



# BOARD OF DIRECTORS

May 17<sup>th</sup>, 2022

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**BEDFORD REGIONAL WATER AUTHORITY**

Providing quality service to everyone.



1723 Falling Creek Road, Bedford, VA 24523-3137



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# MEETING NOTES

**To:** BRWA Board of Directors  
**From:** Brian M. Key, PE; Executive Director  
**Date:** May 11, 2022  
**Re:** Notes for the May 17, 2022 Board of Directors Meeting

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The following notes correspond to the agenda items.

5. Jill has a schedule conflict; therefore, I will present the financial report and answer any questions the board may have about the report.
6. Nathan will report on the work order task summaries, as well as discuss **Resolution 2022-05.01** for sole source procurement for the Town lift station #7.
7. Megan has a lot of articles in the board packet about the chemical incident from April 15<sup>th</sup>.
  - 8.a. Rhonda also has a schedule conflict, so I will cover the project reports this month.
  - 8.b. The Personnel Committee had a meeting on May 4, 2022; the summary of the meeting is included in the board packet. From that meeting, the following items are to be discussed at this board meeting:
    - i **Resolution 2022-05.02** – Nepotism Policy: The Committee is recommending approval of revisions to the policy to make it less restrictive.
    - ii. The Committee agreed that additional personnel are needed to properly address risk management. This is not an action item, rather just a discussion about the impacts from adding the position.
    - iii. The FY 2022-2023 goals that were approved by the Committee are included in the packets for discussion with the board. There is no action needed on this agenda item, rather this is a discussion to confirm if the board agrees with the goals established by the Committee.

Jay and Kevin will be attending the meeting remotely; we need to have at least 4 people attend the meeting in person in order to take action on any of the resolutions.

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:** May 10, 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, May 17, 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**. In addition to attending the meeting in person, 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/84920502687?pwd=eWRVckZ6eGVjRzAybGsrN2d4WnA0Zz09>
  - Meeting ID: 849 2050 2687
  - Passcode: 21fhhH
- Join the Zoom meeting with **audio only** by phone:
  - Phone Numbers:
    - 470 250 9358 US (Atlanta)
    - 470 381 2552 US (Atlanta)
    - 646 518 9805 US (New York)
    - 646 558 8656 US (New York)
    - 267 831 0333 US (Philadelphia)
    - 301 715 8592 US (Washington DC)
  - Meeting ID: 849 2050 2687
  - Passcode: 464531
- 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: April 19, 2022 – Regular Board Meeting
5. Financial Report: Presented by Brian Key
  - a. Financial Statements through month end April 2022

**To:** Board of Directors  
**From:** Brian Key – Executive Director  
**Date:** May 10, 2022  
**Re:** Notice of Board Meeting and Agenda

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6. Operations Report: Presented by Nathan Carroll
  - a. Tasks Summary
  - b. Resolution 2022-05.01: Central Lift Station 7 Replacement
7. Administration Report: Presented by Megan Pittman
8. Executive Report: Presented by Brian Key
  - a. Projects Summary
  - b. Personnel Committee Meeting – 2022-05-04
    - i. Resolution 2022-05.02: Nepotism Policy
    - ii. Risk Management Personnel
    - iii. Goals for FY 2022-2023
9. Other business not covered on the above agenda
10. Motion to Adjourn

# MINUTES

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**Bedford Regional Water Authority – Board of Directors  
Regular Board Meeting – Minutes  
April 19, 2022**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, April 19, 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 (Virtually)  
Thomas Segroves  
Walter Siehien

Members Absent: ..... Rusty Mansel

Staff & Counsel Present: . Brian Key – Executive Director  
Nathan Carroll – Assistant Executive Director  
Rhonda English – Director of Engineering (Virtually)  
Jill Underwood – Director of Finance  
Megan Pittman – Director of Administration (Virtually)  
Melissa Meador – Human Resources Manager (Virtually)  
Mike Ramsey – Wastewater Operations Manager

**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. Revisions are shown in ***bold italics***.

1. Call to Order
  - a. Pledge of Allegiance
  - b. Moment of Silence
2. Review of Agenda
3. Public Hearing for Rate Adjustments
  - a. Presentation about Rates
  - b. Public Comments about Rates
4. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end March 2022
  - b. Summary of March 23, 2022 Finance Committee Meeting
    - i. Resolution 2022-04.01: Rates
    - ii. Resolution 2022-04.02: Operating Budget
    - iii. Resolution 2022-04.03: Capital Budget
5. Public Comments for all issues other than the public hearing
6. Approval of Minutes: March 15, 2022 – Regular Board Meeting
7. Operations Report: Presented by Nathan Carroll
8. Administration Report: Presented by Megan Pittman
9. Engineering Report: Presented by ***Rhonda English***

- a. Project Reports
  - b. Draft Capital Improvement Plan 2022-2025
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. Resolution 2022-04.04: Contract with Executive Director
  12. Other business not covered on the above agenda
  13. Motion to Adjourn

### **3. Public Hearing for Rate Adjustments**

#### **a. Presentation about Rates**

The public hearing was opened at 7:01 p.m. Mr. Key gave a short presentation about the history of the rates beginning in fiscal year 2014 through the projected rates for fiscal year 2024. This is a ten-year equalization process that began at the formation of the BRWA. One change to the original study was in fiscal year 2021 when a rate change was not made due to the pandemic. At the end of equalization, all customers will pay the same rate. The goal every year has been to have around a \$3 increase per month for water and a \$3 increase per month for sewer.

#### **b. Public Comments about Rates**

Nancy Leighton lives in the Town of Bedford in a home that was built about three years ago. She said she was there to protest the increase of the rates. This year is hard due to inflation and the costs of everything going up, especially for retirees and those on fixed incomes. She is also not sure about the quality of water she currently receives, and she feels like she is being overcharged for sewer in the summer.

Mary Russell lives in the Town and Country subdivision. She is soon to be retired and with rates increasing it is putting a strain on her income. She has spoken with her neighbors and she thinks this will be a strain on them as well. She also said she agreed with Ms. Leighton's points.

The public hearing closed at approximately 7:15 p.m.

### **4. Financial Report: Presented by Jill Underwood**

#### **a. Financial Statements through month end March 2022**

Due to the billing system implementation, disconnects were not performed in February and March and were resumed in April. The monthly disconnect information can be viewed on the Tracking Data for the Customer Service Department report in the board packet.

The budget goal was 75% for March with operating revenues at 77% and operating expenses at 69%. Some expenses are seasonal and expenses are expected to climb in the spring and be closer to the budget goal. Capital Recovery fees received this FY are 97% of the total budgeted amount, with water at 81% and sewer at 152%. There were 13 new connections in Forest during March.

Debt Service for all of the VRA bonds have been paid for the fiscal year and the full \$2 million moral obligation has been received from Bedford County.

#### **b. Summary of March 23, 2022 Finance Committee Meeting**

The Committee reviewed the budget; there is a forecasted increase of 5.3% for revenues and a 9.1% increase for expenses. The increase in expenses is partly due to inflation. There are also two new part-time positions included in the budget.

The Committee also reviewed the Capital Improvement Plan (CIP). Ms. Underwood reviewed how the amount for the CIP budget is calculated. There has been an excess of around \$300,000 of fees received this year that will be added to the CIP budget. The debt from VRA will be eliminated in FY23 and FY26, however, the moral



obligation from the County will also be eliminated from the revenue. The Town debt from consolidation will escalate in FY23. The Ivy Creek Sewer debt will begin in FY24. The dollar amounts listed on the CIP sheet are higher than the \$1.2 million budgeted for projects to show all the projects holistically since some projects are being funded separately.

Ms. Underwood reviewed the replacement funds and why these accounts were created. These types of projects used to be funded through the CIP budget. However, years ago these replacement accounts were created to give staff more flexibility in making these purchases and allow for other larger scale projects to be funded with the CIP. This also allows staff to build the accounts over time to fund larger purchases.

Ms. Underwood and Mr. Key answered questions from the board about specific projects.

i. Resolution 2022-04.01: 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 Administrative Annex Building on the 19<sup>th</sup> day of April 2022, beginning at 7:00 p.m.:

**WHEREAS**, to provide sufficient revenue to cover all of the expenditures that are included in the proposed FY 2022-2023 operating budget, certain changes have been proposed to the Authority schedule of rates and charges; and,

**WHEREAS**, the Authority has provided sufficient notice in the Bedford Bulletin on March 23, 2022 and March 30, 2022 and conducted a public hearing on Tuesday, April 19, 2022 to solicit public comments on the proposed changes to the schedule of rates; and,

**WHEREAS**, the Board of Directors of the Authority has reviewed the proposed changes to the schedule of rates and rate information and desires to implement these changes; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Bedford Regional Water Authority does hereby authorize the Executive Director to proceed with implementing the rates as properly advertised. The new rates will be effective for all usage beginning on June 1, 2022 and for all bills sent out after June 30, 2022.

Member Segroves made a motion to approve this Resolution.

Member Mele made a Second to approve.

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

ii. Resolution 2022-04.02: Operating Budget

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 19<sup>th</sup> day of April 2022, beginning at 7:00 p.m.:

**WHEREAS**, the Board of Directors of the Authority has been presented with the FY 2022-2023 Budget, with a summary indicating Total Revenues in the amount of \$19,369,113 and Cash Operating Expenses in the amount of \$16,956,438 and Total Expenditures (including depreciation) in the amount of \$21,544,038 (the "Operating Budget Summary"); and,

**WHEREAS**, in support of the Operating Budget Summary, a Detailed Report of Revenues and Expenditures for FY 2022-2023 (the "Line Item Budget") has been submitted to the Board indicating line item expenditures within the categories contained in the Operating Budget Summary; and,

**WHEREAS**, the Finance Committee of the Board of Directors has thoroughly reviewed this information and recommends that the Authority approve the Operating Budget as presented; now,

**THEREFORE, BE IT RESOLVED**, that after careful consideration of the Authority's fiscal position, its anticipated revenues, its necessary expenses, as well as its bond covenants, the Board of Directors of the Bedford Regional Water Authority does hereby:

- 1) approve the Fiscal Year 2022-2023 Line Item Budget, and thereby authorize and appropriate the Total Expenditures contained in the Operating Budget Summary subject to receipt of the Revenues estimated therein; and;
- 2) authorize the Executive Director to move items with discretion within the Operating Budget Summary Categories from line item to line item, consolidate or delete line items, and otherwise spend funds in the Operating Budget Summary categories without further action on the part of the Board; and,
- 3) require that the Executive Director ensure that a report of the Revenues and Expenditures be made to the Board at its regular meetings and more often if requested.

On behalf of the Finance Committee, Member Segroves made a motion to approve this resolution. Being a motion from a committee, a second motion was not needed.

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

iii. Resolution 2022-04.03: Capital Budget

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 19<sup>th</sup> day of April 2022, beginning at 7:00 p.m.:

**WHEREAS**, the Board of Directors of the Bedford Regional Water Authority approved the Fiscal Year 2022-2023 Operating Budget (“Operating Budget”) resolution 2022-04.02, with Total Revenues in the amount of \$19,369,113 and Cash Operating Expenses in the amount of \$16,956,438; and,

**WHEREAS**, the total operating coverage minus replacement capital as of July 1, 2022 is projected to be \$912,676; and,

**WHEREAS**, the total Capital Recovery Fees received during FY 2022 is projected to be \$300,000 in excess of the current fiscal year approved budget amount; now,

**WHEREAS** the Finance Committee has reviewed the complete listing of proposed purchases and projects expenditures, and have recommended approval to the Board of Directors; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Bedford Regional Water Authority does hereby approve of proceeding with the FY 2023 Capital Improvement Projects presented in the amount of \$1,212,500 with the specific authorization given to the Executive Director to add, delete, or reprioritize the items on the attached project listing as long as the total amount of the capital expenditures does not exceed the amount listed above without further board action; and,

**BE IT FURTHER RESOLVED**, that if the excess Capital Recovery Fees received in FY 2022 do not exceed the amount specified in the FY 2022 budget by the projected figure of \$300,000, then the amount of the Capital Improvement Projects funding for FY 2023 will be decreased by the corresponding amount of shortfall from the projected excess of FY 2022 Capital Recovery Fees.

On behalf of the Finance Committee, Member Segroves made a motion to approve this resolution. Being a motion from a committee, a second motion was not needed.

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

**5. Public Comments for all issues other than the public hearing**

There were no public comments.

**6. Approval of Minutes: March 15, 2022 Regular Board Meeting**

The regular Board Meeting Minutes from March 15, 2022, were reviewed.

Member Gray made a motion to approve the minutes.

Member Moldenhauer seconded the motion.

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

## 7. Operations Report: Presented by Nathan Carroll

Mr. Carroll began with a synopsis of what happened on April 15<sup>th</sup>. A load of chemicals was delivered to the Central Wastewater Treatment Plant (CWWTP) around 7:40 am. The delivery was sodium bisulfite; however, a delivery of sodium hypochlorite was also on order and was expected first. When the delivery driver arrived, he was directed to the hypochlorite tank. When the two chemicals were mixed, a chemical reaction occurred creating a thermal reaction and chlorine gas vapor. After the incident was over, the remaining bisulfite was put in the correct tank and the mixed chemicals were properly disposed of within the wastewater treatment process onsite.

Mike Ramsey, Wastewater Operations Manager, discussed how to prevent this in the future, including:

- Requiring two signatures for chemical deliveries with one signature being a member of management.
- Adding additional labels to tanks.
- Label the fill lines.
- Lock the fill line caps.
- Train thoroughly.
- Require retraining.

Steps that have already been taken post-incident include:

- Internal after-action review held on April 18<sup>th</sup>.
- Temporary labels added to bisulfite and hypochlorite tanks.
- A draft of a checklist for chemical deliveries has been developed. This will be reviewed by the Safety Coordinator and will be in effect before the next delivery.

The Central WWTP is not the only BRWA plant that receives bulk chemicals. Mr. Carroll added that the water treatment plants also receive bulk chemicals and these measures will be adapted for those facilities as well.

There will be costs associated with this incident. This matter will be turned over to the BRWA's insurance provider to determine who will pay the cost.

Mr. Key added that this incident is minor compared to what the effect would have been if the BRWA still had chlorine gas onsite, instead of these two chemicals. These were replaced in 2019 to make the CWWTP a safer facility for staff and the community.

Mr. Key reviewed the staff's response and how they worked with other agencies on site. He was pleased with the media's representation and the relationships between the agencies.

Mr. Carroll said there is a potential for a fine and also the possibility the tank will need to be replaced. He said that he appreciated Cody Lawhorn (Marketing Communications Specialist), Darryl Burks (Safety Coordinator), and Megan Pittman on-site during the incident to help handle the situation.

## 8. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed a few more points about the communications on Friday. She stated that she appreciated the staff that was on-site to help coordinate efforts. This included BRWA staff and representatives from the Town and County of Bedford. They hope to have a communications debrief between the entities. She also said she is pleased with the fair and factual press coverage, as well as the media being respectful of the boundaries on the scene. There have been follow-up interviews since Friday. The stories will be included in next month's board packets; however, she will include

highlights in the weekly update. She said they also learned it was helpful to have two people on-site handling communications and have also learned a few lessons for any future emergencies.

In response to a question from the board, Mr. Key will check to see if the Town or County would like a statement or presentation at their next meeting.

Ms. Pittman also reviewed the news articles included in the packet that focused on the Moneta Park water line extension.

## **9. Engineering Report: Presented by Rhonda English**

### **a. Project Reports**

The parking lot will be closed out after the punch list items are complete. The fencing contractor will be finished by June 30<sup>th</sup>. The contractor for the Ivy Creek project is keeping an eye on the pipe costs, which have increased considerably since originally quoted, and looking into opportunities to help reduce the overall costs of the project. The contractor is also reaching out to see if there is ARPA money available through DEQ to help fund this project. The Moneta Storage Lot 6 project is closed out. The 460 pump station is continuing, with walls, sidewalk, and much of the gravel area complete.

### **b. Draft Capital Improvement Plan 2022-2025**

The full list of projects with priority funding is listed near the end of the report for current and future projects, totaling around \$70 million. Mr. Moldenhauer would like a paper copy of the CIP report. Ms. English said she will put a copy at the front desk and also provide it to the board members.

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

Member Moldenhauer was out of the room for this vote.

- Board Member Votes:   5   Aye;   0   Nay;   0   Abstain. The motion carried.

- The board entered into closed session at approximately 8:25 pm.

At approximately 9:25 pm Member Segroves moved that the board exit closed session and return to open session. Member Mele seconded the motion.

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

- Member Gray 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, Walter Siehien
- Nay: None
- The motion passed.

## **11. Resolution 2022-04.04: Contract with Executive Director**

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 19<sup>th</sup> day of April 2022, beginning at 7:00 p.m.:

**WHEREAS**, on July 1, 2013 upon the formation of the Authority the Board of Directors (“Board”) hired Brian M. Key, PE as their Executive Director; and,

**WHEREAS**, the Board desires to have a contractual agreement for the position of the Executive Director, and would like to now enter into such an agreement with Mr. Key; and,

**WHEREAS**, Mr. Key and the Board have agreed to enter into a new contract effective April 20, 2022; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Bedford Regional Water Authority does hereby approve of and direct the Chairman of the Board to execute an employment agreement with Mr. Key containing the terms that were reviewed with the Board.

Member Moldenhauer made a motion to approve this Resolution.

Member Siehien made a Second to approve.

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

**12. Other Business**

There was no other business discussed.

**13. Motion to Adjourn:**

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

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

The meeting adjourned at approximately 9:45 pm.

Prepared by Megan Pittman – Director of Administration

Approved: \_\_\_\_\_ 2022

# FINANCIAL REPORT



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# MEMORANDUM

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

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## **Customer Service Statistical Report:**

In the month of April, 117 accounts were disconnected for non-payment.

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

- 1) Budget goal is 83% for April, operating revenues are at 85% and operating expenses at 77%.
- 2) Capital Recovery fees received so far this FY are 102% of the total budgeted amount, with water at 87% and sewer at 152%.

## **Cash Flow Summary**

The summary is included in your packets.

