
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
February 20, 2024**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, February 20, 2024, 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
Donald Barger, Jr.
Rusty Mansel
Kevin Mele
Michael Moldenhauer
John Sharp

Members Absent: Jay Gray, Vice Chair

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

1. Call to Order

The meeting was called to order by the Chair at approximately 7:00 p.m. The Pledge of Allegiance and a moment of silence were conducted.

2. Review of Agenda

The following agenda was reviewed as shown. Revisions are shown in ***bold italics***.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: December 19, 2023 – Regular Board Meeting
5. Financial Report: Presented by ***Brian Key***
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. Resolution 2024-02.01 Governing Principles
 - b. Resolution 2024-02.02 Strategic Plan 2024-2028
10. Chairman Report: Presented by Bob Flynn
11. Other business not covered on the above agenda
12. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: December 19, 2023 - Regular Meeting

Mr. Key explained that Mr. Moldenhauer tried to join the meeting virtually in December. However, due to technical difficulties, he was not able to connect.

The regular Board Meeting Minutes from December 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 Brian Key

Mr. Key reported on Ms. Underwood's behalf since she could not attend the meeting.

The budget goal was 58% for January, with operating revenues at 62% and operating expenses at 50%. Capital Recovery fees received this FY are 61% of the total budgeted amount, with water at 65% and sewer at 52%. There were redemptions for two water capital recovery fees for Westyn Village.

Mr. Key reviewed the budget schedule included in the board packets.

Mr. Barger asked about fuel cost increases for Forest, Moneta, and Montvale; Mr. Key answered that fuel for most of the systems was for generators. In particular, in Forest, there was a pump station failure which required a temporary diesel pump to be installed while repairs were being made to the electric pumps. Mr. Cherro explained the timeline and process for fixing and returning the pumps to service. Mr. Flynn asked about the Westyn Village prepayment credits. Ms. English explained the credits that were being used.

6. Operations Report: Presented by Thomas Cherro

Mr. Cherro explained that the CIP team has completed the Peakview waterline, and all the customers are connected. Their upcoming projects include installing an actuator valve on Big Ben, the control valve between Bedford and Forest to move water to and from the service areas, and replacing a section of sewer on Galax. The motors and all the parts needed for the flocculators at Central Water Treatment Plant are ready to be installed. The electrical study for this plant is almost finished. It will cost \$900,000 to complete all the updates identified in the study. If approved in the CIP, it will be split into three phases with the first phase being in FY 2024-2025. The Forest Middle School waterline is still being investigated; the maintenance team got the customers in service, but the waterline still needs to be repaired.

Mr. Key explained the significant waterline break in Town and that there is one claim for a flooded basement. The BRWA is protected by sovereign immunity but chose to cover this claim using no fault insurance coverage.

Mr. Flynn asked about the labor hours chart and the "other" column. This includes any service area not listed in the chart. This also includes any vehicle maintenance or repairs. Ms. English also added that any projects that are in design are included in this category. Mr. Key said that a breakdown of that category will be brought to the board for full disclosure at the next meeting.

7. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the articles included in the board packet. She also mentioned that the article is in the print version at everyone's place. Mr. Moldenhauer asked about the

land around Stoney Creek Reservoir. Mr. Key said the Town has not contacted him and is waiting to hear more from them. The board asked Mr. Key to reach out to the Town for more information.

Ms. Pittman also mentioned that the HR Manager has been hired and starts on March 4th.

8. Projects Report: Presented by Rhonda English

Ms. English said there will hopefully be a resolution for Helm Street Tank next month. The bid date is March 5th. Ivy Creek sewer line construction continues to move forward. The BRWA is working with the City of Lynchburg for sewer capacity costs where Lynchburg customers may want to connect to the new sewer line. Stoney Creek dam improvements and the FEMA High Hazard grant conversations are continuing. This project will need to coincide with the work at the Central Water Treatment Plant and a booster station serving customers in that area. The board discussed Paradise Point construction and rates.

9. Executive Report: Presented by Brian Key

a. Resolution 2024-02.01 Governing Principles

As was discussed at the December 19, 2023, board meeting, the strategic planning process has developed recommended changes to the Authority's Mission, Vision, and Values; these governing principles are documented in Policy 1.40.

As such, this resolution is for the Board's consideration to change the Authority's governing principles.

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 20th day of February 2024, beginning at 7:00 p.m.:

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 desires to have a comprehensive set of policies governing the manner in which the Authority conducts its regular business, and the Authority directs that these policies be grouped together into an operating policy manual; and,

WHEREAS, as part of the strategic planning process, the board was presented with proposed changes to the mission, vision, and values at the December 19, 2023 regular board meeting; and,

WHEREAS, the mission, vision, and values are governing principles that are documented in Policy 1.40 Governing Principles and the board was presented with the revised policy showing the recommended changes; now,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority that the above noted revised policy be hereby adopted by the Authority.

Member Sharp made a motion to approve this Resolution.

Member Moldenhauer made a Second to approve.

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

b. Resolution 2024-02.02 Strategic Plan 2024-2028

The resolution is to approve the external report for the 2024-2028 strategic plan, as was presented in draft form at the December 19, 2023 board

meeting. Mr. Mansel asked to check the punctuation in the customer quote. Mr. Key also explained the communication process of sharing the plan with the community.

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 20th of February 2024, beginning at 7:00 pm:

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 developed a five year Strategic Plan for calendar years 2024-2028; this plan was developed over the course of the past 7 months, with input being obtained from customers, staff, and County and Town stakeholders; and,

WHEREAS, the Strategic Plan provides a framework for the Authority to identify efforts needed to guide the Authority in the future; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby approve and adopt the 2024-2028 Strategic Plan as presented.

Member Moldenhauer made a motion to approve this Resolution.

Member Mansel made a Second to approve.

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

10. Chairman Report: Presented by Bob Flynn

Mr. Flynn stated that the board's contact information is in the packet, along with their committee assignments, and asked members to verify that the information is correct.

11. Other Business not covered on the above agenda

Mr. Key stated that a draft agreement about ARPA funds has been completed for the County. The County has asked that a portion of the money be allocated for a leachate transfer station at the Central Wastewater Treatment Plant. The BRWA is concerned about PFAS being introduced to the plant through leachate.

Mr. Moldenhauer mentioned he sent information to Mr. Key about water purification funds that may be available.

Mr. Key was asked about water availability for the Bedford County fair and if the BRWA’s parking lot could be used. The board approved, in concept, of donating water to the fair. Mr. Key said that he would bring a resolution to that effect to the board in March for their consideration.

12. Motion to Adjourn:

There being no further business to discuss, Member Moldenhauer 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 8:31 pm.