



BOARD OF DIRECTORS

May 21st, 2024

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: May 15, 2024
Re: Notes for the May 21, 2024 Board of Directors Meeting

As is often the case in May of each year, there are a few action items on the agenda this month. We are also holding a public hearing for the potential rate adjustments.

Below are a few notes corresponding to the agenda numbers:

3. The public hearing will be for the public to make any comments related to the advertised rates. After opening the hearing, Jill will make a presentation on the rates, and then the hearing will be opened to the public for comments. As a reminder, the board will need to close the hearing after the comments.
4. After the public hearing, there are two resolutions for the board's consideration:
 - a. **Resolution 2024-05.01:** Rate Policy 2.00. This is the policy that implements the rates that are charged by the Authority.
 - b. **Resolution 2024-05.02:** Rate Information Policy 2.01. This is the policy that explains how and when the rates are charged by the Authority.
5. This will be the part of the meeting when the public can comment on issues not related to the rates.
- 7.b. A summary of the finance committee meeting will be presented by Jill. The meeting focused on the operating budget, the capital budget, and some financial policy revisions.
- 7.c. **Resolution 2024-05.03:** The operating budget has gone through many iterations, with input from the Finance Committee at multiple committee meetings. This resolution, for the board's consideration, is to approve of the presented operating budget for fiscal year 2024-2025.
- 7.c. **Resolution 2024-05.04:** There are a few minor modifications requested by staff for the board's consideration related to various financial policies.
- 10.b. **Resolution 2024-05.05:** Rhonda will present the draft capital improvement plan, and the resolution is provided for the board to consider approving the Capital Improvement Plan budget for Fiscal Year 2024-2025.
- 11.a. A meeting is scheduled with the Town and the BRWA for Friday May 17, 2024; a summary of that meeting will be provided to the Board on Tuesday night. The document in the board packets is a March 23, 2015 letter containing summary of the work that was identified by the City as being necessary in 2007; the blue notes were added to the 2015 letter on March 20, 2024, and they were identified as being VERY APPROXIMATE guesses as to the potential costs of the repairs to the station.

To: BRWA Board of Directors
From: Brian M. Key, PE; Executive Director
Date: May 15, 2024
Re: Notes for the May 21, 2024 Board of Directors Meeting

If you have any questions about any of the information contained in your board packets, please contact me as soon as possible prior to the board meeting. Kevin Mele has stated that he will not be able to attend this meeting; if anyone else will not be able to attend, please let me know at your earliest convenience.

AGENDA

NOTICE AND AGENDA

To: Board of Directors
From: Brian Key – Executive Director
Date: May 14, 2024
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, May 21, 2024, 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/81789689890?pwd=R0tpY3RndHRXL0ZEVGfIM01JblIYZz09>
 - Meeting ID: 817 8968 9890
 - Passcode: 1djG6j
- Join the Zoom meeting with **audio only** by phone:
(786) 635-1003 – or – (267) 831-0333 – or – (301) 715-8592
 - Meeting ID: 817 8968 9890
 - Passcode: 970553
- 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 Hearing for Rate Adjustments
 - a. Open Public Hearing
 - b. Presentation about Rates
 - c. Public Comments about Rates
 - d. Close Public Hearing
4. Action Item Following Rate Hearing
 - a. **Resolution 2024-05.01:** Rate Policy 2.00
 - b. **Resolution 2024-05.02:** Rate Information Policy 2.01
5. Public Comments for all issues other than the public hearing
6. Approval of Minutes: April 16, 2024 – Regular Board Meeting

To: Board of Directors
From: Brian Key – Executive Director
Date: May 14, 2024
Re: Notice of Board Meeting and Agenda

7. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end April 2024
 - b. Summary of April 24, 2024 Finance Committee Meeting
 - c. **Resolution 2024-05.03:** Operating Budget
 - d. **Resolution 2024-05.04:** Policies
8. Operations Report: Presented by Thomas Cherro
9. Administration Report: Presented by Megan Pittman
10. Projects Report: Presented by Rhonda English
 - a. Project Summary Reports
 - b. **Resolution 2024-05.05:** Capital Improvement Projects
11. Executive Report: Presented by Brian Key
 - a. Winoa Sewer Lift Station
12. Other business not covered on the above agenda
13. Motion to Adjourn

