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

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

Members Absent:..... Kevin Mele

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

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: September 19, 2023 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
6. Operations Report: Presented by Thomas Cherro
7. Administration Report: Presented by Megan Pittman
8. Projects Report: Presented by Rhonda English
9. Executive Report: Presented by Brian Key
 - a. Strategic Plan / Roundtable Discussions
 - b. Clay Chastain
 - c. Systematic Summary: Mariners Landing
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: September 19, 2023 - Regular Meeting

The regular Board Meeting Minutes from September 19, 2023, were reviewed.

Member Barger made a motion to approve the minutes.

Member Gray seconded the motion.

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

5. Financial Report: Presented by Jill Underwood

Customer Service had an adjustment for sewer that a customer requested; the information was provided to the Board, as it was an exception to the policy that was approved by staff. The water from the leak did not go into the sewer system due to the nature of the leak.

For September, the budget goal was 25%, with operating revenues at 28% and operating expenses at 21% expenses. Capital Recovery fees received this FY are 29% of the total budgeted amount, with water at 34% and sewer at 21%. Principal and interest were paid on the VRA issuances. The County paid \$890,000 towards the debt service payment. The moral obligation from the County this FY is \$1M, as the 2022 VRA issuances were paid off last fiscal year.

Finance continues to work on the audit and adjusting entries for FY23 and on the financial statement audit and the Single audit for ARPA funding. The new Finance Manager begins on Monday.

The board asked for an update about the water meter that was being sent for testing that was discussed at the last board meeting. The turnaround time is 60-90 days, and we anticipate having information at the beginning of November.

6. Operations Report: Presented by Thomas Cherro

Mr. Cherro reported that Pump Station #7 has been completed; a final inspection will be done on October 26th. The Water Operations department is still searching for the Assistant Water Operations Manager. The board was informed that there is an active leak on 221 in front of Forest Middle School; the school will be closed tomorrow due to this. The board asked a few questions about the damage and anticipated repair.

7. Administration Report: Presented by Megan Pittman

Ms. Pittman reported on the Source4/Carpe Diem topic that came up at the last board meeting. A press release was sent out, and a few media outlets picked up the story, as shown in the board packet. Ms. Pittman also asked the board if there were any other places she could send this information to help spread this news. This week, a press release about the BRWA's food drive will also go out. Social media has quieted down on the Open Candidate Forum about the BRWA. The Authority has instated a new Communications Progression plan for the Communications department; and Cody Lawhorn has progressed to Senior Communications Specialist; Cody also finished his Master's degree in Communications.

8. Projects Report: Presented by Rhonda English

Subcontractors for the Forest Middle School Pump Station project indicated that they had not received full payment from the general contractor for the project and have asked

about the surety the BRWA had on the project. Legal counsel may need to be contacted about how to address prepayment issuance.

The annual construction contract will go out for advertisement this month since the current annual contracts run out in December. The draft bidding documents have been received for the Helm Street project, with bidding to be staggered with the annual construction contract. Both of those will come to the board for approval. The Ivy Creek Sewer redesign is under review by the contractor, and once the contractor verifies the constructability, a copy of the redesign will be presented to the BRWA. Pipe has begun to be installed on the remainder of the project alignment, including the Hawkins Mill Road crossing that is having to be tunnelled due to rock.

9. Executive Report: Presented by Brian Key

a. Strategic Plan / Roundtable Discussions

The strategic planning consultant is compiling the information from the employees focus groups, customer survey, and roundtable meeting. Mr. Key asked the board what they thought about the roundtable meeting. Mr. Barger said he liked meeting the people in attendance and having open dialogue to hear what they were thinking and the direction they would like to go. Mr. Mansel said that everyone in the room said the right things, and he hopes that it comes to fruition; he was a little concerned about some political tensions in the room. He hopes there are at least one to two items that BRWA can collaborate on. Mr. Moldenhauer brought up the discussion of growth in Bedford. Mr. Flynn said there is a cost to growth, and the issue is worth discussing, but perhaps at a different time. Mr. Sharp said that the opinion of not wanting growth is an outlier. He thinks the role of local government is to get the infrastructure in place and then let the free market work. Ms. English said there are a lot of opportunities to work together, like collaborating on Master Plans or Comprehensive Plans. Mr. Key said it was valuable to hear the other entities' priorities and plans to help the guide the BRWA with its strategic plan. Another comment was to bring that group together more often, along with encouraging staff to do this across the organizations.

b. Clay Chastain

Mr. Chastain has once again filed suit against the BRWA about its fees; he has now moved the filing to the small claims court, and the BRWA's attorney is working on this case. The first return hearing will be held on November 2nd and the Authority's attorney believes that the Authority will once again prevail.

c. Systematic Summary: Mariners Landing

Mr. Key made a presentation about the history of the Mariners Landing system.

10. Other Business not covered on the above agenda

Mr. Key mentioned that the quarterly meeting was held with representatives from the Western Virginia Water Authority (WVWA) to discuss the production rate for the SML WTF. This facility produces water cheaper than other sources, including purchases from the City of Lynchburg. The Board asked several questions about the Lynchburg contract, regarding the term and the minimum purchase requirements.

11. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:41 pm.

Prepared by Megan Pittman – Director of Administration

Approved: _____ 2023