### Tracking Data for Customer Service Department

Description	May '21	June '21	July '21	August '21	September '21	October '21	November '21	December '21	January '22	February '22	March '22	April '22	Running 12 Month Totals
1 Statements Mailed	15,273	15,304	15,301	15,142	15,110	15,123	15,134	15,172	15,012	14,933	14,852	14,424	180,780
2 Statements Sent Electronically	2,285	2,392	1,525	1,882	2,130	2,379	2,647	2,848	3,030	3,276	3,513	3,713	31,620
3 Total of Payments Received	12,301	13,330	12,833	13,474	12,877	13,085	13,174	13,270	11,430	13,485	13,406	12,376	155,041
4	\$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	\$1,288,604.40	\$1,391,603.64	\$15,790,352.09
5	2,579	2,686	2,592	2,587	2,596	2,551	2,626	2,615	2,321	2,896	2,751	2,350	31,150
6 Bill Payer Payments	\$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	\$173,675.37	\$144,585.18	\$2,083,006.63
7	21.0%	20.2%	20.2%	19.2%	20.2%	19.5%	19.9%	19.7%	20.3%	21.5%	20.5%	19.0%	20.1%
8	688	617	424	354	278	263	218	224	201	156	136	102	3,661
9 Paymentus Payments	\$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	\$9,974.20	\$8,258.02	\$323,317.68
10	5.6%	4.6%	3.3%	2.6%	2.2%	2.0%	1.7%	1.7%	1.8%	1.2%	1.0%	0.8%	2.4%
11	1,844	1,908	2,333	2,692	2,595	2,846	2,702	2,882	3,086	2,759	3,046	3,124	31,817
12 Invoice Cloud Payments	\$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	\$306,516.07	\$294,384.09	\$2,824,196.27
13	15.0%	14.3%	18.2%	20.0%	20.2%	21.8%	20.5%	21.7%	27.0%	20.5%	22.7%	25.2%	20.5%
14	1,854	1,871	1,861	1,891	1,873	1,889	1,897	1,895	1,865	1,829	1,842	1,823	22,390
15 Automatic Draft Payments (ACH)	\$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	\$114,841.24	\$111,435.01	\$1,492,435.86
16	15.1%	14.0%	14.5%	14.0%	14.5%	14.4%	14.4%	14.3%	16.3%	13.6%	13.7%	14.7%	14.4%
17 Account Transfers	146	171	163	174	163	134	137	133	97	57	75	99	1,549
18 New Customers - Forest	47	8	5	5	7	13	6	18	11	16	13	22	171
19 New Customers - SML	2	1	4	-	1	2	1	2	6	1	-	5	25
20 Residential Disconnected Customers	364	510	564	99	79	192	96	151	45	-	-	117	2,217
21	\$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	\$0.00	\$36,206.87	\$707,863
22 Meters Read - Normal and Transfer Readings	14,537	14,577	14,596	14,691	14,705	14,623	14,641	14,652	14,711	14,754	14,773	14,801	176,061
23 Radio Read Meters	13,758	13,937	14,073	14,162	14,199	14,169	14,215	14,245	14,383	14,423	14,479	14,537	170,580
24 Manually Read Meters	779	640	523	529	506	454	426	407	328	331	294	247	5,464
25 Tower Read Meters	2,020	2,879	2,756	3,103	2,122	3,062	2,963	2,675	2,862	3,073	3,060	3,329	33,904
26 New Meter Installs	32	22	19	12	14	14	27	14	19	3	21	17	214
27 Broken Meters Replaced	-	-	-	1	-	-	-	-	-	9	9	-	19
28 Meters Changed - Program	178	56	118	52	23	18	20	19	99	37	132	130	882
29 Connections paid for but not installed	366	353	321	319	318	321	309	302	301	318	310	313	N/A
30 Remaining Developer's Credits	\$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	\$341,484.01	\$341,484.01	N/A
31 Bulk Water Sales - New London (Gallons)	104,219	163,432	109,265	30,404	18,560	25,050	17,855	4,660	-	16,713	12,975	10,800	513,933
32 Bulk Water Sales - Moneta (Gallons)	26,400	25,300	17,400	20,830	18,600	16,780	5,800	1,945	-	-	3,175	5,201	141,431
33 Bulk Water Sales - Central Distr (Gallons)	45,600	44,300	7,000	13,000	15,100	6,100	5,800	-	-	-	8,200	17,300	162,400
34 Total Bulk Water Sales	\$951.58	\$1,258.37	\$721.79	\$346.86	\$282.20	\$258.82	\$159.06	\$35.67	\$0.00	\$90.25	\$131.49	\$179.83	\$4,415.93



Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Saturday, April 30, 2022

		<u>7/1/2021</u> <u>Beginning</u>	<u>Apr 2022</u> <u>Actual</u>
<b>ASSETS</b>			
1000:1000	Cash	\$7,494,850.24	\$5,005,994.32
1001	Restricted Investments	13,356,199.29	11,949,287.24
1002:1002	Prepaid Expenses	989,437.45	850,359.71
1101:1101	Accounts Receivable	2,135,398.67	1,895,009.17
1102	Accounts Receivable Other	12,144.52	16,154.27
1200	Inventory	718,893.23	1,022,976.88
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	2,343,640.81	7,385,955.01
1301	Tangible Assets- Office	4,436,522.86	4,457,389.79
1302	Tangible Assets - Vehicles	3,438,853.21	3,599,117.84
1400:1500	Tangible Assets - Water	100,874,591.94	101,696,579.24
1700	Tangible Assets - Sewer	63,400,631.54	64,424,549.76
1800	Intangible Assets	714,451.00	714,451.00
1801	Fixed Asset Clearing Account		71,371.72
1900	Depreciation	<u>(69,344,496.04)</u>	<u>(72,349,782.29)</u>
	Total assets	<u>130,575,053.38</u>	<u>130,743,348.32</u>
<b>LIABILITIES</b>			
2000	Accounts Payable	(1,762,784.90)	(333,860.86)
2001	Customer Liabilities	(325,674.23)	(389,129.36)
2100	Employee Liabilities	(1,639,639.81)	(1,525,537.59)
2200	Notes Payable	(43,552,826.53)	(40,752,037.18)
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>(126,282,597.56)</u>
	Operating Surplus/ (Loss)		4,460,750.76

Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Saturday, April 30, 2022

		<i>7/1/2021</i> <i>Beginning</i>	<i>Apr 2022</i> <i>Actual</i>
<b>ASSETS</b>			
Cash:			
1000-0000	Change Box for CS	350.00	350.00
1000-0001	Petty Cash	16.57	16.57
1000-0002	Truist Checking Account	3,631,630.74	1,147,697.61
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	322,782.68	323,033.06
1000-1000	VA Investment Pool-Capital Projects Reserve	2,502,221.25	2,505,016.14
1000-2000	VA Investment Pool- Operating Reserves	1,037,624.00	1,038,782.94
1000-0005	Cash Suspense Account (for F.A.)		(9,127.00)
	<b>Total Cash</b>	<b>7,494,850.24</b>	<b>5,005,994.32</b>
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	2,311,197.09	2,262,412.96
1001-0020	Reserve for future capital projects	663,099.32	663,431.12
1001-0021	County Funds for New Projects	201,061.58	94,028.73
1001-0022	SML WTF Depreciation Fund W/VA	403,157.27	470,602.39
1001-0023	BRWA Cell Tower Funds	281,925.54	316,112.25
1001-0024	SML WTF Depreciation Fund- BRWA portion	403,143.33	470,602.39
1001-0025	Vehicle and Equipment Replacement Fund	432,181.11	590,355.89
1001-0030	Information Systems Replacement Fund	187,695.99	234,481.60
1001-0035	Meter Replacement Fund	357,382.46	486,247.46
1001-0040	Sewerline Replacement Fund	658,191.16	780,862.76
1001-0045	Waterline Replacement Fund	682,161.92	333,091.70
1001-0050	Tank Rehab	237,996.00	308,829.10
1001-1010	VA Investment Pool- Reserve Fund	450,838.05	435,777.65
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	(25,093.47)
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>	<b>13,356,199.29</b>	<b>11,949,287.24</b>
Prepaid Expenses:			
1002-1000	Prepaid Insurance	113,508.32	23,989.44
1002-1001	Prepaid Dues/Service Contracts	62,658.13	13,099.27
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>	<b>989,437.45</b>	<b>850,359.71</b>
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,497,719.63	1,491,359.15
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	701,593.14
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	(375,136.10)
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	33,670.11	11,676.47
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 Ten Months Ending Saturday, April 30, 2022

		<u>7/1/2021</u> <u>Beginning</u>	<u>Apr 2022</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	476,279.00
1101-5002	Returned Check A/R	1,078.80	858.63
1101-5003	Sewer Capital Recovery Fees A/R	30,627.78	158,563.73
1101-5005	Reconnect Fee A/R	26,590.03	16,293.26
1101-6000	Water Account Charge A/R	9,620.05	12,518.53
1101-6003	Sewer Account Charges A/R	5,268.09	4,657.59
1101-7001	Water Deposits A/R	3,428.81	(48,096.06)
1101-7003	Sewer Deposits A/R	20,562.00	20,948.25
1101-7500	Meter Base Installation Fee A/R	12,744.02	45,263.43
1101-7502	A/R- Sewer Clean-Out Installation Fee	3,000.00	10,500.00
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	24,394.63
1101-7508	A/R- Industrial Pretreatment	1,083.33	1,583.32
1101-7510	SGP Review and Inspections A/R	1,200.00	(2,842.08)
1101-8000	Misc. Charges Receivable	(1.00)	(1.00)
1101-8002	NSF holding/clearing account	375.39	50.51
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	(63,652.14)
	Total Accounts Receivable	<u>2,135,398.67</u>	<u>1,895,009.17</u>
Accounts Receivable Other:			
1102-0001	Miscellaneous Accounts Receivable	12,144.52	16,154.27
	Total Accounts Receivable Other	<u>12,144.52</u>	<u>16,154.27</u>
Inventory:			
1200-0001	Maintenance Inventory	243,741.69	391,913.56
1200-0002	Meter Inventory	475,151.54	631,063.32
	Total Inventory	<u>718,893.23</u>	<u>1,022,976.88</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	68,745.00
1250-0345	CIP- Central WWTP PLC controls	7,000.00	25,250.00
1250-0353	CIP- SML WTP & Waterlines	135,600.00	244,351.28
1250-0363	BRWA Parking Lot Expansion	87,995.50	662,655.03
1250-0383	CIP- Ivy Creek Sewer	252,454.09	1,232,598.49
1250-0390	CIP- 460 Booster Station	47,560.00	807,808.00
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	2,783,673.17
1250-0396	CIP- Avenel Ave Water	633.85	633.85
1250-0397	Route 122 Waterline Relocation	432,911.14	489,053.14
1250-0398	CIP- Avenel Ave Sewer	187.73	19,583.85
1250-0317	CIP- Website Development Project		22,000.00
1250-0318	Town & Country WATER Replacement		11,200.00
1250-0320	CIP- Paradise Point Waterline		74,383.20
1250-0321	CIP- Billing System Upgrade		84,078.10
1250-0322	CIP- Key System		37,130.00
1250-0323	Central Water control valves		104,242.82
1250-0327	CIP- Poplar St.		38,360.32
1250-0328	Bridgewater Bay PRV		5,600.00

Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Saturday, April 30, 2022

		<u>7/1/2021</u> <u>Beginning</u>	<u>Apr 2022</u> <u>Actual</u>
1250-0329	CIP- Windsor Dr Waterline		54,712.86
1250-0330	CIP- Stoney Creek Telemetry		4,957.87
1250-0331	CIP- Laurel Street Waterline		98,584.34
1250-0332	Stoney Creek Reservoir Drain Analysis		13,076.25
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>7,385,955.01</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	3,599,117.84
	<b>Total Tangible Assets - Vehicles</b>	<u>3,438,853.21</u>	<u>3,599,117.84</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	37,441,610.19
1500-2000	Lakes Water	1,625,458.78	1,625,458.78
1500-3000	Central Water	21,869,882.92	21,876,666.22
	<b>Total Tangible Assets - Water</b>	<u>100,874,591.94</u>	<u>101,696,579.24</u>
<b>Tangible Assets - Sewer:</b>			
1700-0014	Central Sewer	22,595,952.04	22,595,952.04
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	5,529,117.24
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>64,424,549.76</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		71,371.72
	<b>Total Fixed Asset Clearing Account</b>		<u>71,371.72</u>
<b>Depreciation:</b>			
1900-0000	Accumulated Depreciation	(69,344,496.04)	(72,349,782.29)
	<b>Total Depreciation</b>	<u>(69,344,496.04)</u>	<u>(72,349,782.29)</u>
	<b>Total assets</b>	<u>130,575,053.38</u>	<u>130,743,348.32</u>

LIABILITIES

Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Saturday, April 30, 2022

		<u>7/1/2021</u> <u>Beginning</u>	<u>Apr 2022</u> <u>Actual</u>
<b>Accounts Payable:</b>			
2000-1000	Accounts Payable	(1,515,118.76)	(273,134.92)
2000-1005	Retainage Payable	(247,666.14)	(60,725.94)
	<b>Total Accounts Payable</b>	<u>(1,762,784.90)</u>	<u>(333,860.86)</u>
<b>Customer Liabilities:</b>			
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)	713.57
2001-0003	Customer Refunds Payable	9,454.97	13,648.03
2001-0004	Liability for Sureties Held	(5,250.00)	(5,250.00)
2001-1000	Water Deposits	(74,361.89)	(78,693.87)
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)
	<b>Total Customer Liabilities</b>	<u>(325,674.23)</u>	<u>(389,129.36)</u>
<b>Employee Liabilities:</b>			
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	(15,461.45)
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)	(7,288.02)
2100-0600	VRS Mandatory Cash Match- Hybrid	1.25	(621.50)
2100-0750	Optional Life Insurance Payable	600.93	1,377.06
2100-0800	AFLAC Withholding Payable	1,671.75	1,669.99
2100-0900	Outstanding Payables Checks	(49.83)	(49.83)
2100-0200	State Withholding Payable		(13,456.76)
2100-0450	Flexible Spending Account Payable		(1,002.62)
2100-0625	Hybrid Voluntary Contributions		(948.34)
2100-0650	Deferred Compensation Payable		(1,127.50)
2100-0675	VRS Roth Contributions		(447.50)
	<b>Total Employee Liabilities</b>	<u>(1,639,639.81)</u>	<u>(1,525,537.59)</u>
<b>Notes Payable:</b>			
2200-0115	Current Maturities Long-Term Debt	0.40	3,102,342.90
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)	(1,058,064.35)
	<b>Total Notes Payable</b>	<u>(43,552,826.53)</u>	<u>(40,752,037.18)</u>
<b>Developer Credits:</b>			

Bedford Regional Water Auth.  
Balance Sheet  
For the Ten Months Ending Saturday, April 30, 2022

		<u><i>7/1/2021</i></u>	<u><i>Apr 2022</i></u>
		<u><i>Beginning</i></u>	<u><i>Actual</i></u>
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)
	<b>Total Developer Credits</b>	<u>(384,274.01)</u>	<u>(372,178.67)</u>
Retained Earnings:			
2999-0000	Retained Earnings	(82,909,853.90)	(82,909,853.90)
	<b>Total Retained Earnings</b>	<u>(82,909,853.90)</u>	<u>(82,909,853.90)</u>
	<b>Total liabilities</b>	<u>(130,575,053.38)</u>	<u>(126,282,597.56)</u>
	<b>Operating Surplus/ (Loss)</b>		4,460,750.76

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Saturday, April 30, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
<b>OPERATING REVENUE</b>						
3000-3000	Water Sales	(\$743,051.55)	(\$7,759,921.12)	(\$9,313,750.00)	(\$1,553,828.88)	83%
3100-	Sewer Sales	(382,402.60)	(3,830,133.96)	(4,542,954.00)	(712,820.04)	84%
3902	Penalties		(27,504.89)	(70,000.00)	(42,495.11)	39%
3903-	Account Charges	(3,025.00)	(42,760.00)	(60,000.00)	(17,240.00)	71%
3903-	Review Fees	(10,130.00)	(47,796.87)	(55,500.00)	(7,703.13)	86%
3900-	Interest Earned	934.63	8,933.40	(10,000.00)	(18,933.40)	(89%)
3903-	Sewer Clean Outs	(3,000.00)	(12,200.00)	(7,000.00)	5,200.00	174%
3903-3250	Meter Installation Revenues	(16,050.00)	(123,885.00)	(95,000.00)	28,885.00	130%
3903-3255	Industrial Pretreatment Revenue	(1,312.49)	(10,437.41)	(18,000.00)	(7,562.59)	58%
3903-3261	Rent/Meter Charges	(1,795.48)	(11,136.57)	(5,000.00)	6,136.57	223%
3903-	Misc	(5,103.00)	(97,405.46)	(139,124.00)	(41,718.54)	70%
3903-	Fixed Asset Disposals	(92.00)	(44,757.65)		44,757.65	0%
3901-	Account Default Fees	(1,000.00)	(22,940.00)	(3,000.00)	19,940.00	765%
3201-3275	Contract Reimbursements		(278,176.32)	(151,000.00)	127,176.32	184%
	Revenue from BRWA Operations	<u>(1,166,027.49)</u>	<u>(12,300,121.85)</u>	<u>(14,470,328.00)</u>	<u>(2,170,206.15)</u>	<u>85%</u>
3000-3220	Capital Recovery Fees	(55,700.00)	(1,178,500.00)	(1,158,411.00)	20,089.00	102%
3903-3265	Cellular Antenna Site Rental-County portion	(3,124.80)	(44,800.59)	(53,166.00)	(8,365.41)	84%
3904-3310	BOS Capital Contributions		(2,000,000.00)	(2,000,000.00)		100%
3904-3312	BOS Contributions for New Development		(500,000.00)	(500,000.00)		100%
3904-3315	Developer Line Contributions		(1,511,917.60)	(200,000.00)	1,311,917.60	756%
3904-3316	Contributions from WVWA		(180,000.00)		180,000.00	0%
3903-3330	SML WTF Revenue	(269.23)	(863.18)		863.18	0%
3904-3317	Developer Prepayments Redemption Revenue			(20,000.00)	(20,000.00)	0%
	Revenue from Other Sources	<u>(59,094.03)</u>	<u>(5,416,081.37)</u>	<u>(3,931,577.00)</u>	<u>1,484,504.37</u>	<u>138%</u>
	<b>Total Revenue</b>	<b>(1,225,121.52)</b>	<b>(17,716,203.22)</b>	<b>(18,401,905.00)</b>	<b>(685,701.78)</b>	<b>96%</b>
<b>OPERATING EXPENSES</b>						
4000 + 4002	Salaries	334,038.13	3,502,555.70	4,414,027.97	911,472.27	79%
4010	General Office Expenses	18,709.34	187,070.20	247,251.00	60,180.80	76%
4100	Employee Benefit & Related Expenses	118,242.25	1,276,909.74	1,833,200.00	556,290.26	70%
4110	Billing Expenses	39,626.16	463,351.04	214,957.00	(248,394.04)	216%
4120	Information Systems Expenses	18,990.98	137,510.52	159,189.00	21,678.48	86%
4130	Administration Supplies	39.90	129.36	1,000.00	870.64	13%
4140	Customer Service Supplies		277.08	2,318.00	2,040.92	12%
4210	Engineering Expenses	7,145.88	34,908.94	88,328.00	53,419.06	40%
4220 + 4223	Operations Expenses		703.79	1,600.00	896.21	44%
4221	Compliance Program Supplies		591.86	8,000.00	7,408.14	7%
4222	Pretreatment Expenses	4,930.35	12,798.96	19,600.00	6,801.04	65%
4225-0100	Lab Supplies	2,141.55	21,117.57	24,000.00	2,882.43	88%
4230	Maintenance Expenses	7,564.62	30,952.72	46,832.00	15,879.28	66%
4240	Vehicles & Equipment Expenses	23,107.35	225,390.86	241,100.00	15,709.14	93%
4250	Forest Water Expenses	70,371.56	731,426.07	878,341.00	146,914.93	83%
4260	Well Systems Expenses	1,299.32	19,875.99	38,673.00	18,797.01	51%
4265	SML Central Distribution Water System Expenses	1,176.28	22,941.18	34,180.00	11,238.82	67%
4270	Highpoint Facility Expenses	1,826.53	23,957.03	30,792.00	6,834.97	78%
4330	SMLWTF Water Treatment Expenses	29,040.85	356,704.26	555,794.00	199,089.74	64%
4275	Central Water Distribution Expenses	6,743.54	104,202.05	228,753.00	124,550.95	46%
4276	Central Water Treatment Expenses	15,709.92	138,587.75	135,017.00	(3,570.75)	103%
4280	Stewartsville Water Expenses	2,127.19	37,002.71	41,448.00	4,445.29	89%
4290	Forest Sewer Expenses	40,453.91	382,164.68	608,044.00	225,879.32	63%
4291	Central Sewer Collection System Expenses	37,258.76	116,311.53	323,750.00	207,438.47	36%
4293	Central Sewer Treatment Expenses	55,487.46	378,083.62	583,460.00	205,376.38	65%
4292	Moneta Sewer Collection System Expenses	1,385.16	18,447.53	32,800.00	14,352.47	56%
4294	Moneta Sewer Treatment Expenses	7,372.71	86,502.58	163,062.00	76,559.42	53%
4295	Montvale Sewer Expenses	127.10	13,608.73	49,618.00	36,009.27	27%
4340	Mariners Landing Sewer Expenses	4,640.32	81,297.73	104,686.00	23,388.27	78%
4350	Cedar Rock Sewer Expenses	980.78	20,105.25	45,770.00	25,664.75	44%
4360	Paradise Point Water Expenses	134.88	8,671.32	19,463.00	10,791.68	45%
4300 + 4310	Schools Sewer Expenses	191.06	13,661.24	42,000.00	28,338.76	33%
4315	Mariners Landing Water Expenses	209.85	3,996.53		(3,996.53)	0%
4320	Franklin County Operations	1,393.64	26,067.63	39,000.00	12,932.37	67%

Bedford Regional Water Auth.  
 Summary of Revenue & Expenditures  
 For the Ten Months Ending Saturday, April 30, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
4600:4600 BRWA&EDA Contributions for Development		162,450.00		(162,450.00)	0%
Total Operating Expenditures	852,467.33	8,640,333.75	11,256,053.97	2,615,720.22	77%
4400 Depreciation		3,097,681.00	3,257,478.00	159,797.00	95%
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		102,115.63	102,116.00	0.37	100%
4500-0660 2014 VRA Interest		77,281.26	77,281.00	(0.26)	100%
4500-0665 2015 VRA Interest		1,034,090.63	1,034,091.00	0.37	100%
4500-0650 Assumed Debt from City	332.71	72,881.42	72,881.00	(0.42)	100%
4500-0670 VRA 2019 Interest		72,134.38	72,134.00	(0.38)	100%
4500-0675 VRA 2020 Interest (ESCO project)		143,334.39	143,334.00	(0.39)	100%
Total Interest and Debt Service	332.71	1,517,437.71	1,503,679.00	(13,758.71)	101%
Total Exp., Depr. and Debt Service	852,800.04	13,255,452.46	16,017,210.97	2,761,758.51	83%
Total Revenues Less Oper Expense	(372,321.48)	(4,460,750.76)	(2,384,694.03)	2,076,056.73	187%
Gross Cash Before Capital Exp	(372,321.48)	(4,460,750.76)	(2,384,694.03)	2,076,056.73	187%
Less non-debt Capital Contributions	(269.23)	(1,692,780.78)	(220,000.00)	1,472,780.78	769%
Earnings/(loss) before BRWA Capital Outlays	(372,052.25)	(2,767,969.98)	(2,164,694.03)	603,275.95	128%



Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Saturday, April 30, 2022

		<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
<b>OPERATING REVENUE</b>						
<b>Water Sales:</b>						
3000-3000	Water Sales	(711,447.59)	(7,574,522.57)	(9,223,750.00)	(1,649,227.43)	82%
3000-3050	Contract Water Sales	(23,843.46)	(148,625.73)	(90,000.00)	58,625.73	165%
3000-3100	Paradise Point Water	(7,760.50)	(36,772.82)		36,772.82	0%
	<b>Total Water Sales</b>	<u>(743,051.55)</u>	<u>(7,759,921.12)</u>	<u>(9,313,750.00)</u>	<u>(1,553,828.88)</u>	<u>83%</u>
<b>Sewer Sales:</b>						
3100-3000	Sewer Sales	(379,556.86)	(3,802,104.38)	(4,510,814.00)	(708,709.62)	84%
3100-3025	Mariners Landing Sewer		(70.82)		70.82	0%
3100-3050	Cedar Rock Revenue	(2,845.74)	(27,958.76)	(32,140.00)	(4,181.24)	87%
	<b>Total Sewer Sales</b>	<u>(382,402.60)</u>	<u>(3,830,133.96)</u>	<u>(4,542,954.00)</u>	<u>(712,820.04)</u>	<u>84%</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	(3,025.00)	(32,185.00)	(40,000.00)	(7,815.00)	80%
3903-3233	Sewer Account Charge Revenue		(10,575.00)	(20,000.00)	(9,425.00)	53%
	<b>Total Account Charges</b>	<u>(3,025.00)</u>	<u>(42,760.00)</u>	<u>(60,000.00)</u>	<u>(17,240.00)</u>	<u>71%</u>
<b>Review Fees:</b>						
3903-3240	Engineering Review Fees	(4,200.00)	(29,091.87)	(50,000.00)	(20,908.13)	58%
3903-3242	Engineering Fire Flow Testing	(150.00)	(450.00)	(1,500.00)	(1,050.00)	30%
3903-3243	SGP Review and Inspections	(5,780.00)	(18,255.00)	(4,000.00)	14,255.00	456%
	<b>Total Review Fees</b>	<u>(10,130.00)</u>	<u>(47,796.87)</u>	<u>(55,500.00)</u>	<u>(7,703.13)</u>	<u>86%</u>
<b>Interest Earned:</b>						
3900-3250	Bank Interest Earned	934.63	10,327.71	(10,000.00)	(20,327.71)	(103%)
3900-3251	VRA Interest Earned		(1,394.31)		1,394.31	0%
	<b>Total Interest Earned</b>	<u>934.63</u>	<u>8,933.40</u>	<u>(10,000.00)</u>	<u>(18,933.40)</u>	<u>(89%)</u>
<b>Sewer Clean Outs:</b>						
3903-3245	Sewer Clean-Out Installation Fee	(3,000.00)	(12,200.00)	(7,000.00)	5,200.00	174%
	<b>Total Sewer Clean Outs</b>	<u>(3,000.00)</u>	<u>(12,200.00)</u>	<u>(7,000.00)</u>	<u>5,200.00</u>	<u>174%</u>
<b>Meter Installation Revenues:</b>						
3903-3250	Meter Fee Revenue	(2,550.00)	(42,925.00)	(35,000.00)	7,925.00	123%
3903-3260	Meter Base Installation Revenue	(13,500.00)	(80,960.00)	(60,000.00)	20,960.00	135%
	<b>Total Meter Installation Revenues</b>	<u>(16,050.00)</u>	<u>(123,885.00)</u>	<u>(95,000.00)</u>	<u>28,885.00</u>	<u>130%</u>
<b>Industrial Pretreatment Revenue:</b>						
3903-3255	Industrial Pretreatment Revenue	(1,312.49)	(10,437.41)	(18,000.00)	(7,562.59)	58%
	<b>Total Industrial Pretreatment Revenue</b>	<u>(1,312.49)</u>	<u>(10,437.41)</u>	<u>(18,000.00)</u>	<u>(7,562.59)</u>	<u>58%</u>
<b>Rent/Meter Charges:</b>						
3903-3261	Service Repairs & Equipment Rentals	(1,795.48)	(11,136.57)	(5,000.00)	6,136.57	223%
	<b>Total Rent/Meter Charges</b>	<u>(1,795.48)</u>	<u>(11,136.57)</u>	<u>(5,000.00)</u>	<u>6,136.57</u>	<u>223%</u>
<b>Misc:</b>						
3903-3262	Cellular Antenna Rental- BRWA portion	(3,937.20)	(52,995.93)	(71,124.00)	(18,128.07)	75%
3903-3264	Sewer Pump Maintenance Revenue		(27,510.00)	(63,000.00)	(35,490.00)	44%
3903-3270	Miscellaneous Revenue	(298.80)	(8,297.53)	(5,000.00)	3,297.53	166%
3903-3275	Revenue from Communication Towers	(867.00)	(8,602.00)		8,602.00	0%
	<b>Total Misc</b>	<u>(5,103.00)</u>	<u>(97,405.46)</u>	<u>(139,124.00)</u>	<u>(41,718.54)</u>	<u>70%</u>

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Saturday, April 30, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
<b>Fixed Asset Disposals:</b>						
3903-3280	Sales and Disposals	(92.00)	(8,742.00)	8,742.00	0%	
3903-3281	Gain / Loss on Fixed Assets		(36,015.65)	36,015.65	0%	
	<b>Total Fixed Asset Disposals</b>	<b>(92.00)</b>	<b>(44,757.65)</b>	<b>44,757.65</b>	<b>0%</b>	
<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)	(110.00)	95%	
3901-3213	Unauthorized Service Revenue	(1,000.00)	(3,000.00)	(1,000.00)	300%	
	<b>Total Account Default Fees</b>	<b>(1,000.00)</b>	<b>(22,940.00)</b>	<b>(3,000.00)</b>	<b>19,940.00</b>	<b>765%</b>
<b>Contract Reimbursements:</b>						
3201-3275	School System Operations		(37,537.83)	(51,000.00)	(13,462.17)	74%
3904-3318	Franklin County Contract Operations		(240,638.49)	(100,000.00)	140,638.49	241%
	<b>Total Contract Reimbursements</b>		<b>(278,176.32)</b>	<b>(151,000.00)</b>	<b>127,176.32</b>	<b>184%</b>
	<b>Revenue from BRWA Operations</b>	<b>(1,166,027.49)</b>	<b>(12,300,121.85)</b>	<b>(14,470,328.00)</b>	<b>(2,170,206.15)</b>	<b>85%</b>
<b>Capital Recovery Fees:</b>						
3000-3220	Water Capital Recovery Fees	(55,700.00)	(785,600.00)	(899,637.00)	(114,037.00)	87%
3100-3220	Sewer Capital Recovery Fees		(392,900.00)	(258,774.00)	134,126.00	152%
	<b>Total Capital Recovery Fees</b>	<b>(55,700.00)</b>	<b>(1,178,500.00)</b>	<b>(1,158,411.00)</b>	<b>20,089.00</b>	<b>102%</b>
<b>Cellular Antenna Site Rental-County portion:</b>						
3903-3265	Cellular Antenna Revenue- Co. portion	(2,624.80)	(38,900.59)	(47,416.00)	(8,515.41)	82%
3903-3285	Bedford County Broadband Revenue	(500.00)	(5,900.00)	(5,750.00)	150.00	103%
	<b>Total Cellular Antenna Site Rental-County portion</b>	<b>(3,124.80)</b>	<b>(44,800.59)</b>	<b>(53,166.00)</b>	<b>(8,365.41)</b>	<b>84%</b>
<b>BOS Capital Contributions:</b>						
3904-3310	Bedford County Debt Support		(2,000,000.00)	(2,000,000.00)		100%
	<b>Total BOS Capital Contributions</b>		<b>(2,000,000.00)</b>	<b>(2,000,000.00)</b>		<b>100%</b>
<b>BOS Contributions for New Development:</b>						
3904-3305	Bedford County Support-Forest Sewer		(500,000.00)	(500,000.00)		100%
	<b>Total BOS Contributions for New Development</b>		<b>(500,000.00)</b>	<b>(500,000.00)</b>		<b>100%</b>
<b>Developer Line Contributions:</b>						
3904-3315	Developer Contributions		(1,511,917.60)	(200,000.00)	1,311,917.60	756%
	<b>Total Developer Line Contributions</b>		<b>(1,511,917.60)</b>	<b>(200,000.00)</b>	<b>1,311,917.60</b>	<b>756%</b>
<b>Contributions from WVWA:</b>						
3904-3316	Contributions from WVWA		(180,000.00)		180,000.00	0%
	<b>Total Contributions from WVWA</b>		<b>(180,000.00)</b>		<b>180,000.00</b>	<b>0%</b>
<b>SML WTF Revenue:</b>						
3903-3330	SML WTF Revenue	(269.23)	(863.18)		863.18	0%
	<b>Total SML WTF Revenue</b>	<b>(269.23)</b>	<b>(863.18)</b>		<b>863.18</b>	<b>0%</b>
<b>Developer Prepayments Redemption Revenue:</b>						
3904-3317	Developer Capital Recovery Fee Redemption Revenue			(20,000.00)	(20,000.00)	0%
	<b>Total Developer Prepayments Redemption Revenue</b>			<b>(20,000.00)</b>	<b>(20,000.00)</b>	<b>0%</b>
	<b>Revenue from Other Sources</b>	<b>(59,094.03)</b>	<b>(5,416,081.37)</b>	<b>(3,931,577.00)</b>	<b>1,484,504.37</b>	<b>138%</b>
	<b>Total Revenue</b>	<b>(1,225,121.52)</b>	<b>(17,716,203.22)</b>	<b>(18,401,905.00)</b>	<b>(685,701.78)</b>	<b>96%</b>

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Saturday, April 30, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
<b>OPERATING EXPENSES</b>						
<b>Salaries:</b>						
4000-0010	Administration Salaries	59,089.58	610,413.59	830,689.92	220,276.33	73%
4000-0019	IT Oncall Stipend	450.00	6,150.00	7,800.00	1,650.00	79%
4000-0020	Administration Overtime		212.77	1,930.42	1,717.65	11%
4002-0010	Customer Service Salaries	29,741.11	302,119.64	357,942.00	55,822.36	84%
4002-0020	Customer Service Overtime	295.42	5,286.67	18,353.05	13,066.38	29%
4003-0010	Engineering Department Salaries	59,443.66	614,636.70	648,340.80	33,704.10	95%
4003-0019	Engineering OnCall Stipend	600.00	6,600.00	7,800.00	1,200.00	85%
4003-0020	Engineering Department Overtime	2,972.98	20,747.79	35,460.44	14,712.65	59%
4004-0010	Maintenance Department Salaries	79,127.97	785,138.62	984,927.60	199,788.98	80%
4004-0019	Maintenance Oncall Stipend Expense	1,050.00	12,750.00	18,720.00	5,970.00	68%
4004-0020	Maintenance Department Overtime	3,885.38	62,189.66	149,693.62	87,503.96	42%
4005-0010	Operations Department Salaries	93,473.68	1,022,775.17	1,250,218.40	227,443.23	82%
4005-0019	Operations Oncall Stipend		42.86		(42.86)	0%
4005-0020	Operations Department Overtime	3,908.35	53,492.23	102,151.72	48,659.49	52%
	<b>Total Salaries</b>	<b>334,038.13</b>	<b>3,502,555.70</b>	<b>4,414,027.97</b>	<b>911,472.27</b>	<b>79%</b>
<b>General Office Expenses:</b>						
4010-0075	Board & Committee Meetings		733.55	1,000.00	266.45	73%
4010-0085	Long Range Planning	1,625.00	3,928.50	15,000.00	11,071.50	26%
4010-0100	Office Supplies	282.11	2,731.86	8,000.00	5,268.14	34%
4010-0103	Public Outreach Expenses	125.00	6,302.46	16,415.00	10,112.54	38%
4010-0110	Building Maintenance Expense	1,938.85	22,668.82	25,500.00	2,831.18	89%
4010-0130	Postage and Shipping Expense	1,282.41	6,145.11	8,000.00	1,854.89	77%
4010-0140	Commercial Phone Charges	1,098.62	8,743.33	12,600.00	3,856.67	69%
4010-0142	Cellular Phone Service	1,514.41	14,463.36	20,480.00	6,016.64	71%
4010-0150	Building Power and Utilities	1,786.82	15,768.33	16,767.00	998.67	94%
4010-0155	Building Fuel Costs	151.26	6,258.16	8,000.00	1,741.84	78%
4010-0160	Employee Bond	42.33	423.30	736.00	312.70	58%
4010-0161	Building Insurance	169.67	1,696.70	4,593.00	2,896.30	37%
4010-0170	Advertising	319.19	4,550.30	18,000.00	13,449.70	25%
4010-0175	Bank Service charges	1,387.88	12,656.05	15,600.00	2,943.95	81%
4010-0200	Accounting Services		26,354.00	30,000.00	3,646.00	88%
4010-0220	Legal Expenses	5,235.79	35,287.27	18,000.00	(17,287.27)	196%
4010-0400	Board of Directors Fees	1,750.00	18,200.00	25,200.00	7,000.00	72%
4010-0401	Board Mileage Reimbursements		159.10	3,360.00	3,200.90	5%
	<b>Total General Office Expenses</b>	<b>18,709.34</b>	<b>187,070.20</b>	<b>247,251.00</b>	<b>60,180.80</b>	<b>76%</b>
<b>Employee Benefit &amp; Related Expenses:</b>						
4100-0030	Payroll Taxes	24,089.83	264,148.18	335,048.00	70,899.82	79%
4100-0040	VRS Retirement and Group Life	26,659.86	241,358.19	373,918.00	132,559.81	65%
4100-0041	VRS Hybrid Disability Program	657.62	6,279.96	10,606.00	4,326.04	59%
4100-0050	Health Insurance	56,195.12	653,889.80	769,145.00	115,255.20	85%
4100-0055	Flexible Spending Account		2,206.96	2,500.00	293.04	88%
4100-0060	Worker's Compensation	2,971.00	18,817.00	76,523.00	57,706.00	25%
4100-0065	Employee Testing	245.70	3,107.80	4,785.00	1,677.20	65%
4100-0075	Meetings	159.73	955.40	6,445.00	5,489.60	15%
4100-0080	Professional Dues	1,959.00	9,172.62	22,578.00	13,405.38	41%
4100-0085	Training and Education	2,196.59	13,857.50	108,927.00	95,069.50	13%
4100-0095	Employee Referral Program		400.00		(400.00)	0%
4100-0101	Clothing and Uniforms	705.94	21,242.79	36,602.00	15,359.21	58%
4100-0102	Employee & Incentive Fund	1,117.61	20,780.93	27,500.00	6,719.07	76%
4100-0103	Safety	1,284.25	20,692.61	45,502.00	24,809.39	45%
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>118,242.25</b>	<b>1,276,909.74</b>	<b>1,833,200.00</b>	<b>556,290.26</b>	<b>70%</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%
4110-0096	Bad Debt Expense- Misc A/R		5,667.65		(5,667.65)	0%

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: 83%</u>
4110-0097	Collection Agency Expense	1,263.42	3,439.08	1,200.00	(2,239.08) 287%
4110-0110	Bill Processing Services	34,947.20	93,186.74	95,332.00	2,145.26 98%
4110-0120	Customer Service Software Maintenance		47,437.67	43,070.00	(4,367.67) 110%
4110-0125	Credit Card Processing Fees	2,958.79	26,784.94	25,125.00	(1,659.94) 107%
4110-0175	Courier Service	456.75	3,921.62	4,230.00	308.38 93%
4110-0112	Customer Notification Expenses			5,000.00	5,000.00 0%
4110-0115	Meter Testing			1,000.00	1,000.00 0%
	<b>Total Billing Expenses</b>	<b>39,626.16</b>	<b>463,351.04</b>	<b>214,957.00</b>	<b>(248,394.04) 216%</b>
Information Systems Expenses:					
4120-0100	Information Systems Supplies	839.98	6,741.46	8,500.00	1,758.54 79%
4120-0110	Contracted Services (Network)	1,756.00	20,773.70	24,000.00	3,226.30 87%
4120-0115	Continuing Support (Software)	15,770.00	104,245.97	117,839.00	13,593.03 88%
4120-0145	Internet and WAN Communications	625.00	5,749.39	8,850.00	3,100.61 65%
	<b>Total Information Systems Expenses</b>	<b>18,990.98</b>	<b>137,510.52</b>	<b>159,189.00</b>	<b>21,678.48 86%</b>
Administration Supplies:					
4130-0100	Administration Supplies	39.90	129.36	1,000.00	870.64 13%
	<b>Total Administration Supplies</b>	<b>39.90</b>	<b>129.36</b>	<b>1,000.00</b>	<b>870.64 13%</b>
Customer Service Supplies:					
4140-0100	Customer Service Supplies		277.08	2,318.00	2,040.92 12%
	<b>Total Customer Service Supplies</b>		<b>277.08</b>	<b>2,318.00</b>	<b>2,040.92 12%</b>
Engineering Expenses:					
4210-0100	Engineering Supplies	2,017.87	8,812.82	15,438.00	6,625.18 57%
4210-0110	Engineering Reviews	4,451.66	17,636.82	59,800.00	42,163.18 29%
4210-0141	Locating Notification Tickets	616.35	5,991.30	10,270.00	4,278.70 58%
4210-0240	Construction testing	60.00	2,468.00	2,820.00	352.00 88%
	<b>Total Engineering Expenses</b>	<b>7,145.88</b>	<b>34,908.94</b>	<b>88,328.00</b>	<b>53,419.06 40%</b>
Operations Expenses:					
4220-0100	Wastewater Operations Supplies		537.26	1,600.00	1,062.74 34%
4223-0100	Water Operations Supplies		166.53		(166.53) 0%
	<b>Total Operations Expenses</b>		<b>703.79</b>	<b>1,600.00</b>	<b>896.21 44%</b>
Compliance Program Supplies:					
4221-0100	FROG Program Supplies		591.86	8,000.00	7,408.14 7%
	<b>Total Compliance Program Supplies</b>		<b>591.86</b>	<b>8,000.00</b>	<b>7,408.14 7%</b>
Pretreatment Expenses:					
4222-0100	Pretreatment Supplies/Expenses	4,930.35	12,798.96	19,600.00	6,801.04 65%
	<b>Total Pretreatment Expenses</b>	<b>4,930.35</b>	<b>12,798.96</b>	<b>19,600.00</b>	<b>6,801.04 65%</b>
Lab Supplies:					
4225-0100	Lab Supplies	2,141.55	21,117.57	24,000.00	2,882.43 88%
	<b>Total Lab Supplies</b>	<b>2,141.55</b>	<b>21,117.57</b>	<b>24,000.00</b>	<b>2,882.43 88%</b>
Maintenance Expenses:					
4230-0100	Maintenance Supplies	7,564.62	30,952.72	46,832.00	15,879.28 66%
	<b>Total Maintenance Expenses</b>	<b>7,564.62</b>	<b>30,952.72</b>	<b>46,832.00</b>	<b>15,879.28 66%</b>
Vehicles & Equipment Expenses:					
4240-0100	Vehicles and Equipment Supplies	440.62	33,910.52	32,350.00	(1,560.52) 105%
4240-0110	Vehicles and Equipment Contracted Services	6,662.80	74,334.20	85,000.00	10,665.80 87%
4240-0155	Vehicles & Equipment Fuel Costs	13,414.51	91,251.94	95,000.00	3,748.06 96%
4240-0162	Vehicles and Equipment Insurance	2,589.42	25,894.20	28,750.00	2,855.80 90%
	<b>Total Vehicles &amp; Equipment Expenses</b>	<b>23,107.35</b>	<b>225,390.86</b>	<b>241,100.00</b>	<b>15,709.14 93%</b>

