
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
December 20, 2022**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, December 20, 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
Rusty Mansel
Thomas Segroves
Walter Siehien

Members Absent:..... None

Staff & Counsel Present: . Brian Key – Executive Director
Rhonda English – Deputy Director
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 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 Comments
4. Approval of Minutes: November 15, 2022 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
6. Operations Report: Presented by Tom Cherro
7. Administration Report: Presented by Megan Pittman
8. Deputy Director Report: Presented by Rhonda English
9. Board Composition
 - a. Existing terms and officer history
 - b. Resolution 2022-12.01 Elections of Officers
 - c. Farewell to departing Board Members
 - d. Status of vacancies
10. Other business not covered on the above agenda
11. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: November 15, 2022 Regular Board Meeting

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

Member Segroves made a motion to approve the minutes.

Member Moldenhauer seconded the motion.

- Board member votes: 7 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

The BRWA is participating in the Federal Low-Income Household Water Assistance Program (LIHWAP). So far, 18 customers have received assistance totaling \$3,257.55. The program will be in existence until all funding is exhausted. Customer Service has door hangers advertising the program that are used on cut-off day and customers work directly with the Promise Team to apply for assistance.

The budget goal was 41.67% for November with operating revenues at 41% and operating expenses at 33%. Capital Recovery fees received this FY are 59% of the total budgeted amount, with water at 65% and sewer at 46%. Finance has identified the GL accounts that were setup incorrectly in the billing system implementation. Changes were made to the affected accounts and will be reflected in the December financials.

After the year-end tax reporting is complete, the BRWA will begin working on the RFP for auditing services. With project expenditures on Ivy Creek and the ARPA projects, the BRWA will also need a Single Audit completed, in addition to the regular financial statement audit.

6. Operations Report: Presented by Tom Cherro

The Water Operations Manager, William Swain, began his position on Monday. The ESCO project at the Central Wastewater Plant will be completed soon; the cost savings on the electric service bills have already begun. In Maintenance, equipment and vehicles that was ordered and purchased through the capital program has been arriving. Mr. Cherro reported that currently, at the same time the meeting was taking place, the Maintenance crews were working on a project to install new isolating valves near the hospital to better serve them.

7. Administration Report: Presented by Megan Pittman

Ms. Pittman reported on the news articles included in the packet. She also highlighted a few staff statistics that were shared at Winter Luncheon by Melissa Meador, Human Resources Manager. She also thanked the board on behalf of the staff for the approval of the winter bonus.

8. Deputy Director Report: Presented by Rhonda English

The funding for the Ivy Creek project has closed. Lynchburg issued a written notice to the Contractor that the public easements that Lynchburg has can be used for the project. As part of the ARPA agreement requirements with the Town, 60% design plans and an updated cost estimate for the Helm Street tank are expected this week that will be submitted to the Town by the end of December. The larger debt service projects have been separated in the CIP project listing in an effort to make the report easier to read. The 460 pump station controls are being finalized by the SCADA integrator for local access through the PLC and setting up screens through SCADA. In an emergency situation, the pump station as it is currently stands could be made operational; however, before it is permanently brought online for regular use, more testing needs to be completed.

9. Board Composition: Presented by Brian Key

a. Existing terms and officer history

Mr. Key provided a summary of the history of the board and their terms. There were no questions from the Board.

b. Resolution 2022-12.01 Elections of Officers

Per the requirements stated in the Bylaws policy 1.30 the board is to elect their slate of officers at the December board meeting each year. The board elected the officers, and then approved the following resolution:

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 20th day of December 2022, beginning at 7:00pm:

WHEREAS, the Authority Bylaws Policy 1.30 states that each year at the December meeting of the board the Authority will elect officers, including Chair, Vice Chair, Treasurer, and Secretary; now,

THEREFORE BE IT RESOLVED, the following nominations and motions were made for Calendar Year 2023:

Chair:

A motion was made by Member Gray
to Nominate Member Flynn for the position of Chair.
The motion was seconded by Member Mele.

Board Member Votes: 7 Aye 0 Nay 0 Abstain. The motion passed.

Vice-Chair:

A motion was made by Member Moldenhauer
to Nominate Member Gray for the position of Vice-Chair.
The motion was seconded by Member Mansel.

Board Member Votes: 7 Aye 0 Nay 0 Abstain. The motion passed.

Secretary / Treasurer:

A motion was made by Member Gray
to Nominate Brian Key for the position of Secretary / Treasurer.
The motion was seconded by Member Moldenhauer.

Board Member Votes: 7 Aye 0 Nay 0 Abstain. The motion passed.

c. Farewell to departing Board Members

Mr. Key provided a brief summary of the excellent service provided by Tom Segroves and Walter Siehien during their terms on the Board, and he thanked them for their dedication and service to the community; Mr. Flynn presented them with awards.

d. Status of vacancies

The Board of Supervisors reviewed five applicants for the two vacancies and appointed two new board members whose applications were included in the board packets. Their first meeting is anticipated to be in January. Committee assignments will be held until the new board members are sworn in and the right fit can be found for them.

10. Other Business

Mr. Key reported that the Clay Chastain case has been dismissed by the appellate court, and Mr. Chastain has filed a motion for the court to reconsider their actions. Source 4 / Carpe Diem has not recently been in communication with the Authority concerning their metering situation; if any correspondence is received, it will be passed along to the Board. The water service for Westyn Village has been turned on, and the wastewater pump station serving the development is in progress. Mr. Key explained that over the next few weeks the board room will begin getting new furniture and monitors mounted on

the walls; this should improve the presentations for hybrid meetings when people are in attendance both in-person and also online.

11. Motion to Adjourn:

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

Board Member Votes: 7 Aye, 0 Nay, 0 Abstain. The motion carried.

The meeting adjourned at approximately 7:49 pm.

Prepared by Megan Pittman – Director of Administration
Approved: January, 17, 2023