Date Put Into Service
			Project Cost Ledger Acct 1500-1000	PipeLength	Project Cost Ledger Acct 1700-0016	Pipe Length	
			<b>Total Value Waterline Dedications:</b>		\$811,204.00		
			<b>Total Length Water Pipe:</b>		6743 lf		
			<b>Total ValueSewer Line Dedications:</b>		\$898,213.60		
			<b>Total Length Sewer Pipe:</b>		6232 lf		
			<b>Total Value of Dedications:</b>		<b>\$1,709,417.60</b>		

# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Rhonda English, PE; Director of Engineering  
**Through:** Brian Key, PE; Executive Director  
**Date:** March 8, 2022  
**Re:** Resolution 2022-03.03 – Acquisition of Easements

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The Design-Build team has been working to secure easements for the installation of new sanitary sewer main along Ivy Creek in the Forest area of Bedford County and into the City of Lynchburg. We have obtained 18 of the 24 sewer easements needed, and continued discussions are underway with the four property owners of the remaining six easement parcels. Upon conclusion of the public hearing, if the board agrees to authorize the use of eminent domain where needed, then the attached resolution is enclosed for your consideration. Below is a list of the properties with easements that we may need to obtain through the use of eminent domain, along with a summary of correspondence as provided by the Design-Build team.

- 1) Parcel ID – 22301002, Owner – Mark & Robin Boling.  
Summary: Property owners have signed an easement; however, the easement is not valid without signatures from two lienholders.
  - a. January 19, 2021 – Initial project notification letter was mailed. Certified card was rejected/returned.
  - b. June 24, 2021 – Engineer spoke with Mark Boling via phone. Horses owned by Mark's daughter, Adara Boling, are on the property.
  - c. July 8, 2021 – First easement agreement packaged was mailed. Signed certified card dated July 9, 2021.
  - d. August 11, 2021 – Right of entry agreement signed.
  - e. September 17, 2021 – Second easement agreement package was mailed. Signed certified card dated September 28, 2021.
  - f. January 11, 2022 – Engineer and Contractor met property owners in person to pick up signed easement agreement. Agreement is lacking lienholders signatures.
  - g. February 4, 2022 – Engineer left voicemail.
  - h. February 7, 2022 – Engineer spoke with Mark via phone. Property owner has no issues signing agreement, but does not know who to sign on behalf of the two lienholders.
  - i. February 21, 2022 – Contractor spoke with Robin via phone. They still do not know how to get the lien holders to sign the easement.

**To:** Board of Directors  
**Date:** March 8, 2022  
**Re:** Resolution 2022-03.03 – Acquisition of Easements

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- 2) Parcel ID – 22301003, 8302900 – Michael Nuckles.  
Summary: Property has attempted to execute one easement agreement twice, but it has been notarized incorrectly.
- a. January 19, 2021 – Initial project notification letter was mailed. Signed certified card dated February 2, 2021.
  - b. July 8, 2021 – First easement agreement packaged was mailed. Signed certified card dated July 9, 2021.
  - c. August 13, 2021 – Right of entry agreement signed.
  - d. September 17, 2021 – Second easement agreement package was mailed. Signed certified card dated September 28, 2021.
  - e. Week of January 10, 2022 – Engineer spoke with property owner and asked for a picture of the last page of the agreement to ensure correct signatures. Property owner declined to do so and insisted he mail his easements to the Authority.
  - f. January 10, 2022 – Easement agreement signed and sent to the Authority twice, but it was notarized incorrectly. No exhibit was included. Only the easement on the parcel located within City limits (22301003) was signed and mailed.
  - g. Week of January 18, 2022 – Engineer texted property owner in attempt to get agreement notarized correctly, but did not hear back.
  - h. February 4, 2022 – Engineer left voicemail for property owner explaining the need to resign both easements correctly and with proper notification. Engineer also informed property owner of project team plans to visit site in person next week if property owner would like to discuss the easement in person.
  - i. February 7, 2022 – Engineer left voicemail for property owner explaining the need to resign both easements correctly and with proper notification.
  - j. March 1, 2022 – Engineer left voicemail for property owner explaining the need to resign both easements correctly and with proper notification.
  - k. March 3, 2022 – Engineer left a voicemail and text message for property owner explaining the need to resign both easements correctly and with proper notification.
  - l. March 7, 2022 – Engineer left a voicemail and text message for property owner explaining the need to resign both easements correctly and with proper notification.

