



**Bedford
Regional
Water Authority**



BOARD OF DIRECTORS

December 19th, 2023

BEDFORD REGIONAL WATER AUTHORITY

Providing quality service to everyone.



1723 Falling Creek Road, Bedford, VA 24523-3137



540.586.7679



540.586.5805



www.brwa.com

MEETING NOTES

To: BRWA Board of Directors
From: Brian M. Key, PE; Executive Director
Date: December 12, 2023
Re: Notes for the December 19, 2023 Board of Directors Meeting

Mike Moldenhauer and Bob Flynn were reappointed to the Board of Directors for four more years; Congratulations Mike and Bob!

We have a few action items on the agenda this month. Below are a few notes corresponding to the agenda numbers:

6. The Asset Management team has put together a dashboard which has some good statistical data available. An example of the dashboard can be found in the packets.
8. **Resolution 2023-12.01:** The resolution is to approve the execution of an agreement for the Annual Term Contract for Water and Sewer Construction Services to perform construction task orders as the Authority deems appropriate and necessary.
- 9.a. Enclosed in your packets is a DRAFT of the outward facing Strategic Plan. Amanda Stanley, the Artisan Leader, will make a presentation on the report.
- 9.b. **Resolution 2023-12.02:** It's ELECTION TIME! We need to elect the officers for calendar year 2024. I'm running for secretary / treasurer, and I would appreciate your vote.

Mike Moldenhauer has provided notice that he plans to join the meeting remotely.

If you have any questions about any of the information contained in your board packets, or if you are not going to be able to attend the meeting, please contact me prior to the board meeting.

AGENDA

NOTICE AND AGENDA

To: Board of Directors
From: Brian Key – Executive Director
Date: December 13, 2023
Re: Notice of Board Meeting and Agenda

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Authority”) will be held on **Tuesday, December 19, 2023, at 7:00 p.m.** in the **Board Meeting Room** of the Authority located in the **Annex** building at **1723 Falling Creek Road in Bedford County**. The public can provide input and/or join the meeting in person or in the following ways:

- Join the Zoom meeting with **audio/video** by electronic device (computer, phone, tablet):
<https://us02web.zoom.us/j/89020482671?pwd=SDd4OG5oTTBZdiswRnBFZlZSK2xGZz09>
 - Meeting ID: 890 2048 2671
 - Passcode: akSN48
- Join the Zoom meeting with **audio only** by phone:
(651) 372 8299 -or- (786) 635 1003 -or- (267) 831 0333
 - Meeting ID: 890 2048 2671
 - Passcode: 856579
- Click on the link to the online meeting on our Facebook page or website
 - www.brwa.com (Navigate to “Get In Touch/Calendar” and find the date of the meeting)
 - <https://www.facebook.com/bedfordwater>

The following Agenda is proposed for discussion:

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: November 21, 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
 - a. **Resolution 2023-12.01** - Construction Term Contractor
 - b. Project reports
9. Executive Report: Presented by Brian Key
 - a. Strategic Plan – Review Public Draft (presented by Amanda Stanley)
 - b. **Resolution 2023-12.02** - Elections of Officers
10. Other business not covered on the above agenda
11. Motion to Adjourn

MINUTES

**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 15th, 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.

FINANCIAL REPORT



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MEMORANDUM

To: BRWA Board of Directors
From: Jill W. Underwood, Director of Finance
Date: December 13, 2023
Re: Financial Highlights for November 2023

Customer Service Statistical Report:

The report for November is included.

Summary of Revenues & Expenses:

- 1) Budget goal is 42% for November, operating revenues are at 46% and operating expenses at 34%.
- 2) Capital Recovery fees received this FY are 51% of the total budgeted amount, with water at 55% and sewer at 45%.

Cash Flow Summary

The summary is included in your packets.

Tracking Data for Customer Service Department

	Description	December '22	January '23	February '23	March '23	April '23	May '23	June '23	July '23	August '23	September '23	October '23	November '23	Running 12 Month Totals
1	Statements Generated	14,270	14,286	14,291	14,309	14,340	14,360	14,389	14,387	14,405	14,417	14,426	14,454	172,334
2	Total \$ Amount of Statements Generated	\$1,344,339.45	\$1,350,337.14	\$1,525,796.19	\$1,212,382.01	\$1,252,787.83	\$1,374,870.73	\$1,219,654.39	\$1,380,011.59	\$1,554,598.03	\$1,555,392.24	\$1,539,423.46	\$1,447,038.46	\$16,756,631.52
3	Total \$ Payments Received	\$1,533,867.61	\$1,379,464.27	\$1,198,156.84	\$1,585,834.36	\$1,252,834.74	\$1,452,188.85	\$1,275,279.54	\$1,547,925.73	\$1,703,996.41	\$1,408,420.62	\$1,793,722.00	\$1,467,840.30	\$17,599,531.27
4	Account Transfers	160	152	170	229	157	206	245	239	229	221	187	145	2,340
5	New Customers - Forest	2	6	8	9	13	10	4	6	16	7	5	8	94
6	New Customers - SML	2	7	1	1	-	2	3	1	2	5	6	5	35
7	Residential Disconnected Customers (#)	-	101	68	85	82	44	66	66	46	77	35	54	724
8	Residential Disconnected Customers (\$)	\$0.00	\$20,975.10	\$10,642.80	\$14,138.59	\$16,738.83	\$9,396.22	\$13,899.02	\$10,184.67	\$8,131.80	\$14,871.37	\$6,307.28	\$14,266.02	\$139,552
9	Normal and Transfer Readings	14,511	14,535	14,507	14,570	14,597	14,616	14,632	14,662	14,729	14,709	14,709	14,719	175,496
10	Tower Read Meters	2,594	3,027	2,924	2,927	3,106	2,726	2,474	2,038	2,040	1,037	1,416	1,259	27,568
11	New Meter Installs	11	18	9	12	30	23	10	28	15	12	16	25	209
12	Meters Changed - Program	-	11	35	97	33	4	2	2	1	18	10	2	215
13	Remaining Developer's Credits	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	\$341,484.01	N/A
14	Bulk Water Sales - New London (Gallons)	3,050	-	3,050	-	7,110	27,125	83,480	10,615	19,222	32,049	13,487	4,735	203,923
15	Bulk Water Sales - Moneta (Gallons)	700	-	700	-	-	-	17,245	20,180	3,647	11,021	10,990	5,600	70,083
16	Bulk Water Sales - Central Distr (Gallons)	17,500	-	20,600	34,300	75,200	64,500	118,908	35,494	64,800	50,500	200	19,200	501,202
17	Total Bulk Water Sales	\$255.00	\$0.00	\$292.20	\$411.60	\$987.72	\$1,099.50	\$2,635.60	\$795.47	\$1,052.03	\$1,122.84	\$296.12	\$354.42	\$9,302.50

Bedford Regional Water Auth.
Balance Sheet
For the Five Months Ending Thursday, November 30, 2023

		<u>7/1/2023</u> <u>Beginning</u>	<u>Nov 2023</u> <u>Actual</u>
	ASSETS		
1000:1000	Cash	\$5,060,471.17	\$4,926,800.24
1001	Restricted Investments	19,307,665.79	18,173,207.99
1002:1002	Prepaid Expenses	834,460.61	882,587.66
1101:1101	Accounts Receivable	4,525,960.41	4,634,670.34
1102	Accounts Receivable Other	32,206.16	357,529.52
1200	Inventory	1,169,381.68	1,261,650.09
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	9,698,627.35	12,093,092.00
1301	Tangible Assets- Office	5,619,413.39	5,619,413.39
1302	Tangible Assets - Vehicles	4,175,805.54	4,175,805.54
1400:1500	Tangible Assets - Water	104,017,672.36	104,017,672.36
1700	Tangible Assets - Sewer	71,044,183.22	71,044,183.22
1800	Intangible Assets	743,601.00	743,601.00
1801	Fixed Asset Clearing Account	20.98	722,604.98
1900	Depreciation	<u>(78,666,085.41)</u>	<u>(78,666,085.41)</u>
	Total assets	147,567,318.91	149,990,667.58
	LIABILITIES		
2000	Accounts Payable	(767,678.57)	(266,133.88)
2001	Customer Liabilities	(517,536.87)	(495,096.00)
2100	Employee Liabilities	(735,378.41)	(577,501.74)
2200	Notes Payable	(50,280,278.48)	(48,495,278.48)
2300	Developer Credits	(3,282,448.27)	(3,891,917.51)
2999	Retained Earnings	<u>(91,983,998.31)</u>	<u>(91,983,998.31)</u>
	Total liabilities	(147,567,318.91)	(145,709,925.92)
	Operating Surplus/ (Loss)		4,280,741.66

Bedford Regional Water Auth.
Balance Sheet
For the Five Months Ending Thursday, November 30, 2023

		<u>7/1/2023</u> <u>Beginning</u>	<u>Nov 2023</u> <u>Actual</u>
ASSETS			
Cash:			
1000-0000	Change Box for CS	350.00	350.00
1000-0001	Petty Cash	16.57	16.57
1000-0002	Truist Checking Account	3,024,600.40	2,853,293.38
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	337,503.53	344,174.39
1000-1000	VA Investment Pool-Capital Projects Reserve	615,932.00	627,365.98
1000-2000	VA Investment Pool- Operating Reserves	1,081,843.67	1,101,926.72
1000-0005	Cash Suspense Account (for F.A.)		(551.80)
	Total Cash	5,060,471.17	4,926,800.24
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	969,439.92	73,159.26
1001-0020	Reserve for future capital projects	690,908.24	702,845.32
1001-0021	County Funds for New Projects	150,177.09	170,732.04
1001-0022	SML WTF Depreciation Fund WVWA	694,346.54	707,236.19
1001-0023	BRWA Cell Tower Funds	345,913.55	335,913.55
1001-0024	SML WTF Depreciation Fund- BRWA portion	694,346.53	707,236.18
1001-0025	Vehicle and Equipment Replacement Fund	758,389.72	840,889.72
1001-0030	Information Systems Replacement Fund	283,932.32	291,432.32
1001-0035	Meter Replacement Fund	217,198.84	292,198.84
1001-0040	Sewerline Replacement Fund	1,101,862.76	1,164,361.76
1001-0045	Waterline Replacement Fund	356,970.70	431,970.70
1001-0050	Tank Rehab	406,995.76	426,996.76
1001-1010	VA Investment Pool- Reserve Fund	436,327.83	440,799.67
1001-1020	LGIP Repairs & Maintenance Reserve	24,085.63	24,085.63
1001-1025	VRA Debt Service Reserve Fund	1,720,240.83	1,699,457.86
1001-1100	Escrow Account	33,241.72	33,241.72
1001-1220	DEQ (Ivy Creek) Construction Fund	10,063,626.16	9,445,986.82
1001-0060	Water Facilities Set Aside Fund		12,501.00
1001-0065	Sewer Facilities Set Asides		12,501.00
	Total Restricted Investments	19,307,665.79	18,173,207.99
Prepaid Expenses:			
1002-1000	Prepaid Insurance	131,360.28	175,336.28
1002-1001	Prepaid Dues/Service Contracts	66,713.33	70,864.38
1002-1002	Deferred Outflows of Resources (Pensions)	655,832.00	655,832.00
1002-1003	VRS OPEB Deferred Outflow	90,385.00	90,385.00
1002-1004	VRS OPEB Deferred Outflow	(78,862.00)	(78,862.00)
1002-1005	Local OPEB Deferred Outflows	17,861.00	17,861.00
1002-1006	Local OPEB Deferred Inflows	(48,829.00)	(48,829.00)
	Total Prepaid Expenses	834,460.61	882,587.66
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,179,700.22	1,194,585.78
1101-2000	Budget Billing Accounts Rec.	6.52	6.52
1101-2001	Monthly Statement A/R	(20.00)	(20.00)
1101-2002	Monthly Deferred A/R- holding account	553.47	553.47
1101-2003	AR Credits	(50.00)	(50.00)
1101-3000	Billings Receivable Sewer	1,509,121.72	1,479,836.38
1101-3210	Credit Card Convenience Fee AR	735.34	735.34
1101-4000	Allowance for Doubtful Accounts	(252,468.34)	(252,468.34)
1101-4001	Water Penalties- A/R	(362,651.90)	(343,159.92)
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	18,485.53	27,041.12
1101-4004	Payment Arrangement AR- Sewer	268.43	268.43
1101-4005	Payment Arrangement AR- Sewer Penalties	94.60	94.60

Bedford Regional Water Auth.
Balance Sheet
For the Five Months Ending Thursday, November 30, 2023

		<u>7/1/2023</u> <u>Beginning</u>	<u>Nov 2023</u> <u>Actual</u>
1101-4006	Payment Arrangement AR- Water Penalties	174.14	174.14
1101-5001	Water Capital Recovery Fees A/R	20,000.00	20,000.00
1101-5002	Returned Check A/R	1,018.25	1,158.35
1101-5003	Sewer Capital Recovery Fees A/R	23,600.00	23,600.00
1101-5005	Reconnect Fee A/R	18,478.01	19,431.93
1101-6000	Water Account Charge A/R	8,684.37	8,746.42
1101-6003	Sewer Account Charges A/R	13,957.59	20,706.34
1101-7001	Water Deposits A/R	(47,225.14)	(70,031.96)
1101-7003	Sewer Deposits A/R	20,948.25	20,948.25
1101-7500	Meter Base Installation Fee A/R	143,293.43	143,393.43
1101-7502	A/R- Sewer Clean-Out Installation Fee	39,100.00	56,800.00
1101-7504	Sewer Pump Maintenance A/R	9,132.63	10,115.59
1101-7505	Service Repairs & Rents A/R	(709.88)	(709.88)
1101-7506	A/R- Septage Dumping Fees	8,335.00	8,335.00
1101-7507	Meter Fee A/R	70,719.63	72,794.63
1101-7508	A/R- Industrial Pretreatment	(7,158.26)	(7,179.03)
1101-7510	SGP Review and Inspections A/R	(6,581.92)	(6,677.60)
1101-8000	Misc. Charges Receivable	(1.00)	(1.00)
1101-8002	NSF holding/clearing account	7,643.34	7,643.34
1101-8003	Consolidation holding account	(3,761.63)	(3,761.63)
1101-8006	Unauthorized Service A/R	4,000.00	6,000.00
1101-8008	Cellular Rental AR	2,193,382.71	2,193,382.71
1101-8009	Pending Electronic Payments	(84,689.74)	2,532.89
	Total Accounts Receivable	4,525,960.41	4,634,670.34
Accounts Receivable Other:			
1102-0001	Miscellaneous Accounts Receivable	32,206.16	357,529.52
	Total Accounts Receivable Other	32,206.16	357,529.52
Inventory:			
1200-0001	Maintenance Inventory	428,586.15	513,001.37
1200-0002	Meter Inventory	740,795.53	748,648.72
	Total Inventory	1,169,381.68	1,261,650.09
Loan Related Assets:			
1202-0009	VRA 2014 Cash Account (per docs)	3,934.66	3,934.66
	Total Loan Related Assets	3,934.66	3,934.66
Construction In Progress:			
1250-0001	CIP Inventory	43,294.74	43,294.74
1250-0300	CIP- Western Hills Sewer Replacement	7,500.00	40,050.00
1250-0302	CIP- Western Hills Water Replacement	7,500.00	30,390.00
1250-0310	CIP- Lead Service Line Inventory Project	1,600.00	8,000.00
1250-0315	CIP- Central Water Electrical Study	30,265.00	34,229.20
1250-0316	CIP- Peakview St Water	117,669.70	145,307.06
1250-0317	CIP- Website Development Project	61,190.00	61,190.00
1250-0318	Town & Country WATER Replacement	41,900.00	41,900.00
1250-0323	Central Water control valves	112,742.82	112,742.82
1250-0326	Town & Country Sewer Replacement Project ARPA	1,625,777.68	2,040,888.80
1250-0336	CIP- Belltown Rd Waterline (ARPA)	40,169.52	247,521.03
1250-0378	Helm Street Tank Project (ARPA)	180,070.00	202,397.00
1250-0382	CIP- Galax St Sewer Project	23,349.38	23,349.38
1250-0383	CIP- Ivy Creek Sewer	5,048,602.77	6,507,252.59
1250-0390	CIP- 460 Booster Station	2,196,373.00	2,196,373.00
1250-0391	CIP- Turkey Mtn Booster Station	42,490.00	42,490.00
1250-0399	CIP- Galax St. WATER	118,132.74	118,347.74
1250-0301	CIP- Central PS Pump Replacements		32,927.14
1250-0322	CIP- Key System		5,772.50
1250-0324	Central Sewer Pump Station 7		148,670.00

Bedford Regional Water Auth.
Balance Sheet
For the Five Months Ending Thursday, November 30, 2023

		<u>7/1/2023</u> <u>Beginning</u>	<u>Nov 2023</u> <u>Actual</u>
1250-0332	Stoney Creek Reservoir Drain Analysis		9,999.00
	Total Construction In Progress	9,698,627.35	12,093,092.00
Tangible Assets- Office:			
1301-0001	Office Facilities	3,695,648.46	3,695,648.46
1301-0002	Information Systems	1,923,764.93	1,923,764.93
	Total Tangible Assets- Office	5,619,413.39	5,619,413.39
Tangible Assets - Vehicles:			
1302-0001	Vehicles and Equipment	4,175,805.54	4,175,805.54
	Total Tangible Assets - Vehicles	4,175,805.54	4,175,805.54
Tangible Assets - Water:			
1400-1000	SML Water Treatment Facility	16,694,001.18	16,694,001.18
1400-2000	Smith Mountain Lake Central	22,552,336.98	22,552,336.98
1400-3000	Stewartsville Water	2,735,076.84	2,735,076.84
1500-1000	Forest Water	37,841,213.85	37,841,213.85
1500-2000	Lakes Water	1,761,491.47	1,761,491.47
1500-3000	Central Water	22,433,552.04	22,433,552.04
	Total Tangible Assets - Water	104,017,672.36	104,017,672.36
Tangible Assets - Sewer:			
1700-0014	Central Sewer	28,542,354.54	28,542,354.54
1700-0015	Moneta Sewer	12,791,612.43	12,791,612.43
1700-0016	Forest Sewer	20,625,165.92	20,625,165.92
1700-0020	Mariners Landing Sewer	1,448,700.18	1,448,700.18
1700-1016	BRWA Share Lynchburg Sewer Upgrade	5,566,470.93	5,566,470.93
1700-8000	Montvale Sewer	2,069,879.22	2,069,879.22
	Total Tangible Assets - Sewer	71,044,183.22	71,044,183.22
Intangible Assets:			
1800-0000	Studies & Permits (Feasibility, master studies)	687,190.55	687,190.55
1800-0090	Capitalized Interest (Various projects)	56,410.45	56,410.45
	Total Intangible Assets	743,601.00	743,601.00
Fixed Asset Clearing Account:			
1801-0000	Fixed Asset Clearing Account	20.98	722,604.98
	Total Fixed Asset Clearing Account	20.98	722,604.98
Depreciation:			
1900-0000	Accumulated Depreciation	(78,666,085.41)	(78,666,085.41)
	Total Depreciation	(78,666,085.41)	(78,666,085.41)
	Total assets	147,567,318.91	149,990,667.58
LIABILITIES			
Accounts Payable:			
2000-1000	Accounts Payable	(630,092.77)	(3,009.03)
2000-1005	Retainage Payable	(137,585.80)	(263,124.85)
	Total Accounts Payable	(767,678.57)	(266,133.88)
Customer Liabilities:			

Bedford Regional Water Auth.
Balance Sheet
For the Five Months Ending Thursday, November 30, 2023

		<u>7/1/2023</u> <u>Beginning</u>	<u>Nov 2023</u> <u>Actual</u>
2001-0000	Customer Credit- Budget Billing accounts	3,009.22	3,009.22
2001-0001	Customer Credits	(356,158.10)	(356,158.10)
2001-0002	Misc. Misposting	713.57	713.57
2001-0003	Customer Refunds Payable	95,315.20	110,881.07
2001-0005	Liability for Easement Condemnations	(4,394.72)	(4,394.72)
2001-1000	Water Deposits	(177,652.63)	(170,777.63)
2001-1555	Fireline Assembly Deposits	(16,308.86)	(16,308.86)
2001-2000	Interest on Deposits (Town accounts)	1,256.93	1,256.93
2001-3000	Sewer Deposits	(62,817.48)	(62,817.48)
2001-4000	Liability for SML Meeting Room Deposits	(500.00)	(500.00)
	Total Customer Liabilities	<u>(517,536.87)</u>	<u>(495,096.00)</u>
Employee Liabilities:			
2100-0050	Compensated Absences Liability	(155,051.82)	(155,051.82)
2100-0060	Accrued Payroll	(211,863.11)	(0.01)
2100-0250	VRS Employee Contribution Payable	2,428.45	(17,370.42)
2100-0400	Net Pension Liability	96,066.00	96,066.00
2100-0500	VRS OPEB Liability	(205,844.00)	(205,844.00)
2100-0510	Local OPEB Liability	(237,887.00)	(237,887.00)
2100-0550	Health Insurance Payable- Employee Share	(25,550.50)	(26,759.96)
2100-0600	VRS Mandatory Cash Match- Hybrid	1.25	1.25
2100-0750	Optional Life Insurance Payable	658.14	597.10
2100-0800	AFLAC Withholding Payable	1,714.01	1,764.07
2100-0900	Outstanding Payables Checks	(49.83)	(49.83)
2100-0200	State Withholding Payable		(32,575.67)
2100-0450	Flexible Spending Account Payable		12.55
2100-0950	Employee Gym Memberships		(54.00)
2100-1000	Garnishments Payable		(350.00)
	Total Employee Liabilities	<u>(735,378.41)</u>	<u>(577,501.74)</u>
Notes Payable:			
2200-0115	Current Maturities Long-Term Debt	0.40	1,785,000.40
2200-2001	Accrued Interest Payable	(368,798.41)	(368,798.41)
2200-2020	VRA 2015 Loan	(27,215,000.00)	(27,215,000.00)
2200-2021	VRA 2015 Premium	(242,312.59)	(242,312.59)
2200-2026	VRA Series 2005 Premium	(842.80)	(842.80)
2200-2029	VRA 2009 Series Deferred amount of Refunding	15,266.75	15,266.75
2200-2230	Series 2012 Loan (2005 Refunding)	(830,000.00)	(830,000.00)
2200-2232	VRA 2012 Deferred Amount on refunding	65,117.30	65,117.30
2200-2233	VRA Series 2014 Loan (2005 refunding)	(1,745,000.00)	(1,745,000.00)
2200-2234	VRA Series 2014 Premium (2005)	(61,765.42)	(61,765.42)
2200-2235	VRA 2014 Deferred Amt on Refunding	30,406.83	30,406.83
2200-2238	VRA Series 2019 Deferred Amt on Refunding	(12,467.11)	(12,467.11)
2200-2240	VRA 2020 Loan (ESCO)	(3,370,000.00)	(3,370,000.00)
2200-2241	VRA 2020 Premium	(469,607.59)	(469,607.59)
2200-2250	2022 VA Water Facilities Revolving Fund	(13,338,457.00)	(13,338,457.00)
2200-2500	Assumed Debt from Town	(1,799,000.76)	(1,799,000.76)
2200-3000	Lynchburg Sewer System Loan Payable	(937,818.08)	(937,818.08)
	Total Notes Payable	<u>(50,280,278.48)</u>	<u>(48,495,278.48)</u>
Developer Credits:			
2300-0000	Deferred Revenue Liability	(357,684.01)	(967,153.25)
2300-1000	Deferred Inflows of Resources	(776,796.00)	(776,796.00)
2300-1001	Deferred Inflow of Resources- Leases	(2,147,968.26)	(2,147,968.26)
	Total Developer Credits	<u>(3,282,448.27)</u>	<u>(3,891,917.51)</u>
Retained Earnings:			
2999-0000	Retained Earnings	(91,983,998.31)	(91,983,998.31)