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: 83%</u>
<b>Forest Water Expenses:</b>					
4250-0100	Forest Water Supplies	939.11	18,207.38	35,000.00	16,792.62 52%
4250-0110	Forest Water Contracted Services	4,189.04	23,359.43	30,000.00	6,640.57 78%
4250-0115	Forest Water System Repairs & Improvements		329.39	3,500.00	3,170.61 9%
4250-0140	Forest Water Communications	35.07	343.86	400.00	56.14 86%
4250-0150	Forest Water Power	281.41	3,122.68	6,000.00	2,877.32 52%
4250-0161	Forest Water Insurance	1,375.68	13,756.80	14,959.00	1,202.20 92%
4250-0240	Forest Water Sampling and Testing	700.00	5,294.78	15,000.00	9,705.22 35%
4250-0300	Forest Water Purchased	62,851.25	641,178.75	690,250.00	49,071.25 93%
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%
	<b>Total Forest Water Expenses</b>	<b>70,371.56</b>	<b>731,426.07</b>	<b>878,341.00</b>	<b>146,914.93 83%</b>
<b>Well Systems Expenses:</b>					
4260-0100	Well Systems Supplies		6,609.21	10,400.00	3,790.79 64%
4260-0105	Well Systems Chemicals		2,893.61	3,500.00	606.39 83%
4260-0110	Well Systems Contracted Services	80.72	3,540.62	10,100.00	6,559.38 35%
4260-0150	Well Systems Power	763.33	4,534.85	5,500.00	965.15 82%
4260-0161	Well Systems Insurance	59.17	591.70	989.00	397.30 60%
4260-0240	Well Systems Sampling and Testing	396.10	1,010.00	5,000.00	3,990.00 20%
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>1,299.32</b>	<b>19,875.99</b>	<b>38,673.00</b>	<b>18,797.01 51%</b>
<b>SML Central Distribution Water System Expenses:</b>					
4265-0100	SML Central Water Distribution Supplies	1,016.28	6,606.90	10,000.00	3,393.10 66%
4265-0110	SML Central Water Distribution Contracted Services		10,314.28	3,000.00	(7,314.28) 344%
4265-0240	SML Central Water Distribution Sampling & Testing	160.00	1,466.00	10,000.00	8,534.00 15%
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>1,176.28</b>	<b>22,941.18</b>	<b>34,180.00</b>	<b>11,238.82 67%</b>
<b>Highpoint Facility Expenses:</b>					
4270-0100	Highpoint Facility Supplies	18.99	1,125.07	2,000.00	874.93 56%
4270-0105	Highpoint Facility Chemicals			1,000.00	1,000.00 0%
4270-0110	Highpoint Facility Contracted Services		4,119.15	3,200.00	(919.15) 129%
4270-0150	Highpoint Facility Power	1,375.18	11,267.45	14,000.00	2,732.55 80%
4270-0155	Highpoint Facility Fuel Costs		1,801.76	2,000.00	198.24 90%
4270-0161	Highpoint Facility Insurance	432.36	4,323.60	7,742.00	3,418.40 56%
4270-0371	Highpoint Facility Road Maintenance Fees		1,320.00	850.00	(470.00) 155%
	<b>Total Highpoint Facility Expenses</b>	<b>1,826.53</b>	<b>23,957.03</b>	<b>30,792.00</b>	<b>6,834.97 78%</b>
<b>SMLWTF Water Treatment Expenses:</b>					
4330-0100	SMLWTF Water Treatment Supplies	3,182.54	25,499.39	30,000.00	4,500.61 85%
4330-0105	SMLWTF Water Treatment Chemicals	5,206.43	39,462.31	55,000.00	15,537.69 72%
4330-0110	SMLWTF Water Treatment Contracted Services	784.65	88,872.19	205,000.00	116,127.81 43%
4330-0140	SMLWTF Water Treatment Communications	99.91	505.81	500.00	(5.81) 101%
4330-0150	SMLWTF Water Treatment Power	17,853.09	157,496.83	230,000.00	72,503.17 68%
4330-0155	SMLWTF Water Treatment Fuel Costs		1,677.10	2,000.00	322.90 84%
4330-0161	SMLWTF Water Treatment Property Insurance	642.08	6,420.80	14,994.00	8,573.20 43%
4330-0240	SMLWTF Water Treatment Sampling & Testing	1,272.15	4,269.83	2,000.00	(2,269.83) 213%
4330-0300	SML Water Quality Monitoring		7,500.00	7,500.00	7,500.00 100%
4330-0370	SMLWTF Water Treatment Raw Water Fee		25,000.00	8,800.00	(16,200.00) 284%
	<b>Total SMLWTF Water Treatment Expenses</b>	<b>29,040.85</b>	<b>356,704.26</b>	<b>555,794.00</b>	<b>199,089.74 64%</b>
<b>Central Water Distribution Expenses:</b>					
4275-0100	Central Water Supplies	1,590.23	27,975.69	37,500.00	9,524.31 75%
4275-0110	Central Water Contracted Services	3,082.75	49,863.16	108,700.00	58,836.84 46%
4275-0115	Central Water Repairs & Improvements		6,058.00	44,500.00	38,442.00 14%
4275-0155	Central Water Fuel Purchases		250.54	250.00	(0.54) 100%
4275-0240	Central Water Sampling & Testing	2,070.56	8,786.66	20,000.00	11,213.34 44%
4275-0410	Central Water VDH Fees		11,268.00	12,091.00	823.00 93%

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: 83%</u>	
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%	
	<b>Total Central Water Distribution Expenses</b>	<b>6,743.54</b>	<b>104,202.05</b>	<b>228,753.00</b>	<b>124,550.95</b>	<b>46%</b>
<b>Central Water Treatment Expenses:</b>						
4276-0100	Central Water Treatment Supplies	3,058.35	32,115.87	30,000.00	(2,115.87)	107%
4276-0105	Central Water Treatment Chemicals		44,700.51	40,000.00	(4,700.51)	112%
4276-0110	Central Water Treatment Contracted Services	7,170.36	16,226.23	15,000.00	(1,226.23)	108%
4276-0140	Central Water Treatment Communications	60.06	564.75	1,020.00	455.25	55%
4276-0150	Central Water Treatment Power	3,954.74	29,284.24	35,000.00	5,715.76	84%
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	14,664.10	10,497.00	(4,167.10)	140%
4276-0240	Central Water Treatment Sampling & Testing			1,500.00	1,500.00	0%
	<b>Total Central Water Treatment Expenses</b>	<b>15,709.92</b>	<b>138,587.75</b>	<b>135,017.00</b>	<b>(3,570.75)</b>	<b>103%</b>
<b>Stewartsville Water Expenses:</b>						
4280-0100	Stewartsville Water Supplies		1,868.65	1,000.00	(868.65)	187%
4280-0110	Stewartsville Water Contracted Services		1,325.27	2,700.00	1,374.73	49%
4280-0140	Stewartsville Water Communications	54.35	536.09	300.00	(236.09)	179%
4280-0150	Stewartsville Water Power	20.74	191.70	400.00	208.30	48%
4280-0161	Stewartsville Water Insurance	54.28	542.80	732.00	189.20	74%
4280-0240	Stewartsville Water Sampling and Testing	299.61	969.22	900.00	(69.22)	108%
4280-0300	Stewartsville Water Purchased	1,698.21	31,139.98	32,000.00	860.02	97%
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>2,127.19</b>	<b>37,002.71</b>	<b>41,448.00</b>	<b>4,445.29</b>	<b>89%</b>
<b>Forest Sewer Expenses:</b>						
4290-0100	Forest Sewer Supplies	605.59	52,218.18	63,600.00	11,381.82	82%
4290-0105	Forest Sewer Chemicals	8,846.95	55,691.87	87,000.00	31,308.13	64%
4290-0110	Forest Sewer Contracted Services	4,404.95	19,815.77	104,500.00	84,684.23	19%
4290-0115	Forest Sewer Repairs & Improvements		34.40	2,000.00	1,965.60	2%
4290-0140	Forest Sewer Communications	143.01	1,361.71	3,600.00	2,238.29	38%
4290-0150	Forest Sewer Power	1,061.68	29,556.45	37,200.00	7,643.55	79%
4290-0161	Forest Sewer Insurance	391.73	3,917.30	4,644.00	726.70	84%
4290-0350	Forest Sewer Treatment Costs	25,000.00	219,569.00	300,000.00	80,431.00	73%
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>40,453.91</b>	<b>382,164.68</b>	<b>608,044.00</b>	<b>225,879.32</b>	<b>63%</b>
<b>Central Sewer Collection System Expenses:</b>						
4291-0100	Central Sewer Supplies	1,215.55	31,367.44	70,000.00	38,632.56	45%
4291-0110	Central Sewer Coll System Contracted Services	2,965.38	44,283.77	84,500.00	40,216.23	52%
4291-0115	Central Sewer Repairs & Improvements	32,103.08	32,720.15	109,000.00	76,279.85	30%
4291-0150	Central Sewer Power	974.75	6,729.52	55,000.00	48,270.48	12%
4291-0155	Central Sewer Fuel Costs		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>37,258.76</b>	<b>116,311.53</b>	<b>323,750.00</b>	<b>207,438.47</b>	<b>36%</b>
<b>Central Sewer Treatment Expenses:</b>						
4293-0100	Center Sewer Treatment Supplies	7,869.02	37,317.33	73,000.00	35,682.67	51%
4293-0105	Center Sewer Treatment Chemicals	11,968.92	74,030.66	120,000.00	45,969.34	62%
4293-0110	Center Sewer Treatment Contracted Services	10,356.25	30,678.78	75,000.00	44,321.22	41%
4293-0115	Center Sewer Sludge Tipping Fees		20,260.40	45,000.00	24,739.60	45%
4293-0140	Center Sewer Treatment Communications	1,275.64	7,677.36	9,162.00	1,484.64	84%
4293-0150	Center Sewer Treatment Power	18,300.55	171,711.22	212,000.00	40,288.78	81%
4293-0155	Central Sewer Fuel		1,692.94	1,500.00	(192.94)	113%
4293-0161	Center Sewer Treatment Property Insurance	1,239.04	12,390.40	13,398.00	1,007.60	92%
4293-0240	Center Sewer Treatment Sampling & Testing	4,478.04	12,795.53	25,000.00	12,204.47	51%
4293-0411	Center Sewer DEQ Charges		9,529.00	9,400.00	(129.00)	101%
	<b>Total Central Sewer Treatment Expenses</b>	<b>55,487.46</b>	<b>378,083.62</b>	<b>583,460.00</b>	<b>205,376.38</b>	<b>65%</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: 83%</u>	
<b>Moneta Sewer Collection System Expenses:</b>						
4292-0100	Moneta Sewer Supplies		1,189.20	10,250.00	9,060.80	12%
4292-0110	Moneta Sewer Contracted Services		4,191.18	3,050.00	(1,141.18)	137%
4292-0140	Moneta Communications	39.58	381.45		(381.45)	0%
4292-0150	Moneta Sewer Power	1,345.58	12,599.14	13,000.00	400.86	97%
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%
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>1,385.16</b>	<b>18,447.53</b>	<b>32,800.00</b>	<b>14,352.47</b>	<b>56%</b>
<b>Moneta Sewer Treatment Expenses:</b>						
4294-0100	Moneta Sewer Treatment Supplies	107.81	8,856.56	30,000.00	21,143.44	30%
4294-0105	Moneta Sewer Treatment Chemicals	1,569.04	8,974.42	12,000.00	3,025.58	75%
4294-0110	Moneta Sewer Contracted Services	425.00	14,686.23	35,000.00	20,313.77	42%
4294-0115	Moneta Sewer Sludge Tipping Fees		3,428.00	15,000.00	11,572.00	23%
4294-0140	Moneta Sewer Treatment Communications	136.60	2,353.56	1,980.00	(373.56)	119%
4294-0150	Moneta Sewer Treatment Power	3,436.25	32,263.71	39,285.00	7,021.29	82%
4294-0155	Moneta Sewer Fuel	421.30	2,211.94	350.00	(1,861.94)	632%
4294-0161	Moneta Sewer Treatment Property Insurance	485.61	4,856.10	6,447.00	1,590.90	75%
4294-0240	Moneta Sewer Treatment Sampling & Testing	791.10	5,932.06	20,000.00	14,067.94	30%
4294-0411	Moneta Sewer DEQ Charges		2,940.00	3,000.00	60.00	98%
	<b>Total Moneta Sewer Treatment Expenses</b>	<b>7,372.71</b>	<b>86,502.58</b>	<b>163,062.00</b>	<b>76,559.42</b>	<b>53%</b>
<b>Montvale Sewer Expenses:</b>						
4295-0100	Montvale Sewer Supplies		1,877.81	15,000.00	13,122.19	13%
4295-0105	Montvale Sewer Chemicals		869.55	1,500.00	630.45	58%
4295-0110	Montvale Sewer Contracted Services		7,289.81	15,000.00	7,710.19	49%
4295-0140	Montvale Communications	10.59	105.42	300.00	194.58	35%
4295-0150	Montvale Sewer Power	29.95	272.74	360.00	87.26	76%
4295-0161	Montvale Sewer Insurance	68.56	685.60	808.00	122.40	85%
4295-0240	Montvale Sewer Sampling & Testing	18.00	154.80	14,000.00	13,845.20	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>127.10</b>	<b>13,608.73</b>	<b>49,618.00</b>	<b>36,009.27</b>	<b>27%</b>
<b>Mariners Landing Sewer Expenses:</b>						
4340-0100	Mariners Landing Sewer Supplies	193.20	26,460.56	25,000.00	(1,460.56)	106%
4340-0110	Mariners Landing Sewer Contracted Services		21,343.71	40,000.00	18,656.29	53%
4340-0140	Mariners Landing Sewer Communication		12,202.01	300.00	(11,902.01)	4,067%
4340-0150	Mariners Landing Sewer Power	4,447.12	21,291.45	24,159.00	2,867.55	88%
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>4,640.32</b>	<b>81,297.73</b>	<b>104,686.00</b>	<b>23,388.27</b>	<b>78%</b>
<b>Cedar Rock Sewer Expenses:</b>						
4350-0100	Cedar Rock Sewer Supplies		1,948.03	15,000.00	13,051.97	13%
4350-0105	Cedar Rock Sewer Chemicals		869.55	700.00	(169.55)	124%
4350-0110	Cedar Rock Sewer Contracted Services		6,265.65	20,000.00	13,734.35	31%
4350-0140	Cedar Rock Sewer Communication	34.58	654.68	800.00	145.32	82%
4350-0150	Cedar Rock Sewer Power	920.78	7,616.81	5,100.00	(2,516.81)	149%
4350-0161	Cedar Rock Sewer Property Insurance	7.42	74.20	170.00	95.80	44%
4350-0240	Cedar Rock Sewer Sampling & Testing	18.00	323.33	1,000.00	676.67	32%
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>980.78</b>	<b>20,105.25</b>	<b>45,770.00</b>	<b>25,664.75</b>	<b>44%</b>
<b>Paradise Point Water Expenses:</b>						
4360-0100	Paradise Point Supplies		13.99	2,000.00	1,986.01	1%
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	114.88	1,101.23	5,000.00	3,898.77	22%

Bedford Regional Water Auth.  
Summary of Revenue & Expenditures  
For the Ten Months Ending Saturday, April 30, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
4360-0240	Paradise Point Sampling and Testing	20.00	474.76	2,000.00	1,525.24	24%
4360-0410	Paradise Point VDH Fees		72.00	63.00	(9.00)	114%
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>134.88</b>	<b>8,671.32</b>	<b>19,463.00</b>	<b>10,791.68</b>	<b>45%</b>
<b>Schools Sewer Expenses:</b>						
4300-0100	Schools Operations Supplies		2,503.17	10,000.00	7,496.83	25%
4300-0105	Schools Chemicals		2,084.25	10,000.00	7,915.75	21%
4300-0110	Schools Contracted Services		800.00	15,000.00	14,200.00	5%
4300-0240	Schools Sampling and Testing	191.06	8,273.82	7,000.00	(1,273.82)	118%
	<b>Total Schools Sewer Expenses</b>	<b>191.06</b>	<b>13,661.24</b>	<b>42,000.00</b>	<b>28,338.76</b>	<b>33%</b>
<b>Mariners Landing Water Expenses:</b>						
4315-0100	Mariners Landing Water Expenses	4.68	98.20		(98.20)	0%
4315-0110	Mariners Landing Water Contracted Services		837.78		(837.78)	0%
4315-0140	Mariners Landing Water Communications	80.08	485.93		(485.93)	0%
4315-0150	Mariners Landing Water Power	125.09	665.98		(665.98)	0%
4315-0240	Mariners Landing Sampling Expenses		1,908.64		(1,908.64)	0%
	<b>Total Mariners Landing Water Expenses</b>	<b>209.85</b>	<b>3,996.53</b>		<b>(3,996.53)</b>	<b>0%</b>
<b>Franklin County Operations:</b>						
4320-0100	Franklin County Supplies	1,386.15	13,978.84	12,000.00	(1,978.84)	116%
4320-0105	Franklin County Chemicals		7,937.07	12,000.00	4,062.93	66%
4320-0240	Franklin County Sampling & Testing	7.49	4,151.72	15,000.00	10,848.28	28%
	<b>Total Franklin County Operations</b>	<b>1,393.64</b>	<b>26,067.63</b>	<b>39,000.00</b>	<b>12,932.37</b>	<b>67%</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>852,467.33</b>	<b>8,640,333.75</b>	<b>11,256,053.97</b>	<b>2,615,720.22</b>	<b>77%</b>
<b>Depreciation:</b>						
4400-0810	Office Depreciation		85,688.25	151,840.00	66,151.75	56%
4400-0811	Information Systems Depreciation		33,778.07	48,933.00	15,154.93	69%
4400-0812	Vehicles and Equipment Depreciation		198,403.49	147,568.00	(50,835.49)	134%
4400-0813	Forest Water Depreciation		502,253.66	573,566.00	71,312.34	88%
4400-0814	Lakes Water Depreciation		22,253.84	26,316.00	4,062.16	85%
4400-0815	SML Central Depreciation		267,785.70	329,609.00	61,823.30	81%
4400-0816	Stewartsville Water Depreciation		32,596.80	48,895.00	16,298.20	67%
4400-0817	Forest Sewer Depreciation		381,767.89	511,568.00	129,800.11	75%
4400-0818	Montvale Sewer Depreciation		54,919.28	80,336.00	25,416.72	68%
4400-0819	Amortization Expense		362.24	1,000.00	637.76	36%
4400-0820	Studies Depreciation Expense		17,297.28	35,410.00	18,112.72	49%
4400-0821	Moneta Sewer Depreciation		298,726.00	444,330.00	145,604.00	67%
4400-0822	Central Sewer Depreciation		336,767.96	415,564.00	78,796.04	81%
4400-0823	Center Water Depreciation		284,457.90	438,551.00	154,093.10	65%
4400-0824	SML Water Treatment Facility Depreciation		539,651.52	3,992.00	(535,659.52)	13,518%
4400-0825	Mariners Landing Sewer Depreciation		40,971.12		(40,971.12)	0%
	<b>Total Depreciation</b>		<b>3,097,681.00</b>	<b>3,257,478.00</b>	<b>159,797.00</b>	<b>95%</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>



Bedford Regional Water Auth.  
 Summary of Revenue & Expenditures  
 For the Ten Months Ending Saturday, April 30, 2022