**To:** Board of Directors  
**Date:** March 8, 2022  
**Re:** Resolution 2022-03.03 – Acquisition of Easements

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- 3) Parcel ID – 8206000 – Delbert & Diane Green.  
Summary: Property owners have agreed to accept the majority of details associated with the easement agreement, but they continue to request compensation for trees. Property owners have not executed the Property Owner Signature Form for the Joint Permit Application, which is required for DEQ approval and to proceed with project funding.
- a. January 19, 2021 – Initial project notification letter was mailed. Signed certified card dated February 9, 2021.
  - b. June 28, 2021 – Engineer spoke with property owners' daughter, Tamara, via phone. Tamara works for VDOT and wants to request any archeological finds get returned to her parents.
  - c. June 29, 2021 – Public meeting held at the Forest Library. Property owner was in attendance. Property owner informed Engineer that their driveway is gravel and surface treated, and that they have a Class IIIC 110-ft deep water well that serves house and garage. Right of entry agreement signed.
  - d. July 8, 2021 – First easement agreement packaged was mailed. Signed certified card dated July 9, 2021.
  - e. July 19, 2021 – Tamara submitted a FOIA request.
  - f. July 20, 2021 – Owner responded to FOIA request.
  - g. September 17, 2021 – Second easement agreement package was mailed. Signed certified card dated September 28, 2021.
  - h. September 30, 2021 – Tamara emailed Engineer with concern over the stream crossing encasement.
  - i. October 7, 2021 – Tamara followed up with Engineer via email. Engineer responded with phone call to discuss concerns.
  - j. January 7, 2022 – Engineer emailed and requested to be informed of additional information the property owners need to feel comfortable signing the easement and offered to notarize paperwork if needed.
  - k. January 11, 2022 – Tamara responded to the email listing the three main concerns:
    - i. The property owners' existing well.
    - ii. Construction access to the site.
    - iii. Not in agreeance regarding the monetary easement offer provided.
  - l. January 14, 2022 – Engineer responded addressing all concerns.
  - m. February 14, 2022 – Tamara emailed Engineer to list concerns that she wants addressed during in person site visit, and provided their third-party parcel appraisal by Myers & Woods Appraisal Group, Inc.
    - i. Easement compensation
    - ii. Compensation/guaranteed remediation if well damage were to occur
    - iii. Improve existing surface treated driveway to a paved asphalt driveway
    - iv. Adjusted easement language to incorporate fencing removal and replacement
  - n. February 22, 2022 – Project team consisting of Engineer, Owner, and Contractor met with the property owners and their daughter on site to walk proposed alignment. Owner determined offer value of \$13,000 is the maximum value the Authority will provide for the temporary and permanent easement. Alignment was adjusted to no longer have easement overlapping the existing driveway. Property owner has remaining concerns about tree removal on their property and do not want anything permanent above grade on their property.
  - o. March 7, 2022 – Engineer emailed revised easement agreement package that includes updated agreement language and accompanying exhibit. Email also includes a draft agreement from the Contractor for use of property for lay down yards in exchange for monetary compensation or a waterline installed from the proposed meter setter to the existing wellhouse. This would be an agreement between the property owners and the Contractor only.