Bedford Regional Water Auth.
Balance Sheet
For the Five Months Ending Thursday, November 30, 2023

	<u>7/1/2023</u> <u>Beginning</u>	<u>Nov 2023</u> <u>Actual</u>
Total Retained Earnings	(91,983,998.31)	(91,983,998.31)
Total liabilities	(147,567,318.91)	(145,709,925.92)
Operating Surplus/ (Loss)		4,280,741.66

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Five Months Ending Thursday, November 30, 2023

		<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
OPERATING REVENUE						
3000-3000	Water Sales	(\$942,854.74)	(\$4,719,338.74)	(\$10,969,377.00)	(\$6,250,038.26)	43%
3100-	Sewer Sales	(486,731.76)	(2,393,748.11)	(5,185,428.00)	(2,791,679.89)	46%
3902	Penalties	(20,548.43)	(68,619.06)	(70,000.00)	(1,380.94)	98%
3903-	Account Charges	(2,775.00)	(20,047.50)	(60,000.00)	(39,952.50)	33%
3903-	Review Fees	(4,052.30)	(37,261.68)	(55,500.00)	(18,238.32)	67%
3900-	Interest Earned	(89.54)	(58,316.15)	(30,000.00)	28,316.15	194%
3903-	Sewer Clean Outs			(7,000.00)	(7,000.00)	0%
3903-3250	Meter Installation Revenues	(16,100.00)	(84,175.00)	(95,000.00)	(10,825.00)	89%
3903-3255	Industrial Pretreatment Revenue	(1,554.22)	(7,754.42)	(18,000.00)	(10,245.58)	43%
3903-3261	Rent/Meter Charges	(11,361.92)	(16,875.57)	(5,000.00)	11,875.57	338%
3903-	Misc	(18,027.32)	(99,256.38)	(155,606.00)	(56,349.62)	64%
3903-	Fixed Asset Disposals		(13,450.00)		13,450.00	0%
3901-	Account Default Fees	(4,715.00)	(25,956.08)	(28,000.00)	(2,043.92)	93%
3201-3275	Contract Reimbursements	(89,749.14)	(163,273.59)	(219,000.00)	(55,726.41)	75%
	Revenue from BRWA Operations	<u>(1,598,559.37)</u>	<u>(7,708,072.28)</u>	<u>(16,897,911.00)</u>	<u>(9,189,838.72)</u>	<u>46%</u>
3000-3220	Capital Recovery Fees	(137,700.00)	(615,650.00)	(1,200,000.00)	(584,350.00)	51%
3903-3265	Cellular Antenna Site Rental-County portion	(5,385.48)	(21,022.96)	(55,452.00)	(34,429.04)	38%
3904-3310	BOS Capital Contributions		(889,909.38)	(1,000,000.00)	(110,090.62)	89%
3904-3315	Developer Line Contributions			(200,000.00)	(200,000.00)	0%
3904:3904-	Contributions from Town	(219,310.93)	(248,746.93)		248,746.93	0%
3903-3330	SML WTF Revenue		(25,779.30)	(400.00)	25,379.30	6,445%
3904-3317	Developer Prepayments Redemption Revenue			(20,000.00)	(20,000.00)	0%
	Revenue from Other Sources	<u>(362,396.41)</u>	<u>(1,801,108.57)</u>	<u>(2,475,852.00)</u>	<u>(674,743.43)</u>	<u>73%</u>
	Total Revenue	(1,960,955.78)	(9,509,180.85)	(19,373,763.00)	(9,864,582.15)	49%
OPERATING EXPENSES						
4000 + 4002	Salaries	388,409.03	1,928,542.58	5,752,993.58	3,824,451.00	34%
4010	General Office Expenses	14,341.23	125,351.09	298,088.00	172,736.91	42%
4100	Employee Benefit & Related Expenses	134,992.91	704,292.34	2,458,938.66	1,753,938.66	29%
4110	Billing Expenses	6,055.27	123,219.67	249,824.00	126,604.33	49%
4120	Information Systems Expenses	19,996.71	101,773.28	226,899.00	125,125.72	45%
4130	Administration Supplies		3,972.06	6,560.00	2,587.94	61%
4140	Customer Service Supplies		250.00	3,908.00	3,658.00	6%
4210	Engineering Expenses	6,258.80	47,810.03	151,476.00	103,665.97	32%
4220 + 4223	Operations Expenses		36.99	4,500.00	4,463.01	1%
4221	Compliance Program Supplies			13,725.00	13,725.00	0%
4222	Pretreatment Expenses	4,698.00	12,708.76	37,295.00	24,586.24	34%
4225-0100	Lab Supplies	666.68	5,425.13	22,000.00	16,574.87	25%
4230	Maintenance Expenses	3,076.99	26,824.73	53,226.00	26,401.27	50%
4240	Vehicles & Equipment Expenses	24,708.49	140,637.30	325,796.00	185,158.70	43%
4250	Forest Water Expenses	11,074.79	316,162.44	882,571.00	566,408.56	36%
4260	Well Systems Expenses	516.71	15,246.07	44,064.00	28,817.93	35%
4265	SML Central Distribution Water System Expenses	1,213.37	19,621.65	41,699.00	22,077.35	47%
4270	Highpoint Facility Expenses	2,275.41	13,471.93	33,834.00	20,362.07	40%
4330	SMLWTF Water Treatment Expenses	27,003.50	202,158.25	569,956.00	367,797.75	35%
4275	Central Water Distribution Expenses	15,843.59	83,504.84	187,591.00	104,086.16	45%
4276	Central Water Treatment Expenses	2,906.69	62,371.47	177,735.00	115,363.53	35%
4280	Stewartsville Water Expenses	2,558.59	20,501.89	52,715.00	32,213.11	39%
4290	Forest Sewer Expenses	16,489.26	170,732.49	559,121.00	388,388.51	31%
4291	Central Sewer Collection System Expenses	5,379.40	71,062.15	208,000.00	136,937.85	34%
4293	Central Sewer Treatment Expenses	60,008.93	220,500.82	570,306.00	349,805.18	39%
4292	Moneta Sewer Collection System Expenses	4,522.14	48,639.22	47,400.00	(1,239.22)	103%
4294	Moneta Sewer Treatment Expenses	9,629.67	46,476.17	133,192.00	86,715.83	35%
4295	Montvale Sewer Expenses	897.30	11,572.86	26,751.00	15,178.14	43%
4296	Montvale Sewer Collection System Expenses			6,500.00	6,500.00	0%
4340	Mariners Landing Sewer Expenses	1,087.69	17,906.64	101,240.00	83,333.36	18%
4350	Cedar Rock Sewer Expenses	953.17	16,201.37	36,500.00	20,298.63	44%
4360	Paradise Point Water Expenses	116.12	4,927.23	18,474.00	13,546.77	27%
4300 + 4310	Schools Sewer Expenses	(1,281.94)	7,232.50	43,500.00	36,267.50	17%
4315	Mariners Landing Water Expenses		547.36		(547.36)	0%
4320	Franklin County Operations	1,792.51	10,050.74	27,000.00	16,949.26	37%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Five Months Ending Thursday, November 30, 2023

		<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
4600:4600	BRWA&EDA Contributions for Development		<u>10,000.00</u>		<u>(10,000.00)</u>	<u>0%</u>
	Total Operating Expenditures	<u>766,191.01</u>	<u>4,589,732.05</u>	<u>13,372,670.58</u>	<u>8,782,938.53</u>	<u>34%</u>
4400	Depreciation			<u>4,587,600.00</u>	<u>4,587,600.00</u>	<u>0%</u>
4500-0640	Lynchburg Debt Service Paid			<u>1,664.00</u>	<u>1,664.00</u>	<u>0%</u>
4500-0645	2012 VRA Interest		<u>21,268.75</u>	<u>21,269.00</u>	<u>0.25</u>	<u>100%</u>
4500-0660	2014 VRA Interest		<u>38,640.63</u>	<u>77,281.00</u>	<u>38,640.37</u>	<u>50%</u>
4500-0665	2015 VRA Interest		<u>487,578.13</u>	<u>959,481.00</u>	<u>471,902.87</u>	<u>51%</u>
4500-0650	Assumed Debt from City		<u>26,535.25</u>	<u>53,071.00</u>	<u>26,535.75</u>	<u>50%</u>
4500-0675	VRA 2020 Interest (ESCO project)		<u>64,684.38</u>	<u>124,372.00</u>	<u>59,687.62</u>	<u>52%</u>
	Total Interest and Debt Service		<u>638,707.14</u>	<u>1,237,138.00</u>	<u>598,430.86</u>	<u>52%</u>
	Total Exp., Depr. and Debt Service	<u>766,191.01</u>	<u>5,228,439.19</u>	<u>19,197,408.58</u>	<u>13,968,969.39</u>	<u>27%</u>
	Total Revenues Less Oper Expense	<u>(1,194,764.77)</u>	<u>(4,280,741.66)</u>	<u>(176,354.42)</u>	<u>4,104,387.24</u>	<u>2,427%</u>
	Gross Cash Before Capital Exp	<u>(1,194,764.77)</u>	<u>(4,280,741.66)</u>	<u>(176,354.42)</u>	<u>4,104,387.24</u>	<u>2,427%</u>
	Less non-debt Capital Contributions	<u>(219,310.93)</u>	<u>(274,526.23)</u>	<u>(220,400.00)</u>	<u>54,126.23</u>	<u>125%</u>
	Earnings/(loss) before BRWA Capital Outlays	<u>(975,453.84)</u>	<u>(4,006,215.43)</u>	<u>44,045.58</u>	<u>4,050,261.01</u>	<u>(9,096%)</u>

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Five Months Ending Thursday, November 30, 2023

		<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
OPERATING REVENUE						
Water Sales:						
3000-3000	Water Sales	(931,154.86)	(4,632,342.00)	(10,820,793.00)	(6,188,451.00)	43%
3000-3050	Contract Water Sales	(10,566.25)	(80,282.65)	(134,784.00)	(54,501.35)	60%
3000-3100	Paradise Point Water	(1,133.63)	(6,714.09)	(13,800.00)	(7,085.91)	49%
	Total Water Sales	(942,854.74)	(4,719,338.74)	(10,969,377.00)	(6,250,038.26)	43%
Sewer Sales:						
3100-3000	Sewer Sales	(472,341.96)	(2,321,094.33)	(5,129,068.00)	(2,807,973.67)	45%
3100-3025	Mariners Landing Sewer	(11,023.67)	(54,966.67)	(22,600.00)	32,366.67	243%
3100-3050	Cedar Rock Revenue	(3,366.13)	(17,687.11)	(33,760.00)	(16,072.89)	52%
	Total Sewer Sales	(486,731.76)	(2,393,748.11)	(5,185,428.00)	(2,791,679.89)	46%
Penalties:						
3902-3211	Water Penalty Revenue	(12,641.40)	(44,611.41)	(45,000.00)	(388.59)	99%
3902-3213	Sewer Penalty Revenue	(7,907.03)	(24,007.65)	(25,000.00)	(992.35)	96%
	Total Penalties	(20,548.43)	(68,619.06)	(70,000.00)	(1,380.94)	98%
Account Charges:						
3903-3231	Water Account Charge Revenue	(1,850.00)	(13,298.75)	(40,000.00)	(26,701.25)	33%
3903-3233	Sewer Account Charge Revenue	(925.00)	(6,748.75)	(20,000.00)	(13,251.25)	34%
	Total Account Charges	(2,775.00)	(20,047.50)	(60,000.00)	(39,952.50)	33%
Review Fees:						
3903-3240	Engineering Review Fees	(3,377.30)	(34,036.68)	(50,000.00)	(15,963.32)	68%
3903-3242	Engineering Fire Flow Testing	(75.00)	(225.00)	(1,500.00)	(1,275.00)	15%
3903-3243	SGP Review and Inspections	(600.00)	(3,000.00)	(4,000.00)	(1,000.00)	75%
	Total Review Fees	(4,052.30)	(37,261.68)	(55,500.00)	(18,238.32)	67%
Interest Earned:						
3900-3250	Bank Interest Earned	(89.54)	(58,316.15)	(30,000.00)	28,316.15	194%
	Total Interest Earned	(89.54)	(58,316.15)	(30,000.00)	28,316.15	194%
Sewer Clean Outs:						
3903-3245	Sewer Clean-Out Installation Fee			(7,000.00)	(7,000.00)	0%
	Total Sewer Clean Outs			(7,000.00)	(7,000.00)	0%
Meter Installation Revenues:						
3903-3250	Meter Fee Revenue	(3,300.00)	(24,275.00)	(35,000.00)	(10,725.00)	69%
3903-3260	Meter Base Installation Revenue	(12,800.00)	(59,900.00)	(60,000.00)	(100.00)	100%
	Total Meter Installation Revenues	(16,100.00)	(84,175.00)	(95,000.00)	(10,825.00)	89%
Industrial Pretreatment Revenue:						
3903-3255	Industrial Pretreatment Revenue	(1,554.22)	(7,754.42)	(18,000.00)	(10,245.58)	43%
	Total Industrial Pretreatment Revenue	(1,554.22)	(7,754.42)	(18,000.00)	(10,245.58)	43%
Rent/Meter Charges:						
3903-3261	Service Repairs & Equipment Rentals	(11,361.92)	(16,875.57)	(5,000.00)	11,875.57	338%
	Total Rent/Meter Charges	(11,361.92)	(16,875.57)	(5,000.00)	11,875.57	338%
Misc:						
3903-3262	Cellular Antenna Rental- BRWA portion	(4,176.72)	(26,867.96)	(73,998.00)	(47,130.04)	36%
3903-3263	Sewer Extension Revenue	(2,500.00)	(30,200.00)	(30,200.00)	30,200.00	0%
3903-3264	Sewer Pump Maintenance Revenue	(7,175.00)	(34,965.00)	(63,000.00)	(28,035.00)	56%
3903-3270	Miscellaneous Revenue	(3,273.57)	(3,668.37)	(8,000.00)	(4,331.63)	46%
3903-3275	Revenue from Communication Towers	(902.03)	(3,555.05)	(10,608.00)	(7,052.95)	34%
	Total Misc	(18,027.32)	(99,256.38)	(155,606.00)	(56,349.62)	64%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Five Months Ending Thursday, November 30, 2023

		<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
Fixed Asset Disposals:						
3903-3280	Sales and Disposals		(13,450.00)		13,450.00	0%
	Total Fixed Asset Disposals		(13,450.00)		13,450.00	0%
Account Default Fees:						
3901-3211	Reconnect Fee Revenue	(2,400.00)	(12,600.00)	(25,000.00)	(12,400.00)	50%
3901-3212	Return Check Revenue	(315.00)	(1,540.00)	(2,000.00)	(460.00)	77%
3901-3213	Unauthorized Service Revenue	(2,000.00)	(11,816.08)	(1,000.00)	10,816.08	1,182%
	Total Account Default Fees	(4,715.00)	(25,956.08)	(28,000.00)	(2,043.92)	93%
Contract Reimbursements:						
3201-3275	School System Operations	(11,504.03)	(18,663.30)	(51,000.00)	(32,336.70)	37%
3904-3318	Franklin County Contract Operations	(78,245.11)	(144,610.29)	(168,000.00)	(23,389.71)	86%
	Total Contract Reimbursements	(89,749.14)	(163,273.59)	(219,000.00)	(55,726.41)	75%
	Revenue from BRWA Operations	(1,598,559.37)	(7,708,072.28)	(16,897,911.00)	(9,189,838.72)	46%
Capital Recovery Fees:						
3000-3220	Water Capital Recovery Fees	(82,000.00)	(436,050.00)	(800,000.00)	(363,950.00)	55%
3100-3220	Sewer Capital Recovery Fees	(55,700.00)	(179,600.00)	(400,000.00)	(220,400.00)	45%
	Total Capital Recovery Fees	(137,700.00)	(615,650.00)	(1,200,000.00)	(584,350.00)	51%
Cellular Antenna Site Rental-County portion:						
3903-3265	Cellular Antenna Revenue- Co. portion	(2,784.48)	(17,911.96)	(49,332.00)	(31,420.04)	36%
3903-3285	Bedford County Broadband Revenue	(2,601.00)	(3,111.00)	(6,120.00)	(3,009.00)	51%
	Total Cellular Antenna Site Rental-County portion	(5,385.48)	(21,022.96)	(55,452.00)	(34,429.04)	38%
BOS Capital Contributions:						
3904-3310	Bedford County Debt Support		(889,909.38)	(1,000,000.00)	(110,090.62)	89%
	Total BOS Capital Contributions		(889,909.38)	(1,000,000.00)	(110,090.62)	89%
Developer Line Contributions:						
3904-3315	Developer Contributions			(200,000.00)	(200,000.00)	0%
	Total Developer Line Contributions			(200,000.00)	(200,000.00)	0%
Contributions from Town:						
3904-3325	Town of Bedford ARPA Projects	(219,310.93)	(248,746.93)		248,746.93	0%
	Total Contributions from Town	(219,310.93)	(248,746.93)		248,746.93	0%
SML WTF Revenue:						
3903-3330	SML WTF Revenue		(25,779.30)	(400.00)	25,379.30	6,445%
	Total SML WTF Revenue		(25,779.30)	(400.00)	25,379.30	6,445%
Developer Prepayments Redemption Revenue:						
3904-3317	Developer Capital Recovery Fee Redemption Revenue			(20,000.00)	(20,000.00)	0%
	Total Developer Prepayments Redemption Revenue			(20,000.00)	(20,000.00)	0%
	Revenue from Other Sources	(362,396.41)	(1,801,108.57)	(2,475,852.00)	(674,743.43)	73%
	Total Revenue	(1,960,955.78)	(9,509,180.85)	(19,373,763.00)	(9,864,582.15)	49%
OPERATING EXPENSES						
Salaries:						
4000-0010	Administration Salaries	75,409.63	332,805.47	1,223,960.04	891,154.57	27%
4000-0019	IT Oncall Stipend	450.00	2,742.86		(2,742.86)	0%

Bedford Regional Water Auth.
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For the Five Months Ending Thursday, November 30, 2023

		<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
4000-0020	Administration Overtime	555.89	2,028.72	11,673.95	9,645.23	17%
4002-0010	Customer Service Salaries	30,070.59	148,491.41	438,620.00	290,128.59	34%
4002-0020	Customer Service Overtime	115.08	1,495.10	6,670.01	5,174.91	22%
4003-0010	Engineering Department Salaries	68,843.59	345,209.35	794,458.80	449,249.45	43%
4003-0019	Engineering OnCall Stipend	600.00	2,850.00	7,800.00	4,950.00	37%
4003-0020	Engineering Department Overtime	1,921.60	12,953.14	45,373.88	32,420.74	29%
4004-0010	Maintenance Department Salaries	97,592.01	496,522.58	1,353,586.20	857,063.62	37%
4004-0019	Maintenance OnCall Stipend Expense	1,800.00	8,467.57	29,900.00	21,432.43	28%
4004-0020	Maintenance Department Overtime	7,896.76	55,381.58	201,534.53	146,152.95	27%
4005-0010	Operations Department Salaries	94,995.71	488,765.29	1,514,051.20	1,025,285.91	32%
4005-0019	Operations OnCall Stipend	750.00	3,292.86	8,100.00	4,807.14	41%
4005-0020	Operations Department Overtime	7,408.17	27,536.65	117,264.97	89,728.32	23%
	Total Salaries	388,409.03	1,928,542.58	5,752,993.58	3,824,451.00	34%
General Office Expenses:						
4010-0075	Board & Committee Meetings		325.50	1,000.00	674.50	33%
4010-0085	Long Range Planning	3,600.00	17,800.00	45,000.00	27,200.00	40%
4010-0100	Office Supplies	152.20	2,533.99	8,000.00	5,466.01	32%
4010-0103	Public Outreach Expenses		332.59	15,000.00	14,667.41	2%
4010-0110	Building Maintenance Expense	1,212.25	20,734.06	29,400.00	8,665.94	71%
4010-0130	Postage and Shipping Expense	1,249.69	3,654.33	8,000.00	4,345.67	46%
4010-0140	Commercial Phone Charges	1,171.69	5,672.14	12,120.00	6,447.86	47%
4010-0142	Cellular Phone Service		9,081.09	20,480.00	11,398.91	44%
4010-0150	Building Power and Utilities		7,432.45	18,000.00	10,567.55	41%
4010-0155	Building Fuel Costs	170.40	402.91	6,000.00	5,597.09	7%
4010-0170	Advertising		4,118.40	18,000.00	13,881.60	23%
4010-0175	Bank Service charges		2,755.14	16,800.00	14,044.86	16%
4010-0200	Accounting Services	4,200.00	34,430.00	50,000.00	15,570.00	69%
4010-0220	Legal Expenses	210.00	3,939.50	18,000.00	14,060.50	22%
4010-0400	Board of Directors Fees	2,375.00	11,875.00	28,500.00	16,625.00	42%
4010-0401	Board Mileage Reimbursements		263.99	420.00	156.01	63%
4010-0160	Employee Bond			618.00	618.00	0%
4010-0161	Building Insurance			2,750.00	2,750.00	0%
	Total General Office Expenses	14,341.23	125,351.09	298,088.00	172,736.91	42%
Employee Benefit & Related Expenses:						
4100-0030	Payroll Taxes	28,186.75	156,220.62	436,600.00	280,379.38	36%
4100-0040	VRS Retirement and Group Life	35,379.51	144,789.63	528,276.00	383,486.37	27%
4100-0041	VRS Hybrid Disability Program	946.39	3,717.45	14,691.00	10,973.55	25%
4100-0050	Health Insurance	66,713.18	340,585.95	981,740.00	641,154.05	35%
4100-0055	Flexible Spending Account	(799.90)	(372.70)	2,500.00	2,872.70	(15%)
4100-0065	Employee Testing		1,545.00	6,556.00	5,011.00	24%
4100-0075	Meetings		2,094.89	7,590.00	5,495.11	28%
4100-0080	Professional Dues	10.00	1,392.00	26,365.00	24,973.00	5%
4100-0085	Training and Education		14,179.78	181,560.00	167,380.22	8%
4100-0086	Continuing Education		4,894.00	18,000.00	13,106.00	27%
4100-0095	Employee Referral Program			500.00	500.00	0%
4100-0101	Clothing and Uniforms	518.65	5,650.79	56,203.00	50,552.21	10%
4100-0102	Employee & Incentive Fund	542.00	6,719.21	33,000.00	26,280.79	20%
4100-0103	Safety	3,496.33	22,875.72	85,822.00	62,946.28	27%
4100-0045	Unemployment Payments			6,000.00	6,000.00	0%
4100-0060	Worker's Compensation			71,663.00	71,663.00	0%
4100-0070	Mileage Reimbursements			665.00	665.00	0%
4100-0090	Whistle Blower Hotline			500.00	500.00	0%
	Total Employee Benefit & Related Expenses	134,992.91	704,292.34	2,458,231.00	1,753,938.66	29%
Billing Expenses:						
4110-0091	Bad Debt Expense Water		(118.36)	20,000.00	20,118.36	(1%)
4110-0097	Collection Agency Expense	41.33	156.33	3,000.00	2,843.67	5%
4110-0110	Bill Processing Services	1,728.87	48,813.76	105,104.00	56,290.24	46%
4110-0112	Customer Notification Expenses		440.88	5,000.00	4,559.12	9%
4110-0120	Customer Service Software Maintenance		56,740.95	58,800.00	2,059.05	96%
4110-0125	Credit Card Processing Fees	3,733.45	14,998.25	31,500.00	16,501.75	48%
4110-0175	Courier Service	551.62	2,187.86	6,420.00	4,232.14	34%
4110-0093	Bad Debt Expense Sewer			15,000.00	15,000.00	0%
4110-0094	Bad Debt Expense Penalties/Misc.			5,000.00	5,000.00	0%