	<u>Month</u>	<u>FY 21-22 YTD</u>	<u>FY 21-22 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
2012 VRA Interest:					
4500-0645 VRA 2012 Interest (2005 refunding)		102,115.63	102,116.00	0.37	100%
Total 2012 VRA Interest		<u>102,115.63</u>	<u>102,116.00</u>	<u>0.37</u>	<u>100%</u>
2014 VRA Interest:					
4500-0660 VRA 2014 Interest (2005 Refunding)		77,281.26	77,281.00	(0.26)	100%
Total 2014 VRA Interest		<u>77,281.26</u>	<u>77,281.00</u>	<u>(0.26)</u>	<u>100%</u>
2015 VRA Interest:					
4500-0665 VRA 2015 Interest		1,034,090.63	1,034,091.00	0.37	100%
Total 2015 VRA Interest		<u>1,034,090.63</u>	<u>1,034,091.00</u>	<u>0.37</u>	<u>100%</u>
Assumed Debt from City:					
4500-0650 Assumed Debt from Town- Interest	332.71	72,881.42	72,881.00	(0.42)	100%
Total Assumed Debt from City	<u>332.71</u>	<u>72,881.42</u>	<u>72,881.00</u>	<u>(0.42)</u>	<u>100%</u>
VRA 2019 Interest:					
4500-0670 VRA 2019 Refunding Interest		72,134.38	72,134.00	(0.38)	100%
Total VRA 2019 Interest		<u>72,134.38</u>	<u>72,134.00</u>	<u>(0.38)</u>	<u>100%</u>
VRA 2020 Interest (ESCO project):					
4500-0675 VRA 2020 Interest (ESCO)		143,334.39	143,334.00	(0.39)	100%
Total VRA 2020 Interest (ESCO project)		<u>143,334.39</u>	<u>143,334.00</u>	<u>(0.39)</u>	<u>100%</u>
Total Interest and Debt Service	332.71	1,517,437.71	1,503,679.00	(13,758.71)	101%
Total Exp., Depr. and Debt Service	852,800.04	13,255,452.46	16,017,210.97	2,761,758.51	83%
Total Revenues Less Oper Expense	<u>(372,321.48)</u>	<u>(4,460,750.76)</u>	<u>(2,384,694.03)</u>	<u>2,076,056.73</u>	<u>187%</u>
Gross Cash Before Capital Exp	<u>(372,321.48)</u>	<u>(4,460,750.76)</u>	<u>(2,384,694.03)</u>	<u>2,076,056.73</u>	<u>187%</u>
Less non-debt Capital Contributions	(269.23)	(1,692,780.78)	(220,000.00)	1,472,780.78	769%
Earnings/(loss) before BRWA Capital Outlays	<u>(372,052.25)</u>	<u>(2,767,969.98)</u>	<u>(2,164,694.03)</u>	<u>603,275.95</u>	<u>128%</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	\$ 1,980,489.91	\$ 1,493,572.61			
<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	\$ -	\$ 9,127.00	\$ 180,000.00			\$ 737,792.65
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	\$ 1,407,911.10	\$ 1,356,772.76			\$ 13,492,032.46
<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	\$ 1,417,038.10	\$ 1,536,772.76	\$ -	\$ -	\$ 14,229,825.11
<b>Debits from Non-Operating Sources</b>													
County CIP & Debt Service	\$ -	\$ -	\$ 1,796,906.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 203,093.74	\$ -			\$ 2,000,000.00
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 479,803.16	\$ -			\$ 2,048,956.29
<b>Total Cash from Non Operating:</b>	\$ -	\$ -	\$ 4,138,238.01	\$ -	\$ -	\$ 994,304.40	\$ -	\$ 616,567.29	\$ 682,896.90	\$ -	\$ -	\$ -	\$ 6,432,006.60
<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	\$ 2,099,935.00	\$ 1,536,772.76	\$ -	\$ -	\$ 20,661,831.71
<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	\$ 1,030,944.88	\$ 868,783.08			\$ 8,631,665.13
<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	\$ 560,789.78	\$ 571,231.08			\$ 6,842,655.47
Payments on Debt Service	\$ 36,108.00	\$ 138,872.72	\$ 3,366,059.39	\$ 332.71	\$ -	\$ -	\$ -	\$ 392,765.50	\$ 682,896.90	\$ -			\$ 4,617,035.22
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	\$ 200,000.00	\$ 200,000.00			\$ 2,000,000.00
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	\$ -	\$ 102,342.46	\$ 98,055.98			\$ 830,805.16
Transfers to Deposit Refund Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers to Investment Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers to Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers to SML WTF Depreciation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,000.00			\$ -
Payments/Transfers to Economic Development Fund	\$ -	\$ -	\$ 19,756.56	\$ 19,756.56	\$ -	\$ 9,878.28	\$ 9,878.28	\$ 9,878.28	\$ 9,878.28	\$ 10,577.62			\$ 89,603.86
<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	\$ 1,555,907.42	\$ 1,013,864.68	\$ -	\$ -	\$ 14,514,099.71
<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	\$ 2,586,852.30	\$ 1,882,647.76	\$ -	\$ -	\$ 23,145,764.84
<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	\$ 1,493,572.61	\$ 1,147,697.61	\$ -	\$ -	

# OPERATIONS REPORT

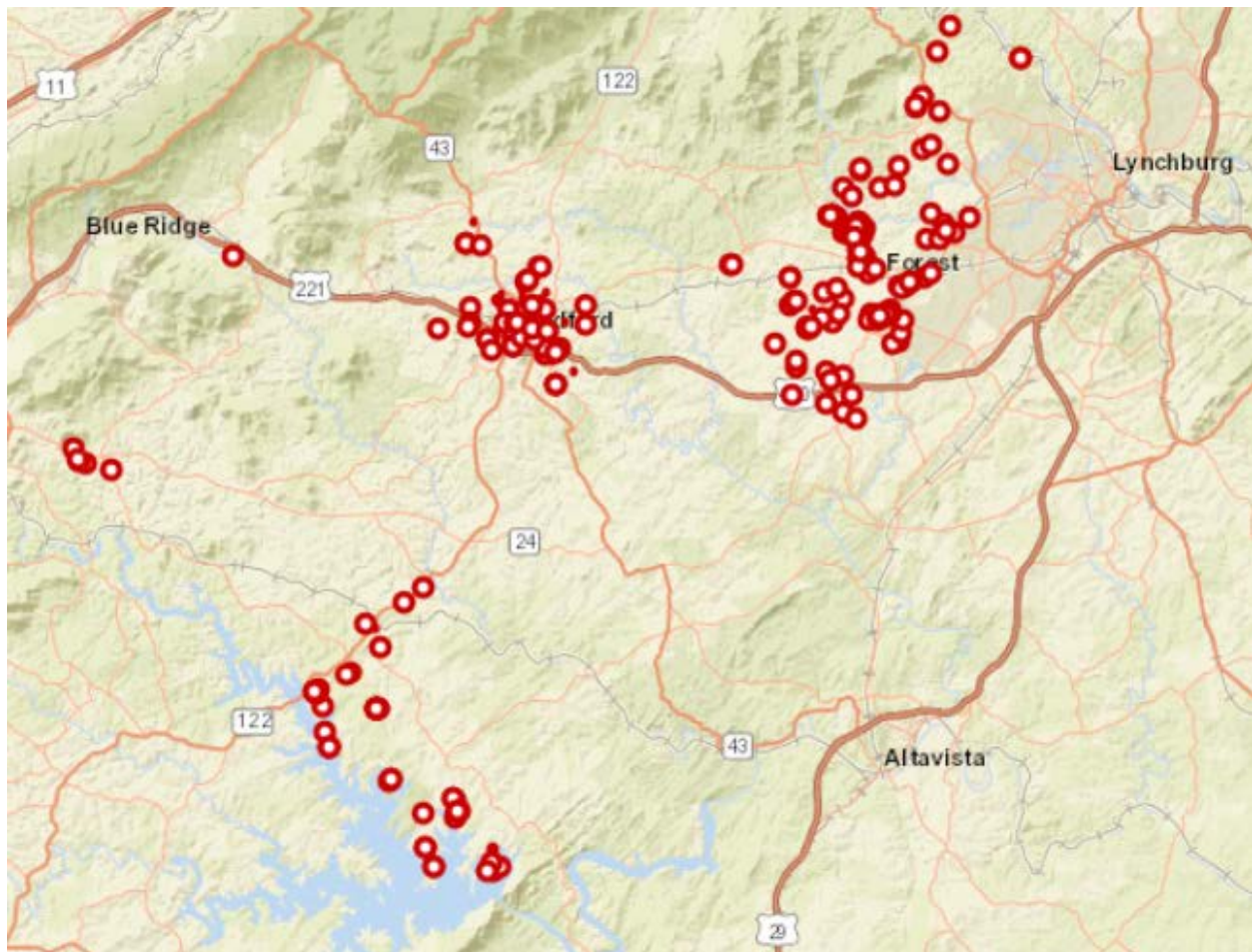
# MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Nathan Carroll, Assistant Executive Director  
**CC:** Brian Key, Executive Director  
**Date:** May 10, 2022  
**Re:** April 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 April.



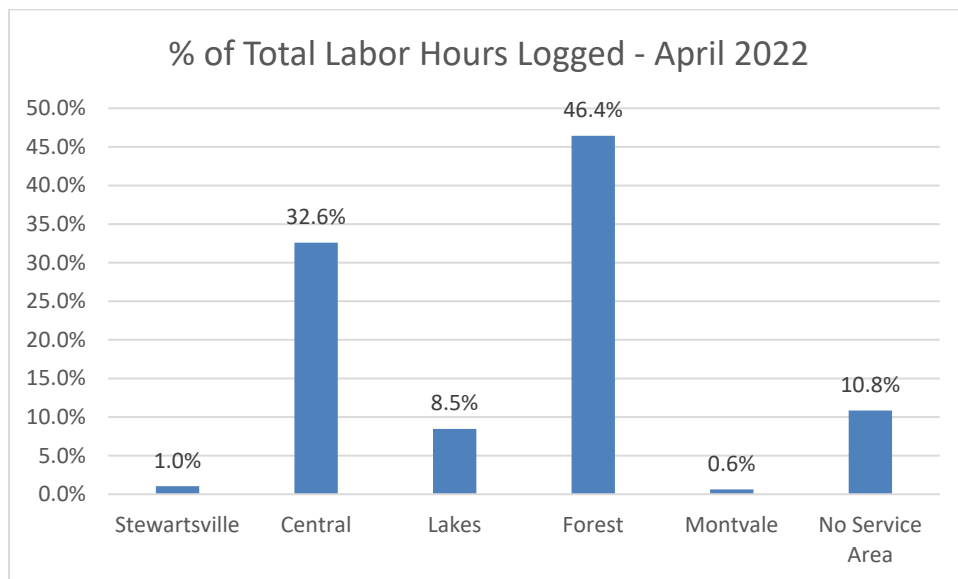
*Figure 1: Map Showing Distribution of April Tasks Completed*

## 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.

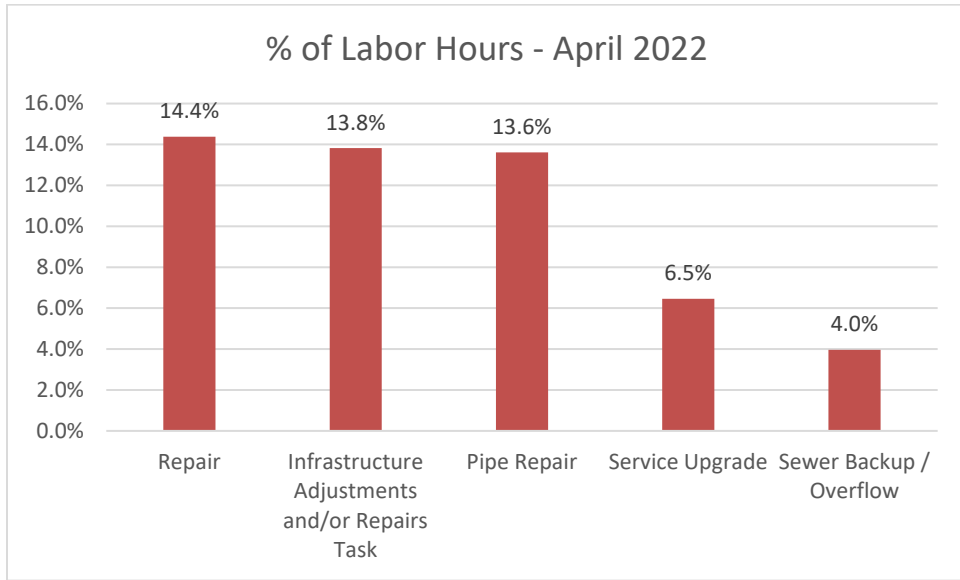
The Forest Service Area leads the way this month due to a number of different types of work, including Infrastructure Adjustments, Repairs, and New Services.

- **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 April. Fifty-two percent of the total labor hours logged for the month are accounted for in these top five Task types.





1723 Falling Creek Road  
Bedford, VA 24523-3137  
(540) 586-7679 (phone)  
(540) 586-5805 (fax)  
[www.brwa.com](http://www.brwa.com)

# RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Nathan D. Carroll  
**Date:** May 10, 2022  
**Re:** Resolution 2022-05.01 – Central Lift Station 7 Replacement

---

Attached is the above stated resolution for your consideration.

This resolution is to obtain Board approval for the sole source purchase of a new Smith & Loveless, Inc. (S&L) sewer lift station package to replace Central Lift Station 7, which is an existing S&L station located within the Town service area.

Replacement of Central Lift Station 7 with like equipment has been determined to be the best value for the Authority for two primary reasons:

1. Changing from the existing vacuum lift pumps to submersible pumps would result in the loss of storage capacity in the existing wetwell and may require wetwell replacement to obtain similar capacity in lieu of rehabilitating the existing wet well with the S&L package.
2. Replacing with like equipment will avoid the need for and cost of design plans that would be required to be drafted and submitted to DEQ for approval, as well as the construction cost of the wet well replacement.

A copy of the sole source letter from Commonwealth Engineering & Sales, Inc., the sole provider of S&L products in Virginia, is attached for reference.



303 Ashcake Rd, Suite G, Ashland VA 23005  
Phone: 804-752-2959 Fax: 804-752-2116

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To: BRWA – Whitney Quarles, PE

Date: 5/10/22

From: Mike Oden

Pages Sent: 1

Subject: Smith & Loveless Virginia Representation

Whitney:

Our company, Commonwealth Engineering & Sales, Inc. is the sole authorized Municipal representative for Smith & Loveless products in the State of Virginia. We have represented Smith & Loveless products since the mid 1980's.

During that time, we have supplied well over 500 Smith & Loveless sewage pump stations.

Please let me know if you require additional information.

Regards,

Mike Oden

President, Commonwealth Engineering & Sales, Inc.





**RESOLUTION**

2022-05.01

**Central Lift Station 7 Replacement**

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 17<sup>th</sup> day of May 2022, beginning at 7:00 p.m.:

**WHEREAS**, the Fiscal Year 2021-2022 Capital Improvement Plan provided funding for the replacement of Central Lift Station 7; and,

**WHEREAS**, the BRWA’s Purchasing Policy, Document Number 10.10, Section 6. Sole Source Procedure requires Board of Director approval for sole source purchases exceeding fifty thousand dollars (\$50,000); and,

**WHEREAS**, Authority staff with concurrence from the Executive Director have determined that the purchase of a new Smith & Loveless, Inc. lift station to replace the existing Smith & Loveless, Inc. station is the best value for the Authority and only one source of Smith & Loveless, Inc. lift stations is practicably available; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors does hereby authorize the Executive Director to approve the sole source purchase of one Smith & Loveless, Inc. lift station to replace Central Lift Station 7.

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 May 17, 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

# ADMINISTRATION REPORT

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# Chemical Mix-Up Leads To Toxic Cloud Release

**APR 15, 2022 | INCIDENTS**

A chemical mix-up at the Bedford Wastewater Treatment Plant in Bedford, Virginia, resulted in the release of a toxic chlorine cloud, officials said.

The hazardous material situation at the Bedford Regional Water Authority's (BRWA) treatment plant on Orange Street has been contained after causing 16 people to receive medical treatment Friday, said Bedford County officials.

Water authority officials got a chemical delivery at 7:40 a.m. Friday at the Central Wastewater Treatment Plant on Orange Street, but there was an inadvertent mixture of two chemicals that led to a chlorine gas cloud.

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- [Chemical Spill Forces Plant to Close](#)
- [Processing Facility Fire Forces Evac](#)
- [9 Hurt In Factory Fire, Blast](#)
- [ME Potato Plant Fire Forces Evac](#)

Due to this incident, four people were transported to Bedford Memorial Hospital – where they were treated and released – while 12 people ended up evaluated and treated at the scene.

Members of the Bedford Police Department went door to door to alert 46 residences and seven businesses Friday morning, informing them about the situation and suggesting they evacuate, according to a joint statement from Bedford County, the Town of Bedford, and the BRWA.



In addition, the Blue Ridge Community Church opened a shelter for anyone who needed a place to go.

Several teams have been on site monitoring the air quality of the exterior and interior of the Central Wastewater Treatment Plant to ensure the chlorine gas has been dissipated.

As of 3:30 p.m., the air quality inside and outside of the plant read 0 parts per million for chlorine gas. BRWA staff are currently inside the plant to assess the situation and ensure proper measures are taken moving forward.

Officials believe this was an isolated situation at the Central Wastewater Treatment Plant, saying no water or wastewater services are disrupted, the drinking water system is not impacted, and the water from the potable system is safe to drink.

# 16 treated after Bedford hazardous materials incident



By [Pat Thomas](#)

Published: Apr. 15, 2022 at 9:03 AM EDT | Updated: Apr. 15, 2022 at 3:41 PM EDT




**HAZMAT UPDATE**  
 WDBJ7 was live

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BEDFORD, Va. (WDBJ) - A hazardous materials incident in Bedford County has been contained as of Friday afternoon, according to the Town of Bedford.

Air quality continues to be monitored outside and inside at the Bedford Regional Water Authority's (BRWA) Central Wastewater Treatment Plant to ensure the chlorine gas has been dissipated. Air quality inside and outside the plant read 0 parts per million for chlorine gas as of Friday afternoon, according to the town.

Around 7:40 a.m. Friday, the BRWA received a chemical delivery at the plant on Orange Street in Bedford. Emergency crews say there was an accidental mixture of two chemicals, sodium bisulfite and sodium hypochlorite, that led to a chlorine gas cloud.

Four people, two employees and two first responders, were taken to Bedford Memorial Hospital, where they were treated and released. Twelve other people were evaluated and treated on the scene.



Bedford Police went door-to-door, according to the town, alerting the residents of 46 homes and employees of seven businesses to inform them about the situation and suggest they evacuate. Blue Ridge Community Church opened a shelter for anyone needing a place to go, but as of Friday afternoon, no one had checked in.

Orange Street is still closed as of Thursday afternoon; all other roads are back open.

The town says this was an isolated situation at the plant and no water or wastewater services are disrupted. "Please note that there are no health concerns for your drinking water and no water or wastewater services are impacted," according to [Bedford Regional Water Authority](#).

A hotline has been created for residents to call with any questions or concerns at 540-587-6060.

Several agencies responded to assist with this incident:

- Bedford County Department of Fire and Rescue
- Bedford Fire Department
- Bedford Police Department
- Bedford Public Works
- Bedford Regional Water Authority
- Bedford County Sheriff's Office
- Centra Health Transport
- Forest Fire Department
- Life Care Ambulance Service
- Moneta Fire Department
- Salem Hazardous Material
- Roanoke Hazardous Material
- Virginia Department of Emergency Management (VDEM)
- W.E.L. (Cleanup Services)

**UPDATE as of 11:30 a.m:**



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**7 HAZMAT Situation Forces Evacuations**  
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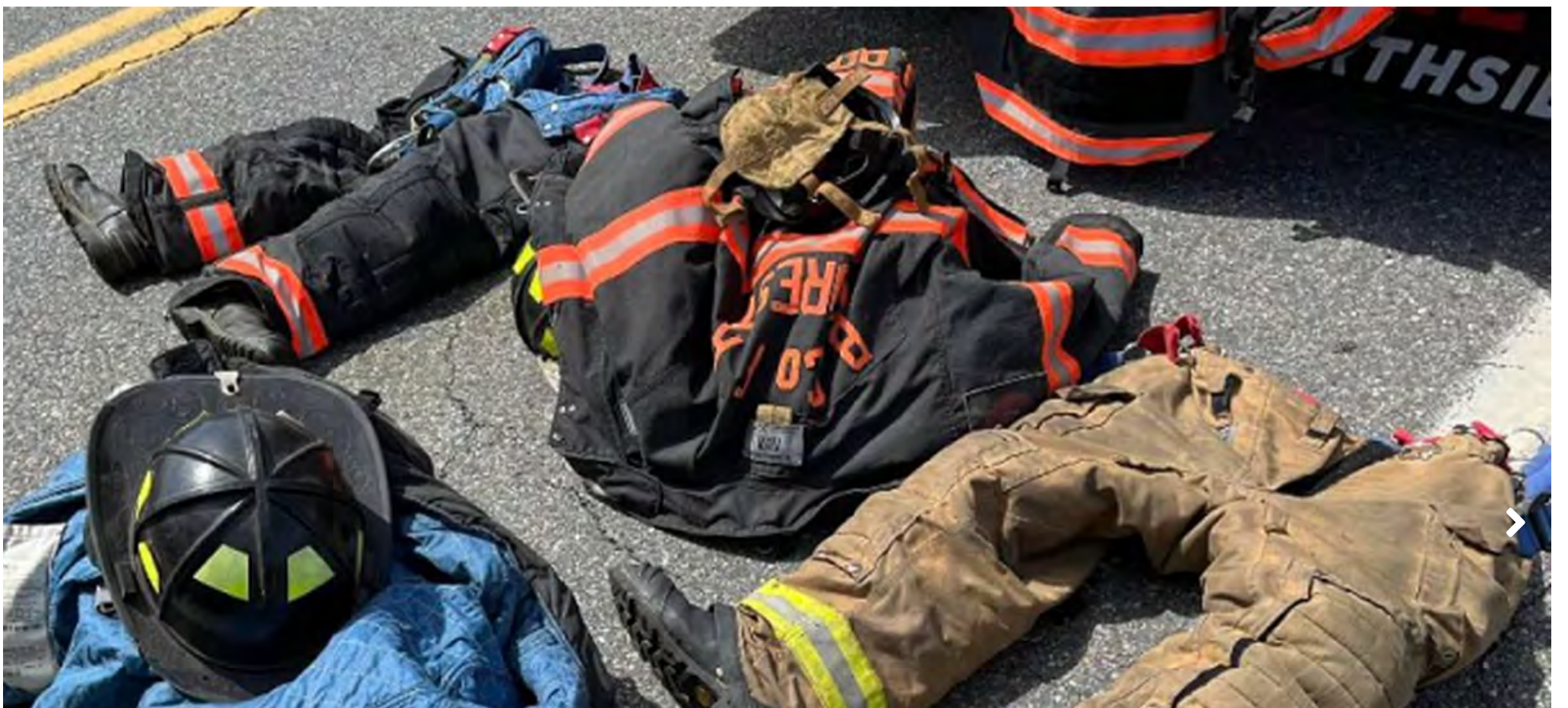
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Hazardous materials incident at the Bedford Wastewater Treatment Plant on Orange Street in Bedford.