**To:** Board of Directors  
**Date:** March 8, 2022  
**Re:** Resolution 2022-03.03 – Acquisition of Easements

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- 4) Parcel ID – 10003500, 10003787 – Whitaker & Abbey Johnston.  
Summary: Property owner is ready to sign, pending receipt of agreed upon easement language.
- a. January 19, 2021 – Initial project notification letter was mailed. Signed certified card dated January 25, 2021.
  - b. June 29, 2021 – Public meeting held at the Forest Library. Property owner was briefly in attendance.
  - c. July 8, 2021 – First easement agreement packaged was mailed. Signed certified card dated July 12, 2021.
  - d. July 29, 2021 – Property owner emailed Engineer red-line markups on the proposed easement agreement.
  - e. August 10, 2021 – Right of entry agreement signed.
  - f. September 17, 2021 – Second easement agreement package was mailed. Signed certified card returned with no date.
  - g. January 11, 2022 – Engineer and Contractor met property owner in person at his law office to discuss easement agreement and talk through alternatives with possible sewer lateral locations.
  - h. February 8, 2022 – Project team consisting of Engineer, Owner, and Contractor met with Whit Johnston at his office. Property owner has agreed to sign pending minor edits to the language used in easement agreement.
  - i. February 14, 2022 – Updated easement packaged sent to property owner via email. Property owner confirmed receipt.
  - j. February 22, 2022 – Property owner emailed Engineer red-line markups on the proposed easement agreement.
  - k. February 25, 2022 – Property owner emailed Engineer with request to have the tie-in be added to exhibit.
  - l. March 2, 2022 – Engineer emailed property owner to request construction start time be set at 7:30am, and clarification that the word “under” can remain in the agreement language.
  - m. March 3, 2022 – Property owner agreed upon 7:30am start time.
  - n. March 4, 2022 – Engineer and property owner had a text message exchange regarding property owner’s desire to have a phone conversation to confirm everything is in order and will provide a suggested time for a phone call in the following week.

In order to keep the project moving forward while the final negotiations are being exhausted, it is my recommendation that we proceed with eminent domain for these easements. Our hope is that we are able to negotiate the easements prior to the required public hearing; however, due to the lengthy process of easement acquisition and the emergency nature of the project, we are requesting at this point that they be considered for eminent domain.





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**RESOLUTION**

2022-03.04

**Ivy Creek Interceptor Divisions 5 and 6 – Acquisition of Easements**

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 15<sup>th</sup> of March 2022, beginning at 7:00pm

**WHEREAS**, the Bedford Regional Water Authority (the “Authority”), a public service authority formed and existing in accordance with the provisions of Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended, the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5159 (the “Act”), needs to install a 30-inch and 36-inch gravity sanitary sewer main along Ivy Creek in the Forest area of Bedford County and into the western portion of the City of Lynchburg; and,

**WHEREAS**, the Director of Engineering has informed the Board of Directors of the Authority that the existing sewer system is at capacity and requires upgrading; and,

**WHEREAS**, the Director of Engineering has informed the Board of Directors of the Authority that the most suitable location for the installation of the sewer interceptor is through the adjacent private properties in Bedford County, Virginia and the City of Lynchburg, Virginia between Chapel Lane and the existing Lake Vista Pump Station on Cottontown Road; and,

**WHEREAS**, the Director of Engineering has informed the Board of Directors of the Authority a) that negotiations have not progressed with the owners of the properties listed herein, b) that the easements are needed for the new sanitary sewer line, c) the methodology used in valuing the easements, as attached to this resolution, for purposes of making a good faith offer; and,

**WHEREAS**, the Director of Engineering has informed the Board of Directors of the Authority that the amount of property to be taken is not more than is necessary to achieve the stated public use; and,

**WHEREAS**, the Director of Engineering has determined that the Authority will need to acquire permanent easements from the following persons who own property along the proposed route as described above in Bedford County, Virginia, and in the City of Lynchburg, Virginia but who do not seem at this time amenable to a voluntary conveyance of the needed easements. The easement areas and easement values also follow; and,

Parcel ID: 22301002  
Owners: Mark & Robin Boling  
Easement Area, Permanent: 24,407.61 square feet  
Easement Area, Temporary: 16,241.85 square feet  
Total Easement Value: \$1,868.92