Bedford Regional Water Auth.
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	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
Total Billing Expenses	6,055.27	123,219.67	249,824.00	126,604.33	49%
Information Systems Expenses:					
4120-0100 Information Systems Supplies		142.81	9,000.00	8,857.19	2%
4120-0110 Contracted Services (Network)	3,572.70	18,459.83	30,160.00	11,700.17	61%
4120-0115 Continuing Support (Software)	12,903.85	77,140.16	176,389.00	99,248.84	44%
4120-0145 Internet and WAN Communications	3,520.16	6,030.48	11,350.00	5,319.52	53%
Total Information Systems Expenses	19,996.71	101,773.28	226,899.00	125,125.72	45%
Administration Supplies:					
4130-0100 Administration Supplies		3,972.06	6,560.00	2,587.94	61%
Total Administration Supplies		3,972.06	6,560.00	2,587.94	61%
Customer Service Supplies:					
4140-0100 Customer Service Supplies		250.00	3,908.00	3,658.00	6%
Total Customer Service Supplies		250.00	3,908.00	3,658.00	6%
Engineering Expenses:					
4210-0100 Engineering Supplies	2,406.00	9,443.83	30,426.00	20,982.17	31%
4210-0110 Engineering Reviews	2,700.00	33,428.93	104,500.00	71,071.07	32%
4210-0141 Locating Notification Tickets	1,152.80	4,020.50	11,390.00	7,369.50	35%
4210-0240 Construction testing		916.77	5,160.00	4,243.23	18%
Total Engineering Expenses	6,258.80	47,810.03	151,476.00	103,665.97	32%
Operations Expenses:					
4220-0100 Wastewater Operations Supplies		36.99	2,000.00	1,963.01	2%
4223-0100 Water Operations Supplies			2,500.00	2,500.00	0%
Total Operations Expenses		36.99	4,500.00	4,463.01	1%
Compliance Program Supplies:					
4221-0100 FROG Program Supplies			13,725.00	13,725.00	0%
Total Compliance Program Supplies			13,725.00	13,725.00	0%
Pretreatment Expenses:					
4222-0100 Pretreatment Supplies/Expenses	4,698.00	10,132.54	24,795.00	14,662.46	41%
4222-0200 Backflow Supplies		2,576.22	12,500.00	9,923.78	21%
Total Pretreatment Expenses	4,698.00	12,708.76	37,295.00	24,586.24	34%
Lab Supplies:					
4225-0100 Lab Supplies	666.68	5,425.13	22,000.00	16,574.87	25%
Total Lab Supplies	666.68	5,425.13	22,000.00	16,574.87	25%
Maintenance Expenses:					
4230-0100 Maintenance Supplies	3,076.99	26,824.73	53,226.00	26,401.27	50%
Total Maintenance Expenses	3,076.99	26,824.73	53,226.00	26,401.27	50%
Vehicles & Equipment Expenses:					
4240-0100 Vehicles and Equipment Supplies	2,104.47	13,826.66	43,350.00	29,523.34	32%
4240-0110 Vehicles and Equipment Contracted Services	11,060.64	76,434.24	111,095.00	34,660.76	69%
4240-0155 Vehicles & Equipment Fuel Costs	11,543.38	50,376.40	133,536.00	83,159.60	38%
4240-0162 Vehicles and Equipment Insurance			37,815.00	37,815.00	0%
Total Vehicles & Equipment Expenses	24,708.49	140,637.30	325,796.00	185,158.70	43%
Forest Water Expenses:					
4250-0100 Forest Water Supplies	5,710.73	10,298.33	45,200.00	34,901.67	23%
4250-0110 Forest Water Contracted Services	870.00	20,728.47	23,400.00	2,671.53	89%
4250-0115 Forest Water System Repairs & Improvements	3,476.05	23,113.05	3,500.00	(19,613.05)	660%
4250-0140 Forest Water Communications		273.00	400.00	127.00	68%
4250-0150 Forest Water Power	168.41	1,006.70	6,000.00	4,993.30	17%

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	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
4250-0240 Forest Water Sampling and Testing	849.60	3,149.93	10,000.00	6,850.07	31%
4250-0300 Forest Water Purchased		230,940.96	690,250.00	459,309.04	33%
4250-0410 Forest Water VDH Fees		26,652.00	27,232.00	580.00	98%
4250-0101 Forest Water Meter Installations			56,000.00	56,000.00	0%
4250-0105 Forest Water Chemicals			500.00	500.00	0%
4250-0161 Forest Water Insurance			20,089.00	20,089.00	0%
Total Forest Water Expenses	11,074.79	316,162.44	882,571.00	566,408.56	36%
Well Systems Expenses:					
4260-0100 Well Systems Supplies	35.99	552.39	12,000.00	11,447.61	5%
4260-0105 Well Systems Chemicals		2,443.72	6,500.00	4,056.28	38%
4260-0110 Well Systems Contracted Services	440.72	1,222.88	12,000.00	10,777.12	10%
4260-0115 Well Systems Repairs & Improvements		7,977.94	500.00	(7,477.94)	1,596%
4260-0150 Well Systems Power		2,094.14	6,000.00	3,905.86	35%
4260-0240 Well Systems Sampling and Testing	40.00	244.00	5,000.00	4,756.00	5%
4260-0410 Well Systems VDH Fees		711.00	699.00	(12.00)	102%
4260-0101 Well Systems Meter Installations			500.00	500.00	0%
4260-0161 Well Systems Insurance			865.00	865.00	0%
Total Well Systems Expenses	516.71	15,246.07	44,064.00	28,817.93	35%
SML Central Distribution Water System Expenses:					
4265-0100 SML Central Water Distribution Supplies	186.97	9,537.75	14,500.00	4,962.25	66%
4265-0110 SML Central Water Distribution Contracted Services	600.00	3,013.66	6,200.00	3,186.34	49%
4265-0115 SML Central Water Distrib. Repairs & Improvements		620.03	1,000.00	379.97	62%
4265-0140 SML Communications		42.24	400.00	357.76	11%
4265-0150 SML Central Electric		308.40	400.00	91.60	77%
4265-0240 SML Central Water Distribution Sampling & Testing	426.40	1,335.57	8,000.00	6,664.43	17%
4265-0410 SML Central Water Distribution VDH Fees		4,764.00	4,699.00	(65.00)	101%
4265-0101 SML Central Water Distribution Meter Installations			6,500.00	6,500.00	0%
Total SML Central Distribution Water System Expenses	1,213.37	19,621.65	41,699.00	22,077.35	47%
Highpoint Facility Expenses:					
4270-0100 Highpoint Facility Supplies		19.00	3,500.00	3,481.00	1%
4270-0105 Highpoint Facility Chemicals		3,919.04	1,000.00	(2,919.04)	392%
4270-0110 Highpoint Facility Contracted Services	790.00	2,765.00	5,700.00	2,935.00	49%
4270-0150 Highpoint Facility Power	1,485.41	5,724.68	14,000.00	8,275.32	41%
4270-0155 Highpoint Facility Fuel Costs		1,044.21	2,000.00	955.79	52%
4270-0161 Highpoint Facility Insurance			6,314.00	6,314.00	0%
4270-0371 Highpoint Facility Road Maintenance Fees			1,320.00	1,320.00	0%
Total Highpoint Facility Expenses	2,275.41	13,471.93	33,834.00	20,362.07	40%
SMLWTF Water Treatment Expenses:					
4330-0100 SMLWTF Water Treatment Supplies	4,289.22	18,652.23	40,000.00	21,347.77	47%
4330-0105 SMLWTF Water Treatment Chemicals	1,458.86	40,051.93	75,000.00	34,948.07	53%
4330-0110 SMLWTF Water Treatment Contracted Services	1,912.08	11,380.14	208,750.00	197,369.86	5%
4330-0140 SMLWTF Water Treatment Communications	54.08	836.86	780.00	(56.86)	107%
4330-0150 SMLWTF Water Treatment Power	19,289.26	97,626.12	210,000.00	112,373.88	46%
4330-0155 SMLWTF Water Treatment Fuel Costs		369.37	1,000.00	630.63	37%
4330-0240 SMLWTF Water Treatment Sampling & Testing		741.60	8,750.00	8,008.40	8%
4330-0300 SML Water Quality Monitoring		7,500.00	7,500.00		100%
4330-0370 SMLWTF Water Treatment Raw Water Fee		25,000.00	8,800.00	(16,200.00)	284%
4330-0161 SMLWTF Water Treatment Property Insurance			9,376.00	9,376.00	0%
Total SMLWTF Water Treatment Expenses	27,003.50	202,158.25	569,956.00	367,797.75	35%
Central Water Distribution Expenses:					
4275-0100 Central Water Supplies	1,426.09	17,908.51	37,500.00	19,591.49	48%
4275-0110 Central Water Contracted Services	13,707.90	48,318.19	90,000.00	41,681.81	54%
4275-0115 Central Water Repairs & Improvements		2,415.95	31,000.00	28,584.05	8%
4275-0240 Central Water Sampling & Testing	709.60	3,504.19	12,750.00	9,245.81	27%
4275-0410 Central Water VDH Fees		11,358.00	12,091.00	733.00	94%
4275-0101 Central Water Meter Installations			3,750.00	3,750.00	0%
4275-0155 Central Water Fuel Purchases			500.00	500.00	0%
Total Central Water Distribution Expenses	15,843.59	83,504.84	187,591.00	104,086.16	45%

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	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
Central Water Treatment Expenses:					
4276-0100	Central Water Treatment Supplies	689.52	9,464.39	45,000.00	35,535.61 21%
4276-0105	Central Water Treatment Chemicals		19,775.63	55,000.00	35,224.37 36%
4276-0110	Central Water Treatment Contracted Services	98.33	19,143.66	20,000.00	856.34 96%
4276-0140	Central Water Treatment Communications	37.85	444.46	1,020.00	575.54 44%
4276-0150	Central Water Treatment Power	2,066.99	12,592.73	32,000.00	19,407.27 39%
4276-0240	Central Water Treatment Sampling & Testing	14.00	950.60	1,500.00	549.40 63%
4276-0155	Central Water Treatment Fuel			1,800.00	1,800.00 0%
4276-0161	Central Water Treatment Property Insurance			21,415.00	21,415.00 0%
	Total Central Water Treatment Expenses	2,906.69	62,371.47	177,735.00	115,363.53 35%
Stewartsville Water Expenses:					
4280-0100	Stewartsville Water Supplies		1,184.32	3,500.00	2,315.68 34%
4280-0110	Stewartsville Water Contracted Services	180.00	630.00	2,700.00	2,070.00 23%
4280-0115	Stewartsville Water Repairs & Improvements		821.37	2,500.00	1,678.63 33%
4280-0140	Stewartsville Water Communications		223.46	600.00	376.54 37%
4280-0150	Stewartsville Water Power	14.92	76.30	400.00	323.70 19%
4280-0240	Stewartsville Water Sampling and Testing	203.20	589.16	2,800.00	2,210.84 21%
4280-0300	Stewartsville Water Purchased	2,160.47	16,548.28	38,500.00	21,951.72 43%
4280-0410	Stewartsville Water VDH Fees		429.00	422.00	(7.00) 102%
4280-0101	Stewartsville Meter Installations			500.00	500.00 0%
4280-0161	Stewartsville Water Insurance			793.00	793.00 0%
	Total Stewartsville Water Expenses	2,558.59	20,501.89	52,715.00	32,213.11 39%
Forest Sewer Expenses:					
4290-0100	Forest Sewer Supplies	72.10	14,741.12	65,400.00	50,658.88 23%
4290-0105	Forest Sewer Chemicals	1,825.00	26,379.39	64,000.00	37,620.61 41%
4290-0110	Forest Sewer Contracted Services	9,235.61	30,823.91	70,500.00	39,676.09 44%
4290-0140	Forest Sewer Communications	72.38	660.42	3,600.00	2,939.58 18%
4290-0150	Forest Sewer Power	5,284.17	21,105.21	37,200.00	16,094.79 57%
4290-0155	Forest Sewer Fuel Expense		2,022.44	3,000.00	977.56 67%
4290-0350	Forest Sewer Treatment Costs		75,000.00	300,000.00	225,000.00 25%
4290-0115	Forest Sewer Repairs & Improvements			9,200.00	9,200.00 0%
4290-0161	Forest Sewer Insurance			5,721.00	5,721.00 0%
4290-0240	Forest Sewer Testing			500.00	500.00 0%
	Total Forest Sewer Expenses	16,489.26	170,732.49	559,121.00	388,388.51 31%
Central Sewer Collection System Expenses:					
4291-0100	Central Sewer Supplies	106.04	16,741.96	65,000.00	48,258.04 26%
4291-0110	Central Sewer Coll System Contracted Services	1,700.20	33,647.64	60,000.00	26,352.36 56%
4291-0115	Central Sewer Repairs & Improvements		172.03	30,000.00	29,827.97 1%
4291-0150	Central Sewer Power	3,573.16	19,806.74	50,000.00	30,193.26 40%
4291-0155	Central Sewer Fuel Costs		693.78	3,000.00	2,306.22 23%
	Total Central Sewer Collection System Expenses	5,379.40	71,062.15	208,000.00	136,937.85 34%
Central Sewer Treatment Expenses:					
4293-0100	Center Sewer Treatment Supplies	1,495.02	28,340.51	65,000.00	36,659.49 44%
4293-0105	Center Sewer Treatment Chemicals		59,501.91	125,000.00	65,498.09 48%
4293-0110	Center Sewer Treatment Contracted Services	43,052.00	59,626.57	70,000.00	10,373.43 85%
4293-0115	Center Sewer Sludge Tipping Fees	3,629.00	11,034.39	40,000.00	28,965.61 28%
4293-0140	Center Sewer Treatment Communications	441.91	2,695.14	9,162.00	6,466.86 29%
4293-0150	Center Sewer Treatment Power	8,400.08	34,727.24	212,000.00	177,272.76 16%
4293-0155	Central Sewer Fuel		356.87	1,500.00	1,143.13 24%
4293-0240	Center Sewer Treatment Sampling & Testing	2,990.92	13,993.19	20,000.00	6,006.81 70%
4293-0411	Center Sewer DEQ Charges		10,225.00	9,550.00	(675.00) 107%
4293-0161	Center Sewer Treatment Property Insurance			18,094.00	18,094.00 0%
	Total Central Sewer Treatment Expenses	60,008.93	220,500.82	570,306.00	349,805.18 39%
Moneta Sewer Collection System Expenses:					
4292-0100	Moneta Sewer Supplies	378.18	2,819.62	15,000.00	12,180.38 19%
4292-0110	Moneta Sewer Contracted Services	1,948.07	25,947.08	15,000.00	(10,947.08) 173%
4292-0140	Moneta Communications		158.37	400.00	241.63 40%
4292-0150	Moneta Sewer Power	1,785.46	8,064.89	15,000.00	6,935.11 54%
4292-0155	Moneta Sewer Fuel Costs	410.43	9,840.19	2,000.00	(7,840.19) 492%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Five Months Ending Thursday, November 30, 2023

		<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
4292-0240	Moneta Sewer Sampling & Testing		1,809.07		(1,809.07)	0%
	Total Moneta Sewer Collection System Expenses	4,522.14	48,639.22	47,400.00	(1,239.22)	103%
Moneta Sewer Treatment Expenses:						
4294-0100	Moneta Sewer Treatment Supplies	164.07	2,351.90	20,000.00	17,648.10	12%
4294-0105	Moneta Sewer Treatment Chemicals		1,596.32	13,000.00	11,403.68	12%
4294-0110	Moneta Sewer Contracted Services	2,820.00	5,843.31	28,000.00	22,156.69	21%
4294-0115	Moneta Sewer Sludge Tipping Fees		1,178.00	9,000.00	7,822.00	13%
4294-0140	Moneta Sewer Treatment Communications	144.60	723.00	3,500.00	2,777.00	21%
4294-0150	Moneta Sewer Treatment Power	5,088.00	24,403.89	39,000.00	14,596.11	63%
4294-0155	Moneta Sewer Fuel		603.75	600.00	(3.75)	101%
4294-0240	Moneta Sewer Treatment Sampling & Testing	1,413.00	6,596.00	10,000.00	3,404.00	66%
4294-0411	Moneta Sewer DEQ Charges		3,180.00	3,000.00	(180.00)	106%
4294-0161	Moneta Sewer Treatment Property Insurance			7,092.00	7,092.00	0%
	Total Moneta Sewer Treatment Expenses	9,629.67	46,476.17	133,192.00	86,715.83	35%
Montvale Sewer Expenses:						
4295-0100	Montvale Sewer Supplies	181.74	2,382.84	10,000.00	7,617.16	24%
4295-0105	Montvale Sewer Chemicals		443.86	1,400.00	956.14	32%
4295-0110	Montvale Sewer Contracted Services	330.00	4,265.00	7,000.00	2,735.00	61%
4295-0140	Montvale Communications		42.84	300.00	257.16	14%
4295-0150	Montvale Sewer Power	39.56	181.32	400.00	218.68	45%
4295-0240	Montvale Sewer Sampling & Testing	346.00	1,712.00	4,000.00	2,288.00	43%
4295-0411	Montvale Sewer DEQ charges		2,545.00	2,400.00	(145.00)	106%
4295-0155	Montvale Sewer Fuel Costs			250.00	250.00	0%
4295-0161	Montvale Sewer Insurance			1,001.00	1,001.00	0%
	Total Montvale Sewer Expenses	897.30	11,572.86	26,751.00	15,178.14	43%
Montvale Sewer Collection System Expenses:						
4296-0100	Montvale Sewer Collection Supplies			4,000.00	4,000.00	0%
4296-0110	Montvale Sewer Collection Contracted Services			2,500.00	2,500.00	0%
	Total Montvale Sewer Collection System Expenses			6,500.00	6,500.00	0%
Mariners Landing Sewer Expenses:						
4340-0100	Mariners Landing Sewer Supplies	59.13	291.42	37,000.00	36,708.58	1%
4340-0105	Mariners Landing Sewer Chemicals		443.86	1,500.00	1,056.14	30%
4340-0110	Mariners Landing Sewer Contracted Services	950.00	6,150.00	30,000.00	23,850.00	21%
4340-0140	Mariners Landing Sewer Communication	78.56	392.80	840.00	447.20	47%
4340-0150	Mariners Landing Sewer Power		9,233.44	28,000.00	18,766.56	33%
4340-0155	Mariners Landing Sewer Fuel Costs		259.12	2,000.00	1,740.88	13%
4340-0240	Mariners Landing Sewer Sampling & Testing		1,136.00		(1,136.00)	0%
4340-0161	Mariners Landing Sewer Property Insurance			1,900.00	1,900.00	0%
	Total Mariners Landing Sewer Expenses	1,087.69	17,906.64	101,240.00	83,333.36	18%
Cedar Rock Sewer Expenses:						
4350-0100	Cedar Rock Sewer Supplies		8,218.73	10,000.00	1,781.27	82%
4350-0105	Cedar Rock Sewer Chemicals		443.86	1,000.00	556.14	44%
4350-0110	Cedar Rock Sewer Contracted Services		600.00	12,000.00	11,400.00	5%
4350-0140	Cedar Rock Sewer Communication		180.75	800.00	619.25	23%
4350-0150	Cedar Rock Sewer Power	853.17	3,813.03	9,000.00	5,186.97	42%
4350-0240	Cedar Rock Sewer Sampling & Testing	100.00	400.00	700.00	300.00	57%
4350-0411	Cedar Rock Sewer DEQ Permit Fees		2,545.00	2,400.00	(145.00)	106%
4350-0155	Cedar Rock Sewer Fuel Costs			500.00	500.00	0%
4350-0161	Cedar Rock Sewer Property Insurance			100.00	100.00	0%
	Total Cedar Rock Sewer Expenses	953.17	16,201.37	36,500.00	20,298.63	44%
Paradise Point Water Expenses:						
4360-0100	Paradise Point Supplies		232.76	2,000.00	1,767.24	12%
4360-0110	Paradise Point Contracted Services		4,200.00	5,000.00	800.00	84%
4360-0150	Paradise Point electric	96.12	342.47	5,000.00	4,657.53	7%
4360-0240	Paradise Point Sampling and Testing	20.00	80.00	1,000.00	920.00	8%
4360-0410	Paradise Point VDH Fees		72.00	74.00	2.00	97%
4360-0105	Paradise Point Chemicals			5,000.00	5,000.00	0%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Five Months Ending Thursday, November 30, 2023