**PUBLIC
HEARING**

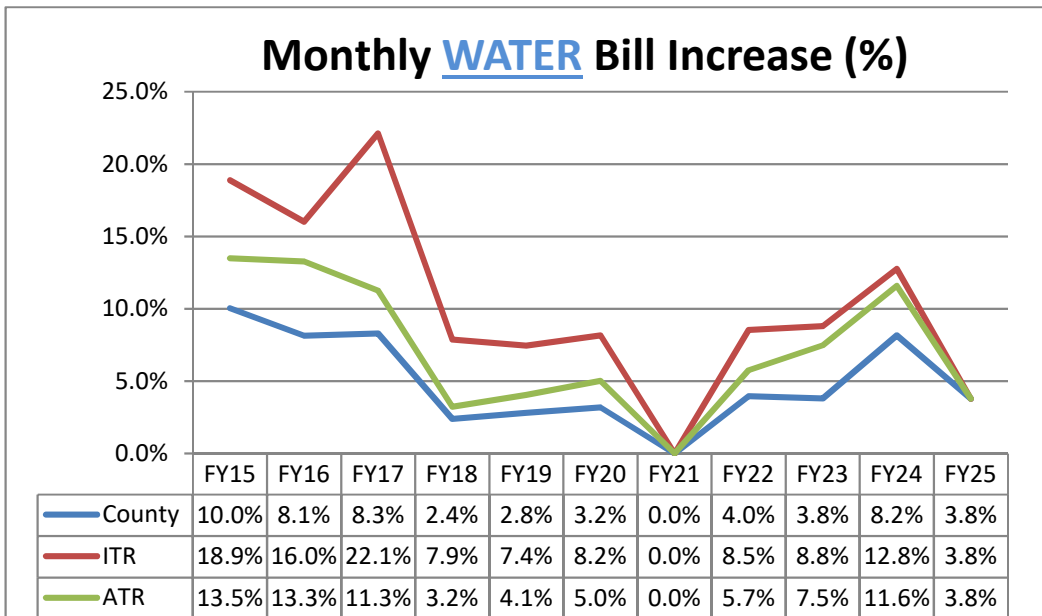
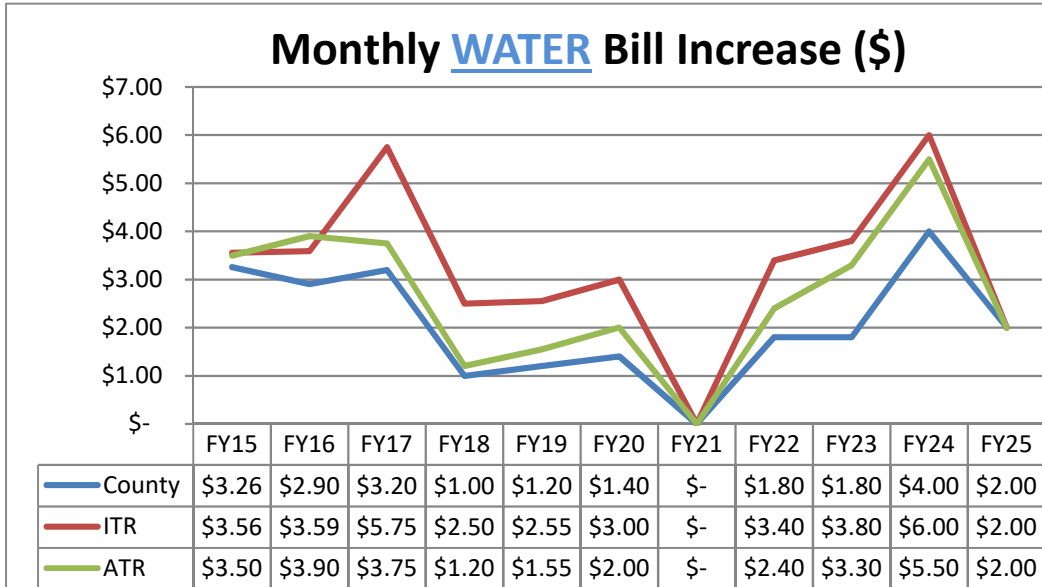
The Bedford Regional Water Authority ("BRWA") will hold a public hearing on May 21, 2024 at 7:00 p.m. for the purpose of receiving comments about the proposed changes of rates as shown herein. Descriptions of the rates, and details on how to join the meeting, can be found at www.brwa.com. The rates will not be adopted until after the public hearing. The rates are scheduled to take effect June 1, 2024 and be utilized for all billing statements after June 30, 2024.

Please direct questions to 540-586-7679 or rates@brwa.com.

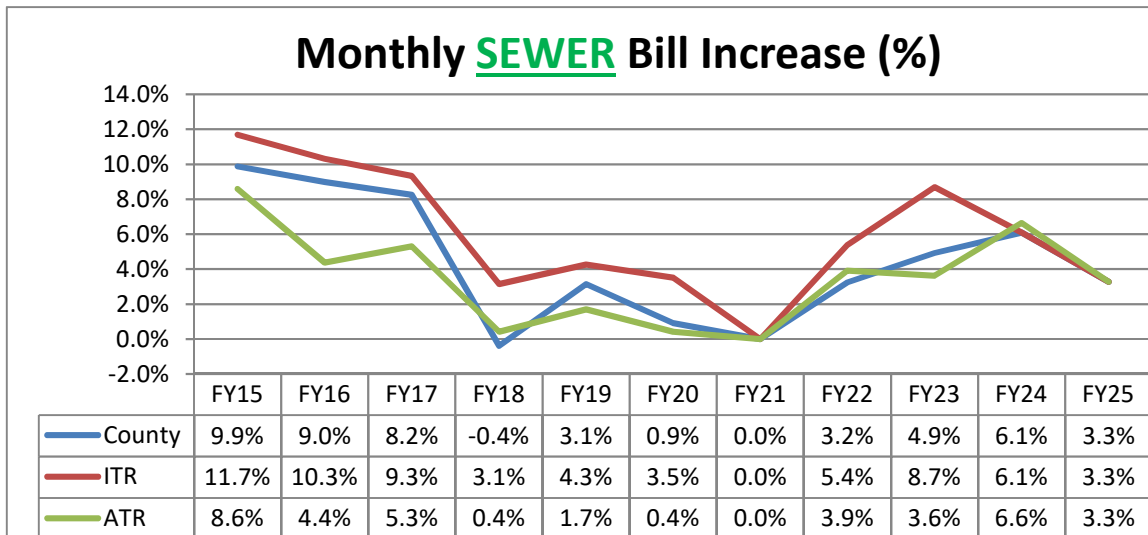
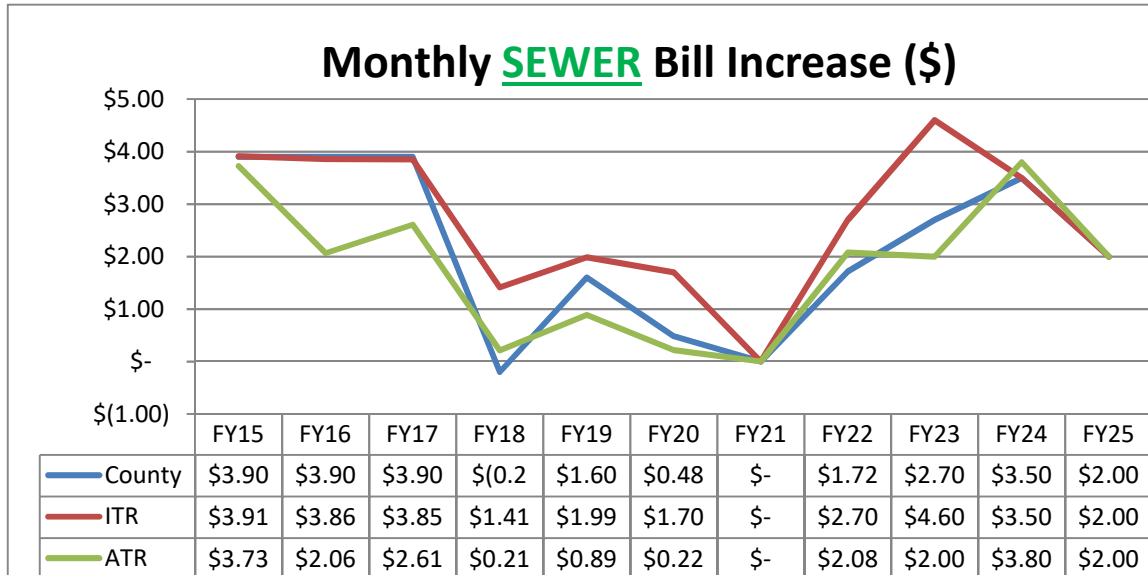
Existing Customer Fees	Water	Sewer
B. Base Charges (per Month) Based on meter size		
5/8"	\$29.00	\$29.00
3/4"	\$41.00	\$41.00
1"	\$67.00	\$67.00
1-1/2"	\$116.00	\$116.00
2"	\$186.00	\$186.00
3"	\$348.00	\$348.00
4"	\$580.00	\$580.00
6"	\$1,160.00	\$1,160.00
8"	\$1,885.00	\$1,885.00
10"	\$3,190.00	\$3,190.00
B. Base Charges for Special Service Areas (per Month) Based on Meter		
Cedar Rock 5/8"	\$29.00	\$72.00
Paradise Point 5/8"	\$41.00	n/a
Mariners Landing 5/8"	\$29.00	\$37.00
Mariners Landing 1"	\$67.00	\$85.00