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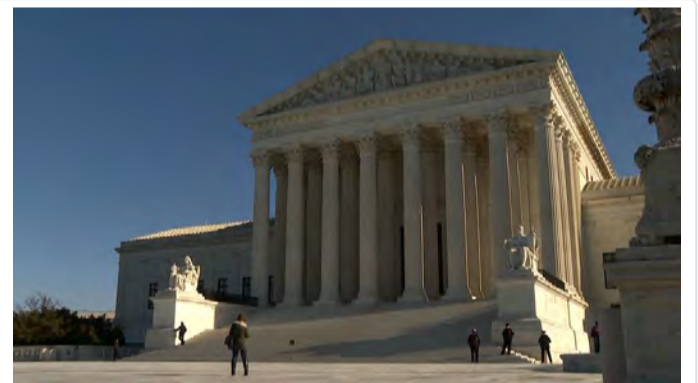


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LYNCHBURG & CENTRAL VIRGINIA NEWS

# Hazmat incident contained in Bedford after sending four to hospital, causing 12 others to be treated at scene

by: [Colleen Guerry](#)

Posted: Apr 15, 2022 / 09:13 AM EDT

Updated: Apr 18, 2022 / 08:52 AM EDT

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UPDATE 4:07 p.m.: According to Bedford County officials, the hazardous material situation at the Bedford Regional Water Authority's (BRWA) treatment plant on Orange Street has been contained after causing 16 people to receive medical treatment on Friday.

Around 7:40 a.m. on Friday, April 15, the BRWA received a chemical delivery at the Central Wastewater Treatment Plant on Orange Street, but there was an inadvertent mixture of two chemicals that led to a chlorine gas cloud.

Due to this incident, four people were transported to Bedford Memorial Hospital — where they were treated and released — while 12 people were evaluated and treated on the scene.

A joint statement from Bedford County, the Town of Bedford, and the BRWA says that members of the Bedford Police Department went door to door to alert 46 residences and seven businesses Friday morning, informing them about the situation and suggesting they evacuate.

In addition, the Blue Ridge Community Church opened a shelter for anyone who needed a place to go, but as of this writing, nobody has used this shelter.

Several teams have been on site monitoring the air quality of the exterior and interior of the Central Wastewater Treatment Plant to ensure the chlorine gas has been dissipated.

As of 3:30 p.m., the air quality inside and outside of the plant read 0 parts per million for chlorine gas. BRWA staff are currently inside the plant to assess the situation and ensure proper measures are taken moving forward.

Officials believe this was an isolated situation at the Central Wastewater Treatment Plant, saying that no water or wastewater services are disrupted, the drinking water system is not impacted, and the water from the potable system is safe to drink.

This situation was resolved thanks to a united effort from the following agencies:

- Bedford County Department of Fire and Rescue
- Bedford Fire Department
- Bedford Police Department

- Bedford Public Works
- Bedford Regional Water Authority
- Bedford County Sheriff's Office
- Centra Health Transport
- Forest Fire Department
- Life Care Ambulance Service
- Moneta Fire Department
- Salem Hazardous Material
- Roanoke Hazardous Material
- Virginia Department of Emergency Management (VDEM)
- W.E.L. (Cleanup Services)

If you still have questions or concerns about this hazmat incident in Bedford, you can call a special hotline at 540-587-6060.

—

Bedford residents evacuated, at least two brought to hospital amid major hazmat incident



UPDATE 3:27 p.m.: Bedford County officials are holding another briefing on Friday about the hazmat incident involving a chemical mix-up at the Bedford Wastewater Treatment Plant, which sent at least two to the hospital and caused others to evacuate.

This news comes after the Town of Bedford announced that the only street closures still in place after the incident were Gold Street and Orange Street.

—

## Bedford officials hold news conference about evacuation, hospitalizations amid hazmat incident



UPDATE 12:40 p.m.: Officials in Bedford County have shared additional information about a chemical mix-up at the Bedford Wastewater Treatment Plant that resulted in the release of a toxic chlorine cloud, sending at least two to the hospital the resulting in the evacuation of the surrounding area.

Crews on scene tell WFXR News that a Bedford Regional Water Authority employee and a Bedford police officer were sent to the hospital with non-life-threatening injuries.

The Bedford County Department of Fire and Rescue has also called in hazmat teams to help with decontaminating and stabilizing the spill.

If you have any concerns or questions about this hazmat incident, you are asked to call 540-587-6060, which is a hotline set up by Bedford County.

According to the Bedford County Fire Marshal, two chemicals were mixed, which created a large amount of chlorine gas just after 9 a.m. on Friday, April 15.

However, officials say the incident has not impacted the town's water or wastewater supply.

As of this writing, Orange Street is still closed until further notice.

—

UPDATE 11 a.m.: WFXR News has learned that a Bedford Regional Water Authority employee and a Bedford police officer have been taken to the hospital to get checked out amid Friday morning's hazmat incident.

Meanwhile, two residents reportedly had to be evacuated as crews respond to the Bedford chemical leak.

According to Bedford County officials, there will be a news conference about this incident at 11:30 a.m. You can watch that news conference live here on WFXRtv.com, on the [WFXR News Facebook page](#), or on the WFXR News app.

—

UPDATE 10:28 a.m.: Bedford County officials say a [hotline has been created](#) for anyone living or working in the area around the wastewater treatment plant on Orange Street, which is where a chemical leak was reported Friday morning.

If you have any concerns or questions about this hazmat incident — such as whether your street is affected by the evacuation — you are asked to call 540-587-6060.

Meanwhile, Bedford town officials say the situation is contained and cleanup efforts have begun for this hazmat incident. In order to help with the cleanup, people are asked to avoid the areas of Centertown, E. Main, Independence, South Street, and all of Orange Street.

If you are in need of decontamination, you are asked to visit the site at 940 Orange Street.

According to the [Bedford Regional Water Authority](#), no water or wastewater services are impacted by this chemical leak, which means there are no health concerns for drinking water

—

BEDFORD, Va. (WFXR) — Two people are injured while many others in the Town of Bedford are being evacuated after a report of a major hazardous material incident Friday morning.

According to a [statement released by Bedford County](#) just after 9 a.m. on Friday, April 15, the Bedford County Department of Fire and Rescue and Bedford Fire Department are on the scene of a chemical leak at the Bedford Wastewater Treatment Plant on Orange Street.

As a precaution, residents and businesses in the immediate surrounding area are being evacuated, officials say. However, this evacuation does not affect downtown Bedford.

### **[Man in custody after 7-hour armed standoff in Danville](#)** >

The Bedford County Fire Marshal says two chemicals were mixed that created a large amount of chlorine gas.

As of this writing, two individuals are reportedly being treated for non-life threatening injuries.

The Bedford County Department of Fire and Rescue has called in regional hazmat teams to help them handle decontamination and stabilization of the spill.

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According to the Bedford Police Department, all of its officers are out blocking streets as needed — including Orange Street and streets along E. Main — to keep citizens safe.

Police ask community members to stay away from the 800 and 900 blocks of Orange Street until further notice. First responders also urge motorists to [avoid the town in general](#), including the [Independence Boulevard](#) area.



(Photo: D'mon Reynolds/WFXX News)



(Photo: D'mon Reynolds/WFXX News)

“Please keep our officers and firefighters and other first responders in your thoughts as we continue to keep Bedford safe,” the [Bedford Police Department](#) tweeted.

WFXX News has a crew at the scene working to gather more information.

*This is a developing story.*

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## UPDATE: Hazardous Situation Contained at Bedford Wastewater Treatment Plant

**April 15, 2022:** As of 3:30 p.m., the hazardous situation at the Bedford Regional Water Authority (BRWA) has been contained. Several teams have been on site monitoring the air quality of the exterior and interior of the Central Wastewater Treatment Plant to ensure the chlorine gas has been dissipated. Air quality inside and outside of the plant now read 0 parts per million for chlorine gas. BRWA staff are now inside the plant, assessing the situation to ensure proper measures are taken moving forward.

Around 7:40 a.m. the BRWA received a chemical delivery at the Central Wastewater Treatment Plant on Orange Street in Bedford. There was an inadvertent mixture of two chemicals that led to a hazardous material situation in the form of a chlorine gas cloud.

Due to this incident, four people were transported to Bedford Memorial Hospital where they were treated and released. Twelve people were evaluated and treated on the scene. All people have been released from care.

Bedford Police Department went door to door alerting 46 resident homes and 7 businesses this morning to inform them about the situation and suggest they evacuate. Blue Ridge Community Church opened a shelter for anyone needing a place to go. At the time of this release no people had utilized this shelter.

This is an isolated situation at the Central Wastewater Treatment Plant and no water or wastewater services are disrupted. The drinking water system was not impacted, and the water from the potable system is safe to drink.

A hotline has been created for citizens to call with any questions or concerns at 540-587-6060.

This response effort was a united front from the local and regional area of these agencies:

- Bedford County Department of Fire and Rescue
- Bedford Fire Department
- Bedford Police Department
- Bedford Public Works
- Bedford Regional Water Authority
- Bedford County Sheriff's Office
- Centra Health Transport
- Forest Fire Department
- Life Care Ambulance Service
- Moneta Fire Department
- Salem Hazardous Material

Earlier: parts of the town of Bedford are being evacuated after a chlorine leak at the Bedford Wastewater Treatment Plant on Orange Street in Bedford. Emergency crews are at the scene. According to the Bedford County Fire Marshal, two chemicals were mixed, creating a large amount of chlorine gas. Two people are being treated for non-life-threatening injuries. Nearby residents and businesses in the immediate surrounding area are being evacuated as a precaution. Downtown Bedford is not affected in this evacuation. The Huddleston Volunteer Fire Department posted "Please stay clear of the Bedford this morning if at all possible."

A hotline has been created for anyone living or working in the area with questions or concerns about the incident on Orange Street. Please call: 540-587-6001



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## Dangerous 'chlorine gas cloud' in Bedford sends 4 to hospital

by Kelsey Childress and Brandon Shulleeta  
Friday, April 15th 2022



*Alex Naff, the owner of Jimmy's Automotive and Recovery, captured a photo of the chlorine gas cloud that erupted in the Town of Bedford at about 7:40 a.m. on April 15, 2022. Authorities say two chemicals that didn't belong together were accidentally mixed, causing a plume of chlorine. Naff was walking his dog when he saw this. (Credit: Alex Naff via Chime In).*

BEDFORD, Va. (WSET) — At least several dozen people were evacuated and four taken to a hospital after a chemical mishap created a chlorine gas cloud at a wastewater treatment plant in the Town of Bedford on Friday, according to officials.


Those evacuated included 16 people in the immediate area of the plant. Emergency crews also went to 46 nearby homes and seven businesses, alerting residents about the hazard and suggesting that they evacuate.

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hospital, another  
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Authorities in the Town of Bedford are asking people to call 911 if they experience shortness of breath after the hazard at the Bedford Wastewater Treatment Plant on Orange Street.

Officials said a tanker brought chemicals typically used for wastewater treatment but chemicals that didn't belong together were accidentally mixed, creating a large amount of chlorine gas at about 7:40 a.m., a Bedford County spokesperson said. ABC 13 has learned the chemicals and fumes from the tanker inadvertently mixed in the air. The two chemicals, sodium bisulfite and sodium hypochlorite, mixed to create chlorine gas.

"When you have a situation of this incident you don't know immediately right then what you're exposure are, so we wanna make sure we get all the ample resources to the area," said Bedford County Fire and EMS director Janet Blankenship.

### **SEE ALSO: [Toxic firefighting foam may have harmed U.S. servicemembers](#)**

Health officials were still monitoring the air quality in the area later in the day, but as of 3:30 p.m., officials said air quality tests inside and outside the plant read zero parts per one million for chlorine gas, meaning there was no ongoing danger.

"In a situation like this, we have a United front, what's called a unified command. We have entities like fire officials, hazmat teams, and VDEM. We all come together to make sure that we all bring our information together, share it, and that we're doing what's best," Blankenship said.

Officials said drinking water was not affected.

"Water service has not been disrupted- our water is safe to drink. Our wastewater services are also functioning as normal, so citizens can continue to use that in their daily lives and businesses as well," said Megan Pittman with the Regional Water Authority.

Bedford residents can get more information about the chemical emergency and report concerns by calling the government's emergency hotline at 540-587-6060.

# Bedford Regional Water Authority discusses changes after hazardous material situation



By [Sophia Borrelli](#)

Published: Apr. 18, 2022 at 6:03 PM EDT



BEDFORD, Va. (WDBJ) - The Bedford Regional Water Authority met Monday to discuss the [hazmat situation at a wastewater treatment plant](#) last week.

It's business as usual at the wastewater treatment facility on Orange Street in Bedford.

A spokesperson from the Bedford Regional Water Authority says the chemicals are all cleaned up after a hazmat incident last week.

During a delivery, two chemicals mixed to create a cloud of chlorine gas.

Multiple agencies responded to the plant.

"Really showed that the community comes together to support each other," said Megan Pittman, Bedford Regional Water Authority.

Monday, members of the Bedford Regional Water Authority discussed how to make sure an incident like this doesn't happen again.

"How can we make sure that this is a system where there are so many checks and balances, this cannot happen again? That there's verbal confirmation, there's written confirmation, there's plenty of signage so it becomes obvious that this is the chemical that goes here and this chemical goes there. So that's one of our main priorities is to make sure deliveries now are as foolproof as possible," said Pittman.

He said the company is looking into more emergency training.

"Training, training, training. How can we better prepare for emergencies so if something happens, maybe it doesn't even become an emergency because we were so prepared for it that it can be downgraded almost immediately, so that's one of our main takeaways," said Pittman.

She said these changes will not be implemented just at the location on Orange Street, but at other facilities, as well.

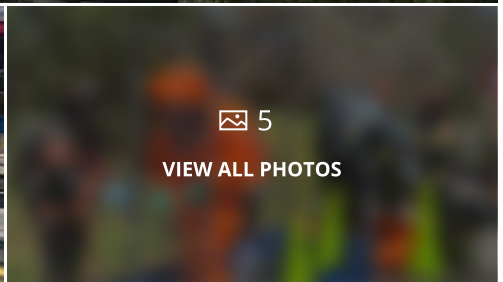
"Yes, this happened at one plant, but we do have other areas where we have chemicals that we use and we don't want to turn a blind eye to them and make sure that we are being as safe as possible and using this as a lesson learned," said Pittman.

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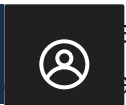
# What went wrong: Debrief on chemical reaction at Bedford water treatment plant

by Danner Evans  
Monday, April 18th 2022



Alex Naff, the owner of Jimmy's Automotive and Recovery, captured a photo of the chlorine gas cloud that erupted in the Town of Bedford at about 7:40 a.m. on April 15, 2022. Authorities say two chemicals that didn't belong together were accidentally mixed, causing a plume of chlorine. Naff was walking his dog when he saw this. (Credit: Alex Naff via Chime In).





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**Kelsey Childress**   
@kels\_news

This is the scene of a hazmat situation off Independence Blvd. in Bedford. We'll have the latest updates for you on [@ABC13News](#) at noon.

11:13 AM · Apr 15, 2022 from Bedford, VA 

[Read the full conversation on Twitter](#)

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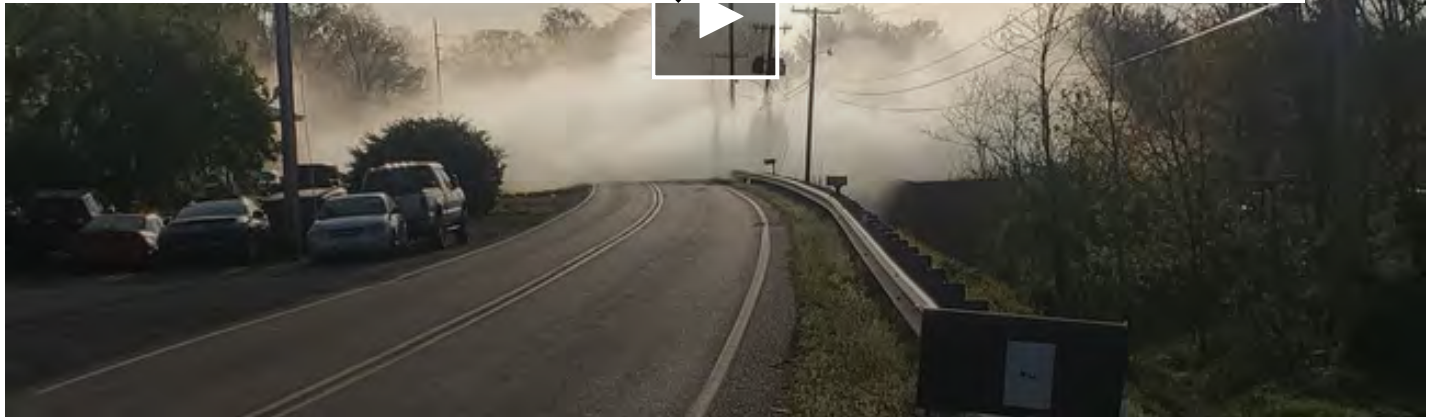
Megan Pittman with the Regional Water Authority said a chemical delivery to the town's wastewater treatment plant was put in the wrong tank. That caused the chlorine gas cloud to form.

Right now, they are working to make sure this never happens again.



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Megan Pittman with the Regional Water Authority said a chemical delivery to the town's wastewater treatment plant was put in the wrong tank. That caused the chlorine gas cloud to form. (WSET)

"We are making sure everything at our plant is properly labeled," Pittman said. "That we have the right procedures, that we have many steps before that chemical is being put in the tank with future deliveries."

46 homes and 7 businesses were evacuated Friday as a precaution.

Pittman said no one is reporting any health issues as a result of the incident.

**Kelsey Childress** @kels\_news · Apr 15, 2022

This is the scene of a hazmat situation off Independence Blvd. in Bedford. We'll have the latest updates for you on [@ABC13News](#) at noon.



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**LOCAL NEWS**

# Bedford Regional Water Authority provides update after hazmat incident at wastewater treatment plant

Two chemicals mixed together creating a chlorine gas, injuring 16 people

**Tim Harfmann**, Lynchburg Bureau Reporter

Published: April 20, 2022, 7:25 PM

Tags: Bedford County, Bedford, Bedford Regional Water Authority



Leaders say the Bedford County wastewater treatment plant has returned to its regular operations.



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**BEDFORD COUNTY, Va.** – Leaders say the Bedford County Wastewater Treatment Plant returned to its regular operations, following [last week's hazmat incident](#).

Megan Pittman, director of administration for the Bedford Regional Water Authority, says crews were at the facility Friday night troubleshooting and cleaning the chemicals – after 16 people were treated for non-life-threatening injuries.

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Pittman says about 50 gallons of sodium bisulfite and sodium hypochlorite accidentally mixed together, creating a chlorine gas.

“Because there were two chemicals scheduled for delivery, the first chemical that was being delivered was thought to be the hypochlorite. However, it was not, so the hypochlorite and the sulfite ended up getting mixed into a tank,” said Pittman.

Extra protocols are being put in place at the facility, including more locks and labels on the tanks and better checklists for both employees and delivery drivers.

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### ABOUT THE AUTHOR:



[Tim Harfmann](#)



## 2019 change at Bedford Wastewater Treatment Plant potentially reduced scope of Friday incident



By [Michael Alachnowicz](#)

Published: Apr. 21, 2022 at 3:41 PM EDT



BEDFORD, Va. (WDBJ) - [An incident Friday at the Bedford Wastewater Treatment Plant](#) sent crews from [across the region](#) to the town for a chemical incident.

Dozens of households had to be evacuated and some people had to be treated for chemical exposure.

WDBJ7 is learning more about a change from 2019 that potentially reduced the scope of Friday's situation – one where they switched from using chlorine gas to liquid chemicals to treat wastewater.

"The main reason that we switched from the gas chlorine to the liquid chemicals is for safety and this is something that's been identified by the EPA and the Department of Homeland Security," said Megan Pittman with the Bedford Regional Water Authority.

Pittman says that change could have prevented more health concerns, property damage and kept the size of the evacuation zone from being larger.

Only a few people had to be treated and released Friday, but Pittman says that could have been worse.