		<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
4360-0140	Paradise Point Communications			300.00	300.00	0%
4360-0155	Paradise Point Fuel Costs			100.00	100.00	0%
	Total Paradise Point Water Expenses	116.12	4,927.23	18,474.00	13,546.77	27%
Schools Sewer Expenses:						
4300-0100	Schools Operations Supplies	31.92	3,117.10	10,000.00	6,882.90	31%
4300-0105	Schools Chemicals	(1,458.86)	1,725.42	10,000.00	8,274.58	17%
4300-0240	Schools Sampling and Testing	145.00	2,389.98	8,500.00	6,110.02	28%
4300-0110	Schools Contracted Services			15,000.00	15,000.00	0%
	Total Schools Sewer Expenses	(1,281.94)	7,232.50	43,500.00	36,267.50	17%
Mariners Landing Water Expenses:						
4315-0100	Mariners Landing Water Expenses		38.98		(38.98)	0%
4315-0140	Mariners Landing Water Communications		138.37		(138.37)	0%
4315-0155	Mariners Landing Water Fuel Costs		370.01		(370.01)	0%
	Total Mariners Landing Water Expenses		547.36		(547.36)	0%
Franklin County Operations:						
4320-0100	Franklin County Supplies	1,792.51	4,870.62	12,000.00	7,129.38	41%
4320-0105	Franklin County Chemicals		4,813.72	14,000.00	9,186.28	34%
4320-0240	Franklin County Sampling & Testing		366.40	1,000.00	633.60	37%
	Total Franklin County Operations	1,792.51	10,050.74	27,000.00	16,949.26	37%
BRWA&EDA Contributions for Development:						
4600-0100	BRWA and EDA Contributions for Development		10,000.00		(10,000.00)	0%
	Total BRWA&EDA Contributions for Development		10,000.00		(10,000.00)	0%
	Total Operating Expenditures	766,191.01	4,589,732.05	13,372,670.58	8,782,938.53	34%
Depreciation:						
4400-0810	Office Depreciation			13,000.00	13,000.00	0%
4400-0811	Information Systems Depreciation			51,000.00	51,000.00	0%
4400-0812	Vehicles and Equipment Depreciation			300,000.00	300,000.00	0%
4400-0813	Forest Water Depreciation			760,000.00	760,000.00	0%
4400-0814	Lakes Water Depreciation			35,000.00	35,000.00	0%
4400-0815	SML Central Depreciation			410,000.00	410,000.00	0%
4400-0816	Stewartsville Water Depreciation			50,000.00	50,000.00	0%
4400-0817	Forest Sewer Depreciation			575,000.00	575,000.00	0%
4400-0818	Montvale Sewer Depreciation			83,000.00	83,000.00	0%
4400-0819	Amortization Expense			600.00	600.00	0%
4400-0820	Studies Depreciation Expense			27,000.00	27,000.00	0%
4400-0821	Moneta Sewer Depreciation			451,000.00	451,000.00	0%
4400-0822	Central Sewer Depreciation			510,000.00	510,000.00	0%
4400-0823	Center Water Depreciation			440,000.00	440,000.00	0%
4400-0824	SML Water Treatment Facility Depreciation			820,000.00	820,000.00	0%
4400-0825	Mariners Landing Sewer Depreciation			62,000.00	62,000.00	0%
	Total Depreciation			4,587,600.00	4,587,600.00	0%
Lynchburg Debt Service Paid:						
4500-0640	Lynchburg Sewer Interest			1,664.00	1,664.00	0%
	Total Lynchburg Debt Service Paid			1,664.00	1,664.00	0%
2012 VRA Interest:						
4500-0645	VRA 2012 Interest (2005 refunding)		21,268.75	21,269.00	0.25	100%
	Total 2012 VRA Interest		21,268.75	21,269.00	0.25	100%
2014 VRA Interest:						
4500-0660	VRA 2014 Interest (2005 Refunding)		38,640.63	77,281.00	38,640.37	50%
	Total 2014 VRA Interest		38,640.63	77,281.00	38,640.37	50%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Five Months Ending Thursday, November 30, 2023

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 42%</u>
2015 VRA Interest:					
4500-0665 VRA 2015 Interest		487,578.13	959,481.00	471,902.87	51%
Total 2015 VRA Interest		487,578.13	959,481.00	471,902.87	51%
Assumed Debt from City:					
4500-0650 Assumed Debt from Town- Interest		26,535.25	53,071.00	26,535.75	50%
Total Assumed Debt from City		26,535.25	53,071.00	26,535.75	50%
VRA 2020 Interest (ESCO project):					
4500-0675 VRA 2020 Interest (ESCO)		64,684.38	124,372.00	59,687.62	52%
Total VRA 2020 Interest (ESCO project)		64,684.38	124,372.00	59,687.62	52%
Total Interest and Debt Service		638,707.14	1,237,138.00	598,430.86	52%
Total Exp., Depr. and Debt Service	766,191.01	5,228,439.19	19,197,408.58	13,968,969.39	27%
Total Revenues Less Oper Expense	(1,194,764.77)	(4,280,741.66)	(176,354.42)	4,104,387.24	2,427%
Gross Cash Before Capital Exp	(1,194,764.77)	(4,280,741.66)	(176,354.42)	4,104,387.24	2,427%
Less non-debt Capital Contributions	(219,310.93)	(274,526.23)	(220,400.00)	54,126.23	125%
Earnings/(loss) before BRWA Capital Outlays	(975,453.84)	(4,006,215.43)	44,045.58	4,050,261.01	(9,096%)

BRWA Cash Flow Analysis- Truist Checking Account

Description	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	March-24	April-24	May-24	June-24	YTD Total
Starting Balance	\$ 3,024,600.40	\$ 3,755,962.80	\$ 3,870,775.93	\$ 1,824,814.64	\$ 3,029,105.62								
DEBITS													
Debits from Operations													
Capital Contributions/Asset Sales and Dispos.	\$ 29,436.00	\$ 5,625.00	\$ 8,376.80	\$ -	\$ -								\$ 43,437.80
Cash From Operations	\$ 1,606,845.52	\$ 1,842,635.76	\$ 1,416,037.36	\$ 1,813,019.33	\$ 1,481,512.09								\$ 8,160,050.06
Total Cash from Operations:	\$ 1,636,281.52	\$ 1,848,260.76	\$ 1,424,414.16	\$ 1,813,019.33	\$ 1,481,512.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,203,487.86
Debits from Non-Operating Sources													
County CIP & Debt Service	\$ -	\$ -	\$ -	\$ 889,909.38	\$ -								\$ 889,909.38
Transfers from Reserve Accounts	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Transfers from VRA Project Fund	\$ -	\$ -	\$ -	\$ -	\$ 617,639.34								\$ 617,639.34
Transfers from Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Transfers from Capital & Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Transfers in Deposit Refund Program Fund	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Transfers from Economic Dev. Fund	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -								\$ 10,000.00
Transfers In Debt Service Fund	\$ -	\$ -	\$ 900,000.00	\$ -	\$ -								\$ 900,000.00
Total Cash from Non Operating:	\$ -	\$ -	\$ 910,000.00	\$ 889,909.38	\$ 617,639.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,417,548.72
Total Debits (Oper. and Non-Oper.)	\$ 1,636,281.52	\$ 1,848,260.76	\$ 2,334,414.16	\$ 2,702,928.71	\$ 2,099,151.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,621,036.58
CREDITS													
Credits for Operating Expenditures	\$ 771,377.44	\$ 1,367,668.82	\$ 1,299,352.88	\$ 851,255.70	\$ 1,075,211.72								\$ 5,364,866.56
Credits for Non-Operating Expenditures													
Payments on Capital Projects	\$ 129,430.69	\$ 361,667.82	\$ 332,237.69	\$ 643,271.04	\$ 1,195,640.96								\$ 2,662,248.20
Payments on Debt Service	\$ -	\$ -	\$ 2,397,171.89	\$ -	\$ -								\$ 2,397,171.89
Transfers to Debt Service Account	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Transfers to Capital Account	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Transfers to Replacement Fund	\$ -	\$ -	\$ 347,502.00	\$ -	\$ -								\$ 347,502.00
Transfers to Deposit Refund Program	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Transfers to Investment Account	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Transfers to Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Transfers to SML WTF Depreciation Fund	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Payments/Transfers to Economic Development Fund	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99								\$ 20,554.95
Total Non-Operating Expenditures:	\$ 133,541.68	\$ 365,778.81	\$ 3,081,022.57	\$ 647,382.03	\$ 1,199,751.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,427,477.04
Total Credits (Oper. and Non-Oper.)	\$ 904,919.12	\$ 1,733,447.63	\$ 4,380,375.45	\$ 1,498,637.73	\$ 2,274,963.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,792,343.60
Ending Cash Balance	\$ 3,755,962.80	\$ 3,870,775.93	\$ 1,824,814.64	\$ 3,029,105.62	\$ 2,853,293.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

OPERATIONS REPORT

MEMORANDUM

To: BRWA Board of Directors
From: Anthony Browning, Asset Management Specialist
CC: Brian Key, Executive Director, Rhonda English, Deputy Director,
Thomas Cherro, Director of Operations
Date: December 5, 2023
Re: November 2023 Cartegraph Tasks Report

Completed Tasks Summary

Below is a map showing the distribution of the Cartegraph Tasks worked on across our Service Areas during the month of November.

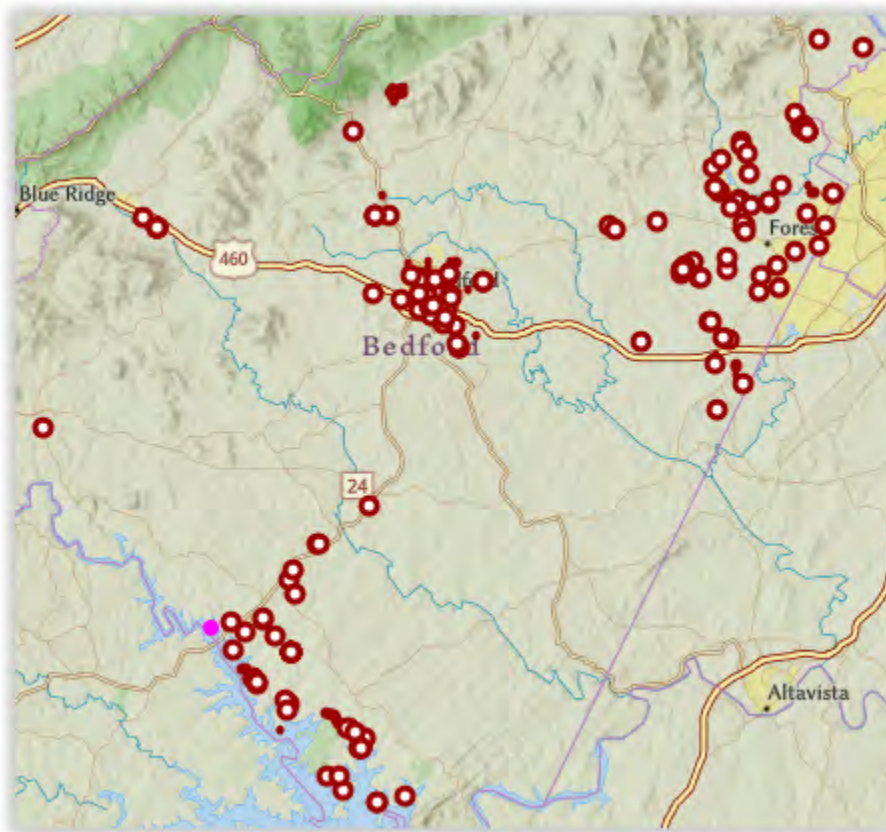


Figure 1: Map Showing Distribution of November Tasks

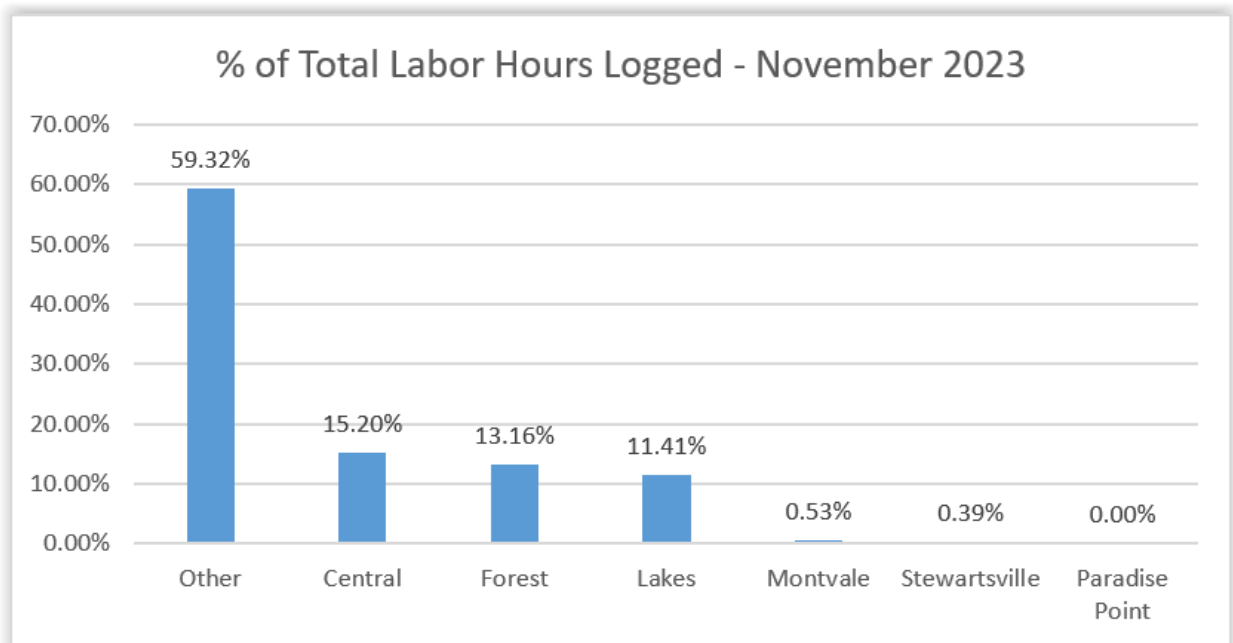
Labor Hours Invested by General Service Area

Below is a chart containing the percentage of labor hours logged by General Service Area. The “General Service Area” groupings of the actual Service Areas are described below.

The Central Service Area led the way in November due to Pipe Repairs, Repairs, and Sewer Backups / Overflows and Capital Improvement work.

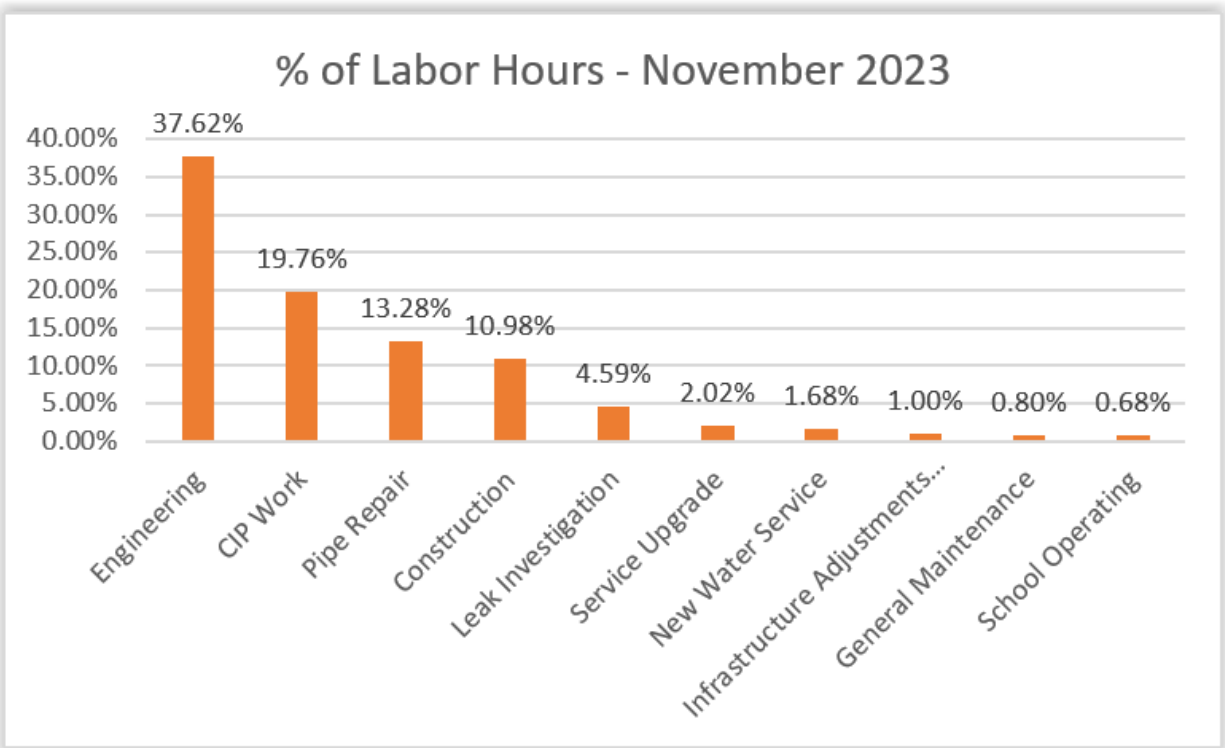
General Service Areas:

- **Central:** Central Water and Sewer, including Treatment, Distribution, and Collection systems
- **Forest:** Forest Water, Forest Sewer, Cedar Rock Sewer
- **Lakes:** Well Systems, SML Treatment and Water Distribution, SMLWTF, Moneta Sewer Treatment and Collection, Mariner’s Landing Water and Sewer
- **Montvale:** Montvale Sewer Treatment and Collection
- **Paradise Point:** **Paradise Point Water Treatment Facility**
- **Stewartsville:** Stewartsville Water
- **Other:** Labor not assigned to a particular service area such as meetings, Engineering Development, vehicle maintenance and BRWA Offices



Labor Hours by Task Type

Just over 92.4% of the total labor hours logged in November are represented in the chart below of the top ten types of tasks performed.





Total WL Miles

386.5

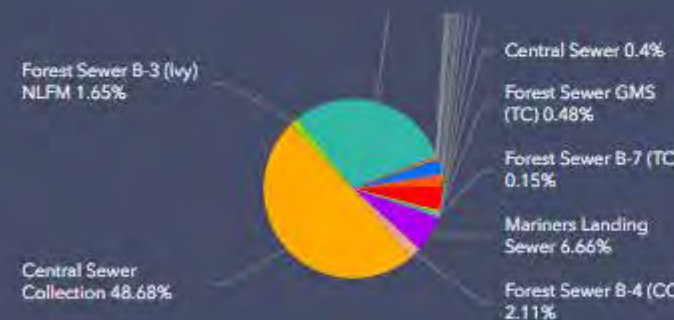
Last update: 3 minutes ago

Water Meter - Water Service Areas



Last update: 3 minutes ago

Water Meter - Sewer Service Areas



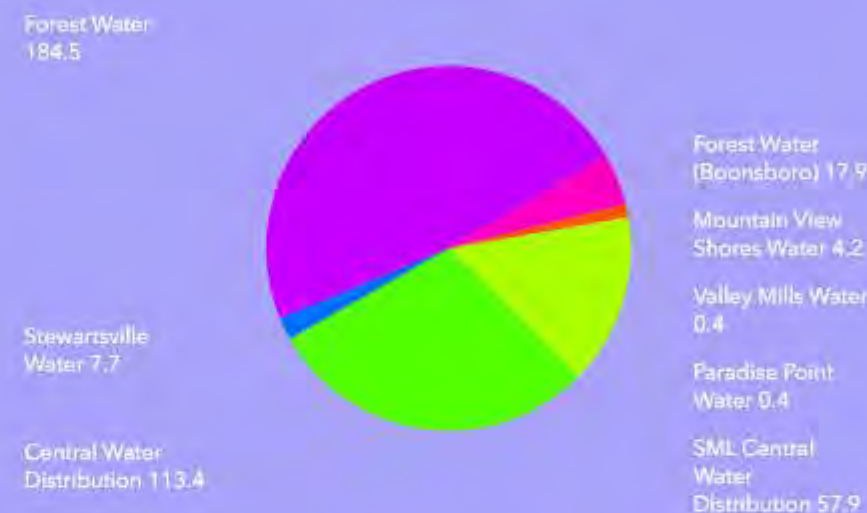
Last update: 3 minutes ago

Total Gravity Sewer Miles

130.3

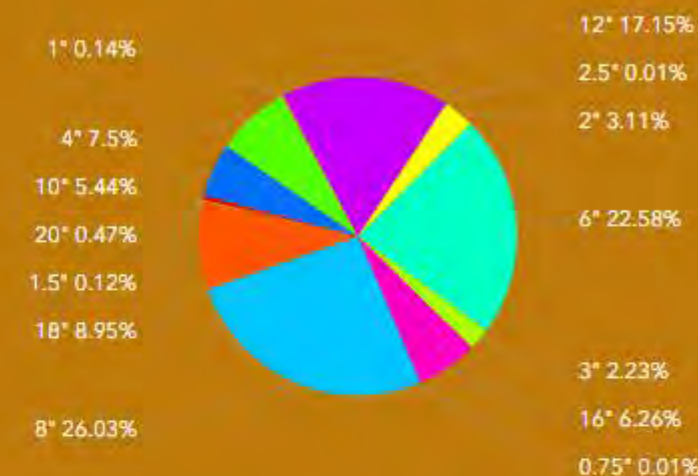
Last update: 3 minutes ago

BRWA WL in Miles/by Service Areas



Last update: 3 minutes ago

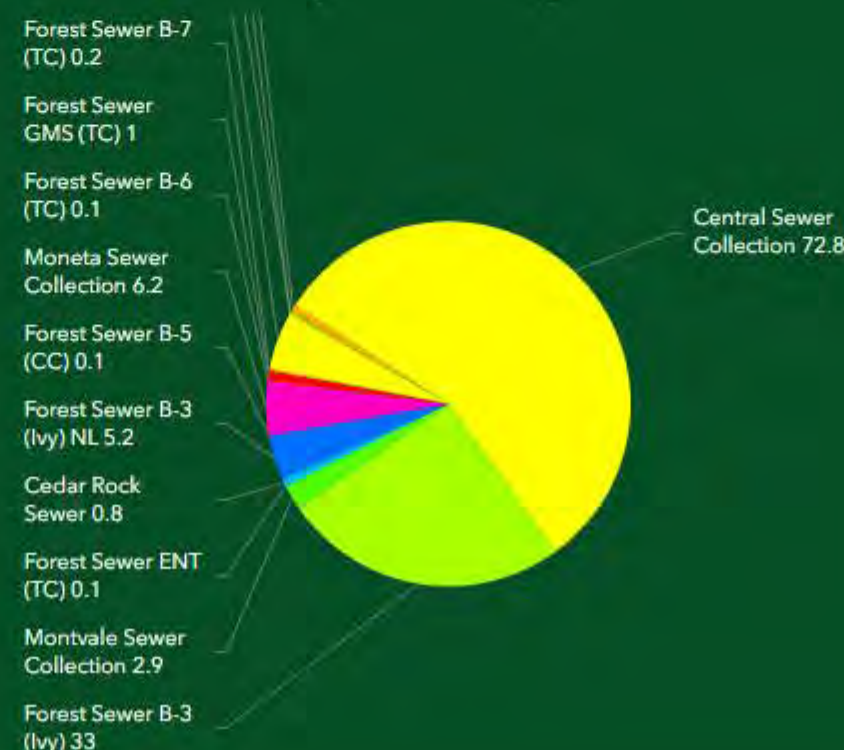
Forest Water WL Diameters



Last update: 3 minutes ago

Forest Water WL Diameters

BRWA Gravity Sewer in Miles/by Service Areas



Last update: 3 minutes ago

Montvale Sewer Collection Gravity Line Diameters



Last update: 3 minutes ago

Montvale Sewer Collection Gravity Line Diameters

ADMINISTRATION REPORT

https://www.pmg-va.com/bedford_bulletin/news/council-reaches-consensus-on-roundabout/article_91b45a94-7519-5db3-9f3d-b037ff8157dc.html

FEATURED

Council reaches consensus on roundabout

By John Barnhart Staff Writer johnbarnhart@bedfordbulletin.com

Nov 22, 2023

Last week was the first Bedford Town Council meeting since the election. Councilman Bruce Hartwick, who fell short of enough votes to be reelected congratulated the winners.