Other Charges and Fees	
Leachate Treatment (per 1000 gallons)	\$17.00

	FY25	Old Rate	New Rate
Possible Rate Change- Fixed (Base)	\$ 2.00	\$ 27.00	\$ 29.00
Possible Rate Change- Commodity		\$ 6.50	\$ 6.50



	FY25	Old Rate	New Rate
Possible Rate Change - Fixed (Base)	\$ 2.00	\$ 27.00	\$ 29.00
Possible Rate Change - Cedar Rock	\$ 2.00	\$ 70.00	\$ 72.00
Possible Rate Change - Mariner's	\$ 2.00	\$ 35.00	\$ 37.00
Possible Rate Change - Commodity	\$ -	\$ 8.50	\$ 8.50



**RATE
ACTION
ITEMS**



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
www.brwa.com

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Jill Underwood, Director of Finance
Date: May 13, 2024
Re: Resolution 2024-05.01 – Rate Policy 2.00

Attached is the above stated resolution for your consideration.

This resolution is necessary to adopt the rates and support the FY 2025 operating budget, which will be presented and approved later in the agenda.

A copy of the advertisement showing the proposed rate changes was presented during the rate hearing portion of the meeting.

RATES

Section 1. PURPOSE

A complete description of the rates can be found in the Rate Information Policy 2.01.

The policy is to document the current rates of the Bedford Regional Water Authority (“Authority”). When the Authority was established, it was agreed that the rates would be equalized over a ten (10) year period. By July 1, 2023 it is the intention of the Authority that customers in the Town of Bedford and the County of Bedford will have the same rates.

Section 2. FIXED CHARGES AND COMMODITY CHARGES: These charges are for existing customers.

Volume Charges:

Volume Charges are rates per 1,000 gallons.

Customer Type	Water	Sewer
Residential & Commercial	\$6.50	\$8.50
Industrial	\$5.75	\$7.75
Bulk Filling	\$12.00	n/a

Base Charges:

Base Charges are per month.

Meter Size	Water	Sewer
5/8"	\$29.00	\$29.00
3/4"	\$41.00	\$41.00
1"	\$67.00	\$67.00
1-1/2"	\$116.00	\$116.00
2"	\$186.00	\$186.00
3"	\$348.00	\$348.00
4"	\$580.00	\$580.00
6"	\$1,160.00	\$1,160.00
8"	\$1,885.00	\$1,885.00
10"	\$3,190.00	\$3,190.00
Cedar Rock 5/8"	\$29.00	\$72.00
Paradise Point 5/8"	\$41.00	n/a
Mariners 5/8"	\$29.00	\$37.00
Mariners 1"	\$67.00	\$85.00

RATES
Section 3. NEW CUSTOMER FEES:

These charges are primarily for new customers. For meter sizes large than 2-inch, please contact the Authority.

Customer Type or Meter Size	All Service Areas	
	Water	Sewer
Deposits – See Deposit Policy		
Residential	\$125	\$125
Non-Residential	\$425	\$425
Capital Recovery Fees – See Rate Information Policy		
5/8"	\$5,000	\$5,900
3/4"	\$7,000	\$9,000
1"	\$12,000	\$14,000
1-1/2"	\$20,000	\$24,000
2"	\$32,000	\$38,000
3"	\$60,000	\$71,000
4"	\$100,000	\$118,000
6"	\$200,000	\$236,000
8"	\$346,000	\$384,000
Tap Fees – See Rate Information Policy		
5/8" w & 4" s	\$1,600	\$2,500
3/4" w & 4" s	\$1,800	\$2,500
1" w & 6" s	\$2,000	\$2,700
Meter Fees – See Rate Information Policy		
5/8"	\$275	
3/4"	\$425	
1"	\$450	

RATES

Section 4. OTHER RATES AND CHARGES

Please see the Rate Information Policy 2.01 for a complete description of the following rates and charges.