Parcel ID: 22301003,  
Owners: Michael Nuckles  
Easement Area, Permanent: 15,168.28 square feet  
Easement Area, Temporary: 15,175.01 square feet  
Total Easement Value: \$983.91

Parcel ID: 8302900  
Owners: Michael Nuckles  
Easement Area, Permanent: 2,484.63 square feet  
Easement Area, Temporary: 2,484.63 square feet  
Total Easement Value: \$1,187.50

Parcel ID: 8206000  
Owners: Delbert & Diane Green  
Easement Area, Permanent: 52,283.06 square feet  
Easement Area, Temporary: 35,488.15 square feet  
Total Easement Value: \$13,000.00

Parcel ID: 10003500  
Owners: Whitaker & Abbey Johnston  
Easement Area, Permanent: 13,813.36 square feet  
Easement Area, Temporary: 10,064.70 square feet  
Total Easement Value: \$5,373.45

Parcel ID: 10003787  
Owners: Whitaker & Abbey Johnston  
Easement Area, Permanent: 15,344.72 square feet  
Easement Area, Temporary: 9,046.94 square feet  
Total Easement Value: \$3,217.72

**WHEREAS**, in the event that the Authority is unable to acquire the necessary easements through negotiation with the property owners, the Director of Engineering has presented a proposed schedule for public advertisement and a public hearing for the purpose of informing the public of the need to exercise eminent domain to acquire the permanent easement; and,

**WHEREAS**, such public hearing, if necessary, will be scheduled to take place at the offices of the Authority at 7:00 p.m. on April 19<sup>th</sup>, 2022 for the purpose of giving all citizens the opportunity to state their views on the exercising of eminent domain over the subject property for the purpose of acquiring the necessary sewer system easements; now,

**THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bedford Regional Water Authority that (1) acquisition of the necessary sewer system easements as recommended are for the public use of a sewer interceptor and that no more private property is being taken than that which is necessary to achieve the stated public use, (2) that the calculation of the fair value of the easements is reasonable, (3) that such acquisition is hereby approved, and (4) that the Director of Engineering is hereby authorized and directed to negotiate the specific terms of easement agreements and to execute and deliver the same in consideration of the fair values



as computed, or to prepare and send a good faith offer letter and, if no agreement can be reached after negotiating with the owners of the subject properties, to acquire the sewer system easements through the exercise of eminent domain; and,

**BE IT FURTHER RESOLVED**, that if the Authority is unable to negotiate successfully with the owners of the subject properties to acquire the necessary sewer system easements, the Board authorizes and directs the Director of Engineering to advertise the acquisition of the necessary easements through the exercise of eminent domain and to make appropriate arrangements, including advertising of a public notice, for the public hearing on April 19<sup>th</sup>, 2022; and,

**BE IT FURTHER RESOLVED**, that the Director of Engineering is authorized to obtain a title report, appraisal, and any other documentation needed to ascertain the values of the permanent easements; and,

**BE IT FURTHER RESOLVED**, that the Director of Engineering is authorized and directed to take such further action as shall seem to be necessary or convenient to obtain the necessary sewer easements.

This resolution shall take effect immediately.

Member \_\_\_\_\_ made a motion to approve this Resolution.

Member \_\_\_\_\_ made a Second to approve.

Board Member Votes: \_\_\_\_ Aye \_\_\_\_ Nay \_\_\_\_ Abstain

### CERTIFICATION

The undersigned secretary of the Bedford Regional Water Authority does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Directors of the Bedford Regional Water Authority, present at a regular meeting of the Board of Directors of the Bedford Regional Water Authority duly called and held **March 15, 2022** 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

**MOTIONS TO ENTER INTO CLOSED SESSION (made while in open meeting):** <sup>1</sup>

- **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)** <sup>1</sup>

- **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)** <sup>1</sup>

- **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.