



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

---

## Bedford Regional Water Authority – Board of Directors Regular Board Meeting – Minutes April 18, 2023

A regular meeting of the Board of Directors of the Bedford Regional Water Authority ("Bedford Water") was held on Tuesday, April 18, 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, Jr  
Jay Gray  
Rusty Mansel  
Kevin Mele  
Michael Moldenhauer  
John Sharp

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 (virtual)

### 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: March 21, 2023 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end March 2023
  - b. Finance Committee Meeting Summary – April 5, 2023
    - i. ***Resolution 2023-04.01*** – Bylaws Policy
  - c. FY 2023-2024 Budget Presentation
6. Operations Report: Presented by Tom Cherro
  - a. Wastewater Ops – ESCO Project at Central WTP
  - b. Maintenance – Bedford Weaving
  - c. Water Ops – Flocculator and Mountain View Shores
7. Administration Report: Presented by Megan Pittman
8. Deputy Director Report: Presented by Rhonda English

9. Executive Report: Presented by Brian Key
  - a. Executive Leadership Program Summary
  - b. Strategic Planning
  - c. **Recap of Town Council Meeting**
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: March 21, 2023 - Regular Meeting

The regular Board Meeting Minutes from March 21, 2023, were reviewed and approved as amended to indicate that Member Gray is Vice Chair.

Member Moldenhauer made a motion to approve the minutes.

Member Mele seconded the motion.

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

### 5. Financial Report: Presented by Jill Underwood

#### a. Financial Statements through month end March 2023

The report for March is included. Based on feedback from the Board at the last meeting, there have been modifications to the payment statistics. Another modification was requested which prompted the board to discuss the purpose of the report.

The budget goal was 75% for March with operating revenues at 78% and operating expenses at 63%. Revenue is recorded; however, some categories are being reported to incorrect GL accounts (i.e. Paradise Point water has some other service areas included). Finance is reviewing the details and making corrections in the billing software. Capital Recovery fees received this FY are 101% of the total budgeted amount, with water at 103% and sewer at 96%.

Proposals were received for audit services for the upcoming and subsequent fiscal years. The RFQ was sent to five companies and two responses were received. Brown Edwards was \$15,000 less expensive than the other company that sent a proposal.

#### b. Finance Committee Meeting Summary – April 5, 2023

The Committee discussed the CIP and a review of the board's compensation. The Committee requested to review the Board compensation line item of the budget; there have been no changes to the compensation since the inception of the Authority in January 2013. They reviewed the 29.1% cumulative inflation since 2013. A differential salary amount was discussed, providing the Chairman and Vice Chairman a slightly higher compensation than the other positions. The bylaws will need to be updated in order to make a change to compensation. This proposed change is included in the draft of the budget.

Member Mansel said that he sees that there should be a different pay rate for the Chair and Vice Chair and was not in favor of raising the pay. Member Moldenhauer said that the last time this was discussed he was against it but now he is neutral. Member Sharp said that he agreed that the Chair and Vice Chair should get more, and since he is new he did not feel strongly about an overall increase. Member Mele said that inflation from January 2013 to today is 29.1% and these numbers bring the board in line with other boards in the area. He stated that he would vote in favor of it.

Member Barger said that he thought it was an unpaid position and will go along with the majority. Member Gray initially looked at being a part of the board as community service. He said that he thinks the adjustment for the Chair should be made, and if that adjustment is made, then all the members should be adjusted. Member Flynn said that the Chair does not always do more work than the other members who also serve other roles on Committees; however, the inflation rate is undeniable and he would vote in favor of the change.

i. **Resolution 2023-04.01 – Bylaws Policy**

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 18<sup>th</sup> day of April 2023, 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**, at a meeting that was held on April 5, 2023 the Finance Committee reviewed the Bylaws policy and has recommended the revisions, as shown on the attached document, 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 Mele made a motion to approve this resolution.

Being a motion from a committee, a second motion was not needed.

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

c. **FY 2023-2024 Budget Presentation**

Ms. Underwood presented an overview of the draft budget. The board discussed the budget and Mr. Key and Ms. Underwood answered questions. The budget will be presented at the May meeting for approval.

**6. Operations Report: Presented by Thomas Cherro**

a. **Wastewater Ops – ESCO Project at Central WTPP**

Mr. Cherro discussed the ESCO project’s savings, referring to a graph outlining the cost savings that was included in the board packets.

b. **Maintenance – Bedford Weaving**

The Bedford Weaving isolation valves have been installed and the project is complete.

c. **Water Ops – Flocculator and Mountain View Shores**

The flocculator replacement will begin at the end of May or the beginning of June. Spraying for algae at Stoney Creek Reservoir will begin now through the fall.

**7. Administration Report: Presented by Megan Pittman**

Ms. Pittman reviewed the news articles included in the packet. She also reviewed the ESCO Ribbon Cutting ceremony that was held on April 13<sup>th</sup>. She reported on the growth of her team’s staff with the addition of an HR Assistant and the Safety Supervisor a few months ago.

## **8. Deputy Director Report: Presented by Rhonda English**

The Ivy Creek project has received 11,000 feet of pipe on site. They are doubling up on the blasting crews and are still working on the manhole order. The 460 pump station is almost complete with a minor list of punch list items. Staff met with a consultant to discuss replacing the pumps at Pump Stations 1 and 2. Westyn Village has approached the BRWA to request additional buildings to connect. The developments on 122 South will require BRWA lines to be relocated to allow for the addition of turn lanes, including a center turn lane.

## **9. Executive Report: Presented by Brian Key**

### **a. Executive Leadership Program Summary**

Mr. Key gave a summary of the two-week immersion leadership program he attended at UNC at Chapel Hill.

### **b. Strategic Planning**

Mr. Key included in the board packets two prior strategic plans and explained the process behind creating the plans. He asked the board what level of involvement they would like in the creation of the plan. His suggestion was for staff to create a draft and regularly bring it to the board during the process. Another option is to do a board retreat to create the plan. Mr. Mansel asked about the amount of time this will take to develop, which would impact the board's involvement. Mr. Key said that he would like an outline in place before the adoption of FY 2025 budget. Mr. Mansel said that it is the staff's role to develop the plan with the board reviewing it and the board agreed with him. Mr. Key also asked how much outreach to the public the board would like incorporated into the plan. The board responded that they saw receiving public feedback as favorable.

### **c. Recap of Town Council Meeting**

Mr. Key attended the Town Council to discuss ARPA funds and the projects the Authority is working on. Mr. Mansel received a phone call from the Mayor after the meeting asking about the costs, which he was able to clarify. Mr. Key also met with Mr. Hiss and Mr. Warner to further discuss projects that they had questions about.

## **10. Other Business**

No other business was discussed.

## **11. Motion to Adjourn:**

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

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

The meeting adjourned at approximately 9:35 pm.

Prepared by Megan Pittman – Director of Administration

Approved: May 16, 2023