Credit Card Payment Convenience Fee (per transaction)	\$3
Fire Suppression Service Fee (per month)	\$100
Application Fee	\$25
Late Payment Charges (Penalties based on balance)	10%
Septage Treatment (per 1000 gallons)	\$60
Leachate Treatment (per 1000 gallons)	\$17
Wastewater Pretreatment Permit	\$100
Unauthorized Connection and Tampering Fee – First Occurrence	\$1,000
Unauthorized Connection and Tampering Fee – Second Occurrence	\$1,500
Unauthorized Connection and Tampering Fee – Third Occurrence	\$2,500
Processing Fee	\$50
Repeat Service Fee (Meter re-read, multiple trips for meter install)	\$20
Meter Test Fee (no charge if defective meter is found)	\$50
Returned Check Fee (insufficient funds)	\$35
Small Grinder Pump - Maintenance Fee (per month)	\$35
Project Fee – Tier 1 (Neighborhood Line Extensions)	\$3,500
Project Fee – Tier 2 (Neighborhood Line Extensions)	\$5,000
Project Fee – Tier 3 (Neighborhood Line Extensions)	\$6,500

RATES

Section 5. ENGINEERING SERVICE CHARGES:

These charges are primarily for developers, engineers, and contractors. Please see the Rate Information Policy 2.01 for a complete description of the following rates and charges.

Base Project Review Fee (per submittal)	\$400.00
Plan Review Fee – Water (per linear foot)	\$2.60
Plan Review Fee – Sewer (per linear foot)	\$3.20
Extended Plan Review Fee (per submittal)	\$200.00
Inspection Fee – Water (per linear foot)	\$1.85
Inspection Fee – Sewer (per linear foot)	\$2.90
After Hours and Weekend Inspections (per event)	\$250.00
Small Grinder Pump Station Review and Inspection (per unit)	\$300.00
Small Grinder Pump Station Reinstatement Fee (per unit)	\$500.00
Large Pump Station Review and Inspection (per unit)	\$2,000.00
Fire flow vault review & inspection (per vault)	\$1,000.00
Fire flow test (per test)	\$75.00

Section 6. REVISIONS

- A. This policy was approved by the Board after conducting a public hearing on May 19, 2015, effective July 1, 2015.
- B. This policy was approved by the Board after conducting a public hearing on May 17, 2016, effective July 1, 2016.
- C. This policy was approved by the Board after conducting a public hearing on April 20, 2017, effective for usage beginning on May 1, 2017, with bills processed after June 30, 2017.
- D. This policy was approved by the Board after conducting a public hearing on May 15, 2018, effective for usage beginning on June 1, 2018, with bills processed after June 30, 2018.
- E. This policy was approved by the Board after conducting a public hearing on May 21, 2019, effective for usage beginning on June 1, 2019, with bills processed after June 30, 2019.
- F. This policy was approved by the Board after conducting a public rate hearing on April 21, 2020, effective for usage beginning on July 1, 2020.
- G. This policy was approved by the Board after conducting a public rate hearing on April 20, 2021, effective for usage beginning on June 1, 2021.
- H. This policy was approved by the Board after conducting a public rate hearing on April 19, 2022, effective for usage beginning on June 1, 2022.
- I. This policy was approved by the Board after conducting a public rate hearing on May 16, 2023, effective for usage beginning on June 1, 2023.
- J. **This policy was approved by the Board after conducting a public rate hearing on May 21, 2024, effective for usage beginning on June 1, 2024.**



RESOLUTION

2024-05.01

Rate Policy 2.00

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 21st day of May 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, to provide sufficient revenue to cover all of the expenditures that are included in the proposed FY 2024-2025 operating budget, certain changes have been proposed to the Authority schedule of rates and charges; and,

WHEREAS, the Authority has provided sufficient notice in the Bedford Bulletin on April 24, 2024 and May 1, 2024 and conducted a public hearing on Tuesday, May 21, 2024 to solicit public comments on the proposed changes to the schedule of rates; and,

WHEREAS, the Board of Directors of the Authority has reviewed the proposed changes to the schedule of rates and rate information and desires to implement these changes; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Bedford Regional Water Authority does hereby adopt the revised Rate Policy 2.00 and further authorizes the Executive Director to proceed with implementing the rates as properly advertised. The new rates will be effective for all usage beginning on June 1, 2024 and for all bills sent out after June 30, 2024.

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 **May 21, 2024** 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



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Bedford, VA 24523-3137
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(540) 586-5805 (fax)
www.brwa.com

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Jill W. Underwood, Director of Finance
Date: May 13, 2024
Re: Resolution 2024-05.02 – Rate Information Policy 2.01

With the approval of Resolution 2024-05.01 for the rates, modifications are required to the 2.01 Rate Information policy; some of the changes proposed include the following:

- Fire Meter Assemblies Mach 10 meters
- Leachate rate

RATE INFORMATION

Section 1. PURPOSE

The purpose of this policy to explain how the Bedford Regional Water Authority (“Authority”) implements the adopted Rates policy and to provide explanation for each of the items contained in the Rates policy 2.00.

Section 2. GENERAL

- A. The rates adopted by the Authority will be in accordance with [§ 15.2-5136](#) of the Code of Virginia, as amended.
- B. Per the consolidation agreement that formed the Authority, it is intended that the rates will be equalized between all of the service areas by July 1, 2023 (“equalization period”).
- A. Rates may be adopted at any time during the year, upon the conclusion of the requisite advertisement period and upon the conclusion of a rate hearing. The rate changes may be implemented on any billing statement after the rate hearing, including usage that takes place prior to the date of the billing statement.

