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**Bedford Regional Water Authority – Board of Directors  
Regular Board Meeting – Minutes  
November 21, 2023**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, November 21, 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 (Virtually)  
Donald Barger, Jr.  
Rusty Mansel  
Kevin Mele  
Michael Moldenhauer  
John Sharp (Virtually)

Members Absent: ..... none

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  
La’Shonna Ross – Finance 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. Review of Agenda
3. Public Comments
4. Approval of Minutes: October 17, 2023 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
  - a. Staff Introduction; LaShonna Ross, Finance Manager
  - b. FY 2022-2023 Audit Report, presented by Travis Gilmer with Brown Edwards
  - c. Financials for month ending October 31, 2023
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. ARPA Funding
  - b. Articles of Incorporation Policy 1.20
  - c. Strategic Plan: 2024-2028
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: October 17, 2023 - Regular Meeting**

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

Member Moldenhauer 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 Jill Underwood**

a. Staff Introduction; La'Shonna Ross, Finance Manager

Ms. Ross introduced herself, giving background about her education and past work history.

b. FY 2022-2023 Audit Report, presented by Travis Gilmer with Brown Edwards

Member Gray entered the meeting at 7:05 pm.

Mr. Gilmer summarized the ACFR, governance letter, and management letter. The board asked clarifying questions that were answered.

c. Financials for month ending October 31, 2023

Ms. Underwood said that the meter of the customer who attended the September board meeting was tested. It showed a slight inaccuracy in the customer's favor during low water usage, and a leak adjustment was granted to the customer.

For October, the budget goal was 33%, with operating revenues at 39% and operating expenses at 28% expenses. Capital Recovery fees received this FY are 40% of the total budgeted amount, with water at 44% and sewer at 31%.

Finance continues to work on adjusting entries from the audit. Once they are posted, a final financial statement from FY23 will be provided. The ARPA sewer system collection grant for Town and Country has yet to close, which is why cash is lower this year than last. A principal forgiveness grant from VDH for the lead service line inventory project is in progress, but funds still need to be collected. She also mentioned that customer disconnections often go up during the holiday season.

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

The Maintenance CIP crew is 75% done with the Peakview Street Waterline; they hope to finish by the end of November. After 22 months on order, the Vactor truck has been received. Mr. Mansel complimented the BRWA on handling the leak in front of Forest Middle School and how the team represented the BRWA in a challenging situation. The board discussed the leak and how it will be fixed. Mr. Sharp asked if this could be brought to the General Assembly for funds. Mr. Key said he could contact the Bedford delegate to ask. Mr. Moldenhauer asked if the Montvale Water Company has approached the BRWA about taking over its system. Recently, there have been some complaints in that area; Mr. Key will begin discussions to see if the BRWA could help with that system.

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

Ms. Pittman reviewed the articles in the board packet and also mentioned a backflow prevention campaign that will be running in December. Articles included topics like the Forest Middle School leak, National Drug Takeback Day, the giving program the BRWA does, and a VRSA award the BRWA received.

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

Ms. English provided an update about the Forest Middle School pump station prepayments. The deadline for all the information and verification for payments was November 15<sup>th</sup>, and not all the payment verifications were provided. The BRWA then issued approximately \$609,000 in prepayment credit; no more prepayment credit can be issued without board approval. The Helm Street project is out for bid. The Ivy Creek project is continuing to progress. At the next board meeting, there will be a resolution for the annual construction contracts.

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

##### **a. ARPA Funding**

The BRWA requested \$2 million from the County; the BRWA gave the County its CIP list to show the projects that needed to be done, which added up to around \$2 million. The Board of Supervisors discussed this during a work session; generally, they are comfortable giving the BRWA \$1.75 million with the condition that the BRWA will use those funds to build a leachate transfer station at the Central Wastewater Treatment Plant. Mr. Key will discuss this with the County Administrator, and determine if a Water and Sewer Committee is warranted. Mr. Sharp said that the County Board of Supervisors wants to hold some of the remaining ARPA money in reserves in case it is needed for projects like the broadband initiative.

##### **b. Articles of Incorporation Policy 1.20**

The revised articles of incorporation were included in the packet and eliminated term limits; Town Council and the Board of Supervisors were the governing bodies that had to approve the updates. Mike Moldenhauer has been appointed for another term by the Town, and Bob Flynn will be considered by the County in December.

##### **c. Strategic Plan: 2024-2028**

The strategic planning process is on track, and a draft will be presented at the December board meeting. This will include an updated mission, vision, and values that will need board approval.

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

There was no other business covered.

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

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

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

The meeting adjourned at approximately 8:10 pm.