"We would have had a greater percentage of that gas chlorine, which would have just had heavier impact on the area, so there could have been heavier symptoms that people experienced because that concentration of the gas would have been higher. It was pretty minimal on Friday," said Pittman.

More damage to metals from a higher chlorine gas concentration would have been possible, which could have meant more corrosion at the facility.

Additionally, more people could have been evacuated if the switch wasn't made.

"The more chemicals that would have been potentially released would have been a larger vapor cloud and that could have reached farther in the community. Thankfully, it was a fairly small area on Friday," said Pittman.

The water authority is still assessing the aftermath of Friday's incident.

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# EXECUTIVE DIRECTOR'S REPORT

<b>Job #:</b> 2017050	<b>Job Type:</b> Internal	<b>Service Area:</b> Bedford Central	<b>Last Updated:</b> 3/29/2022
<b>Job Name:</b> Bell Town Road Waterline Extension (ARPA)		<b>Funding/Budget:</b> \$500,000.00	
		<b>Funding Source:</b> ARPA - Town	<b>Department Contact:</b> W Quarles & J Dean
<b>Engineer:</b> Engineering Concepts		<b>Design Contract Amt:</b> \$44,465.00	
<b>Contractor:</b>		<b>Construction Contract Amt:</b>	
<b>Description:</b> 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.			
<b>Status:</b> 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. Dsgn 01 rec'd 3/29/22.			

<b>Job #:</b> 2018062.2	<b>Job Type:</b> Internal	<b>Service Area:</b> Bedford Central	<b>Last Updated:</b> 2/3/2022
<b>Job Name:</b> BRWA Administration Parking Lot - North		<b>Funding/Budget:</b> \$700,000.00	
		<b>Funding Source:</b> CIP	<b>Department Contact:</b> R English \ W Quarles \ S Dade
<b>Engineer:</b> Wiley\Wilson		<b>Design Contract Amt:</b> \$45,300	
<b>Contractor:</b> J+M Infrastructure, RR Mann		<b>Construction Contract Amt:</b> \$619,541+\$33,232	
<b>Description:</b> Addition of a parking lot at the north side of the BRWA administration facilities.			
<b>Status:</b> 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> 5/9/2022
<b>Job Name:</b> Energy Performance Study and Improvements		<b>Funding/Budget:</b>	
		<b>Funding Source:</b> VRA / CIP	<b>Department Contact:</b> N Carroll
<b>Engineer:</b> Schneider Electric; BRES (3rd Party)		<b>Design Contract Amt:</b>	
<b>Contractor:</b> Schneider Electric		<b>Construction Contract Amt:</b> \$5,316,745	
<b>Description:</b> 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.			
<b>Status:</b> 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. Most blowers have been received and are being installed. Awaiting the arrival of Aeration Zone 4 blowers.			

<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>	5/2/2022
		<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. Annual Contractor completed installation of 3-inch main along Hales Ford Road. CIP crew to begin work in May 2022 along Daniels Court and Contentment Lane.

<b>Job #:</b> 2019113	<b>Job Type:</b> Water	<b>Service Area:</b> Lakes (Bridgewater Bay)	<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>	5/5/2022
		<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. Due to material price increases, CHA assisting with efforts to apply for DEQ grant/ARPA funds towards project. Updated info provided to VRA related to credit verification. Public notice for DEQ's final environmental review was advertised, with 30 day comment period before approval can be finalized.

<b>Job #:</b> 2020043.3	<b>Job Type:</b> Sewer	<b>Service Area:</b> Forest	<b>Last Updated:</b>
<b>Job Name:</b> Ivy Creek Divisions 5 & 6 Interceptors		<b>Funding/Budget:</b>	5/5/2022
		<b>Funding Source:</b> DEQ - VCWRLF	<b>Department Contact:</b>
<b>Engineer:</b> CHA / E.C. Pace		<b>Design Contract Amt:</b> \$1,277,900	R English \ S Foster
<b>Contractor:</b> E.C. Pace		<b>Construction Contract Amt:</b> 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. 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. 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. ESMT's #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. Continued 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 presented to the Board in March; sewer meter access easements to be addressed at a later date if needed. ESMT's #220002973 & 220002974 recorded 3/14/22. ESMT's #220003144 & 220003145 recorded 3/17/22. ESMT #220003779 recorded 3/31/22. All linework easements obtained; access easements pending. 2 line easements to be corrected with Lynchburg as Grantee. Updated construction cost estimate received 5/3/22 reflecting significant price escalations; CHA researching funding options.

<b>Job #:</b> 2020043.4	<b>Job Type:</b> Water	<b>Service Area:</b> Bedford Central	<b>Last Updated:</b>
<b>Job Name:</b> Route 460 Water Pump Station		<b>Funding/Budget:</b> \$2,300,000.00	4/7/2022
		<b>Funding Source:</b> CIP	<b>Department Contact:</b>
<b>Engineer:</b> CHA / E.C. Pace		<b>Design Contract Amt:</b> \$89,000	R English \ S Dade
<b>Contractor:</b> E.C. Pace		<b>Construction Contract Amt:</b> \$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. Ph 1 (design) paid in full in 1/2022; Ph 2 (construction) pay apps #1-4 approved total of \$638,685.60, plus \$40,400 paid for electric service.

<b>Job #:</b> 2021004	<b>Job Type:</b> Internal	<b>Service Area:</b>	<b>Last Updated:</b>
<b>Job Name:</b> Town & County Sewer Replacement		<b>Funding/Budget:</b>	4/21/2022
		<b>Funding Source:</b>	<b>Department Contact:</b>
<b>Engineer:</b>		<b>Design Contract Amt:</b>	W Quarels
<b>Contractor:</b>		<b>Construction Contract Amt:</b>	

**Description:**

**Status:** Esmt's #220003307 & #220003308 recorded 3/22/22. Esmt # 220003778 recorded 3/31/22. Esmt #220004617 recorded 4/21/22.

<b>Job #:</b> 2021063	<b>Job Type:</b>	<b>Service Area:</b>	<b>Last Updated:</b>
<b>Job Name:</b> Capital Improvement Plan 2022-2023		<b>Funding/Budget:</b>	5/5/2022
		<b>Funding Source:</b>	<b>Department Contact:</b>
<b>Engineer:</b>		<b>Design Contract Amt:</b>	R English
<b>Contractor:</b>		<b>Construction Contract Amt:</b>	

**Description:** Planning for proposed projects and purchases for the 2022-2023 fiscal year.

**Status:** Preparing preliminary list and request forms to be distributed to managers for responses due 2/4. Available capital funding budget received 3/21 with proposed list and report prepared for review by Finance Committee on 3/23. Final draft of CIP approved by board at April Board meeting.

<b>Job #:</b> 2021064	<b>Job Type:</b> Water	<b>Service Area:</b> Lakes	<b>Last Updated:</b> 4/26/2022
<b>Job Name:</b> Moneta Park Waterline Extension		<b>Funding/Budget:</b>	
		<b>Funding Source:</b> County	<b>Department Contact:</b> W Quarles; Jared Dean
<b>Engineer:</b> Hurt & Proffitt		<b>Design Contract Amt:</b> \$39,800	
<b>Contractor:</b> Wells Construction		<b>Construction Contract Amt:</b> \$391,357.25	
<b>Description:</b> Proposed waterline extension down Rucker Road to Moneta Park.			
<b>Status:</b> 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. Shop Dwg 01 rec'd 4/11/22. Construction Contract Agreement executed and NTP issued on 4/26/2022.			
<b>Job #:</b> 2021070	<b>Job Type:</b> Water	<b>Service Area:</b> Bedford Central	<b>Last Updated:</b> 4/20/2022
<b>Job Name:</b> Laurel Street Waterline Replacement (Phase III)		<b>Funding/Budget:</b>	
		<b>Funding Source:</b> Setasides - Water	<b>Department Contact:</b> T Hale
<b>Engineer:</b> BRWA		<b>Design Contract Amt:</b> N/A	
<b>Contractor:</b> BRWA		<b>Construction Contract Amt:</b> TBD	
<b>Description:</b> To replace and upgrade the existing 2" and 1" waterlines to a 6" waterline along Laurel Street which will connect into Phase I			
<b>Status:</b> 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. Test results rec'd 3/2/22. Test results rec'd 3/9/22. Test results rec'd 4/19/22. Test results rec'd 4/20/22.			
<b>Job #:</b> 2021084	<b>Job Type:</b> Other	<b>Service Area:</b> Forest	<b>Last Updated:</b> 4/8/2022
<b>Job Name:</b> VDOT - Intersection of Graves Mill Road & Forest Road (221)		<b>Funding/Budget:</b> \$28,788.39	
		<b>Funding Source:</b> VDOT	<b>Department Contact:</b> W Quarles
<b>Engineer:</b> VDOT / BRWA		<b>Design Contract Amt:</b> N/A	
<b>Contractor:</b> VDOT / J & M Infrastructure		<b>Construction Contract Amt:</b> \$28,788.39	
<b>Description:</b> Proposed improvement by VDOT to the intersection of Rte. 221 and Graves Mill Road and Gristmill Drive in Forest. May have conflicts with BRWA waterline.			
<b>Status:</b> Construction cost proposal from J & M Infrastructure sent to VDOT for review and approval on 8/30/2021. VDOT did not accept proposal and will move forward with their own contractor. 2 plan sheets received from VDOT for Graves Mill Road intersection and Gristmill Drive intersection. Water service to Shiloh Methodist Church in conflict with proposed retaining wall.			
<b>Job #:</b> 2021093	<b>Job Type:</b> Sewer	<b>Service Area:</b> Forest Central	<b>Last Updated:</b> 2/7/2022
<b>Job Name:</b> Lake Vista Sewer Line Rehabilitation Study		<b>Funding/Budget:</b>	
		<b>Funding Source:</b> Operating	<b>Department Contact:</b> P Alexander
<b>Engineer:</b> BRWA Preventative Maintenance		<b>Design Contract Amt:</b>	
<b>Contractor:</b>		<b>Construction Contract Amt:</b>	
<b>Description:</b> 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.			
<b>Status:</b> PM Crew to perform condition assessment, CCTV survey, and easement clearing. All manholes and cleanouts have been located. Working on clearing the easements.			
<b>Job #:</b> 2021097	<b>Job Type:</b> Feasibility Study	<b>Service Area:</b> Bedford Central	<b>Last Updated:</b> 3/4/2021
<b>Job Name:</b> Reservoir Drain Valve Analysis & Contingency Plan		<b>Funding/Budget:</b> \$15,000.00	
		<b>Funding Source:</b> CIP	<b>Department Contact:</b> R English
<b>Engineer:</b> Wiley Wilson		<b>Design Contract Amt:</b> \$14,000-\$16,000	
<b>Contractor:</b> N/A		<b>Construction Contract Amt:</b> N/A	
<b>Description:</b> DCR recommended contingency plan from a consultant prior to operating the drain valve at the reservoir, which should be operated annually.			
<b>Status:</b> 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:** 5/5/2022  
**Job Name:** Stewartsville GAC & Rechlorination PER      **Funding/Budget:** \$30,000.00  
**Funding Source:** CIP      **Department Contact:** R English  
**Engineer:** Draper Aden      **Design Contract Amt:** \$29,150  
**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 provided various samples needed for analysis in study. Draft PER received 4/25/2022 and reviewed with consultant on 5/2.

**Job #:** 2021103      **Job Type:**      **Service Area:**      **Last Updated:** 2/28/2022  
**Job Name:** Central Sewer Pump Station Rehabs (4, 7, & 8)      **Funding/Budget:**      **Department Contact:** W Blankenship  
**Funding Source:**      **Design Contract Amt:** \$5,000  
**Engineer:** Blue Ridge Engineering & Construction Services      **Construction Contract Amt:**      **Contractor:**      **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.

**Job #:** 2021105      **Job Type:** Other      **Service Area:** Bedford Central      **Last Updated:** 5/9/2022  
**Job Name:** Stoney Creek Reservoir Telemetry      **Funding/Budget:** \$10,000.00  
**Funding Source:** CIP      **Department Contact:** N Carroll  
**Engineer:**      **Design Contract Amt:**      **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 BRISNET. 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. All equipment except for the security camera is installed. Initial SCADA screen is in place and will be revised once field measurements are taken.

**Job #:** 2021111      **Job Type:** Water      **Service Area:** Bedford Central      **Last Updated:** 5/5/2022  
**Job Name:** Helm Street Tank Replacement      **Funding/Budget:** \$2,000,000.00  
**Funding Source:** ARPA-Town      **Department Contact:** R English  
**Engineer:** Whitman, Requardt & Associates (WRA)      **Design Contract Amt:** \$218,203  
**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. Kickoff meeting held 4/12. Survey began 5/4; soil borings are scheduled for 5/9.

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



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<b>Job #:</b> 2022018	<b>Job Type:</b> Internal	<b>Service Area:</b> Countywide	<b>Last Updated:</b>
<b>Job Name:</b> Lead Compliance Planning & Implementation		<b>Funding/Budget:</b> \$50,000.00	5/5/2022
		<b>Funding Source:</b> CIP	<b>Department Contact:</b>
<b>Engineer:</b>		<b>Design Contract Amt:</b>	R English
<b>Contractor:</b>		<b>Construction Contract Amt:</b>	

**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. \$50k proposed in FY22-23 CIP. CHA assisting with grant funding application through DWSRF, LEAP funding application was submitted to VDH on 5/5 for \$60k assistance towards Town LSL Inventory.

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<b>Job #:</b> 2022040	<b>Job Type:</b> Internal	<b>Service Area:</b> Central Sewer	<b>Last Updated:</b>
<b>Job Name:</b> Central Pump Station #10 Streambank Restoration		<b>Funding/Budget:</b>	
		<b>Funding Source:</b> Setasides - Sewer	<b>Department Contact:</b>
<b>Engineer:</b> BRWA		<b>Design Contract Amt:</b>	W Quarles
<b>Contractor:</b>		<b>Construction Contract Amt:</b>	

**Description:**

**Status:** Stabilize streambank along gravity sewer main and force main to CPS 10.



## 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> Site Plan w/ Existing Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/19/2022
<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. Comments sent to planning on 3/10/22. Signed Developer Agreement, Review & Inspection Fees rec'd 4/19/22.			
<b>Job #:</b> 2019114	<b>Job Type:</b> Fire Flow Meter	<b>Service Area:</b> Central	<b>Last updated on:</b> 4/27/2022
<b>Job Name:</b> Cardinal Senior Living - FFMV			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed Senior Living Center			
<b>Status:</b> Site Plan 01 rec'd 12/06/19. Conference Call with Enginner 12/11/19. FF test check rec'd 12/23/2019. Site plan 02 rec'd 5/21/20. Developer Agreement sent on 6/29/2020. Site Plan 03 rec'd 8/27/20. Review fees and signed Developer Agmt needed in order to release comments. Site Plan 04 rec'd 4/21/22. Review & Inspection fee rec'd 4/26/22. Review comments sent to Engineer 4/27/2022.			

<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> 4/7/2022
<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. Contacted D Cyrus on 3/17/22 for an update, no response rec'd.			

<b>Job #:</b> 2020066.3	<b>Job Type:</b> Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/7/2022
<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 re'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. Contacted D Cyrus on 3/17/22 for an update as Phase 2 buildings well under way, no response rec'd.			
<b>Job #:</b> 2020073	<b>Job Type:</b> Water	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/7/2022
<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 Agmnt. Dsgn 02 rec'd 10/22/20. Review 02 complete 11/4/20. Base Review Fee, Review Rees & Re-review Fee for forthcoming 3rd submittal rec'd 11/17/20. Signed Developer Agmt rec'd 11/17/20. Review 02 comments issued 11/17/20. Fire Flow Test fee rec'd 1/26/21. Dsgn 03 rec'd 6/23/21. "DRAFT" comments e-mailed to Engineer 7/2/21 with option to address as slip sheets to current submittal. Water Calcs 01 comments issued 7/19/21. 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 Engineer 11/14/21. Plat was appv'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 req'd. Dsgn 04 rec'd 12/18/21. Review completed 1/11/22 - holding comments until receipt of re-review fees. Re-review fee rec'd 3/28/22. Dsgn 04 comment released. Need 3 hard copies of plans, Insp Fees, Shop Dwgs & Plat recordation. 3 hard copies rec'd			
<b>Job #:</b> 2020095	<b>Job Type:</b> Water & Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 3/16/2022
<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 shope drawings rec'd 4/5/21. VDOT Desgin Plan review comments rec'd 4/9/21 and as a result, revised Design Plan Submittal (4th) is anticipated. Dsgn 04 rec'd 4/16/21 (awaiting re-review fee). Dsgn 04 conditionally Appv'd by VDOT & Appv'd by BRWA. NEED - \$200 rereview fee, 4 hard copies of plans and signature plats. Re-review fee rec'd 4/26/21. Contacted H&P about water calc issues discovered when attempting to complete water cert 4/28/21. Upon recpt of 4 final hard copies of plans noticed minor revision on 1st two sheets proceeded with full review (4/29/21). DSGN 05 appv'd 4/30/21. C2C issued 5/6/21. Revised Waterline Calcs 05 rec'd 6/24/21 & comments issued 6/28/21. Final Revised Water Calcs 07 appv'd and VDH Water Cert completed 7/6/21. Warranty Letter rec'd 11/12/21. As-built 01 rec'd 3/16/22.			
<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> Desgn 01 rec'd 9/28/20. Comments & Dev Pkg issued 10/26/20. Need \$400 Base Fee, Review Fees and Agmnt w/ 2nd submittal. Base Review fee rec'd 11/5/20. 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> 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> 2021026	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b> 5/4/2021
<b>Job Name:</b> PLS LLC Warehouse Addition - Site Plan			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed 1,750 Square Foot Warehouse Addition.			
<b>Status:</b> TRC 3/23/21. Concept 01 rec'd 3/18/21. Site Plan 01 rec'd 4/27/22. Comments sent to Planning 5/4/2022.			
<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> 5/2/2022
<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. Esmt Exhibits 02 app'v'd; Esmt Agmnts prepared & sent to Owner for execution; Signed Esmt 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. Followed up with Developer on status and outstanding items 3/24/22 and 3/29/22. Shop Dwg 01 rec'd 4/26/22. Cost Est received, reviewed, and comments issued 5/2/22.			
<b>Job #:</b> 2021042	<b>Job Type:</b> Fire Flow Meter	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/28/2022
<b>Job Name:</b> Vista Drive Warehouse Addition - Site Plan			<b>Department Contact:</b> T Hale
<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. Vault line tied in on 4/27, water sample collected on 4/28			
<b>Job #:</b> 2021043	<b>Job Type:</b> Water & Sewer	<b>Service Area:</b> Forest	<b>Last updated on:</b> 5/4/2022
<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. FFT fee rec'd 4/14/22. Sewer Calculations rec'd 5/3/22. Site Pkan 02 rec'd 5/4/22.			
<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> Fire Flow Meter	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/6/2022
<b>Job Name:</b> World Help Building Addition - Site Plan			<b>Department Contact:</b> Shannell Dade & Tim Hale
<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. Shop Dwh approved 2/11/22. Site Plan 03 rec'd 2/18/22. Re-review fee rec'd 3/7/22. Comments 03 emailed to Engineer 3/10/22. Site Plan 04 rec'd 3/10/22. Site Plan 04A rec'd 3/11/22. Re-review fee rec'd 3/15/22. Site Plan 04A approval emailed to Planning 3/15/22; 3 full size, hard copies requested for FFMV Developer Project purposes; awaiting Surety & Easement before issuing C2C. Developer Agmt signed 3/28/22. Surety LOC #7403000579 rec'd 3/31/22. Esmt #220003780 recorded 3/31/22. C2C issued 4/5/22.			
<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> 5/3/2022
<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, Esmnt, 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 & Esmnt Exhibits rec'd 3/4/22. Site/Dsgn 03 rec'd 3/7/22. Developer Agreement rec'd 3/14/22. Site/Dsgn 03 and Esmnt Exhibits 02 Comments issued 3/14/22. Site/Dsgn 04 & Esmnt Exhibits 03 rec'd 3/16/22. Site/Dsgn 05 rec'd 3/23/22. Site/Dsgn 05 approvable. Esmnt Exhibits approved. Site/Dsgn 05 hard copies rec'd 3/31/22. BRWA Esmnt Agmt format not acceptable to Virginia Department of General Services ( DGS); Requested Engineer prepare Esmnt in DGS acceptable format and submit to BRWA for review. E-mailed Engineer 5/3/22 to check on status of outstanding easement, Contractor , Cost Estimate & Shop Drawings.			
<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>Department Contact:</b> R English
<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>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> 2/4/2021
<b>Job Name:</b> Cafe Bakery Forest Road - Site Plan			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed change of use permit from retail store to family restaurant.			
<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> 2021128	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b> 3/2/2022
<b>Job Name:</b> Mercy Presbyterian Church - Site Plan			<b>Department Contact:</b> C Slusser
<b>Description:</b> Construction of a new church facility & all associated parking & stormwater facilities.			
<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> 2021132	<b>Job Type:</b> Site Plan w/Proposed Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/5/2022
<b>Job Name:</b> Magnolia Wash Holdings Carwash - Site Plan			<b>Department Contact:</b> C Slusser
<b>Description:</b> Proposed Car Wash 3,500 sf			
<b>Status:</b> TRC 12/7/21. Concept 01 rec'd 12/2/21. Site Plan 01 rec'd 3/9/22. Comments 01 emailed to Planning 4/5/22.			
<b>Job #:</b> 2022021	<b>Job Type:</b> Sewer	<b>Service Area:</b> Moneta	<b>Last updated on:</b> 4/15/2022
<b>Job Name:</b> Key Largo Sewer Forcemain Extension - Design			<b>Department Contact:</b> C Slusser
<b>Description:</b> Proposed sewer forcemain extension along Key Largo to serve 221-A-47.			
<b>Status:</b> Concept 01 rec'd 2/18/22; Design forthcoming. Emailed Engineer 2/22/22. Dsgn 01 & Base Fee rec'd 3/17/22. Comments 01 emailed to Engineer 4/12/22. FM Calculations 01 comments issued 4/12/22; FM Calculations 02 Rec'd 4/12/22 Dsgn 02 rec'd 4/15/22.			
<b>Job #:</b> 2022026	<b>Job Type:</b> Other	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/7/2022
<b>Job Name:</b> TEVA Facility Inquiries (2150 Perrowville Road)			<b>Department Contact:</b> R English
<b>Description:</b> Bedford County Economic Development Authority (EDA) working with groups for promoting sale or lease of former TEVA / Barr Labs facility at 2150 Perrowville Road. Capacity data and inquiries stored in this file.			
<b>Status:</b> Meetings attended on 3/8 and 4/5/22 with potential tenants (REC Americas), with information provided to them on existing water and sewer caacity, and potential increased sewer capacity upon upgrade of a ~100 section downstream.			
<b>Job #:</b> 2022032	<b>Job Type:</b> Site Plan w/Proposed Utilities	<b>Service Area:</b> Moneta	<b>Last updated on:</b> 3/18/2022
<b>Job Name:</b> 11858 Moneta Road Retail - Site Plan			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed retail sales, possible flea market and sandwich counter.			
<b>Status:</b> Site Plan 01 rec'd 3/17/22. Comments sent to planning on 3/18/22.			
<b>Job #:</b> 2022034	<b>Job Type:</b> Internal	<b>Service Area:</b>	<b>Last updated on:</b>
<b>Job Name:</b> Capital Improvement Program FY 2023-2024			<b>Department Contact:</b> R English
<b>Description:</b> Planning for proposed projects and purchases for the 2023-2024 fiscal year.			
<b>Status:</b>			
<b>Job #:</b> 2022035	<b>Job Type:</b> Internal	<b>Service Area:</b> Central	<b>Last updated on:</b> 4/14/2022
<b>Job Name:</b> Stoney Creek Reservoir Dam Inspection			<b>Department Contact:</b> R English
<b>Description:</b> Annual dam inspection as required by DCR.			
<b>Status:</b> Inspection performed by Wiley Wilson on 4/14/22.			
<b>Job #:</b> 2022036	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/27/2022
<b>Job Name:</b> Donna Barringer Change of Use - Site Plan			<b>Department Contact:</b> J Dean
<b>Description:</b> Change of used from personal improvement services to eetail sales.			
<b>Status:</b> Site Plan 01 rec'd 4/12/22.Comments sent to Planning 4/27/2022			
<b>Job #:</b> 2022038	<b>Job Type:</b> Fire Flow Meter	<b>Service Area:</b> Forest	<b>Last updated on:</b> 5/3/2022
<b>Job Name:</b> BRAAC Elkton Farm Road - FFMV			<b>Department Contact:</b> S Foster
<b>Description:</b> Proposed FFMV.			
<b>Status:</b> FFT Fee rec'd 3/29/22. Site Plan 01 rec'd 4/13/22. Comments issued 4/20/22. Developer Packet issued 4/20/22. Signed Developer Agmt, Review & Inspection fees rec'd 4/27/22. Courtesy revised Site Plan rec'd 4/21/22 showing revised FFMV location; Courtesy Review Comments issued 5/3/22. Shop Drawing submittal 1 rec'd.			

