
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
January 17, 2023**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, January 17, 2023, 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
Jay Gray, Vice Chair
Donald Barger
Michael Moldenhauer
Kevin Mele
Rusty Mansel

Members Absent:..... None

Staff & Counsel Present: . Brian Key – Executive Director
Rhonda English – Deputy Director
Jill Underwood – Director of Finance
Thomas Cherro – Director of Operations (Virtually)
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. Welcome New Members
4. Public Comments
5. Approval of Minutes:
 - a. November 29, 2022 – Called Meeting
 - b. December 20, 2022 – Regular Board Meeting
6. Financial Report: Presented by Jill Underwood
7. Operations Report: Presented by Tom Cherro
8. Administration Report: Presented by Megan Pittman
9. Projects Report: Presented by Rhonda English
10. A Systematic Summary: Presented by Brian Key
11. Committee Assignments: Presented by Chairman Flynn
12. Other business not covered on the above agenda
13. Motion to Adjourn

3. **Welcome New Members**

Donald Barger, Donnie, introduced himself. He runs Snap-On in Bedford and has lived in the area for quite some time.

Mr. Key stated that Christian Snead did not accept the nomination. The Board of Supervisors have stated that they will work to have a new member appointed as soon as possible.

4. **Public Comments**

There were no public comments.

5. **Approval of Minutes:**

a. **November 29, 2022 - Called Meeting**

The called Board Meeting Minutes from November 29, 2022, were reviewed and the regular Board Meeting Minutes from December 20, 2022, were reviewed.

Member Gray made a motion to approve the minutes.

Member Mansel seconded the motion.

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

b. **December 20, 2022 - Regular Board Meeting**

- Approved in one motion as shown above.

6. **Financial Report: Presented by Jill Underwood**

The BRWA continues to receive payments to customer accounts as part of the Federal Low-Income Household Water Assistance Program (LIHWAP).

Disconnects were not done in December, due to the holidays. At the December Board meeting, a question was asked about the amount and dollar amount of disconnects from September and October. In September there were more disconnects in Forest/Lakes/Stewartsville, which are mostly water only accounts. In October, there were more Town customers, which are water and sewer customers resulting in a higher dollar amount.

The budget goal was 50% for December with operating revenues at 49% and operating expenses at 41%. Capital Recovery fees received this FY are 78% of the total budgeted amount, with water at 80% and sewer at 75%.

7. **Operations Report: Presented by Tom Cherro**

There were 96 after hours calls over the Christmas holiday period due to the extreme cold temperatures. There were several large leaks at local schools due to frozen pipes; the Helm Street water tank was almost depleted due to the leaks, and staff volunteered to run Central Water Treatment Plant on Christmas day to ensure that our customers had water available. There were around 275 hours of overtime hours completed by staff over the four day holiday weekend.

Mr. Flynn asked about lessons learned from this event; Mr. Cherro responded that for the Maintenance department it could not have been prevented. At the Smith Mountain Lake Water Treatment Facility, the transducers' heating cords stopped working which led to frozen sensors that needed to be thawed; this will be something that can be prevented in the future. Mr. Key said that the BRWA can do a bigger push on educating customers to drip their faucets in extreme cold to keep water running through their pipes.

Mr. Cherro informed the board that the contractor for the ESCO project will be back on site soon to finish the project.

8. Administration Report: Presented by Megan Pittman

Ms. Pittman showed the board the Winterizing website page that houses quite a bit of information on how to prepare your home, including pipes, for the winter. Ms. Pittman reviewed the news articles included in the packet. She also mentioned that Jeff Martin will be joining the BRWA as the new Risk and Safety Supervisor on January 30th. He has an extensive background in the safety department, including years of experience as the Safety Director at Lynchburg Water Resources.

9. Projects Report: Presented by Rhonda English

Ms. English reviewed the Capital Improvement Program projects in the board packet.

Mr. Flynn asked about the ARPA projects. Ms. English provided the current status of the three Town ARPA projects. Helm Street Tank 60% plans and cost estimate were submitted to the Town for approval, Bell Town Road waterline is awaiting annual contractor pricing, and the Town and Country Sewer Replacement construction is underway.

Mr. Flynn, Mr. Key, and Ms. English are meeting with the Board of Supervisor's Water and Sewer Committee on January 31st to discuss ARPA funds to see if there are any for the BRWA.

10. A Systematic Summary: Presented by Brian Key

Mr. Key made a presentation about the 460 booster station, including its history, timeline, and cost.

11. Committee Assignments: Presented by Chairman Flynn

Chairman Flynn assigned board members to committees as follows:

- Finance Committee: Mr. Mele and Mr. Gray
- Policies and Projects Committee: Mr. Mansel and Mr. Barger
- Personnel Committee: Mr. Moldenhaur

12. Other Business

Mr. Mansel requested a tour of the facilities; Mr. Key suggested that this tour take place after the seventh member was appointed by the Board of Supervisors, such that Mr. Mansel, Mr. Barger, and the new member could all get the tour at the same time.

Mr. Barger asked about the history of providing water from Smith Mountain Lake. Mr. Key explained that a well system was previously used to serve customers in the Highpoint subdivision at the Lake; due to water quality issues, the Authority constructed a membrane treatment facility in the Highpoint subdivision to treat water from the lake. From there, the system expanded to connect a number of other well system and a larger plant was needed, as well as a backup source for the Town of Bedford, resulting in the development of the Smith Mountain Lake Water Treatment Facility.

Mr. Key said that Western Virginia Water Authority just finished a salary survey that was shared with the BRWA. Their results showed that when the BRWA's entry level positions were boosted after the compensation study, there was compression that may need to be adjusted in the upcoming budget. WVWA's study shows that the BRWA is behind market pay in several positions.

13. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:35 pm.

Prepared by Megan Pittman – Director of Administration
Approved: February 21, 2023