“I want to say ‘Thank you’ to the people,” said Councilman Bob Carson who was reelected.

“In the end, we had pretty much the same thing in mind — move Bedford forward,” Carson said of both winners and losers.

“Thank you for your last four years of service,” Mayor Tim Black said to Hartwick.

In business, Council appointed Mike Moldenhauer to the Bedford Regional Water Authority board of directors. They also voted to close streets for on Dec. 2 from 2 p.m. to 7 p.m. for the Christmas Tree lighting and Christmas in Centertown. Jonathan Hayden, also known as D. J. Showtime, runs these events.

Council reached a consensus to authorize the Virginia Department of Transportation (VDOT) to begin the process of making a SMART SCALE application to build a roundabout to replace the intersection at The Forks. If the project is approved by the Commonwealth Transportation Board, VDOT will pay the entire cost. Todd Daniel, the VDOT residency coordinator for this area, told Council that there is no guarantee that the project will be approved. If it is, construction may not begin for another eight years. Daniel said roundabouts reduce injury collisions at intersections.

The National D-Day is building a walking trail on the perimeter of the Memorial and has told the town that part of the trail will encroach on town property. The National D-Day Memorial is seeking permission to do this. Council, in consultation with Town Attorney Mike Lockaby, has requested more detail from the Foundation. The exact nature, and size, of the encroachment will dictate the approach the town must use if it grants permission for the encroachment. Council authorized Mary Zirkle, the town's economic development director to handle the issue. The reason is that Town Manager Bart Warner's wife, Tara, is chief of staff for the Foundation.

Council heard a presentation by D. W. Lawhorne, director of public works, on his department. Lawhorne's department gets all its work done with only 30 full time employees and half a dozen seasonal employees and a budget of \$5.5 million.

They handle all special events. They do snow removal. They make sure all Department of Environmental Quality regulations on the two closed landfills are complied with.

Two of the department's employees are mechanics. They maintain all town vehicles, including police cars and fire trucks.

Lawhorne's department picks up commercial and residential solid waste — 50 tons of it every week.

The grounds care for 250 acres of town owned property, cutting grass on a weekly basis during growing season. This includes the town's four graveyards. They coordinate an average of 100 funerals of year, which includes selling grave sites and digging graves. They set an average of 50 foundations for headstones every year.

Lawhorne's crew does brush and leaf collection, which people get for the solid waste fee they pay the town, if they do not opt out of town trash collection. The public works department collects 800 tons of brush and 150 pounds of loose leaves from residents each year.

At Christmas time, they install Christmas lights and banners in town and at Liberty Lake Park. During baseball and softball season, they mark the town's baseball/softball fields for games.

The street crew has six people and they maintain all streets in town and town-owned parking lots. The repair and replace sidewalks as needed. They repair and replace street signs as needed, repair and replace storm drains and ditches and do weed spraying in spots that are not the responsibility of the electric department.

The department has one maintenance technician who is responsible for mechanical, carpentry, plumbing and electrical work at all town owned buildings.

In addition to overseeing this small, busy department, Lawhorne has state duties. He was recently appointed by Governor Glenn Youngkin to be vice chairman of the Virginia Board of Waste Management Operators. Lawhorne already serves on that board.

Council got a report from the Virginia Department of Rail and Public Transportation (DRPT). The good news is that Bedford qualifies for an Amtrak stop. It will be located on Macon Street, just east of the old Coffey and Saunders building. The bad news is that it will cost \$23.2 million to build. The state will fund most of this cost, but Bedford will be responsible for a \$4.6 million local match.

PROJECTS REPORT



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
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www.brwa.com

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Whitney Quarles, Engineering Manager
Date: December 7, 2023
Re: Resolution 2023-12.01 - Construction Term Contractor

Please find enclosed the referenced resolution for your consideration. The resolution is to approve the execution of an agreement for the Annual Term Contract for Water and Sewer Construction Services to perform construction task orders as the Authority deems appropriate and necessary at the prices shown in the unit bids prices in the Contract. The term of the contract is a twelve (12) month period with an option for two additional twelve (12) month extensions.

2024 ANNUAL TERM CONTRACT FOR WATER AND SEWER CONSTRUCTION SERVICES
Bid Opening Summary
Tuesday, December 5, 2023

	Muller, Inc	Aaron J. Conner	F & B Contractors, Inc
Section I - Utility Construction			
Division A - Sewer Construction	\$ 2,108,840.00	\$ 2,595,054.00	\$ 1,444,980.00
Division B - Waterline Construction	\$ 2,182,950.00	\$ 3,539,740.00	\$ 1,842,624.50
Division C - Trenching, Backfilling	\$ 213,475.00	\$ 211,940.00	\$ 127,550.00
Division D - Earthwork	\$ 342,075.00	\$ 392,470.00	\$ 146,935.00
Division E - Miscellaneous	\$ 410,100.00	\$ 544,048.00	\$ 281,003.00
Total Section I	\$ 5,257,440.00	\$ 7,283,252.00	\$ 3,843,092.50
Section II – Specialized Utility Construction			
Division A - Encasement Pipe	\$ 1,323,375.00	\$ 1,848,175.00	\$ -
Division B - Construction & Rehabilitation	\$ 859,330.00	\$ 958,194.00	\$ -
Total Section II	\$ 2,182,705.00	\$ 2,806,369.00	\$ -
Section III – Extra Work	\$ 461,956.00	\$ 266,665.00	\$ 153,150.00
Section IV – Emergency and After-Hours	\$ 578,260.50	\$ 424,736.00	\$ -



RESOLUTION
2023-12.01
Construction Term Contractor

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 19th of December 2023, beginning at 7:00pm:

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 has requested sealed bid proposals for a utility construction company to perform construction, repairs, rehabilitation, replacement of water and sanitary sewer systems, and to perform emergency repair work as needed under the Annual Term Contract for Water and Sewer Construction Services ("Contract"); and,

WHEREAS, the work to be completed under the Contract is beyond the capabilities of the Maintenance department due to the current equipment inventory limitations, staffing availability, and/or specialized construction; and,

WHEREAS, the term of the Contract shall be for a twelve (12) month period, and the unit prices shall be valid for the term of the contract with an option for up to two additional twelve (12) month automatic extensions if both parties agree, and there are no significant changes to the conditions of the contract; and,

WHEREAS, the Authority desires to obtain at least two Contracts to ensure best service and availability; and,

WHEREAS, the Authority received three sealed bid proposals for the Contract on December 5, 2023; and,

WHEREAS, F & B Contractors was the lowest responsive bidder based on line item unit prices for work as described in Sections I and III of the Contract; and,

WHEREAS, Muller, Inc. was the lowest responsive bidder based on line item unit prices for work as described in Section II of the Contract; and,

WHEREAS, Aaron J. Conner General Contractors, Inc. was the lowest responsive bidder based on line item unit prices for work as described in Section IV of the Contract; and,



WHEREAS, the cost of the Contract will be determined by actual construction costs of the projects and will primarily be funded through the Water and Sewer Replacement funds, Fiscal Year Capital Improvement Project funds, with some small projects that the Maintenance Department may identify to be funded under their Contracted Services budgets; and,

WHEREAS, projects will initiate with the lowest available bidder of the Contract Section(s) relating to the proposed work; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the Engineering Manager to execute the Annual Term Contract for Water and Sewer Construction Services with F & B Contractors, LTD, Muller, Inc., and Aaron J. Conner General Contractors, Inc., so that all responsive bidders may be utilized for any Section(s) of the Contract as deemed necessary by the Authority.

Member _____ made a motion to approve this Resolution.

Member _____ made a Second to approve.

Board Member Votes: ____ Aye ____ Nay ____ Abstain

CERTIFICATION

The undersigned secretary of the Bedford Regional Water Authority does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Directors of the Bedford Regional Water Authority, present at a regular meeting of the Board of Directors of the Bedford Regional Water Authority duly called and held December 19, 2023, at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of the above mentioned meeting.

(SEAL)

Brian M. Key, Secretary,
Bedford Regional Water Authority

CAPITAL IMPROVEMENT PROGRAM

Projects Listing

Line ID	Service Area	Water or Sewer	Project	Funding Source	Project Costs (Budget)	Project Costs (Committed / Expected)	Spent to Date	Remaining to Spend	Department	Responsible Manager	Current Status	Current Status Date	Status Notes	Start Date	Completion Date
1	Central	Water	Forest to Lakes Permanent Booster Station	SML Residual	\$2,300,000	\$2,264,314	\$ 2,189,616	\$ 110,384	Engineering	Rhonda	In Progress	12/8/23	As-builts and O&M manuals are anticipated by the end of December. Additional SCADA programming to be completed under term integrator contract.	12/18/20	12/30/23
2	Forest	Sewer	Ivy Creek 5 & 6 Design, Construction & Capacity	Debt Service / Other	\$15,471,092	\$15,471,092	\$ 6,540,788	\$ 8,930,304	Construction	Cody	In Progress	12/8/23	Blasting operations continue, with sewer installation underway. Sewer has been installed from M-121 to MH-131. Sewer around Hawkins Mill bore has been evaluated and potential redesign of the adjoining lines is underway. Preliminary plans were received 12/8 for redesign at City's connection.	12/18/20	1/6/25
3	Central	Water	Helm Street Tank Replacement	ARPA	\$3,391,304	\$317,379	\$ 213,278	\$ 3,178,026	Engineering	Whitney	In Progress	12/8/23	Addendum #1 was issued in response to questions received at the Pre-Bid Meeting held on 11/29. A proposal was received and accepted from WRA for Hourly Construction Phase Services and Special Inspections as needed, not to exceed \$98,080.00.	3/2/22	10/1/26
4	Central	Water	Bell Town Road Waterline Extension	ARPA ARPA / DEQ / Setasides	\$500,000	\$308,615	\$ 236,813	\$ 263,187	Engineering	Cody	In Progress	12/8/23	Pay Application #1 was approved in the amount of \$196,983.93. Final as-builts still need to be performed by the design engineer.	7/3/23	10/1/26
5	Central	Sewer	Town & Country Subdivision Sewer Replacements	ARPA ARPA / DEQ / Setasides	\$2,494,576	\$2,478,391	\$ 1,627,397	\$ 867,179	Engineering	Whitney	In Progress	12/8/23	Paving operations were completed on 12/7/2023. A Substantial Inspection was performed on 12/8/2023.	10/24/22	12/18/23
					\$24,156,972	\$20,839,791	\$10,807,892	\$13,349,081							

FISCAL YEAR CAPITAL IMPROVEMENT PROJECTS

Line ID	Service Area	Water or Sewer	Project	FYE CIP	Project Costs (Budget)	Project Costs (Committed / Expected)	Spent to Date	Remaining to Spend	Department	Responsible Manager	Current Status	Current Status Date	Status Notes	Start Date	Completion Date
11	Central WTP	Water	Hoist system for moving pumps - Currently out of service	2024	\$55,000			\$ 55,000	Water	William	Not Started	11/30/23	Safety has looked at several Gantry Crane options, and feel that this is the best option going forward. Current pricing is approximately \$10K. Still trying to verify the appropriate sizing to cover current and future needs. Safety has received quotes from Hoist Direct, Northern Tool, Global Industries, HOF Industries, and Abal Material.	12/20/23	1/16/24
12	Central WTP	Water	Re-piping Domestic Pump to Hydropneumatic Tank	2024	\$40,000			\$ 40,000	Water	William	Not Started	11/30/23	Waiting to hear back from Jamison, and Littleton & Associates, about available dates for site visits. Once site visit dates are established, we can move forward with bid quotes.	12/20/23	1/25/24
13	Forest	Water	Fox Runn Booster Station - Structure repairs/replacement	2023	\$25,000			\$ 25,000	Maintenance	Phil	Not Started	12/8/23	Will begin working on quotes in January 02, 2024. The first quote is no longer valid.	1/2/24	5/1/24
27	Central WWTP	Sewer	Carport to cover sludge dumpster	2023	\$8,000			\$ 8,000	Wastewater	Mike	Not Started	11/2/23	Will begin in Spring 2024.	3/1/24	5/31/23
6	Central	Water	Stoney Creek Reservoir - Ph 1 (PER) & Ph 2 (Repairs/Design)	2023	\$200,000	\$195,990	\$ 44,286	\$ 155,714	Engineering	Whitney	In Progress	12/8/23	Potential Dam Grant Program (HHPD) funding which allows for up to 65% of the total project cost. A total of \$760,500.00 was requested for design and construction costs. On December 12th, an underwater inspection of the 30-inch sluice gates, 16-inch water supply valve and appurtenances is scheduled to be performed along with a bathymetric survey of the reservoir bottom between the intake tower and right abutment. The underwater inspection will be performed by Bander Smith LLC and the bathymetric survey will be performed by McKim & Creed Inc as sub-consultants to Schnabel Engineering.	10/13/22	6/30/24
7	Central WTP	Water	Central WTP - Upgrade Chemical Feeders (PaCl)	2022	\$10,000			\$ 10,000	Water	William	In Progress	11/30/23	Scheduling a follow-up site visit with Control Equipment Company(CEC) to procure a quote.	12/20/23	1/16/24
8	Central WTP	Water	Central WTP Filter Control SCADA Interface (2)	2023	\$35,000			\$ 35,000	Water	William	In Progress	11/30/23	Project appears to have been completed by previous management.		10/31/23
9	Central WTP	Water	Central WTP Flocculators	2023	\$180,040	\$180,040	\$ 20,000	\$ 65,000	Water	William	In Progress	11/30/23	Falwell is trying to procure flocculator #1 full assembly, but the VFD drive motors are currently on backorder, and we are currently awaiting lead times from the manufacturer-Amwell.	1/3/24	1/25/23
10	Central WTP	Water	Central WTP Motor Control Center Replacement	2023	\$100,000	\$30,580	\$ 30,265	\$ 69,735	Water	William	In Progress	11/30/23	Met with reps from Wiley & Wilson on 10/19/23, and are awaiting 80% proposal; was given a time frame of late November/early December to receive quote.	12/29/23	2/1/24
15	MVS	Water	Mountain View Shores Filter Replacement	2022	\$150,000		\$ 31,222	\$ 118,778	Water	William	In Progress	11/30/23	Met with WJW to review possibilities of getting existing filters out of the building. WJW recorded all the information and will get back with an assessment plan for the building.	3/22/23	4/24/24
16	Paradise Pt	Water	Paradise Point SCADA	2022	\$10,000	\$17,500	\$ 4,200	\$ 5,800	Water	William	In Progress	11/30/23	Met with reps from Moore's on 10/4/23 and 10/27/23, currently awaiting bid quote.	5/15/23	1/16/24
17	SML (w/ WVWA)	Water	Sewer Pump Station 4 Upgrades Ph 1 (EQ)	2023	\$20,000		\$ 4,200	\$ 15,800	Water	Mike	In Progress	11/2/23	New pump and seals installed and ARVs replaced. SML disk filter is now back online and pump station 4 is back to normal operation. As long as the disk filter at SML stays in operation, pump station 4 can handle the normal flow. Due to the hours on both pumps, getting quotes for a new pump as backup.	3/20/23	11/30/23

CAPITAL IMPROVEMENT PROGRAM

Projects Listing

Line ID	Service Area	Water or Sewer	Project	Funding Source	Project Costs (Budget)	Project Costs (Committed / Expected)	Spent to Date	Remaining to Spend	Department	Responsible Manager	Current Status	Current Status Date	Status Notes	Start Date	Completion Date
18	SML (w/ WVWA)	Water	SMLWTF GAC Pump and associated parts	2023	\$25,000			\$ 25,000	Water	William	In Progress	11/30/23	Reached out to Jamison for an installation quote, and are currently awaiting a site visit, to obtain a bid quote.	12/20/23	1/30/24
19	SML (w/ WVWA)	Water	SMLWTF - Add Security System to Fire Alarm System	2023	\$10,000			\$ 10,000	Water	William	In Progress	11/30/23	Safety is still exploring options for repair/upgrade/replacement of the current fire alarm system. They are also looking into adding a separate security alarm vs. tying in with the fire alarm system and are in the process of procuring bids.	12/20/23	1/23/24
20	SML (w/ WVWA)	Water	GAC Heated Building	2024	\$200,000			\$ 200,000	Water	Tom	In Progress	11/30/23	On 11/16/23, Tom met with Electrical Contractors and Engineers from the Department of General Services. We are currently awaiting a proposal.	1/15/24	2/29/24
23	Central	Sewer	Pump Stations 1, 2, 3 - Security Cameras	2022	\$5,000			\$ 5,000	Wastewater	Mike	In Progress	9/25/23	Getting quotes from Security Lock & Key.		
24	Central	Sewer	Central Pump Station 1 - Replacement Pumps/Motors	2024	\$110,000			\$ 110,000	Wastewater	Mike	In Progress	11/30/23	Exploring options which include, but not limited to: 1) Install a cell dialer on the existing control panel, and eliminating landlines. 2) Install a new control panel along with the new cell dialer, as our current panel has shown signs of wear and age. 3) Replace entire fire alarm system including panels, wiring, detectors, horns, strobes, and pull stations. 4) Install a stand alone security system with a basic set-up consisting of control panels and a few motion detectors in the control room, and process area.		
25	Central	Sewer	Central Pump Station 2 - Replacement Pumps/Motors	2024	\$110,000			\$ 110,000	Wastewater	Mike	In Progress	8/7/23	Whitman, Requardt & Assoc. submitted a proposal, which has not been accepted. An additional proposal was received from Blue Ridge Engineering for considerably less.		
26	Central	Sewer	Sewer Flow Meter - Bedford Weaving	2024	\$25,000			\$ 25,000	Construction	Cody	In Progress	12/8/23	Quote was received from McCrometer for the flow meter; Fairwinds is pricing the programming of the meters.		
28	Central WWTP	Sewer	New RAS Pump #1	2023	\$55,000	\$47,000	\$ 29,677	\$ 25,323	Wastewater	Mike	In Progress	11/30/23	Installation and inspection scheduled for 12/5/23.	2/17/23	12/22/23
29	Lakes	Sewer	Blower system at Moneta pump station 1	2023	\$15,000			\$ 15,000	Wastewater	Mike	In Progress	9/21/23	Getting quotes on three options. Option 1 - wet well wizard (used for eliminating gas); Option 2 - blower system; Option 3 - chemical feed.	3/13/23	12/31/23
30	Mariners	Sewer	Install bracing on influent basin on Train 1 and 2	2023	\$20,000			\$ 20,000	Wastewater	Mike	In Progress	11/2/23	Working with Falwell on a scope for the project.	3/13/23	12/31/23
32	Mariners	Sewer	Pump Station 5 SCADA (6th Fairway)	2023	\$10,000			\$ 10,000	Wastewater	Mike	In Progress	11/30/23	Contract awarded to Fairwinds.	11/30/23	1/31/23
33	Mariners	Sewer	Pump Station 9 SCADA (1st Fairway)	2023	\$10,000			\$ 10,000	Wastewater	Mike	In Progress	11/30/23	Contract awarded to Fairwinds	11/30/23	1/31/23
34	Mariners	Sewer	Pump Stations pump replacement	2023	\$20,000			\$ 20,000	Wastewater	Mike	In Progress	10/25/23	Pump was ordered on 10/23/23.	3/13/23	11/30/23
35	Moneta WWTP	Sewer	New chains on Train 1 BIOWHEELS	2023	\$20,000			\$ 20,000	Wastewater	Mike	In Progress	9/25/23	Waiting on delivery.	4/21/23	11/30/23
38	Office / Admin	Other	Mobile Improvements		\$60,000		\$ 60,595	\$ (595)	Maintenance	Phil	In Progress	12/8/23	Internet being installed 12-15-2023, Moving desks over 1-2-2024, may need to order a few extra desks.	4/12/23	1/2/24
39	Office / Admin	Other	Key System - Phase 2A (Various sites)	2023	\$20,000		\$ 5,773	\$ 14,228	InfoSys	Therron	In Progress	9/26/23	Added employee vehicle lot door at SMLWTF to this phase along with double headed pedestal for gate at main office to allow for taller fleet vehicles to scan fobs. Deposit Invoice has been coded and sent to Finance for payment.		
40	Office / Admin	Other	Bulletproof Glass & Front Desk modifications	2024	\$120,000			\$ 120,000	Customer Service	Marcie	In Progress	12/1/23	Terry Owen will begin construction on Monday, December 4th. This process will tak approximately 3 weeks,maybe less. After that, the glass will be installed.	7/1/23	1/31/24
41	Purchases	Other	Maintenance Coordinator Ram 1500	2024	\$46,000		\$ 42,972	\$ 3,028	Maintenance	Phil	In Progress	12/8/23	Purchased 8/22/2023 for \$42,972.00; waiting for delivery.	7/26/23	12/30/23
14	Forest	Water	New London Tank Standby Generator	2023	\$6,000	\$0	\$ 5,888	\$ 112	Water	William	Completed	11/30/23	SML Tanks), on 11/13/23, from Lowes. Generators came in stock, and were picked up from Lowes on 11/20/23, by Facilities Maintenance.	11/13/23	11/20/23
21	Central	Sewer	Pump Station 7 Replacement	2022	\$261,000		\$ 217,209	\$ 43,791	Wastewater	Mike	Complete	10/25/23	complete.	4/3/23	10/24/23
22	Central	Sewer	Pump Station 7 SCADA	2023	\$20,000	\$27,560	\$ 27,560	\$ (7,560)	Wastewater	Mike	Complete	9/7/23	Complete; all invoices have been added.	4/3/23	9/15/23
31	Mariners	Sewer	New control panels for both Trains	2023	\$25,000	\$25,000	\$ 26,000	\$ (1,000)	Wastewater	Mike	Complete	9/25/23	Train 2 control panel installed 9/9/23. Job is complete all invoices have been added.	3/16/23	9/8/23
36	Office / Admin	Other	Website Design	2022	\$65,000		\$ 67,460	\$ (2,460)	Admin	Megan	Complete	10/2/23	Intranet launched on 10/2/2023.	9/1/21	10/1/23
37	Office / Admin	Other	Board Room Modifications		\$20,000		\$ 16,180	\$ 3,820	Director	Brian	Complete	10/6/23	Minor adjustments needed, like installing Airtime adapters. No more expenditures needed.	12/20/22	4/30/23
					\$2,144,806	\$523,670	\$633,486	\$ 1,416,280							