<b>Job #:</b> 2022039	<b>Job Type:</b> Internal	<b>Service Area:</b>	<b>Last updated on:</b> 4/25/2022
<b>Job Name:</b> Bedford County Schools Operating Contract Update			<b>Department Contact:</b> R English / N Carroll
<b>Description:</b> Update to older contract (500005) to bring current with work performed, and include information from 2 amendments.			
<b>Status:</b> Met with Sheldon Cash on 4/25/22 to review contract needs.			
<b>Job #:</b> 2022041	<b>Job Type:</b> Other	<b>Service Area:</b>	<b>Last updated on:</b> 4/26/2022
<b>Job Name:</b> VDOT Sidewalks Graves Mill & Gristmill - Site Plan			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed sidewalks at Perrowville and on 221 connecting to the current Graves Mill / Grist Mill job.			
<b>Status:</b> Site Plan rec'd 4/26/22.			
<b>Job #:</b> 2022042	<b>Job Type:</b> Concept	<b>Service Area:</b> Forest	<b>Last updated on:</b> 4/27/2022
<b>Job Name:</b> New London Residential - Concept			<b>Department Contact:</b> S Foster & C Slusser
<b>Description:</b> Proposed 2019 single family lots.			
<b>Status:</b> TRC 5/10/22. Concept 01 rec'd 4/27/22.			
<b>Job #:</b> 2022043	<b>Job Type:</b> Site Plan w/ Existing Utilities	<b>Service Area:</b> Moneta	<b>Last updated on:</b> 4/28/2022
<b>Job Name:</b> SML Christian Academy Mobile Class Room - Site Plan			<b>Department Contact:</b> S Foster
<b>Description:</b> Proposed mobile class room with no water or sewer.			
<b>Status:</b> Site Plan 01 rec'd 4/27/22. Comments issued 4/28/22 (No Comments).			
<b>Job #:</b> 2022045	<b>Job Type:</b> Concept	<b>Service Area:</b> Forest	<b>Last updated on:</b> 5/4/2022
<b>Job Name:</b> Parkland Warehouse Building Addition - Concept			<b>Department Contact:</b> C Slusser
<b>Description:</b> Proposed office/warehouse additions: Phase 1 - 18,500 SF; Phase 2 - 21,000 SF.			
<b>Status:</b> TRC 5/10/22. Concept 01 rec'd 5/4/22.			
<b>Job #:</b> 2022047	<b>Job Type:</b> Preliminary Plan	<b>Service Area:</b> Forest	<b>Last updated on:</b> 5/5/2022
<b>Job Name:</b> Jefferson Village Drive Townhomes - Preliminary Plan			<b>Department Contact:</b> J Dean
<b>Description:</b> Proposed 56 lots.			
<b>Status:</b> Prelim Plan 01 rec'd 5/5/22.			



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# COMMITTEE MEETING SUMMARY

**To:** Board of Directors  
**From:** Brian Key, Executive Director  
**Date:** May 9, 2022  
**Re:** Personnel Committee Meeting May 4, 2022

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A meeting of the Personnel Committee was held on **Wednesday, May 4, 2022 at 8:00 p.m.** via **Zoom**.

Attendees included Mike Moldenhauer, Rusty Mansel, Bob Flynn, and Brian Key. No guests attended.

The following is a summary following the proposed agenda:

1. Call to Order

*The meeting was called to order at approximately 8:15pm*

2. Review of Agenda

*The agenda was reviewed, and no changes were requested.*

3. Review of Nepotism Policy 20.34

*The committee reviewed proposed changes to the policy. They agreed with the proposed changes, and stated that they would recommend approval at the next board meeting.*

4. Discuss need for additional safety personnel

*Mr. Key reviewed the need for additional personnel to perform the important work related to risk management. He reviewed the job description drafted by staff, and explained the responsibilities of the position. The committee agreed that the position was needed, and stated that they would report that to the board at the May 17, 2022 board meeting.*

5. Closed Session: pursuant to Section 2.2-3711 A. 1. of the Code of Virginia, 1950, as amended to discuss personnel items, specifically related to the annual evaluation of the Executive Director.

*The Committee stated that the only thing that was to be discussed under this agenda item was discussing the goals for the Executive Director for the upcoming fiscal year; thus it was decided that there was no need for closed session, and rather they would remain in open session. After considerable discussion, the Committee decided upon the goals that they wanted recommend to the board of directors at the May 2022 board meeting.*

6. Motion to Adjourn

*The meeting adjourned at approximately 9:40pm*





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## RESOLUTION MEMORANDUM

**To:** BRWA Board of Directors  
**From:** Brian Key, Executive Director  
**Date:** May 10, 2022  
**Re:** Resolution 2022-05.02: Nepotism Policy 20.34

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At a meeting held on May 4, 2022, the Personnel Committee reviewed the Nepotism Policy 20.34; the Committee stated that they would recommend approval of the revisions to this policy as shown on the attached markup.

The above referenced resolution is included with this memorandum for the board's consideration.

## NEPOTISM

### Section 1. PURPOSE

The Bedford Regional Water Authority (“Authority”) has developed this policy to protect employees and the Authority from potential ~~problems~~conflicts related to the employment of Relatives and Public Officials.

### Section 2. DEFINITIONS

A. “Romantic Relationship” is defined as mutual, ongoing and voluntary interactions between two partners that is characterized by specific expressions of affection and intimacy while not at work for the Authority.

A-B. \_\_\_\_\_ “Relative” is defined in this policy as a spouse, parent, parent-in-law, guardian, son, son-in-law, daughter, ~~brother, sister; it also includes the spouse of a parent, parent-in-law, son, daughter-in-law~~, brother, or sister, as may be related by blood, marriage, or adoption. Individuals involved in a romantic relationship are also considered Relatives under this policy.

B-C. \_\_\_\_\_ “Public Official” means a person appointed or elected to any of the following governing bodies: the Bedford Regional Water Authority Board of Directors, the Bedford County Board of Supervisors, the Bedford Town Council, and the Western Virginia Water Authority Board of Directors.

### Section 3. POLICY

- A. Applicants are ~~expected~~required to disclose any Relatives and Public Official statuses on their application; failure to disclose such information may result in termination of the applicant employee upon discovery of the relationship.
- B. ~~Relatives of employees~~A Relative of a Director or Relative of any employee in the Human Resources Department is prohibited from working at the Authority-shall not. Relatives of other staff members of the Authority may be employed by the Authority in any capacity as long as the position is not under or over the direct or indirect supervision of the Relative.
- C. Public Officials and their Relatives shall not be employed by the Authority in any capacity.
- D. If two (2) current employees become Relatives, the relationship must immediately be disclosed by each of the employees to their Manager and to Human Resources; Human Resources must then notify the Executive Director. Management will evaluate the situation to determine the best course of action, which could include one of the following:
  - a. no action necessary; or,
  - b. a transfer to another available position within the Authority; or,
  - c. termination.

## NEPOTISM

E. In other instances where a conflict or the potential for conflict arises because of a relationship between employees, even if there is no line of supervision or reporting involved, the employees may be separated by reassignment or terminated from employment.

~~D.F.~~ \_\_\_\_\_ If a current employee becomes a Relative of a Public Official, the employee must disclose this immediately to their Manager and to Human Resources; Human Resources must ~~notify the Executive Director, then notify the Executive Director. Management will evaluate the situation to determine the best course of action, which could include no action, a transfer to another available position within the Authority or, if necessary, termination.~~

~~E.G.~~ \_\_\_\_\_ If an employee is elected or appointed as a Public Official, the employee must resign their position or they shall be terminated from the Authority no later than the date on which the Public Official takes office.

~~F.H.~~ \_\_\_\_\_ Exceptions to this policy must be approved by the Executive Director and the Personnel Committee of the Board of Directors.

1. If an exception is granted for a romantic relationship, the employees involved in the relationship may not occupy positions within direct or indirect supervision of each other.
  - a. Employees in a romantic relationship must refrain from public workplace displays of affection and excessive personal conversation.
  - b. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

## Section 4. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on February 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
  1. Approved January 23, 2014, effective January 24, 2014: Policy revised to clarify the role of public officials.
  2. Approved December 17, 2019, effective December 18, 2019: Definition of relatives and public officials revised.
  3. Approved May 17, 2022, effective May 18, 2022:
    - a. Section 2. revised the definition of Relatives and added the definition of Romantic Relationship.
    - b. Section 3.B was added to prohibit hiring Relatives of Directors and the Human Resources Department
    - c. Section 3.C was added to allow to hire relatives of non-managerial staff.
    - d. Section 3.F was added to explain how conflict will be resolved.
    - a-e. Section 3.H was modified to clarify romantic relationships.



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**RESOLUTION**

2022-05.02

**Nepotism Policy 20.34**

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 17<sup>th</sup> day of May 2022, beginning at 7:00 p.m.:

**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**, revisions to Nepotism policy 20.34 were recommended by staff to the Personnel Committee; and,

**WHEREAS**, at a meeting that was held on May 4, 2022 the Personnel Committee reviewed the policy noted above and has recommended the 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 policy be hereby adopted by the Authority.

On behalf of the Personnel 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 **May 17, 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

## Risk Management & Safety Officer Job Description

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### Role:

The Risk Management and Safety Officer is responsible for the safety and risk management of all locations and staff. This position performs professional-level guidance in emergency preparedness, safety operations, and communications for the Authority. Directs emergency preparedness activities, ensures procedures and policies are current, and makes evacuation decisions during an emergency in the absence of a facility manager.

---

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Responsible for eliminating hazardous conditions resulting from human error, equipment/machine operations, or weather-related issues which may lead to injury and/or property damage.
- Develops Job Hazard Analysis reports addressing principle steps in the operation, the job hazards, and the safety precautions to take when performing the operations. Tracks safety measures and trends in Cartegraph.
- Develops, administers, and coordinates training in specific areas of safety and risk management within the Authority, in conjunction with the Safety Coordinator.
- Conducts field and facility safety audits on a routine basis identifying occupational hazards or potential hazards that may lead to injury and/or property damage.
- Creates, implements, and updates emergency preparedness and evacuation plan(s) for each facility ensuring OSHA and EPA requirements, national and local fire protection codes, and industry requirements are addressed and implemented. When applicable, submits plans to appropriate regulatory agencies in a timely manner.
- Reviews emergency preparedness plans with employees and management; provides updates when employee responsibilities or assigned actions change.
- Develops, distributes, and maintains emergency communication protocols and documentation, which may include an emergency contact roster, emergency response hierarchy, and other records.
- Plans, coordinates, and facilitates safety and evacuation meetings and drills.
- Directs emergency efforts, collaborating with the facility managers regarding partial or complete evacuations and evacuating employees as needed or in the absence of the facility manager.
- Responsible for overseeing the property and liability insurance claims.
- Ensures all necessary safety certifications are completed and recorded.
- Ensures that all safety-related policies, procedures, and plans are compliant with all regulatory requirements.
- Perform budget requests and monitor accounts that are related to the duties of this position.
- Research and be knowledgeable of regulatory requirements related to emergency, health, and safety practices e.g., OSHA, CDC, EPA, state mandates, etc.

- Manage the SDS program and conduct yearly audits to ensure all necessary chemical data is available to staff.
  - Participate in regional and internal Safety Committee meetings.
  - Develops internal safety communications.
  - Serve as the Emergency Preparedness liaison for the Authority.
  - Perform other duties as assigned.
- 

### Minimum Qualifications

- Bachelor's degree in Business, Emergency Management, or related field, working with Occupational Safety and Health Administration standards or a combination of equivalent education and experience.
  - At least two years of experience in an emergency management field, such as law enforcement, fire safety, or military service, preferred.
  - [Professional Emergency Manager \(VaPEM\)](#), [Associate Emergency Manager \(VaAEM\)](#) or related certification preferred.
  - Must possess strong organizational skills and attention to detail in effective communication, analytics and record keeping.
  - Must possess knowledge of safety/security protocols.
  - Extensive knowledge of company safety policies and applicable Occupational Safety and Health Administration (OSHA) standards.
  - Ability and willingness to exercise tact, diplomacy, and courtesy when dealing with employees and the management staff within the organization and with the general public.
  - The ability to effectively train and inform staff on emergency preparedness policies, procedures, and systems.
  - Must have knowledge of principles of accident prevention, risk management, loss control and industrial hygiene.
  - Valid driver's license in the Commonwealth of Virginia.
- 

### Additional Qualifications

- Advanced training or certification in emergency preparedness, safety and security preferred.
  - Experience in worker's compensation is a plus.
  - This is a supervisory position that requires supervision over safety personnel.
  - The position typically requires working Monday through Friday from 8:00 am to 5:00 pm with a one (1) hour lunch break.
  - This position occasionally requires attendance outside of normal hours to represent Authority interests.
  - On call in case of emergency.
- 

### Working Conditions

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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- Employees sit some of the time but may walk or stand for most periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.

- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Seldom
Up to 25	Seldom
Up to 50	None
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

**Condition of Employment:**

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature



# MEMORANDUM

**To:** Board of Directors  
**From:** Brian Key, PE; Executive Director  
**Date:** May 5, 2022  
**Re:** 2021 Evaluation

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The Personnel Committee (“Committee”) began my evaluation on January 26, 2022; at that meeting, they began to discuss setting goals for me for the upcoming fiscal year. The discussion of these goals continued over several meetings, and they concluded at the May 4, 2022 meeting of the Committee.

The Committee is recommending to the Board that the goals below be set for fiscal year 2022-2023. These goals will be evaluated using the SMART goal strategy; each goal is **Specific, Measureable, Attainable, Realistic, and Timely.**

## 1) Safety:

On April 15, 2022 there was a chemical incident at the Central Wastewater Treatment Plant which caused the release of a chlorine vapor; this incident identified some opportunities for improvement related to safety and emergency preparation.

Items to be undertaken in the next fiscal year include:

- Ensure that a chemical offloading checklist is developed by July 15, 2022 and that this checklist is adhered to for each of the facilities where bulk chemicals are offloaded.
- Ensure that training is conducted with all staff involved with chemical deliveries by August 31, 2022.
- Hire an additional risk management staff member by October 30, 2022 to develop safety programs and provide routine inspection of safety processes.

## 2) Strategic Plan:

Develop a list of Strategic Plan Goals for Fiscal Year 2023-2024. This list should be completed by December 31, 2022, such that it can be presented to the Board of Directors at the January 17, 2023 board meeting. The board will then have time to approve the strategic plan goals prior to the development of the FY 23-24 budget to ensure that any funding that is necessary to complete the goals can be included in the developed and approved budget.

These goals will be developed with the assistance of the Executive Leadership Team (“ELT”), comprised of the staff Directors for each division of the Authority’s departments. The team will solicit input from the department managers to ensure that the goals developed are accurate and attainable.

To: Board of Directors  
From: Brian Key, PE; Executive Director  
Date: May 5, 2022  
Re: 2021 Evaluation

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### **3) Leadership Training:**

Select an Executive Leadership program before June 30, 2022, and attend the program prior to June 30, 2023. It is anticipated that the program to attend will be the University of North Carolina Executive Development Program titled "Water and Wastewater Leadership Center". The details of the program are as follows:

- The program is an Immersion Program Onsite in Chapel Hill, NC
- Application Deadline is December 15, 2022
- Program takes place in Mid-March 2023
- <https://www.waterleadership.org/>

### **4) Local Government Roundtable:**

Work with the County and the Town to setup a roundtable meeting with the local government agencies. It is anticipated that the Roundtable will take place on Thursday October 13, 2022. Invited attendees would include representatives from:

- Board of Supervisors
- Town Council
- County Admin
- Town Admin
- County EDA
- Town EDA
- County Planning Commission
- Town Planning Commission

### **5) Meetings with Local Leaders:**

Meet quarterly with the County Administrator and Town Manager to discuss issues involving the local governments and the Authority.

Make an annual presentation to both the Town Council and the Board of Supervisors.

### **6) COVID Measures**

Ensure that the Authority is prepared to make adjustments based on the status of Covid. When any changes are made, ensure that staff are well informed through email and meetings; in addition, report any changes made to the Board of Directors. Some of the items to be evaluated include, but are not limited to, the following:

- Evaluate the risks of having the front desk open to the public.
- Determine if/when masks are necessary for employees and visitors
- Determine when social distancing can be relaxed, or when it should be adhered to.
- Review the 'return to work' criteria and determine appropriate quarantine periods.
- Evaluate the travel policy to see if business travel restrictions need to be altered
- Ensure that remote work agreements are updated for teleworking employees