
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
December 19, 2023**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, December 19, 2023, in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

Members Present:..... Bob Flynn, Chair
Jay Gray, Vice Chair
Donald Barger, Jr.
Rusty Mansel
Kevin Mele
John Sharp

Members Absent: Michael Moldenhauer (attempted to attend remotely, but experienced technical difficulties which prevented him from joining the meeting)

Staff & Counsel Present: . Brian Key – Executive Director
Rhonda English – Deputy Director
Jill Underwood – Director of Finance
Megan Pittman – Director of Administration

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: November 21, 2023 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
6. Operations Report: Presented by Rhonda English
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
 - c. Strategic Plan - Review Public Draft (presented by Amanda Stanley)
 - d. **Resolution 2023-12.02** - Elections of Officers
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: November 21, 2023 - Regular Meeting

The regular Board Meeting Minutes from November 21, 2023, were reviewed.

Member Sharp made a motion to approve the minutes.

Member Gray seconded the motion.

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

5. Financial Report: Presented by Jill Underwood

The budget goal was 42% for November with operating revenues at 46% and operating expenses at 34%. Capital Recovery fees received this FY are 51% of the total budgeted amount, with water at 55% and sewer at 46%.

The BRWA has been receiving funding through LIHWAP to help customers after COVID-19. The funding has come to an end. The audit report has been completed. Finance will now focus on 2023 taxes and then on preparing the budget. The first budget planning meeting will be in March; Ms. Underwood will send out the schedule in early 2024.

6. Operations Report: Presented by Rhonda English

The Maintenance, Water Operations, and Wastewater Operations departments are conducting interviews for open positions. The Peakview Waterline project has connected both ends of the street and has about 700 feet of waterline to construct on the side streets, along with 20 service connections to complete the project. The new Vactor truck transaction will be complete and able to be used on the road after next week. The BRWA currently has seven vehicles out of service; this causes challenges in operating efficiency. The Maintenance crew was at Forest Middle School to continue working on the broken valve and line adjacent and under 221 while school was out. A contractor will need to be hired due to the depth and safety conditions of the project. The board asked questions about dashboards, the Forest Sewer project, and to clarify what number to call for after-hours emergencies.

7. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the news articles in the board packet. She also gave an update that the Human Resources Manager position is now posted. The former Manager took an opportunity as the Director of HR at Randolph College.

8. Projects Report: Presented by Rhonda English

a. Resolution 2023-12.01 - Construction Term Contractor

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 BRWA deems appropriate and necessary at the prices shown in the unit bids prices in the Contract. The contract term is twelve (12) months with an option for two additional twelve (12) month extensions.

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 Gray made a motion to approve this Resolution.

Member Sharp made a Second to approve.

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

b. Project reports

The Helm Street project did not receive any bids. The consultant is contacting the contractors to learn why no bids were received. It may go out to bid again with changes to attract more contractors.

9. Executive Report: Presented by Brian Key

a. Strategic Plan - Review Public Draft (presented by Amanda Stanley)

Ms. Stanley reviewed the first document she put together when the management team defined success at the end of this project. She then walked through the draft document in the board packet. The board must approve an updated guiding principles policy through a resolution at a future meeting to officially change the vision, mission, and values statement. Mr. Flynn asked about the reactions of customers and staff about the plan. Mr. Key and Ms. Stanley addressed this question, explaining that there was a good balance of constructive critique and confirmation of items that are done well. A brief discussion was held about the credit card fee since this came up from customers as a fee they would like eliminated. Mr. Flynn mentioned the board's duty to foster relationships with the governing bodies and share this responsibility with those other organizations.

b. **Resolution 2023-12.02** - Elections 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 2024:

Chair:

A motion was made by Member Mele to nominate Member Flynn for the position of Chair.

The motion was seconded by Member Gray

Board Member Votes: 5 Aye 0 Nay 1 Abstain. The motion passed.

Vice-Chair:

A motion was made by Member Mele to nominate Member Gray for the position of Vice-Chair.

The motion was seconded by Member Mansel.

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

Secretary / Treasurer:

A motion was made by Member Gray to nominate Brian Key for the position of Secretary / Treasurer.

The motion was seconded by Member Mele.

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

10. Other Business not covered on the above agenda

Mr. Sharp shared that his wife worked at the Winter Luncheon event at Cedar Oaks and was happy to be a part of it and watch hardworking people be celebrated.

11. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:52 pm.

Prepared by Megan Pittman – Director of Administration

Approved: February 21, 2024