Job #: 2020043.3	Job Type: Sewer	Service Area: Forest	Last Updated: 11/9/2023
Job Name: Ivy Creek Divisions 5 & 6 Interceptors		Funding/Budget: \$15,471,092.30	
		Funding Source: DEQ - VCWRLF	Department Contact: R English \ Ward \ Dade
Engineer: CHA / E.C. Pace		Design Contract Amt: \$1,277,900	
Contractor: E.C. Pace		Construction Contract Amt: \$13,686,954	
Description: Design and construction of Ivy Creek sewer extension from Lake Vista to Lynchburg; includes temporary capacity measures at Lake Vista Pump Station until project completion.			
Status: Meeting held 1/11/21 at LVPS to review station for temporary capacity measures needed. SRP application submitted in May for 6/15/21 Planning Commission meeting. DB Team working on plans for temporary capacity increase at LVPS. Comments returned on 30% drawings on 5/24 and reviewed with DB on 5/27. Reviewed temporary LVPS solutions with DB on 8/11/21. Esmts #210012980 & 210012981 recorded 9/8/21. 10/5: Pipe materials difficult to find, significant cost increase. Esmts #210015229, #210015230, #210015231 & #210015232 recorded 10/26/21. 60% drawings rec'd 11/4/21 - Review completed by SWF 11/16/21, with final review by RBE and comments returned on 12/2/21. Esmt #210016351 recorded 11/17/21. Esmt #210016549, #210016550 & 210016569 recorded 11/22/21. Esmt #210018045 recorded 12/22/21. Public hearing to be scheduled to review Environmental Assessment per DEQ. ESMT's #220000674 & 220000675 recorded 1/14/22. #220000834 & #220000835 recorded 1/20/22. Working with Lynchburg on special requirements needed for easements providing benefit to Lynchburg; Lynchburg requiring deed with title search and plats. Continued discussions with 2 property owners for sewer line easements (Green, Johnston). VMRC permit advertised. Dsgn 03 rec'd 2/10/22. Reviewed to Sheet C-316. Stopped review & issued comments thus far on 2/24/22. Outstanding sewer line easements presented to the Board in March; sewer meter access easements to be addressed at a later date if needed. ESMT's #220002973 & 220002974 recorded 3/14/22. ESMT's #220003144 & 220003145 recorded 3/17/22. ESMT #220003779 recorded 3/31/22. All linework easements obtained; access easements pending. 2 line easements to be corrected with Lynchburg as Grantee. Updated construction cost estimate received 5/3/22 reflecting significant price escalations; Dsgn 04 rec'd 6/10/22. Draft construction contract amendment rec'd 7/6/22 and reviewed by legal counsel; presented for approval at August Board meeting. Design plans being finalized. Access easements being obtained, as well as updated and/or widened easements where applicable. Construction Amendment signed 8/19/22. Dsgn 05 rec'd 8/23/22. Dsgn 05 review completed 9/8/22. Awaiting review comments from Lynchburg for final plan updates. 10/20: approximately 4000 LF of pipe is on site; due to environmental restrictions for endangered bat species, tree removal not permitted until 11/15. Due to delay in Lynchburg approvals, clearing to begin around week of 12/12 on Bedford County side. Lynchburg not permitting work until plans have final approvals. 1/6: Clearing underway and several temporary stream crossings installed on Bedford County side. Pay App 1 with stored materials rec'd 1/6/23. ESMT #230000186; 230000187; & 230000188 recorded 1/10/23. ESMT 23000546 recorded 1/26/23. Preconstruction meeting with DEQ on 2/3/23. Surface blasting for easement clearing began late January. Agreement executed 2/8 to allow use of City easements. Meter access easements mailed to Lynchburg for execution on 2/17/23. Preconstruction with Lynchburg held on 2/23/23. RLD permits received from both County and City. Blasting underway. Shop Dwg 01 rec'd 3/21/23. ESMT #230002218 recorded 3/21/23. Shop Dwg 02 rec'd 3/23/23. ESMT #230000188 recorded 4/10/23. Bypass Pumping tested 5/22/23 Blasting caused damage to COL Chemical Storage building. Contractor to repair roof. H2S was found in bedrock; considering smaller blasts with relief holes (5/26/2023). 7/7: City line to be replaced to existing alignment, costs shared between EC Pace, BRWA, and COL. New alignment in design for interceptor. Change Order 1 executed 7/28/2023 for time and reallocation of Ph 1 funds related to delayed DEQ closing and Lynchburg sewer replacement. Sewer replacement to begin 8/14. Sanitary sewer installation began at manhole 121. 30-inch sewer installation has been completed to manhole 128. Manhole 129 (metering manhole) is still being fabricated and due to arrive onsite the middle to end of January 2024. The crew set manhole 130 11/9/2023.			
Job #: 2020043.4	Job Type: Water	Service Area: Bedford Central	Last Updated: 12/7/2023
Job Name: Route 460 Water Pump Station		Funding/Budget: \$2,300,000.00	
		Funding Source: CIP	Department Contact: R English \ S Dade
Engineer: CHA / E.C. Pace		Design Contract Amt: \$89,000	
Contractor: E.C. Pace		Construction Contract Amt: \$2,123,813	
Description: Value engineering design and construction of booster station at the end of East Crest Drive.			
Status: Preliminary Stage contract for PPEA project executed 12/18/20. Construction Stage contract for this portion of the project anticipated early spring 2021. In 2/2021, Bedford Electric indicated 9 month delay to obtain 3-phase transformer for site; updated delivery expected 6/1/21. Electric agreement executed 5/27. DB removed trees for electric service. VE plans rec'd and submitted to VDH on 8/2; met with DB on 8/11/21 to review. VDH verbally approved 10/5. Contract amendment #1 for construction approved at October Board meeting, along with increased budget from \$2M to \$2.3M. Contract amendment executed 10/25/21. Contractor mobilized to site 12/6/21. Construction has begun. 85% of site pipe work is complete. Foundation floor and foundation lower wall has been installed as of 3/3/2022. Ph 1 (design) paid in full in 1/2022; Ph 2 (construction) pay apps #1-#6 approved total of \$1,040,898.37, plus \$40,400 paid for electric service. Pumps are further delayed until September. Draft Change Order received for time extension until November to allow for pump installation and startup. Pumps are delayed again until late October. SCADA startup meeting held on 9/27 with DR Controls. Electrical and HVAC nearly complete. Pumps arrived and have been installed 11/3/2022. Initial pump startup testing held on 12/6/22. Reverse flow testing held 1/5/23; minor issues found and corrected in programming. Station is substantially complete with local functionality; SCADA screens underway for remote access. Final testing to occur after Rt 122 meter is replaced. Certificate of Occupancy rec'd 3/2/23. Final testing on 4/11/23 could not complete all scenarios due to issues with Rt. 122 meter; punchlist being generated. Final performance testing completed successfully on 5/4/23. Additional SCADA work requested for system automation (considering parameters outside of station) as well as actuated bypass valve at Big Ben control valve. As-built 01 rec'd 6/23/23. 7/7: Actuated valve to be completed in-house. Substantial Completion issued 6/16/23, effective 1/5/23. 12/7: Awaiting O&M manual and final as-builts prior to final retainage payment.			

Job #: 2020086	Job Type: Water	Service Area: Bedford Central	Last Updated: 7/10/2023
Job Name: Poplar Street Waterline Replacement (Phase I)		Funding/Budget:	
		Funding Source: Setasides - Water	Department Contact: C Ward \ T Hale
Engineer: BRWA & Hurt & Proffitt		Design Contract Amt: \$600.00	
Contractor: BRWA		Construction Contract Amt: TBD	
Description: To replace and upgrade the existing 1" waterline along Poplar Street with a 6" waterline in response to customers having water quality issues			
Status: Locate and Survey Completed 6/11/2020. Research and Design completed for review 7/29/2020. Plans sent for internal review 7/30/2020. Plans sent for Town review 8/21/2020. Comments rec'd 9/4/2020 Construction began on 8/12/2021. Main line installation complete. Services have been switched over. Restoration, paving and concrete work are still outstanding. COC issued 1/6/22. H&P As-Built & Survey Proposal accepted 5/23/23. As-Built 01 rec'd 7/10/23.			
Job #: 2021004	Job Type: Internal	Service Area: Central Sewer	Last Updated: 11/9/2023
Job Name: Town & County Sewer Replacement		Funding/Budget: \$2,000,000.00	
		Funding Source: ARPA - Town	Department Contact: S Dade & C Ward
Engineer: Hurt & Proffitt, Inc.		Design Contract Amt: \$114,600	
Contractor: Aaron J. Conner General Contractor, Inc.		Construction Contract Amt: \$1,999,351	
Description: Replacement of approximately 9,000 LF of existing 8-inch sewer line.			
Status: Esmt's #220003307 & #220003308 recorded 3/22/22. Esmt # 220003778 recorded 3/31/22. Esmt #220004617 recorded 4/21/22. Esmt #220005778 recorded 5/18/22. Esmt #220006243 recorded 5/31/22. Esmt #220007354 recorded 6/29/22. Project was advertised for bid on 7/22/2022. Bid opening will be held on 8/24/2022. Bid awarded to Aaron J. Conner. NTP issued 10/24/2022. VDOT LUP obtained. Pay App #1 received 11/01/2022. Construction began 11/10/22. Pay App 1 & 2 were approved. Construction 17% complete as of 1/3/2023. AJ Connor Bond rec'd 11/9/22. Pay App 3 & 4 were approved. Design changes were made to MH Q due to field constraints. Line from MH Q to MH AA will be reviewed for lining and not replacement due to proximity of existing sewer line to residential structure. Esmt #230003119 recorded 4/20/23. Sanitary sewer installation completed on Windy Ridge Drive, Green Meadow, and Roundtree Drive. Services are still being installed on Roundtree as of 6/5/2023. Manhole testing on Windy Ridge has begun. Sewermain installation on Woodhaven Drive is 40% complete. Sewer main installation complete on Windy Ridge, Woodhaven Drive, and Roundtree. All manholes have been tested. Still awaiting the contractor to complete the sanitary sewer runs between manholes P thru AA and manhole V to U. Contractor is proposing to pipe burst manholes V to U and install liner between P - AA. The sanitary sewermain was directionally drilled between manholes V and U by Grindstaff. The sanitary sewer between manholes P to Q and Q to AA had liners installed by Prisms Contractor and Engineer Inc. All sanitary sewermain installation completed on 10/17/2023.			
Job #: 2021093	Job Type: Sewer	Service Area: Forest Central	Last Updated: 2/7/2022
Job Name: Lake Vista Sewer Line Rehabilitation Study		Funding/Budget:	
		Funding Source: Operating	Department Contact: P Alexander
Engineer: BRWA Preventative Maintenance		Design Contract Amt:	
Contractor:		Construction Contract Amt:	
Description: Analysis of 24" and 18" sewer line flowing into LVPS to identify any large sources of I&I and plan for rehabilitation as appropriate to limit peak flows into LVPS.			
Status: PM Crew to perform condition assessment, CCTV survey, and easement clearing. All manholes and cleanouts have been located. Working on clearing the easements.			

Job #: 2021111	Job Type: Water	Service Area: Bedford Central	Last Updated: 12/9/2023
Job Name: Helm Street Tank Replacement		Funding/Budget: \$3,391,304.00	
		Funding Source: ARPA-Town, Escrow	Department Contact: English \ Quarles
Engineer: Whitman, Requardt & Associates (WRA)		Design Contract Amt: \$218,203	
Contractor:		Construction Contract Amt:	
Description: Replacement of existing deteriorated round tank at Helm Street with a new tank to serve the system.			
Status: Scoping meeting held with WRA and BRWA on 11/9 to review design options prior to design proposal. On-site meeting held 12/9 with WRA to review field conditions prior to preparing proposal. Proposal received 12/20 and under review to reduce scope where feasible. Scope revisions requested to reduce level of analysis. Revised proposal received 2/14/22 and executed 3/2/2022. Preliminary budget estimate from WRA indicates total project cost of approx. \$3.5M. Kickoff meeting held 4/12. Survey began 5/4; and is complete; soil borings completed 5/9. Meeting held 6/22 to review waterline functions and connectivity on site. Preliminary Design Report and geotech report rec'd 7/26, 2 weeks behind schedule. Comments returned 8/17; revisions rec'd 9/20. Preliminary engineering conference held with VDH and PER approved on 11/1. 60% plans and estimate rec'd 12/21/22 and submitted to VDH (12/21/22) and Town (12/22/22). Current cost estimate of \$3.6M including \$573k contingency. 60% plan comments sent on 2/9/23. BRWA verified pipe depths at 3 locations. ARPA funding redistributed between Town & Country and Helm Street tank. 90% plans & specs received 5/22/23. Design reviewed with Water Ops on 7/13/23. Comments returned 7/20. Final documents to be submitted for permitting at end of August. Working with Schools to relocate communication equipment. 100% drawings rec'd 8/22; reviewed with Town TRC on 9/6 and submitted to County E&S for LDP review. VDH Waterworks Construction Permit rec'd 10/4; awaiting SWM and building permit approvals prior to bidding. IFB was advertised on 11/5. Bid Opening date is December 19, 2023. Pre-Bid meeting was held on site on 11/29. Addendum #1 was issued on 12/8.			
Job #: 2021135	Job Type: Water	Service Area:	Last Updated: 7/10/2023
Job Name: Galax & Gum Street Waterline Replacement		Funding/Budget:	
		Funding Source:	Department Contact: C Ward & T Hale
Engineer:		Design Contract Amt:	
Contractor: BRWA CIP		Construction Contract Amt:	
Description:			
Status: Galax Dsgn approved 8/25/22. Construction began 10/11/22. Gum Street (Paper Street) added to project 11/20/2022 Gum Street from Galax to Peaks under design and working with town on culvert replacement 12/19/2022. Gum Dsgn 01 comments sent to CLW 03/07/2023. Gum Dsgn rec'd 3/8/23. Dsgn 01 appvd 3/9/23. Dsgn 02 rec'd 4/7/23. Dsgn 02 comments sent to CLW 4/10/2023. As-Built (Galax) 01 rec'd 5/2/23. As-Built (galax) comments sent to CLW 5/3/2023. As-builts to be performed by Hurt and Proffitt As-Built 01 rec'd 7/10/23.			
Job #: 2022018	Job Type: Internal	Service Area: Countywide	Last Updated: 12/7/2023
Job Name: Lead Compliance Planning & Implementation		Funding/Budget: \$250,000.00	
		Funding Source: VDH Grant	Department Contact: R English \ W Quarles
Engineer: CHA (120 Water as subconsultant)		Design Contract Amt:	
Contractor:		Construction Contract Amt:	
Description: Lead Compliance Regulations (LCR) requires Lead Service Line (LSL) inventory, replacement, and other details for a compliance plan.			
Status: Requested information from consultants on scope of assistance they could provide along with anticipated budget. Preliminary information and budgets received from various consultants ranging from \$50k to \$265k for consultant assistance. \$50k proposed in FY22-23 CIP. CHA assisting with grant funding application through DWSRF, LEAP funding application was submitted to VDH on 5/5 for \$60k assistance towards Town LSL Inventory. BRWA listed as a grant recipient; DEQ offer letter received 11/9/22. Preliminary proposal rec'd and scoping meeting held with CHA and 120Water on 12/21/22. Revised proposal rec'd 1/11; comments returned 1/24 & request sent to VDH to use grant toward both County & Town. Awaiting final grant award from VDH. BRWA requested additional funding through existing grant per VDH communication to CHA regarding additional 2022 funding available; awaiting response. VDH initial meeting on 4/11/23 with all funding recipients. Kickoff meeting with CHA held on 4/27/23. GIS data provided to consultant. 7/7. Notice of revised grant award of \$250k rec'd 8/14/23. Inventory methods and schedule submitted to VDH on 10/3; VDH approval received 10/25 and funding agreement executed with VRS on 10/31. Amended proposal approved 12/4/23.			
Job #: 2022056	Job Type: Internal	Service Area: Central	Last Updated: 11/9/2023
Job Name: Peakview Street Waterline Replacement		Funding/Budget:	
		Funding Source:	Department Contact: S Dade
Engineer:		Design Contract Amt:	
Contractor:		Construction Contract Amt:	
Description:			
Status: Under design. 10/3/2022 Design complete 11/28/2022 Plans subitted for materials bids 11/29/2022 Materials have been ordered and are being delivered 12/9/2022. Design approved 7/17/23. Waterline installation began 8/1/2023. The crew has completed the installation of 1100+ feet of 6" watermain on Peakview Street. The CIP crew has completed the 6-inch waterline installation to station 6+63. 1600 feet of 6-inch waterline has been installed as of 11/6/2023.			

Job #: 2022081.1	Job Type: Feasibility Study	Service Area: Bedford Central	Last Updated:
Job Name: Stoney Creek Dam Ph 1 - Low Level Drain PER / Design		Funding/Budget: \$100,000.00	11/6/2023
		Funding Source: CIP	Department Contact:
Engineer: Wiley Wilson / Schnabel Engineering		Design Contract Amt: \$45,840	W Quarles
Contractor:		Construction Contract Amt: TBD	
Description:	Engineering study and design for the most feasible options for repair of the low level drain outlet, and an alternate valving system that may be accessed outside of the dam area. Budget reflects Phase 1 only.		
Status:	Poposal received from Wiley Wilson on 9/6/22 using Schnabel for a preliminary engineering report. Preliminary visit with consultants at dam on 10/13 to review project; boil found at drain basin and investigated by PM crew on 10/17 to be an additional PVC drain pipe under the dam. PER was reviewed and accepted. Option #1 to rehab existing drain valve was selected and included in the FY24 budget. W W is proceeeding with design.Underwater inspections being performed by Bander Smith are tentatively scheduled for 12/18/2023, weather dependent.		

Job #: 2023015	Job Type: Internal	Service Area: Countywide	Last Updated:
Job Name: Integrated Billing and Asset Dashboard		Funding/Budget:	12/7/2023
		Funding Source:	Department Contact:
Engineer:		Design Contract Amt:	R English / B Key
Contractor:		Construction Contract Amt:	
Description:	Integration of billing data, asset management data, operational spreadsheets and other data to streamline access to information.		
Status:	Proposal received from Streams Tech 1/2022. Directors met with Burns-McDonnell for presentation on 2/1/23. Project proposed for future CIP; unable to fund in 2023-2024. Met with Burns-McDonnell 5/30/23 to review more specific dashboard needs. 7/7: Instructions prepared for Accountability report with references of data sources needed; data sources will be reviewed for possible consolidation. 12/7: Working on an initial phase to utilize Customer Service information.		

Job #: 2023017	Job Type:	Service Area: Central Water	Last Updated:
Job Name: Western Hills Subdivision Waterline Replacement		Funding/Budget:	11/13/2023
		Funding Source: Setasides - Water	Department Contact:
Engineer: Hurt & Proffitt		Design Contract Amt: 43,320	W Quarles
Contractor:		Construction Contract Amt:	
Description:	Replace waterlines within the Western Hills Subdivision.		
Status:	Dsgn proposal accepted 3/20/23. Dsgn 01 rec'd 10/16/23. Comments sent to Mike Wilson on 11/13/2023.		

Job #: 2023018	Job Type:	Service Area:	Last Updated:
Job Name: Western Hills Subdivision Sewerline Replacement		Funding/Budget:	11/13/2023
		Funding Source: Setasides - Sewer	Department Contact:
Engineer: Hurt & Proffitt		Design Contract Amt: \$58,860	W Quarles
Contractor:		Construction Contract Amt:	
Description:			
Status:	Dsgn proposal accepted 3/20/23. Dsgn 01 rec'd 10/16/23.Comments sent to Mike Wilson on 11/13/2023.		

Job #: 2023021	Job Type: Internal	Service Area:	Last Updated:
Job Name: Galax Sewer		Funding/Budget:	5/30/2023
		Funding Source:	Department Contact:
Engineer:		Design Contract Amt:	C Ward / S Dade
Contractor:		Construction Contract Amt:	
Description:			
Status:	Dsgn 01 rec'd 4/10/23.Comments 01 sent to CLW 5/3/23. Dsgn 02 rec'd 5/2/23.Comments 02 sent to CLW 5/9/23. Approved plans sent out 5/30/2023		

Job #: 2023022	Job Type: Internal	Service Area: Central Sewer	Last Updated:
Job Name: Central Pump Station 1 & 2		Funding/Budget: \$660,000.00	8/4/2023
Engineer: Blue Ridge Engineering (C Fewster)		Funding Source: CIP	Department Contact:
Contractor: TBD		Design Contract Amt: \$11,000	W Quarles
Description: Replacement of pumps, installation of VFD's, and installation of magmeters at Central Pump Stations 1& 2.		Construction Contract Amt:	
Reference: 2023-022.1 & 2023-022.2			
Status: A design proposal has been requested from WRA 4/3/23.A Teams meeting was held with WRA on 4/14/2023 to review and discuss the scope of the project. WRA met with Wastewater Operators on site to review standard operating procedures and equipment on 5/9/2023. Upon receiving WRA's proposal for \$170k, a proposal was received from Blue Ridge Engineering Services for \$11k.			
Job #: 2023022.1	Job Type: Internal	Service Area: Central Sewer	Last Updated:
Job Name: Central Pump Station 1 Improvements		Funding/Budget: \$660,000.00	8/15/2023
Engineer: Blue Ridge Engineering (C Fewster)		Funding Source: CIP	Department Contact:
Contractor: TBD		Design Contract Amt: 6,000	W Quarles
Description:		Construction Contract Amt:	
Status: BRECS Dsgn Proposal accepted 8/15/23.			
Job #: 2023105	Job Type: Internal	Service Area: Countywide	Last Updated:
Job Name: Capital Improvement Program FY 2024-2025		Funding/Budget:	
Engineer:		Funding Source:	Department Contact:
Contractor:		Design Contract Amt:	R English
Description: Planning for proposed projects and purchases in 2024-2025 fiscal year.		Construction Contract Amt:	
Status:			