Section 3. EXISTING CUSTOMER FEES

- A. Volume Charge: Customers are charged for their water and/or sewer flow volume depending upon the classification of each user and based upon each gallon of their metered water flow. The classification definitions are as follows:
 - 1. Residential & Commercial: This rate is used for all customers using less than four hundred thousand (400,000) gallons per month. This designation applies to, but is not limited to, single family homes, apartments, townhomes, condominiums, businesses, motels, hotels, or other temporary housing facilities.
 - 2. Industrial: Non-Residential customers with the annual average monthly flow volume per parcel being greater than four hundred thousand (400,000) gallons per month are billed at this rate.
 - 3. Bulk fill: When water is sold to customers through water filling stations, where waterlines are not adjacent to or nearby the customer’s property, this rate applies. Additional information is available in Policy 2.71 - Filling Station
- B. Base Charge: All active accounts are charged a base charge for each service (water, sewer, and irrigation) provided. This charge is to cover the routine administrative and overhead costs associated with providing water and/or sewer service and is not related to the volume of water or sewer service provided. The Base Charge applies to each meter that provides service to a customer; multiple meters will have multiple Base Charges. When service is initiated for a new account, or when service is terminated, the Base Charge is prorated for partial month’s service; the proration is based on the number of days in which the account was active by the customer being billed.
 - 1. Standard Meters: the amount of the Base Charge is based on the size of the meter.
 - 2. Compound Meters: the amount of the Base Charge is based on the largest side of the compound meter.

RATE INFORMATION

3. Large Compound Meter Assembly (“LCMA”): The methodology for Base Charges for Large Compound Meter Assemblies can be found in Section 5 of this policy.
- 3.4. Fire Flow Meters (“FFM”): the amount of the water Base Charge is based on the size of the meter. No sewer base charge will be charged for FFMs due to the fact that none of the water that flows through the FFM should be able to make it to the Authority’s public sewer system.

Section 4. CONNECTION CHARGES

- A. Deposit: Each new customer shall maintain a security deposit for each service provided by the Authority and a signed deposit form must be on file. Deposits are maintained as stated in the Deposits policy.
- B. Capital Recovery Fees: Capital Recovery Fees are charged by the Authority to help offset the capital costs and debt service incurred by the Authority to build and maintain capacity in the entire water and/or sewer systems such that it is possible to serve the customer’s actual and/or potential future demands. Capital Recovery Fees are charged based on the size of the water meter.
1. New Connections: All new connections to the Authority’s water and/or sewer systems will require the payment of Capital Recovery Fees before obtaining a building permit from Bedford County or the Town of Bedford.
 2. Upgrade of Existing Connections: When existing customers have increased flow demands that require an existing meter be removed and replaced with a larger meter, or expanded with an additional meter, the Capital Recovery Fee will be charged based on the difference between the current Capital Recovery Fee for the existing meter size and the current Capital Recovery Fee for the new meter size that is being installed.
 3. Large Compound Meter Assemblies: The methodology for Capital Recovery Fees for Large Compound Meter Assemblies can be found in Section 5 of this policy.
 4. Fire Flow Connections: When fire suppression is needed, and solid state ultrasonic meters are able to provide the flow needed to meet the fire flow demands, the following methodology will be used:
 - a. A dedicated Fire Flow Meter (FFM) must be used for the fire flow demand.
 - i. The FFM should not have any domestic demand flow through it, and the meter should be used for the sole purpose of providing fire suppression flow.
 - ii. The FFM may be regularly used no more than once per year, and this use is only to test the fire suppression system.
 - iii. No capital recovery fee will be charged for this dedicated FFM.
 - b. A standard meter must be installed separately from the fire flow meter to provide all other water flow to the customer.
 - i. All water flows, other than fire related flows that pass through the FFM, must pass through the standard meter.
 - ii. The minimum size for the standard meter serving a facility with an FFM shall be 1 inch in size.
 - iii. The capital recovery fee(s) will be based on the size of the standard meter.

RATE INFORMATION

- C. Tap Fee: This fee is to make the physical connection to the Authority's system(s); it includes the installation of the water service line or sewer lateral to the customer's property line, the meter box or cleanout, and all related appurtenances to make service available for use by the customer.
2. The Tap Fees charged are based on the following:
 - a. Fixed cost: The fixed cost Tap Fees are for standard small water meters and/or small gravity sewer laterals, either of which are 100-feet in pipe length or less; they are based on the meter size for water connection and lateral size for gravity sewer connections according to the current Rates policy. The fixed cost fee includes all costs associated with making the connections, and will be charged to the customer for the following connections:
 - i. New water services for water meters sized 1-inch and smaller; or,
 - ii. Relocation of an existing meter setting requested by customer. The relocation may be due to an unrepairable leak, a change of grade, or any other request made by the customer to move the meter to a different location; or,
 - iii. New gravity sewer services that are 6-inch and smaller on the same side of the road as the sewer main.
 - iv. Installations of sewer clean-outs on existing sewer services at the request of the customer.
 - b. Actual cost: The actual cost incurred by the Authority for making a connection to the public system will be charged to the customer at the current billing rates for labor and equipment, and the actual cost of the materials, supplies, and any contracted services used for the installation (not at a fixed cost). The actual costs are charged in the following situations:
 - i. Any water meter larger than 1-inch; or,
 - ii. Any gravity sewer lateral that is larger than 6-inches; or,
 - iii. Any gravity sewer lateral connection that requires crossing a road; or,
 - iv. Any connection that involves connecting the service line to a water line or sewer line that is under a paved road, thus requiring paving repairs; or,
 - v. Any other situation that is not specifically listed under fixed cost as stated herein.
 3. Tap Fees are not charged if the water meter base assemblies and/or sewer lateral connections are installed to the property line by the developer as part of a new development.
 4. Water meter base assemblies that are two-inches and smaller may be installed by the Authority. Larger installations may be designed and installed by the customer and their qualified contractor as approved by the Authority and under the direct supervision of the Authority.

