



**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
October 18, 2022**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, October 18, 2022, in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

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

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

Staff & Counsel Present: . Brian Key – Executive Director
Rhonda English – Deputy Director (Virtually)
Jill Underwood – Director of Finance
Thomas Cherro – Director of Operations
Megan Pittman – Director of Administration (Virtually)

1. Call to Order

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

2. Review of Agenda

The agenda was reviewed by the board. Mr. Mele requested a closed session to discuss personnel matters about information received from a former employee; an additional closed session was added for this matter.

The agenda, as modified, is shown below; the revisions are shown in ***bold italics***.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Executive Report: Presented by Brian Key
 - a. Policies and Projects Committee Meeting Summary 2022-10-12
 - i. ***Source4***
 - ii. ***Resolution 2022-10.01 - Policy Revisions***
5. Approval of Minutes: September 20, 2022 – Regular Board Meeting
6. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end August 2022
 - b. Financial Statements through month end September 2022

7. Operations Report: Presented by Thomas Cherro
 - a. Tasks Summary
8. Administration Report: Presented by Megan Pittman
9. Engineering Report: Presented by Rhonda English
 - a. Project Summary
 - b. CIP Summary
- 10. Closed Session pursuant to Section 2.2-3711 A. 1. of the Code of Virginia, 1950, as amended; this closed meeting is to discuss personnel issues.**
11. Closed Session pursuant to Section 2.2-3711 A. 5. of the Code of Virginia, 1950, as amended; this closed meeting is to discuss a business as to which no previous public announcement has been made.
12. Other business not covered on the above agenda
13. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Executive Report: Presented by Brian Key

- a. Policies and Projects Committee Meeting Summary 2022-10-12
 - i. Source4

The property and business owners were present at the October 12th committee meeting. They are looking into if they can replace the meter with a smaller meter which would reduce their costs; they have not gotten back to the Authority about this. The committee also reviewed the rate information policy and clarified the methodology that is used for determining the rates for fire assemblies. Mr. Gray added that if they change the meter they may receive credit back but they will still have to pay for the labor and configuration of the change. He suggested deferring that cost, utilizing the Economic Development Funds, once it has been determined. The board agreed to allow staff to pursue this idea once the costs are received.

- ii. Resolution 2022-10.01 - Policy Revisions

Mr. Mele pointed out that the resolution did not include Policy 2.01. Mr. Key said that was an oversight and that it should be added to the resolution.

Mr. Mele suggested there be a detailed review of the policies, and that many policies may need to include a definition section; he said that some of the policies were hard to comprehend and may need to be modified to make them easier to read and understand. Mr. Gray suggested adding addendums to allow the policy to stay the same with the extra information included with addendums. The board agreed to approve the policies as presented and Mr. Key will look into revising policies in the future to make them easier to understand.

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 18th day of October 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 the policies listed below were recommended by staff to the Policies and Projects Committee (“Committee”);

2.01 Rate Information	6.30 Industrial Wastes and Pretreatment
2.11 Billing and Payments	10.00 Financial Management Policy
2.40 Adjustments	10.10 Purchasing
4.51 Easement Value Calculations	10.12 Purchasing Cards
5.00 Overview of Water System	10.21 Disposal of Surplus Property
6.00 Overview of Wastewater System	20.11 Leave.

and, **WHEREAS**, at a meeting that was held on October 12, 2022 the 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 revisions be hereby adopted by the Authority.

On behalf of the Committee, Member Gray made a motion to approve the resolution as amended to include Policy 2.01.

Being a motion from a committee, no second motion was needed.

- Board member votes: 5 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Approval of Minutes: September 20, 2022 Regular Board Meeting

The regular Board Meeting Minutes from September 20, 2022, were reviewed.

Member Moldenhauer made a motion to approve the minutes.

Member Mele seconded the motion.

- Board member votes: 5 Aye; 0 Nay; 0 Abstain. The motion carried.

6. Financial Report: Presented by Jill Underwood

a. Financial Statements through month end August 2022

b. Financial Statements through month end September 2022

Staff received notification of a new federal program, Federal Low-Income Household Water Assistance Program, which assists low-income households with water and sewer bills, with an emphasis on assisting households that pay a high proportion of household income to drinking water and sewer service. The Authority has expressed interest in the program and is waiting for additional details.