Current Engineering Projects

Bedford Regional Water Authority

Job #: 2013086.2	Job Type: Other	Service Area: Central - Bedford	Last updated on: 7/10/2020
Job Name: Route 43 - Stoney Creek Bridge VDOT Improvement			Department Contact: S Dade
Description: VDOT improvements to bridge over Stoney Creek. VDOT project 0043-009-738. VDOT Structure 1010. Near Pump Station 6 and Big Otter River Intake. Affects wells for Central system. See 2013086.1 for Big Otter crossing at Pump Station 6			
Status: Plans received 3/10/17. Relocation of sewer lines as part of the project. Easement documents executed and returned 7/31/17. Plan revision 2 returned for comments on 8/29/17. Final Easement drawing rec'd 10/2/17. Final plans received for review 1/3/18. Executed Agmts mailed to VDOT 2/26/18. Project advertised Spring 2018. Sewer line relocation began 10/18/2018. Construction halted due to stream crossing permit requirements (fish study results). Construction planned to resume June 2019. Construction and testing complete. Working to gather close-out documents			
Job #: 2019069	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 11/29/2023
Job Name: Impact Church Rezoning - Site/Design			Department Contact: J Dean
Description: Rezoning Applization #RZ190003 for Impact Church site layout master plan. Proposed church, sports fields and recreational facilities.			
Status: TRC 6/25/19. Concept 01 rec'd 6/19/19. Site Plan 01 rec'd 2/17/22. Comments sent to planning on 3/10/22. Signed Developer Agreement, Review & Inspection Fees rec'd 4/19/22. Site Plan 02 rec'd 5/31/22. Comments issued 6/21. Site Plan 03 rec'd 8/17/22. Comments sent 8/31/2022. Developer Items remaining for C2C. Site Plan 04 rec'd 11/22/22 (needs Extended Review Fee). Slip sheet rec'd 9/20/23 in relation to submittal #4. Extended Plan Review fee rec'd 10/23/23 for future revised slip sheet review. Slip sheet rec'd 9/20/23 in relation to submittal #5. Slip sheet rec'd & Extended Plan Review fee 11/2/23 in relation to submittal #6. ESMT #230009194 & 230009195 recorded 11/3/23. Site Plan Approved 11/3/2023. Surety #380 rec'd 11/29/23.			
Job #: 2019117	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 9/8/2023
Job Name: Westyn Village Condotels Phase 2 - Site/Design			Department Contact: T Hale
Description: Proposed 1 24 Unit Condotel & 6 36 unit Condotel with a clubhouse. (Plan Name Changed to Westyn Village Ph II). - Changed to Apartments following successful re-zoning. One property - Public Waterline Extension and FFMV.			
Status: Site/Design 01 rec'd 12/06/19. Comments & Dev Pkg issued 1/31/20. Site/Design 02 rec'd 4/13/20. Site Plan 02 comments, Esmnt Exhibits 01 comments & Revised Developer Agreement issued 6/1/20. Easement Exhibit submittal 02 rec'd 6/11/20. Exhibit review comments e-mailed to Engineer 8/25/20. Project 'on-hold' pending sewer capacity issues being resolved. Signed Developer Agreement, Review & Inspection Fees rec'd 5/20/21. Site/Design 03 rec'd 6/2/21. Original Site/Dsgn 03 replaced with new revised submittal from planning. Site/Dsgn 03 rec'd 6/8/21. Appv'd by BRWA 6/11/21 for SITE PLAN purposes only & comments issued thru Planning. Still working through outstandign items needed to reach C2C status. 6/14/21 - Completed review of Esmnt Exhibits & E-Mailed Esmnt Agmnts to Developer for signature and return. Water & Sewer Calcs 01 Review comments issued 6/15/21. Esmt #210009164 & 210009165 recorded 6/22/21. Per 7/1/21 E-Mail from Planning - Planning has not yet issued Site Plan approval, Natural Resouces has recinded approval due to E&SC changes. Site/Dsgn 04 rec'd 7/7/21 (need re-review fee 7/7/21). Review completed 7/13/21. Plan is approvable by BRWA for Site Plan purposes only. Awaiting rec'pt of re-review fees before releasing comments. Re-review fees rec'd & Comments released 7/19/21. LOC# 5018577548 rec'd 7/22/21. Shop Drawings 01 rec'd 7/26/21 & approved. Water & Sewer Calcs 02 rec'd 8/4/21 - "No futher comments" issued 8/11/21. A re-zoning application has been submitted to the County proposing re-zoning the property from PCD to R-4. Site/Dsgn 05 rec'd 10/29/21 Re-review fee rec'd 11/4/21. Site/Dsgn 05 comments issued to Planning 11/4/21 - comments can be addressed at pre-con and/or As-Built. Need 3 full size hard copies upon Planning approval. Planning appv'd Site Plan & requisite hard copies rec'd 12/10/21. C2C Issued 12/16/21. A meeting was held with the County, T Bell, and P&O on 9/27/22 as the Developer is requesting service prior to completion of the receiving FMS PS upgrades. Vault Installed 1/13/22. Air vacuum and Manhole vacuum test completed 3/3/22. Waterline pressure test completed 4/7/22. Plug installed in existing manhole on 10/4/22. BOSQC rec'd 3/6/23. Development was allowed service after Forest Middle School start-up (upgraded) in May 2023. Project to close out with Forest Middle School Pumpstation upgrade.			
Job #: 2019117.1	Job Type: Fire Flow Meter	Service Area:	Last updated on: 6/11/2021
Job Name: Westin Village Condotels - Site/Design			Department Contact: T Hale
Description: For Fire Flow purposes only please reference 2019-117.			
Status: See 2019-117			

Job #: 2020066.2	Job Type: Sewer	Service Area: Forest	Last updated on: 12/7/2023
Job Name: FMS Pump Station Upgrades- Prepayment Request			Department Contact: R English
Description: Prepayment request to complete upgrades to Forest Middle School pump station to allow for current and future growth. Current growth related to Westin Village development.			
Status: Discussions held on 9/23/20 with R Orrison and D Cyrus of process and developer's responsibility for design. Prepayment request approved at October Board Meeting for \$100k less than total construction cost. Surety received; awaiting final contractor and cost information for Prepayment Agreement. Requested schedule update and information from Developer on 9/2/21 to finalize prepayment agreement; prepayment approval expires 10/20/2021. Developer rec'd zoning approvals for Westyn Ph 2 & 3 approvals; prepayment for pump station upgrades re-approved at 11/2021 Board meeting. Awaiting developer to enter construction contract prior to completion of Prepayment Agreement. Contacted D Cyrus on 3/17/22 for an update, no response rec'd. BRES indicated on 5/12/22 that developer is obtaining updated pricing for station. D Cyrus contacted BRWA on 7/6/22; still no contractor selected. Prepayment re-approved in November for \$693,692.. Final draft of Prepayment Agreement sent to Thomas Builders 1/4/23. Construction contract and executed agreement received 3/29/23. Prepayment agreement executed and returned 5/8/23; awaiting documentation prior to credit issuance. Emailed reminder 8/4/23 regarding prepayment approval to expire on 11/15/23. Invoice copies rec'd 8/4 and reviewed; awaiting proof of payment and 1 invoice prior to prepayment credit issuance. Check copies rec'd 9/18, with only a few reflecting being processed. As of 11/9, 3 of 7 subs have indicated not having received full payment. Partial prepayment credit issued 11/9. Prepayment approval expired 11/15/23. 12/5: Subcontractors still indicating non-payment.			
Job #: 2020066.3	Job Type: Sewer	Service Area: Forest	Last updated on: 9/8/2023
Job Name: Westyn Village Forest Middle School Pump Station Upgrades - Design			Department Contact: C Ward / S Dade
Description: Upgrades to Forest Middle School pump station to allow for current and future growth. Current growth related to Westin Village development.			
Status: Meeting held on 12/3/20 with P&O to discuss station design. P&O working with Chris Fewster on pump station design. Revised basis of design report given to P&O on 3/1/21 based on increase in proposed development. Design 01 rec'd 3/5/21, comments re'd 3/29. Surety #5018510461 rec'd 5/17/21. Site/Dsgn 02 rec'd 5/17/21. Deve Agmnt Rec'd 5/20/21; Site/Dsgn 02 Comments issued 5/24/21. CTC application for DEQ received 6/4/21 and submitted to DEQ. Site/Dsgn 03 rec'd 6/8/21. Site/Dsgn 03 comments issued to Planning 6/23/21. Working with BCPS on Easement Agreement. Site plan approved by planning 7/29/21. Hard copies of approved plans rec'd 8/3/21. ESMT #210012251 & Deed of Release #210012252 recorded 8/24/21. BRES working with Falwell and suppliers for equipment quotes; BRES assisting Developer with submittal review. Contacted D Cyrus on 3/17/22 for an update as Phase 2 buildings well under way, no response rec'd. BRES indicated on 5/12/22 that they are obtaining updated pricing for station. Developer indicated on 7/6/22 that large equipment submittals are expected in 2-4 weeks. Shop Dwg 01 rec'd 8/23/22. Shop Dwg CP&P 01 rec'd 8/26/22. Shops Dwg's approved 8/31/22. Signed Revised Developer Agmt rec'd 11/15/22. Surety #FF1031 rec'd 11/18/22. Developer Agmt executed & C2C issued 11/21/22. New wetwell and valve vault have been installed. Existing wetwell has been converted to a manhole. Building and electrical completed. Pumpstation placed online 5/4/2023. Site demolition (of existing/old pump station) resumed the week of 5/29/2023. Punchlist given to Daniel Cyrus and Mid-State construction 8/11/2024 and 8/24/2024. Final inspection walk-thru with Chris Fewster to be scheduled.			
Job #: 2020073	Job Type: Water	Service Area: Forest	Last updated on: 11/9/2023
Job Name: West Crossing Section 4 - Design			Department Contact: Shannell Dade
Description: Road plan, waterline design and profile for section 4. 19 lots approximately 2900 LF Waterline.			
Status: Dsgn 01 rec'd via e-mail (pdf) 6/29/20. Hard copy rec'd 7/8/20. Comments issued 8/6/20. Dev Pkg issued 8/6/20. Need Base Fee. Need Review Fees. Need Dev Agmnt. Dsgn 02 rec'd 10/22/20. Review 02 complete 11/4/20. Base Review Fee, Review Fees & Re-review Fee for forthcoming 3rd submittal rec'd 11/17/20. Signed Developer Agmt rec'd 11/17/20. Review 02 comments issued 11/17/20. Fire Flow Test fee rec'd 1/26/21. Dsgn 03 rec'd 6/23/21. "DRAFT" comments e-mailed to Engineer 7/2/21 with option to address as slip sheets to current submittal. Water Calcs 01 comments issued 7/19/21. Water Calcs 02 Rec'd 9/25/21 & comments issued 10/5/21. Calc 03 Rec'd 10/10/21. Calc 03 Comments issued 10/18/21. Calc 04 comments issued 10/25/21 - approvable pending matching final Dsgn Plans and Plat. Water model cert rec'd from Engineer 11/14/21. Plat was appv'd by BRWA 7/22/21; Cost Est rec'd 11/15/21 & hard copy Surety forthcoming. Bond #107540706 rec'd 12/6/21. 12/20/21 - Rec'd E-mail from Engineer w/ full set of revised Plans w/ 3 subsequent Rev dates. E-mailed Engineer to officially submit thru Planning (Dsgn Submittal 04) and BRWA Re-Review Fee req'd. Dsgn 04 rec'd 12/18/21. Review completed 1/11/22 - holding comments until receipt of re-review fees. Re-review fee rec'd 3/28/22. Dsgn 04 comment released. Need 3 hard copies of plans, Insp Fees, Shop Dwgs & Plat recordation. 3 hard copies rec'd. Shop Dwg 01 rec'd 10/31/22. Inspection Fees received on 12/6/2022 (\$5,888.28) & C2C issued. Construction began the week of 5/22/2023. Construction stopped temporarily due to VDOT LUP being needed to cross West Crossing Drive. Counts and Dobyn are still waiting for VDOT to approve work be it bore or open cut as of 9/8/2023. Field change was sent 10/6/2023 and was accepted by BRWA Construction Manager. Crew returning to site and bore is scheduled for the week of 11/13/2023.			

Job #: 2020107	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 12/7/2023
Job Name: Boonsboro Meadows Section 5 Roadway & Water - Design			
Description: Proposed Section 5 (Proposed 16 Lots). Consisting of Water and LPFM. Wild Doe Drive			Department Contact: T Hale
Status: Design 01 rec'd 9/28/20. Comments & Dev Pkg issued 10/26/20. Need \$400 Base Fee, Review Fees and Agmt w/ 2nd submittal. Base Review fee rec'd 11/5/20. Design 02 rec'd 10/6/21. Review fee & Signed Developer Agmt rec'd 10/7/21. Dsgn 02 and Water Calcs 02 Review Comments issued 10/15/21. Sewer FM Calcs 01 Comments issued 10/20/21. Re-review fee rec'd 11/22/21 (forthcoming 3rd submittal). Dsgn 03 rec'd 12/15/21. Plan review comments issued to Planning and Engineer notified 12/30/21. Water Calcs Submittal 03 Reviewed and comments issued 1/3/22. Sewer FM Calcs Submittal 02 review complete & comments issued. Dsgn 04 (need \$200.00 re-review fee & Water Calcs 04 rec'd 5/24/22. Re-review Fee rec'd 6/29/22.). Dsgn 05 rec'd 12/22/22. Comments sent 1/22/2023 Dsgn 06 rec'd 10/23/2023 (Need Extended Plan Review Fee). Extended Plan Review Fee rec'd 10/25/23. Comments sent to planning on 11/06/2023. Revised developer package sent to Earl Dickerson on 12/7/2023.			
Job #: 2020121	Job Type: Site Plan w/Proposed Utilities	Service Area: Forest	Last updated on: 11/28/2023
Job Name: Justice Real Estate LLC - Site Plan			
Description: Proposed building for automobile repair services with adjacent parking.			Department Contact: J Dean
Status: TRC 12/8/20. Concept 01 rec'd 12/2/20. Comments 01 emailed to Planning & Engineer 12/7/20. Site Plan 01 rec'd 4/9/21. Comments sent to planning 4/21/2020. Site Plan 02 rec'd 5/24/21. Approved 6/3/21. Approval retracted; Revised Site Plan 03 rec'd 10/24/23. Legible Copy requested 11/14/2023. Extended Plan Review Fee rec'd 11/20/23. New copy rec'd 11/27/2023. Comments sent to Planning 11/28/2023.			
Job #: 2021022	Job Type: Site Plan w/Proposed Utilities	Service Area: Smith Mountain Lake	Last updated on: 11/27/2023
Job Name: Lot 4 Moneta Business Center Hardee's - Site Plan			
Description: Proposed Hardee's restaurant.			Department Contact: C Slusser
Status: TRC 3/9/21. Concept 01 rec'd 3/4/21. Comments 01 emailed to Planning & Surveyor 3/8/21. Site Plan 01 rec'd 4/14/21. Comments 01 emailed to Planning 4/22/21. Site Plan 02 rec'd 7/14/21. Comments 02 emailed to Planning & Dev Pkg emailed to Engineer 8/2/21. Revised Dev Agmt emailed to Engineer 8/12/21. Site Plan 03 rec'd 11/18/21. Site Plan approvable as of 11/30/21; awaiting Executed Developer Agreement & Review & Inspection Fees before emailing approval to Planning; additional Developer documents will be needed prior to issuing C2C. Per Engineer on 12/14/21, Developer will bid out again & select Contractor in mid to late January. Project still on hold per Engineer due to construction costs - 2/9/22, 3/10/22, 4/18/22 & 8/17/22. Per Engineer on 12/6/22, project will rebid in Spring 2023. Per Engineer, still on hold due to construction costs - 5/5/23. Site Plan 04 rec'd 11/22/23. Base & Re-Review Fee rec'd 11/27/23.			
Job #: 2021024	Job Type: Internal	Service Area: Central	Last updated on: 3/11/2021
Job Name: Big Otter Well Abandonments			
Description: Abandonment of wells formerly used as part of the Central water system, located behind sewer pump station 6 and within the property boundaries of 4920 Peaks Road.			Department Contact: W Quarles
Status: Bob met with property owner of 4920 Peaks Rd, Rita Ragland, who requested consideration be made to abandon or maintain the well sites within her property. Information gathered on existing easements for the wells and raw waterlines.			
Job #: 2021043	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 11/9/2023
Job Name: Jefferson Village Drive Townhomes - Site/Design			
Description: Proposed 9 townhouse buildings creating 56 lots.			Department Contact: S Dade
Status: TRC 4/27/21. Concept 01 rec'd 4/22/21. Site/Dsgn rec'd 11/22/21. Comments sent to planning 12/22/21. FFT fee rec'd 4/14/22. Sewer Calculations rec'd 5/3/22. Site Plan 02 rec'd 5/4/22. Comments sent to planning 6/24/22. Site/Dsgn 03 rec'd 9/22/22; Comments sent to Planning 10/19/22. Site/Dsgn 04 rec'd 1/13/23. Signature Plat Approved 2/9/2023. Re-Review needed. Re-review fee rec'd 3/8/23. Awaiting \$400.00 Review Fee & Developer Items 5/26/2023. Developer Agmt, & Review & Inspection rec'd 9/15/23. Shop Dwg 01 rec'd 10/18/23. Surety #100224917 rec'd 11/3/23. Shop Dwg approved 11/8/23. C2C Issued 11/9/23.			
Job #: 2021090	Job Type: Site Plan w/Proposed Utilities	Service Area: Forest	Last updated on: 9/19/2023
Job Name: Victor & Anita Weatherholt Office Building - Site Plan			
Description: Proposed two 1-story office buildings (5,376 SF each).			Department Contact: C Slusser
Status: TRC 8/24/21. Concept 01 rec'd 8/19/21. Comments issued 8/23/21 for TRC Webex Mtg on 8/24/21. Site Plan 01 rec'd 8/18/22. Comments 01 emailed to Planning 8/25/22. Site Plan 02 rec'd 9/8/23; Planning asked to have expedited (lost in shuffle in July). Comments 02 emailed to Planning & uploaded to Bluebeam 9/19/23.			

Job #: 2021102	Job Type: Sewer	Service Area: Bedford Central	Last updated on: 10/6/2021
Job Name: Winoa Sewer System Transfer			Department Contact: R English
Description: Transfer of privately owned sewer lines and pump station serving former Winoa / Wheelabrator facilities and Bison Printing. (Also see 2021032 and 2015016)			
Status: Contract Operations agreement executed 9/14/21 to offer operational and maintenance assistance until transfer is completed.			
Job #: 2021114	Job Type: Internal	Service Area: Countywide	Last updated on:
Job Name: Program for Low Water Pressure Customers			Department Contact: R English
Description: Establishing program or policy for addressing customers with pressures at the water meter that are regularly or intermittently less than 20 psi.			
Status:			
Job #: 2022026	Job Type: Other	Service Area: Forest	Last updated on: 5/30/2023
Job Name: TEVA Facility Inquiries (2150 Perrowville Road)			Department Contact: R English/C.Ward
Description: Bedford County Economic Development Authority (EDA) working with groups for promoting sale or lease of former TEVA / Barr Labs facility at 2150 Perrowville Road. Capacity data and inquiries stored in this file.			
Status: Meetings attended on 3/8 and 4/5/22 with potential tenants (REC Americas), with information provided to them on existing water and sewer capacity, and potential increased sewer capacity upon upgrade of a ~100 section downstream. REC selected a different site for their development. Responded to property agent's inquiries on 5/21/22 from another potential tenant. BRWA attended meeting with interested tenant on 9/6/22 and responded to water and sewer inquiries. Projected usage information rec'd 10/10/22 projecting 37k to 360k gpd water usage and 37k to 342k gpd sewer flow from the initial to final development phases. Working with WRA to determine ways to increase water capacity at location. Will also schedule flow testing with various valve scenarios to determine if system has a closed valve. CLW working with PM and Maintenance manager for flow testings and checking waterline ARVs prior to flow testing 4/13/2023			
Job #: 2022033	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 11/9/2023
Job Name: Goodwill Industries Forest - FFMV			Department Contact: S Dade
Description: Proposed 27,130 sf. Goodwill building			
Status: TRC 4/12/22. Concept 01 rec'd 4/7/22. Sewer Capacity purchase for existing sewerline was paid for by Riverbend for 2015-081 project. Contacted Riverbend. Site Plan 01 rec'd 7/21/22. Comments sent to Planning 8/11/22. FFT Fees rec'd 9/26/22. Site Plan 02 rec'd 10/5/22. Comments sent to Planning 10/31/2022. Site/Dsgn 03 rec'd 12/14/22. Dev AGMT rec'd 12/19/22. Re-Review Fee rec'd 1/3/23. Site Plan approved, Developer items remaining for C2C 1/6/2023. ESMT #230000773 2/2/2023. Shop Dwg 01 rec'd 3/28/23. Shop Dwg approved 4/19/23. Surety #75001195 rec'd 5/18/23. C2C issued 5/24/23. VDOT LUP #216-29767 rec'd 9/7/23. Boring of Phillip Circle completed 9/6/2023. Vault, valves, and bypass installed. Existing manhole cored for sanitary sewer service for Goodwill. Testing of water from tap to vault remain.			
Job #: 2022053	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 11/30/2023
Job Name: Blue Ridge Professional Park - Site/Design Plan			Department Contact: J Dean
Description: Proposed 4 new buildings & parking.			
Status: TRC 6/14/22. Concept 01 rec'd 6/7/22. Site Plan 01 rec'd 10/13/22. Comments sent to planning 11/29/22. Site Plan 02 rec'd 1/6/23. Comments sent to planning 1/23/2023. FFT Fee rec'd 5/18/23. Site Plan 03 rec'd 5/19/23 (\$200.00 re-review fee needed) Re-review fee rec'd 5/23/22. Comments sent to planning 5/31/23. Site Plan 04 rec'd 7/14/23 (Extended Plan Review Fee needed). Extended Plan Review Fee rec'd 7/17/23. Site Plan 05 & Extended Plan Review Fee rec'd 8/10/23. Site/Dsgn 06 rec'd 10/16/23 (need \$200.00 extended plan review fee). Extended Plan Review Fee rec'd 10/17/23. Comments sent to planning 10/31/2023. Base Fee, Review & Inspection Fees rec'd 11/16/23. ESMT #230009842 recorded 11/28/23. Surety #438 rec'd 11/30/23.			
Job #: 2022095	Job Type: Water & Sewer	Service Area: Forset	Last updated on: 11/6/2023
Job Name: Corporate Park Drive Townhomes - Design			Department Contact: J Dean
Description: Proposed 40 unit townhome development.			
Status: TRC 11/9/22. Concept 01 rec'd 11/2/22. Comments issued 11/9/22. Dsgn 01 rec'd 11/3/23 (Need Extended Plan Review Fee), Extended Plan Review Fee rec'd 11/6/23.			
Job #: 2022109	Job Type: Site Plan w/ Existing Utilities	Service Area: Central	Last updated on: 9/20/2023
Job Name: Gill Brothers - Site Plan			Department Contact: T Hale
Description: Proposed general business			
Status: TRC 12/19/22. Concept 01 rec'd 12/8/22. Site Plan 01 rec'd 7/13/23. Comments 01 sent to planning on 7/17/2023 Site Plan 02 rec'd 9/13/23. Comments 02 sent to William Yeager 9/20/2023			

Job #: 2023012	Job Type: Concept	Service Area: Central	Last updated on: 11/21/2023
Job Name: Ole Dominion Blvd Townhomes & Subdivision - Concept			Department Contact: J Dean
Description: Concept plan for 72 single family lots & 8 (8 unit) townhouse buildings.			
Status: Concept 01 rec'd 1/26/23. TRC 2/8/23. Town TRC 11/21/23. Concept02 rec'd 11/14/23. FFT Fee rec'd 11/20/23. Attended TRC and emailed comments and landscaping allowances letter to planning 11/21/23.			
Job #: 2023030	Job Type: Water	Service Area: Forest	Last updated on: 11/9/2023
Job Name: Hooper Road Waterline Extension - Design			Department Contact: S Dade
Description: Proposed Waterline Extension to 4 lots.			
Status: Dsgn 01 rec'd 4/7/23. Base Review Fee rec'd 4/11/23. Developer Packet & Comments 01 issued 5/17/23. Review Fees rec'd 6/1/23. Developer Agmt rec'd 6/2/23. Dsgn 02 rec'd 6/28/23. Comments 02 emailed to Engineer & Developer 7/20/23. Inspection Fee rec'd 7/26/23. Surety #2023-032 rec'd 8/8/23. FFT Fee rec'd 8/10/23. Water Calcs rec'd 8/21/23. Shop Dwg 01 rec'd 8/30/23. Shop Dwg 02 rec'd 9/11/23. VDOT Permit #216-29772 app'd 9/11/23. Shop Dwg 03 rec'd 9/12/23. 4 hard copies of App'd Plans rec'd 9/15/23. Shop Dwg app'd 9/19/23. VDOT LUP #216-29772 rec'd 9/22/23. C2C issued 9/26/23. Waterline installation complete. Punchlist generated 10/18/2023. Testing completed and passed 10/23/2023. Bac-t samples taken week of 10/31/2023.			
Job #: 2023053	Job Type: Site Plan w/ Existing Utilities	Service Area: Central	Last updated on: 6/20/2023
Job Name: Dunkin' Donuts - Site Plan			Department Contact: T Hale
Description: Proposed 1, 818 SF Dunkin' Donuts in existing building.			
Status: Site Plan 01 rec'd 6/20/23. Comments 01 sent to planning 6/20/2023			
Job #: 2023059	Job Type: Site Plan w/ Existing Utilities	Service Area: Vinton	Last updated on: 7/18/2023
Job Name: 15720 Stewartville Rd STE A - Site Plan			Department Contact: T Hale
Description: Proposed converting portion of restaurant space into convenience store and commercial indoor amusement .			
Status: Site Plan 01 rec'd 7/17/23. Comments issued 7/18/23.			
Job #: 2023066	Job Type: Water	Service Area: Forest	Last updated on: 12/7/2023
Job Name: Great Oaks Section 4 Roadway & Waterline - Design			Department Contact: J Dean
Description: Proposed 22 lot subdivision.			
Status: Dsgn 01 & Water Calculations 01 rec'd 7/24/23 (emailed developer for \$400.00 Base Review fee). Base Review fee rec'd 8/1/23. Comments sent to Planning 8/3/2023. Review & Inspection fees rec'd 8/11/23. Dsgn 02 & Water Calculations 02 rec'd 11/13/23. Approval Comment sent to Planning 12/4/2023. Developer items needed 12/4/2023. Dsgn 03 rec'd 12/7/23 (Extended Plan Review Fee Needed),			
Job #: 2023071	Job Type: Site Plan w/ Existing Utilities	Service Area: Montvale	Last updated on: 11/27/2023
Job Name: Kubota SUP - Site Plan			Department Contact: T Hale
Description: Proposed retail & rental SUP.			
Status: TRC 8/8/23. Concept 01 rec'd 8/3/23. Site Plan 01 rec'd 11/27/23. Comments posted in Bluebeam and sent to planning on 11/27/2023.			
Job #: 2023083	Job Type: Water	Service Area: Forest	Last updated on: 9/22/2023
Job Name: Bellevue Acres Subdivision - Design			Department Contact: J Dean
Description: Proposed 20 lot subdivision.			
Status: Dsgn 01 rec'd 9/8/23. Base Review Fee rec'd 9/18/23. Comments sent to Planning 9/22/2023.			
Job #: 2023084	Job Type: Site Plan w/ Existing Utilities	Service Area: Moneta	Last updated on: 11/13/2023
Job Name: Resurrection Roman Catholic Church Renovations - Site Plan			Department Contact: T Hale
Description: Proposed interior renovations			
Status: TRC 9/26/23. Concept 01 rec'd 9/22/23. Site Plan 01 rec'd 10/31/23. Comments sent to planning and posted in Bluebeam on 11/13/2023.			