Section 5. LARGE COMPOUND METER ASSEMBLIES ("LCMA")

- A. Base Charge: The Base Charges for LCMA will be charged as follows:
1. Routine use of Large Side of LCMA:
 - a. Large Base Water and Large Base Sewer: The amount of the Base Charge for both water and sewer will be based on the larger side of the LCMA if water flows through the large side of the meter for any purposes other than fire suppression events or Authority approved testing of the fire protection system.
 2. Infrequent use of Large Side of LCMA:

RATE INFORMATION

- a. Large Base Water, Small Base Sewer: The amount of the Base Charge for water will be on the larger side of the LCMA and sewer will be smaller side of the LCMA when:
 - i. water only flows through the large side of the LCMA during fire suppression events or Authority approved testing of the fire protection system; and,
 - ii. A Fire Suppression Service Charge is NOT billed to the account.
 - b. Small Base Water, Small Base Sewer: The amount of the Base Charge for both water and sewer will be based on the smaller side of the LCMA when:
 - i. the Capital Recovery Fee for water was paid based on the large side of the LCMA; and,
 - ii. water only flows through the large side of the LCMA during fire suppression events or Authority approved testing of the fire protection system; and,
 - iii. a Fire Suppression Service Charge is billed to the account.
 - c. Small Base Water: The amount of the Base Charge for water will be based on the smaller side of the LCMA when:
 - i. No sewer service can be provided from water that flows through the LCMA; and,
 - ii. A grandfathered unmetered straight-pipe fire line or detector check meter is upgraded to have a LCMA installed on the fire line for fire suppression only; and,
 - iii. water only flows through the large side of the LCMA during fire suppression events or Authority approved testing of the fire protection system; and,
 - iv. a Fire Suppression Service Charge is billed to the account.
- B. Capital Recovery Fees:
1. New service: A new LCMA will be required to be installed and paid for by the customer when a building permit is issued for the construction of a new building requiring fire suppression. The Capital Recovery Fees for the new LCMA will be determined as follows:
 - a. Large Water, Large Sewer: The Capital Recovery Fee for water and sewer will be based on the largest meter side of the LMCA if the calculations provided to the Authority indicate that build-out of the development will cause water to routinely flow through the larger side of the meter.
 - b. Small Water, Small Sewer: The Capital Recovery Fee for water and sewer will be based on the smaller meter side of the LMCA when the purpose of the larger side of the LCMA is only to provide fire protection to the facility and regular usage will only flow through the small portion of the meter assembly. A Fire Suppression Service Charge, as explained in this policy, will be charged to the account in this situation. If the Capital Recovery Fee is paid based on the small meter side of the LCMA, and then it is found later that the larger meter side of the LCMA is being used for anything other than the documented testing of the fire protection system, then the difference between the Capital Recovery Fee charge for the small meter and the large meter may be charged to the customer.
 2. Existing fire lines: A new LCMA will be required to be installed and paid for by the customer when a building permit is issued for the expansion and/or renovation an existing building. The Capital Recovery Fees for the new LCMA will be determined as follows:
 - a. Unmetered: When the existing building was previously served with an unmetered straight-pipe fire line, no Capital Recovery Fee will be charged for this new meter being installed.
 - b. Upgrade of Existing Connections:

RATE INFORMATION

- i. Under-metered: When the existing building was previously served with a double check, detector check, or other type of under-metered fire line and the new LCMA will serve both domestic usage and fire protection, the Capital Recovery Fee will be charged based on the difference between the current Capital Recovery Fee for the existing domestic meter size and the current Capital Recovery Fee for the small meter side of the new LCMA that is being installed.
 - ii. Increased Demand: When existing customers have increased flow demands that require an existing meter be removed and replaced with a larger meter, or expanded with an additional meter, the Capital Recovery Fee will be charged based on the difference between the current Capital Recovery Fee for the small side of the existing fire flow meter and the current Capital Recovery Fee for the small side of the new fire assembly meter size that is being installed.
- C. Sunset of Base Charges: The Authority has determined that it takes approximately twenty-five (25) years to collect the same amount of payments from the Base Charges based on the large meter side of the Large Compound Meter Assembly (“LCMA”) as would have been collected up-front by charging the Capital Recovery Fee on the large meter side of the LCMA. When the Capital Recovery Fee is charged on the smaller side of the meter and base charge(s) for the LCMA is/are charged on the larger side of the meter assembly, the base charge may be reduced to being charged on the smaller side of the meter as follows:
1. Routine use of Large Side of LCMA: Customer accounts having routine usage on the large meter for at least two billing periods per year will not be eligible for this sunset provision.
 2. Infrequent use of Large Side of LCMA: The base charge may be modified to be based on the small side of the meter:
 - a. After three hundred (300) months of the Authority collecting the base charges based on the rate for the large meter side of the LCMA; and,
 - b. After the customer notifies the Authority that a reduction of the base charge is requested;
 - i. The Authority will not contact the customer to notify of the eligibility coming due on this sunset provision.
 - ii. The customer must provide the Authority with proof that the base charge has been paid at the larger meter size rate for the period stated above.
 - c. The change in the future base charges will be made only after the conditions above have been met. The change in the base charge will not be retroactive; the Base Charge change will only be made for future billing statements.

