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**Bedford Regional Water Authority – Board of Directors  
Regular Board Meeting – Minutes  
June 20, 2023**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, June 20, 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  
Michael Moldenhauer, Vice Chair  
Donald Barger, Jr.  
Rusty Mansel  
Kevin Mele  
John Sharp

Members Absent: ..... Jay Gray

Staff & Counsel Present: . Brian Key – Executive Director  
Rhonda English – Deputy Director  
Megan Pittman – Director of Administration  
William Swain – Water 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. Public Comments for all issues other than the public hearing
3. Approval of Minutes: May 16, 2023 – Regular Board Meeting
4. Financial Report: Presented by Brian Key
5. Water Operations Report
  - a. Meet William Swain – Water Operations Manager
  - b. 750 Peaks Street – Ms. Leighton
6. Administration Report: Presented by Megan Pittman
7. Projects Report: Presented by Rhonda English
8. Executive Report: Presented by Brian Key
  - a. Summary of facility tour on June 1
  - b. Next facility tour on Friday, June 23
9. Other business not covered on the above agenda
10. Motion to Adjourn

**3. Public Comments**

Nancy Leighton at 750 Peaks Street thanked the BRWA and Mr. Swain for testing her water and being very communicative with Ms. Leighton. She was happy with the response of the BRWA and the water test results.

**4. Approval of Minutes: May 16, 2023 - Regular Meeting**

The regular Board Meeting Minutes from May 16, 2023, were reviewed.

Member Sharp made a motion to approve the minutes.

Member Barger seconded the motion.

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

**5. Financial Report: Presented by Brian Key**

The budget goal was 95% for May with operating revenues at 86% and operating expenses at 80%. Capital Recovery fees received this FY are 123% of the total budgeted amount, with water at 125% and sewer at 119%. All debt payments for the fiscal year have been paid, as of May 31<sup>st</sup>. Finance is working on preliminary audit preparation, as well as posting adjusting entries from throughout the year (i.e. prepaid accounts, capital asset activity, and depreciation). Mr. Key explained that the excess revenue from Capital Recovery can be used for CIP projects. Mr. Mele asked Ms. Underwood to contact him when she returns from PTO to provide further explanation about the developer credits.

**6. Water Operations Report**

a. Meet William Swain – Water Operations Manager

Mr. "W.T." Swain introduced himself to the board. He worked at the City of Lynchburg for about 15 years, as both a line tech and in the water department as a supervisor. He's been with the BRWA since December 2022. He views licensing as one of the biggest challenges in the Water Operations department. Mr. Mansel said the BRWA should take to heart how to help the young workforce that is working to get their licenses.

b. 750 Peaks Street - Ms. Leighton

Mr. Swain explained that three locations were tested, both inside and outside of Ms. Leighton's home. These samples were tested in-house for immediate results and were also sent to Pace. The results showed that the water was well within the health department's requirements.

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

Ms. Pittman reported on the media articles included in the packet. She also announced a Water Tower Showdown on July 8<sup>th</sup> at the SML Water Treatment Facility for 6<sup>th</sup>- 8<sup>th</sup> graders. This is in conjunction with Lynchburg Water Resources and WVWA. Another event is the 10th Anniversary celebration on June 29<sup>th</sup> at noon. She also mentioned that salary memos were handed out after the board approved the budget last meeting and were met with great appreciation. The Information Systems department is also setting up with a new provider called Connectwise which will provide greater security and cloud backups.

**8. Projects Report: Presented by Rhonda English**

The ESCO project on the CIP list is finally marked as complete. Next month, the new projects for the FY23-24 CIP will be a part of the report along with any projects still in progress. The 460 pump station has a few minor SCADA integrations left until it is

complete. The Ivy Creek project is experiencing some challenges due to hydrogen sulfide leaking into the bedrock which caused an unsafe explosion and halted activity. Mr. Key and Ms. English will be looking at a realignment for the project.

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

a. Summary of facility tour on June 1

Mr. Key took Mr. Mele and Mr. Barger to a few sites, where they saw that the BRWA has a brand new plant, a quite old plant, and sites in between of all ages. Mr. Mele said he was struck by the beauty of the reservoir and he would like the public to have access to it. Mr. Barger said that the whole operation is a well-oiled machine and it is very impressive. He also complimented Mr. Key on his vast knowledge of the system and industry.

b. Next facility tour on Friday, June 23

Another tour is scheduled for Friday, June 23<sup>rd</sup>. The offer for tours is always open to board members.

**10. Other Business not covered on the above agenda**

Mr. Key said that Clay Chastain lost his appeal in the Supreme Court of Virginia related to his disagreement with the BRWA fees. He can now ask the Supreme Court of Virginia to reconsider; it would not go to a federal level after this. To date, the courts have all ruled in favor of the BRWA charging fair rates.

Mr. Key informed the Board that he attended the American Water Works Association ACE conference; lead and copper, PFAS, and labor were the top topics for discussion. He said it is beneficial to talk with peers in the industry from all over the country.

Mr. Key toured the reservoir at Bradford, Pennsylvania, where they made a nice public trail system, and he will share more information and pictures at a future meeting. Bradford's reservoir could be a good example of what the BRWA's reservoir could look like for the public. Conversations about a land transfer will have to be part of this conversation due to owning all the land all around the reservoir.

**11. Motion to Adjourn:**

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

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

The meeting adjourned at approximately 8:03 pm.