Job #: 2023086	Job Type: Sewer	Service Area: Boonsboro	Last updated on: 12/1/2023
Job Name: Boonsboro Section 5 Offsite Sewer - Design			Department Contact: T Hale
Description: Proposed offsite forcemain sewer.			
Status: Dsgn 01 & Base Review Fee rec'd 10/2/23. Comments emailed to Bif Johnson on 10/30/23. Dsgn 02 and Sewer Calculations 01 rec'd 12/01/23.			
Job #: 2023087	Job Type: Water & Sewer	Service Area: New London	Last updated on: 12/1/2023
Job Name: New London Commercial Development - Design			Department Contact: C Slusser
Description: Proposed public water & sewer extension.			
Status: Dsgn 01 rec'd 10/6/23. \$400.00 Base Review Fee rec'd 10/16/23. Dev Pkg & Comments 01 mailed to Developer & emailed to Engineer.			
Job #: 2023091	Job Type: Concept	Service Area: Town of Bedford	Last updated on: 11/6/2023
Job Name: Virginian Department of Corrections - Concept			Department Contact: T Hale
Description: Proposed VA Departmemnt of Corrections facility.			
Status: Town TRC 10/18/23. Concept 01 rec'd 10/16/23. Extended Plan Review fee rec'd forthcoming design 11/6/23.			
Job #: 2023094	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 12/8/2023
Job Name: 140 Vista Centre Warehouse Addition - Site/Design			Department Contact: T Hale
Description: Proposed 96,800 SF building addition			
Status: TRC 11/8/23. Concept 01 rec'd 11/2/23. Comments sent to Planning & Consultant 11/8/2023. Site/Dsgn 01 rec'd 12/8/23 (Need Base Review Fee),			
Job #: 2023102	Job Type: Concept	Service Area: Forest	Last updated on: 12/5/2023
Job Name: 17605 Forest Road Multi-Family - Concept			Department Contact: T Hale
Description: Proposed Townhomes (54 Units).			
Status: TRC 12/5/23. Concept 01 rec'd 12/1/23. Comments to sent to planning and addressed at TRC.			
Job #: 2023103	Job Type: Concept	Service Area: Town of Bedford	Last updated on: 12/7/2023
Job Name: Harvest at Bedford - Concept			Department Contact: J Dean
Description: Proposed 146 lots.			
Status: Town TRC 12/13 or 12/20. Concept 01 rec'd 12/7/23.			

Developer Dedications Fiscal Year 2022-2023

Project	Project Type	Developer	Water		Sewer		Date Put Into Service
			Project Cost Ledger Acct 1500-1000	PipeLength	Project Cost Ledger Acct 1700-0016	Pipe Length	
2022038 BRAAC Elkton Farm Road - FFMV	Fire Flow Meter	St. Vincents Home	\$67,000.00	0 lf	\$0.00	0 lf	8/12/2022
2022021 Key Largo Sewer Forcemain Extension - Design	Sewer	Denali General Contractor Attn: Craig Eastman	\$0.00	0 lf	\$89,650.00	494 lf	4/3/2023
2021083 World Help Building Addition - Site Plan	Fire Flow Meter	World Help, Inc 1148 Corporate Park Drive Forest, Virginia 24551	\$87,855.00	0 lf	\$0.00	0 lf	11/14/2022
2021042 Vista Drive Warehouse Addition - FFMV	Fire Flow Meter	WC Properties LLC Attn: Todd Winterfeildt 110 Vista Centre Drive Forest, VA 24551	\$80,700.50	0 lf	\$0.00	0 lf	12/7/2022
2021035 620 Railroad Ave Apartments - Site/Design	Water & Sewer	620 Railroad LLC & 625 Railroad LLC 1909 Salem Ave, SW Roanoke, VA 24016	\$55,000.00	45 lf	\$5,000.00	10 lf	12/7/2022
2020095 Boonsboro Meadows Sections 3 & 4 - Design	Water & Sewer	Abbey Glen, LLC P.O. Box 382 Appomattox, VA 24522	\$151,700.00	2119 lf	\$132,240.00	1919 lf	10/21/2022
2012001 Harmony in Bedford Site 1 - Design	Water & Sewer	B&A Investors LLC	\$180,559.00	1075 lf	\$76,659.00	1082 lf	1/31/2023
Total Value Waterline Dedications:					\$622,814.50		
Total Length Water Pipe:					3239 lf		
Total ValueSewer Line Dedications:					\$303,549.00		
Total Length Sewer Pipe:					3505 lf		
Total Value of Dedications:					\$926,363.50		

EXECUTIVE DIRECTOR'S REPORT



STRATEGIC PLAN

2024-2028



Prepared For:
**Bedford Regional
Water Authority**

1723 Falling Creek Road Bedford, VA 24523
www.brwa.com



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Message



A Message from the Board of Directors

The Board of Directors is pleased to present this 2024-2028 Strategic Plan. It is fitting that while the Authority is celebrating the past accomplishments during our 10th Year Anniversary, we are also looking forward to what needs to be done in the future.

In order to make this Strategic Plan comprehensive and inclusive, we sought input from a variety of stakeholders: we invited our customers to complete a survey, we held a roundtable meeting with elected and appointed officials, and we solicited input from every single Bedford Water employee. We hired a consultant to help make sure that 'no stone went unturned', and to ensure that

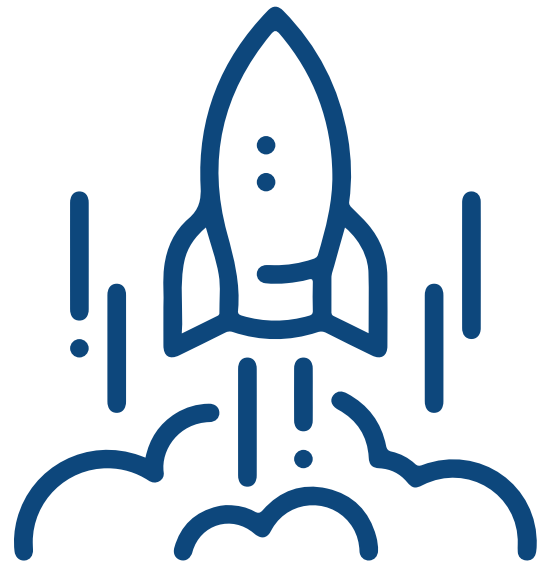
our communications during this process were top notch. The results from all of this input is a well rounded Strategic Plan that identifies opportunities for improvement, while not sacrificing the skills and talents that already make the Authority great.

We hope that you will enjoy reading this document, and that you will contact us if you have any questions or would like to get additional information. We also invite you to attend any of our monthly public meetings, as the Authority board and staff are always interested in hearing from our community.

By: Bob Flynn, Chairman

About BRWA

The Bedford Regional Water Authority began operations in July 2013 as a result of the merger of the City of Bedford Water and Sewer Department and the Bedford County Public Service Authority. The BRWA serves water and wastewater customers in the Town of Bedford and in Bedford County. Some of these communities include Boonsboro, Forest, New London, Montvale, Stewartsville, and around Smith Mountain Lake.



- 1.** The Authority serves approximately 15,000 water customers; 60% are located in Forest, 25% are located in Town, 14% are located near Smith Mountain Lake, and 1% in Stewartsville.
- 2.** The Authority has about 431 miles of water pipe, and 130 miles of sewer pipe.
- 3.** The Fiscal Year 2023-2024 balanced budget has revenue and expenditures projected at \$19.4million.

The Authority has a Board of Directors comprised of 7 board members: 5 are appointed by the Board of Supervisors, and 2 are appointed by the Town Council.

The BRWA has 92 employee positions; this includes 14 Administrative, 9 Customer Service, 15 Wastewater Operators, 14 Water Operators, 14 Engineering/Construction, and 26 Maintenance staff.





Vision

Clean Water. Healthy Environment.
Thriving Community.

Mission

We provide high quality water and
wastewater services to the community.

Values

- Collaboration
- Adaptability
- Results
- Enthusiasm

Why this?

Vision means: why we exist as an organization, a practical picture of the future we want to create.

Mission means: what we do each day, and how we work in service to the vision.

Values mean: how we do our work, our expression of what matters most to us as we carry out our work.

Organizations don't plan to fail, they simply fail to plan.

"The best thing about the future is that it comes one day at a time."

— Abraham Lincoln

The Strategic Planning Process

Building the Future

We build a strategic plan as a kind of road map to a shared vision of our future. To do that, we must understand the people and community we serve, their needs and wishes, and all the elements – internal and external – that will help or hinder our progress. Those questions are best answered directly from the people about and for whom this plan was written: our customers, staff, and the broader community of partners and future customers. A successful strategic plan is one where all of our stakeholders not only understand, but join us in its completion. To that end, we used the following process:

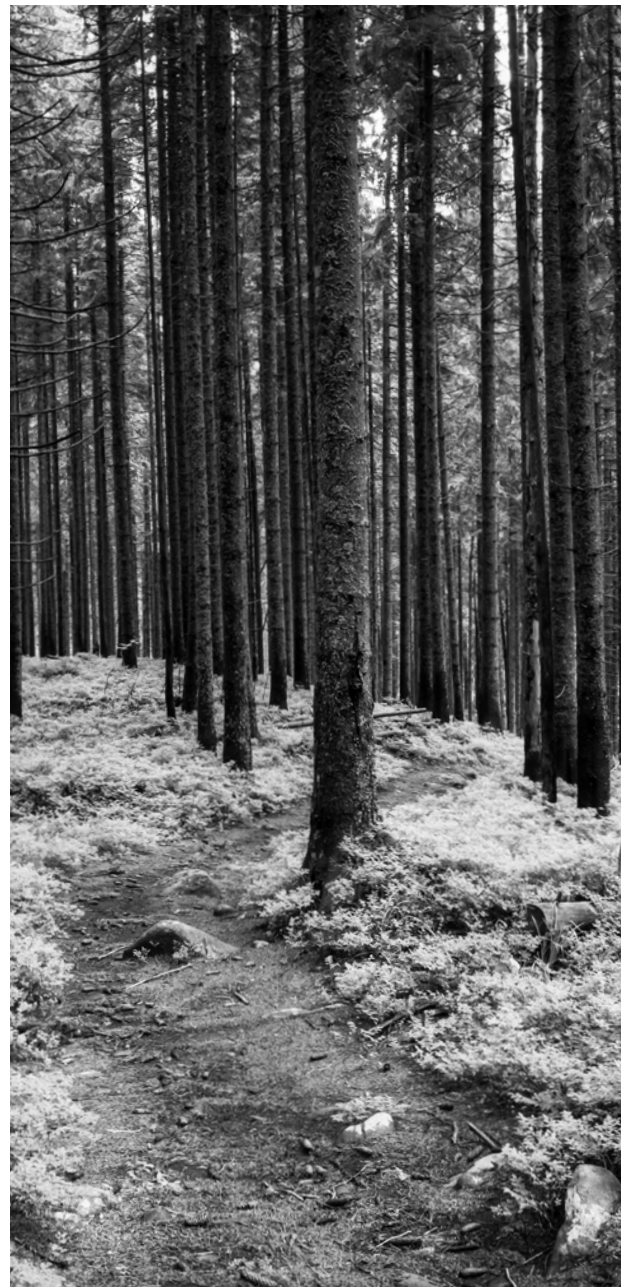
Build understanding through surveys, focus groups, and roundtables

Build alignment through common creation of vision, mission, and values

Build direction by bringing our vision to life and creating measurable goals

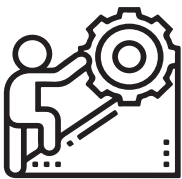
Build action through thoughtful, immersive, and milestone-driven plans

Build support by integrating the plan elements into the budget and sharing with stakeholders.



The Big Vision

It all comes back to water.



Our customers were aligned on this: that water is the single most important resource they use in their daily lives. From safe drinking water and clean lakes for swimming to ensuring water systems that support our most basic needs like hospitals and grocery stores, water is essential.

- To our economy.
- To our health.
- To our sense of community.

This strategic plan is designed to support this vision:

The community and its economy will grow responsibly with safe, adequate water infrastructure to support it.



Care of Water & Water Resources

We care for our community by caring for its water resources. That includes ensuring the very best quality in water and in the treatment of wastewater. We will continue to provide quality care of water resources, ensuring we never let up on our commitment to zero pollutants. To do that, we need help from our infrastructure, our community, and our workforce – the three main “pipelines” for success in our strategic plan.



Planning Pipelines

►► Infrastructure

Infrastructure refers to resources that support the basic operations of our organization, providing essential support to our care of Bedford's water and the people who rely on it. Infrastructure is often unseen, and as such, is at risk for receiving inadequate attention. The two main areas of infrastructure focus for this strategic plan are the water piping system and technology resources, two powerful levers in ensuring optimal safety, productivity, and quality of care.

►► Community

Water is a human endeavor. When we care for it well, we have confidence in the quality and safety of our water, and enjoy it as part of a thriving community. To that end, we recognize that our relationship with the people we serve is an essential part of our work. Connecting more meaningfully with our community – which includes our partners, neighbors, customers, future employees, and the general public – will ensure broader, deeper understanding, respect, and care of our water resources.

►► Workforce

Our staff dedicate their days and nights to caring for our water resources, our customers, and our community at large. Just as we must ensure modernized piping and technology infrastructure, we must ensure that our workforce is organized and built for both current and future needs and aligned with our strategic priorities. We will focus our efforts on recruitment, retention, training and licensing, and employee engagement. These efforts will have a powerful impact on culture which is the basis for quality, productivity, and adaptability.

Infrastructure

Pipe systems



The Vision

The pipe system in our service area meets current day standards.



The Reality

There is a significant funding gap to replace the outdated pipes in both the Town and County – a gap that cannot reasonably be funded through traditional means. The impact of this expands beyond residential customers, and into the future economic development of our region, so requires collaboration between several entities beyond the water authority. While there is alignment about the level of importance this issue holds, there has not yet been a dedicated team of stakeholders to address the challenges to create and implement plans.



The Approach

Bedford Regional Water Authority, in partnership with the Town of Bedford and Bedford County, will develop a collaborative workgroup to create a project funding and financing plan for the funding gap, including prioritization of various sub-projects.





Technology



The Vision

We will fully leverage technology to automate processes, increase data access and strengthen cross-departmental data integration



The Reality

While we have the hardware to support much of our work in the field and in the office, we are not fully accessing, utilizing, or integrating its data across departments.



The Approach

We will conduct proof-of-concept studies to support a phased data visualization program, preparing the organization for implementation of dashboards, the linking of customer service and finance data, and layering GIS and asset management data for automation and regulatory compliance reporting.

Community



The Vision

The community sees water as a human endeavor. They understand, respect, and enjoy water resources and share in the work of caring for it.



The Reality

The community, specifically customers, rate their experience with the organization very favorably – from the taste and quality of the water to the responsiveness of the field teams and the helpfulness of customer service. We have an opportunity to build on the positive relationship by deepening it, inviting our community be true partners in the care of our water. Competing priorities for public interest and the gap in knowledge and interest of water and water resources are obstacles we will need to overcome.



The Approach

We will initiate collaborative workgroups comprised of internal and external partners, that will focus on community connection. They will assess and identify pathways to improved community engagement and investment. They will establish priorities for each target population (children, current customers, the broader community) and implement plans to achieve the goals.



Workforce



The Vision

Staffing will be aligned with the future needs of our community, with sustainable recruitment and retention. Staff will be fully trained to care for our water resources.



The Reality

A high level of employee engagement and longevity is a point of pride for the organization. Employees feel a sense of belonging at work and a genuine sense of joy at contributing to the environment and community. Still, the needs exceed current resources for staffing and training. While collaboration and communication have improved, there are opportunities to leverage that momentum to fine tune a culture of connection between departments to ensure a seamless experience for customers.



The Approach

Ensure a future-ready recruitment and retention strategy and a properly trained workforce. Each department will create a professional development plan. We will develop a plan to redesign internal communication and team decision-making by forming an interdepartmental workgroup to assess the current state, develop priorities, and create goals.



Conclusion & Acknowledgements

One of our biggest insights in this process was that we are building this strategy from a place of great strength. The overwhelmingly common thread throughout the surveys, focus groups, and roundtables we conducted was that we are doing what we set out to do each day: providing quality service to everyone.

Creating something new

Because of our already-strong relationships among our staff and with our community, we have the joy of creating a plan that is about making something new, pushing ourselves farther, and creatively adapting to local needs. This isn't a plan about major shifts in direction. It's a plan about building. We are ready to get started



Customer Quote

"They were pleasant, congenial, and courteous at all times. Mike, especially, was good both times at explaining the problems and what needed to be done. He and his crew are a credit to your organization, and we feel fortunate to have their help"

— Taken from a letter written to the BRWA by customer Richard Thomas.

Community

Thank you to every one of our customers who filled out the strategic planning survey; this feedback helped us tremendously, and it helped to shape the external opportunities of this plan.

Staff

The vast majority of our staff participated in a variety of focus group meetings to provide input from the experts at the internal workings of the Authority. We appreciate the professionalism of our staff, and their constructive input.

Leadership

The stakeholders roundtable meeting allowed an opportunity to learn about the external challenges (“threats”) that the Authority needs to focus on to be prepared in the future. We are thankful for the elected officials, appointed officials, and executive staff from the County, Town, and Authority who participated in this meeting.



Progress

Just as we could not build this plan without you, we cannot complete it without you. Learn more about how you can help here: (QR code linking to a landing page?)





Contact Us



(540) 586-7679



www.brwa.com



1723 Falling Creek Road
Bedford, VA 24523



**Bedford
Regional
Water Authority**



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RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Brian M. Key – Executive Director
Date: December 12, 2023
Re: Resolution 2023-12.02 – Election of Officers

Enclosed, for your consideration, is the above referenced resolution.

Per the requirements stated in the Bylaws policy 1.30, as shown below, the board is to elect their slate of officers at the December board meeting each year.

ARTICLE IV: OFFICERS

1. Requirements:
 - a. The officers of the Authority shall be a Chair, Vice-Chair, Secretary and Treasurer, and such assistant secretaries and treasurers as shall be convenient to the conduct of the Authorities' business. Such officers shall be elected in accordance with the provisions of this article. The Secretary and Treasurer and such assistants as shall be needed need not be members of the Authority and the office of the Secretary and Treasurer may be combined if such is the vote of the majority of the members of the Authority.
2. Election and Term of Office:
 - a. The officers of the Authority shall be elected annually by the members of the Authority at the regular monthly meeting of the Authority held in the month of December of each year and shall take office the first day of the following month. If the election of officers shall not be held as of such meeting, such election shall be held as soon thereafter as it conveniently may be done. Each officer shall hold office until his or her successor shall have been duly elected.
3. Removal of Officers:
 - a. Any officer elected or appointed by the members of the Authority may be removed by the members of the Authority whenever in its judgment the best interest of the Authority would be served thereby, but such removal shall be without prejudice to the contract rights of any of the officers so removed.



RESOLUTION
2023-12.02
Election of Officers

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 19th day of December 2023, beginning at 7:00pm:

WHEREAS, the Authority Bylaws Policy 1.30 states that each year at the December meeting of the board the Authority will elect officers, including Chair, Vice Chair, Treasurer, and Secretary; now,

THEREFORE BE IT RESOLVED, the following nominations and motions were made for Calendar Year 2023:

Chair:

A motion was made by _____
to Nominate _____ for the position of Chair.
The motion was seconded by _____.
Board Member Votes: ___Aye ___Nay ___Abstain. The motion passed.

Vice-Chair:

A motion was made by _____
to Nominate _____ for the position of Vice-Chair.
The motion was seconded by _____.
Board Member Votes: ___Aye ___Nay ___Abstain. The motion passed.

Secretary / Treasurer:

A motion was made by _____
to Nominate _____ for the position of Secretary / Treasurer.
The motion was seconded by _____.
Board Member Votes: ___Aye ___Nay ___Abstain. The motion passed.



CERTIFICATION

The undersigned secretary of the Bedford Regional Water Authority does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Directors of the Bedford Regional Water Authority, present at a regular meeting of the Board of Directors of the Bedford Regional Water Authority duly called and held December 19, 2023 at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of the above mentioned meeting.

(SEAL)

Brian M. Key, Secretary,
Bedford Regional Water Authority