Section 6. OTHER CHARGES AND FEES

- A. Credit Card Convenience Fee: This fee will be charged to customers by the third-party vendor for each transaction that is paid by debit or credit card, and checking.
- B. Fire Suppression Service Charge: This fee is charged to customers that have the capability to directly receive large volumes of water from the Authority for fire suppression capability. No more than one Fire Suppression Service Charge will apply to any given account. The Charge is assessed as follows:
 1. Metered:

RATE INFORMATION

- a. If the Base Charge is billed for a meter 4-inches or larger in the fire meter assembly, then no Fire Suppression Service Charge will be billed.
 - b. If the Base Charge is billed on the smaller meter in a fire meter assembly, then a Fire Suppression Service Charge will be billed to the account.
2. Unmetered: When fire suppression service is provided through an unmetered fire line connection, a Fire Suppression Service Charge will be billed. This may apply to grandfathered connections that are no longer approved for new construction, such as detector checks or direct connections. The fee will be assessed in this situation as follows:
- a. Single Customer: If the water connection providing the fire suppression service to the same space that is served by one or more domestic service water meter(s) that are all billed to the same customer, then the customer will be charged a single Fire Suppression Service Charge.
 - b. If the water connection providing the fire suppression capability provides service to multiple water customers, then the Fire Suppression Service Charge will be divided equally between each of the customers that benefit from the fire suppression service.
- C. Application Fee: All new accounts are charged an Application Fee at the time the account is opened. The fee is charged for each service (water/sewer) provided.
- D. Meter Fee:
1. All new connections are charged a Meter Fee. This fee covers the costs of the water meter that is installed inside the meter box. All meters are to be provided by, or approved by, the Authority.
 - a. For meters 1-inch and less, the charge will be the current Meter Fee, according to the Rates policy.
 - b. For meters larger than 1-inch, the charge will be based on the actual cost of the meter at the time the account is opened.
- E. Late Payment Charges: The Authority will assess a Late Payment Charge on all accounts when the payment is not received within 30 days of the billing date noted. Late Payment Charges are assessed and reflected on the next billing statement. If payment is not received 30 days after the original due date, water service will be discontinued.
- F. Septage Treatment: The Authority may provide treatment for the waste from septic tanks that have been pumped out by reputable sewage haulers; this treatment will be provided at the Septage Treatment Rate. Septage haulers must have an account setup with the Authority and follow the current procedures that are documented in the Septage policy.
- E.G. Leachate Treatment: The Authority may provide treatment for the leachate waste transferred to the Authority from landfill operations; the transfer can take place from direct piping or from truck hauled waste, and it will be billed at the Leachate Treatment rate. An account will be setup by the Authority, and billing will take place as stated in this policy.
- F.H. Wastewater Pretreatment Permit Fee: This fee will be charged for the issuance of new wastewater pretreatment permits in accordance with the Authority's Fats, Oils, and Grease policy

RATE INFORMATION

and program. The permit shall be valid for a period of 3 years. The permit fee also applies to the renewal of expiring permits.

G-I Unauthorized Connection and Tampering Fee:

1. This fee will be charged, at the discretion of the Authority, where an Unauthorized Connection has been made as follows:
 - a. A customer has turned on a water meter to restore water service after the service was disconnected by the Authority.
 - b. A customer, or any entity other than the Authority, has obtained access to water and/or sewer service prior to all applicable fees and/or charges being paid and without written authorization from the Authority.
 - c. A connection is in violation of the Cross Connections Regulations and/or policies.
 - d. A connection is in violation of the Pretreatment Regulations and/or policies.
2. This fee will be charged, at the discretion of the Authority, where tampering has been found as follows:
 - a. The addition, removal, or modification of any water or sewer facilities owned by the Authority without prior written consent by the Authority.
 - b. The modification of the grade in an easement owned or maintained by the Authority without prior written consent of the Authority.
 - c. The installation of prohibited items inside Authority easements such as structures, trees, or other prohibited items without prior written consent of the Authority.
3. This fee will be charged in a tiered manner, with the fee increasing with each subsequent occurrence taking place in the Authority's service area. The occurrence is not based per parcel or location, but rather for the numbers of times that the occurrence happens system-wide. If there are no occurrences assessed within a five year period, the fee will start at a first occurrence. This fee is charged as follows:
 - a. First Occurrence: The first time that the Authority assesses the Unauthorized Connection and/or Tampering, within a five (5) year period of time, the first tier of this fee will be charged.
 - b. Second Occurrence: The second time that the Authority assesses the Unauthorized Connection and/or Tampering, the second tier will be charged.
 - c. Third and Subsequent Occurrence(s): For the third and subsequent occurrences that the Authority assesses the Unauthorized Connection and/or Tampering, the third tier will be charged. After five (5) years of not having any of these fees assessed, the tier will drop back down to the first occurrence tier.

H-J Processing Fee: This fee is charged in the following cases:

1. If a customer has not paid the outstanding balance on an account by the disconnect date, nor have they contacted the Authority to make arrangements to have the balance paid, the water service will be disconnected and this fee will be applied to the account. Before service is restored, all account charges must be received by the Authority; this includes the outstanding balance due, all Late Payment Charges, and the Processing Fee. Authority personnel will not collect unpaid funds from customers at the service location.
2. If a meter is removed due to an account being inactive. Accounts may be determined inactive if any of the following conditions apply:
 - a. No usage on the meter for more than 12 consecutive months.

RATE INFORMATION

- b. The structure being served by the meter having been demolished and/or removed.
- c. The premise served by the meter having been condemned or determined inhabitable.

~~L~~K. Repeat Service Fee: A Repeat Service Fee is assessed when the Authority's staff must make additional trips to install a new meter and turn on the water service because the connections to the Authority meter base have not been made or have been improperly installed or for multiple trips to a customer's premise to re-read a water meter per the customer's request.

~~J~~L. Meter Test Fee: When a customer requests the Authority to test a meter and the meter accuracy is within $\pm 5\%$ accuracy, a Meter Test Fee will be charged.

~~K~~M. Insufficient Payment Fee: There will be a charge assessed for each check returned, credit card that is charged back, or other returned payment by the financial institution. If the financial institution should charge the Authority more than this Insufficient Payment Fee, according to the Rates policy, then the amount assessed will be the actual charge to the Authority by the financial institution.