The budget goal was 25% for September with operating revenues at 26% and operating expenses at 19%. Capital Recovery fees received this FY are 47% of the total budgeted amount, with water at 52% and sewer at 37%.

All revenue is recorded; however, some is in the incorrect GL account. There is additional training scheduled with the representatives from the billing system company and will review the structure and make modifications as necessary. Ms. Underwood explained how this process works with the billing and accounting software.

Most of the annual debt assistance from the County has been received to pay the October debt service payments on the 2002 and 2005 VRA issuances. In October, both principal and interest are paid. In April, only interest is paid.

Ms. Underwood has been researching consulting agencies to find additional help for accounting related functions.

7. Operations Report: Presented by Thomas Cherro

a. Tasks Summary

Mr. Cherro stated that three dump trucks were ordered to help the productivity of the Maintenance Department. The CIP Crew is moving along fairly quickly on their projects; however, material availability has been slowing down the projects at times. He also stated that the work at Paradise Point is completed and will be closed after a few final items are finished for VDOT. The ESCO project is continuing as well. Mr. Flynn said that he has been pleased with the improvements done at the Central Wastewater Treatment Plant. Last week the Helm Street Tank levels dropped quickly, and Mr. Cherro will be working on identifying and isolating points that have potentially caused this tank's issue.

8. Administration Report: Presented by Megan Pittman

Ms. Pittman showed the board some improvements in our external communications including a sneak peek at the new website and offering QR codes on our bills to allow easier payments.

The Authority had an employee event at the end of September at Layman Farms, where 66 staff attended. This time together is used for team building, building inter-department comradery, and a chance to make announcements to the whole organization and recognize retiring staff. The Safety Committee also has a Safety Day set for Friday to bring a higher understanding of the importance of safety while also making it fun. Activities include fire extinguisher training, a hazard identification game, and our award-winning rapid tapping team doing a demonstration.

9. Engineering Report: Presented by Rhonda English

a. Project Reports

Ms. English said that the Ivy Creek project has received review comments from the City of Lynchburg and CHA is finalizing the flow meter design. The Developer of Westyn Village Phase II met with the Authority and County to discuss options for partial service through a legal agreement and partial Capital Recovery fee payment prior to completion of Forest Middle School Pump Station upgrades. Ms. English asked if the board would like a committee to review the agreement in regards to the capital recovery fees partial payment possibility. Mr. Key said that it could be reviewed via email with the committee and then discussed at the next board meeting. There has been correspondence with a potential customer at the old Teva building who would be a large water and sewer user .

b. CIP Summary

The CIP list shows all the capital projects, including carryover items from last fiscal year, current fiscal year projects, and debt service projects.

The 460 pump station is still waiting on receipt of the pumps, and anticipates completion in November.

10. Closed Session pursuant to Section 2.2-3711 A. 1. of the Code of Virginia, 1950, as amended; this closed meeting is to discuss personnel issues.

Member Gray moved that the Board of Directors go into Closed Meeting pursuant to Section 2.2-3711 A.5 of the Code of Virginia (1950), as amended. Member Mele seconded the motion.

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

- The board entered into closed session at approximately 8:22 pm.

At approximately 8:51 pm Member Gray moved that the board exit closed session and return to open session. Member Segroves seconded the motion.

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

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

- Board member votes:

- Aye: Bob Flynn, Jay Gray, Kevin Mele, Michael Moldenhauer, Thomas Segroves
- Nay: None

11. Closed Session pursuant to Section 2.2-3711 A. 5. of the Code of Virginia, 1950, as amended; this closed meeting is to discuss a business as to which no previous public announcement has been made.

Member Mele moved that the Board of Directors go into Closed Meeting pursuant to Section 2.2-3711 A.5 of the Code of Virginia (1950), as amended. Member Moldenhauer seconded the motion.

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

- The board entered into closed session at approximately 8:55pm.

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

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

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

- Board member votes:

- Aye: Bob Flynn, Jay Gray, Kevin Mele, Michael Moldenhauer, Thomas Segroves
- Nay: None

12. Other Business

None

13. Motion to Adjourn:

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

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

The meeting adjourned at approximately 9:32pm.

Prepared by Megan Pittman – Director of Administration
Approved: Megan Pittman 2022