~~L~~N. Small Grinder Pump Maintenance Fee: In accordance with the Small Grinder Pump Agreement, customers that use a small grinder pump to connect to the Authority's sewer system have the option of contracting with the Authority to maintain their pumps. All users that accept the agreement will be responsible for paying this fee.

~~M~~O. Project Fee: As defined in the Authority's Neighborhood Line Extension policy, there will be a charge per lot assessed for each lot if the requisite terms and conditions of the policy are met for a water line or low pressure sewer system extension. The fees are tiered, based on the length of property that fronts the water or low pressure sewer line. If the frontage is 100 feet or less the fees is a tier 1 fee, if the frontage is more than 100 feet but less than 200 feet the project fee would be a tier 2 fee, and if the frontage is 200 feet or more the fee would be a tier 3 fee. The length of the frontage will be determined by the recorded plat or deed for the property in question. If more than one side of the property adjoins the proposed pipeline, the greater of the sides will be used to determine the frontage. The fee for a gravity sewer line extension shall be determined at the time of neighborhood interest.

Section 7. ENGINEERING SERVICE CHARGES

- A. Base Project Review Fee: This fee is charged for the initial submittal of any design plans or site plans requiring the Authority's review and approval, and for site plans involving multifamily development or the development of three or more parcels within the Authority's service area.
- B. Plan Review Fee - Water: This fee is charged for reviewing proposed water design plans. The fee is charged per foot, based on the horizontal length shown on the design plans, for waterlines 3-inches in diameter and greater. This fee is to cover the administrative expenses related to development projects.

RATE INFORMATION

- C. Plan Review Fee - Sewer: This fee is charged for reviewing proposed sewer design plans. The fee is charged per foot, based on the horizontal length shown on the design plans; service laterals are excluded. This fee is to cover the administrative expenses related to development projects.
- D. Extended Plan Review: If more than two (2) submittal reviews are necessary for a project, this fee is assessed on the third (3rd) submittal and for each subsequent submittal thereafter. This applies to preliminary plans, master plans, site plans, plats, design plans, shop drawing submittals, as-built drawings, or any other item submitted for Authority approval. This fee is to cover the administrative expenses related to development projects, above and beyond the regular plan review fee(s).
- E. Inspection Fee - Water: This fee is charged for inspecting the construction of the water related facilities of a project. The fee is charged per foot, based on the horizontal length shown on the design plans, for waterline 3-inches in diameter and greater.
- F. Inspection Fee - Sewer: This fee is charged for inspecting the construction of the sewer (gravity and pressure) related facilities of a project. The fee is charged per foot, based on the horizontal length shown on the design plans.
- G. After Hours and Weekend Inspections: This fee is charged if project inspection is needed after the Authority's normal business working hours or on weekends. Agreement by the Authority is required prior to scheduling or approving any after-hours inspection work.
- H. Small Grinder Pump Station Review and Inspection: This fee is charged for the review of submittals for small grinder pumps and appurtenances, the inspection of the installation of the pump station and appurtenances, and/or the startup of the pump station when the user executes the agreement in accordance with the Authority's Small Grinder Pump Agreement policy.
- I. Small Grinder Pump Station Reinstatement Fee: This fee is charged for the inspection of existing small grinder pump stations to verify applicability for Small Grinder Pump Maintenance per the Authority's Small Grinder Pump Agreement policy.
- J. Large Pump Station Review and Inspection: This fee is charged for the review of design plans submitted for pump stations that must meet the requirements shown in the Wastewater Lift Station Requirements policy.
- K. Fire Flow Vault Review and Inspections: This fee is charged for reviewing proposed construction plans for a Fire Flow Meter Vault and for the inspection related to the installation. This fee is to cover the administrative expenses related to development projects. This charge may be waived for Fire Flow Meter Vaults that are installed on unmetered fire service water lines.
- L. Fire Flow Test: When a Fire Flow Test is requested to obtain fire flow availability for a specific area or from a specific hydrant, this fee is charged. This fee includes all labor, part, materials, and the cost of the water used to perform the test.

Section 8. REVISIONS

RATE INFORMATION

- A. This policy was originally approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. Changes to the policy were made as follows:
1. Approved June 19, 2018, effective July 1, 2018:
 - a. Changes were made throughout the policy to reflect the change from Facility Fee to Capital Recovery Fee; from Commodity Charge to Volume Charge; from Connection Fee to Tap Fee.
 - b. Section 4.C. was modified to include long road crossing services as fixed cost Tap Fees.
 - c. Section 5. was modified for clarity, for changes to the fire suppression charges, and to reflect the monthly billing change.
 2. Approved September 18, 2018, effective September 19, 2018:
 - a. Changes were made to Section 3.B.3 to clarify how the Base Charges are calculated for fire flow meter assemblies.
 3. Approved May 18, 2021, effective June 1, 2021:
 - a. Section 4.C.2 was added to include tap fees for relocating a meter service.
 - b. Section 3.A.4 was added for bulk filling.
 4. Approved October 18, 2022, effective October 19, 2022:
 - a. Information related to Fire Meter Assemblies was clarified and moved to create a new Section 5.
 5. Approved May 16, 2023, effective June 1, 2023:
 - a. Fire Meter Assemblies renamed as Large Compound Meter Assemblies throughout.
 - b. Section 4.C.1 was revised to include cleanouts on existing lines.
 - c. Section 5.C was added to provide a sunset of base charges on large compound meter assemblies.
 - d. Section 6.G.3 was added for tiered fee structure of Unauthorized Connection and Tampering Fees.
 - e. Section 7 was modified to include Small Grinder Pump Reinstatement Fee.
 6. Approved May 21, 2024, effective June 1, 2024:
 - a. Section 3 and Section 4 were modified to provide the governance for the use of solid state ultrasonic meters for fire flow meters.
 - e.b. Section 6 was modified to include septage treatment and leachate treatment.



RESOLUTION

2024-05.02

Rate Information Policy 2.01

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 21st day of May 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, with the approval of the Rates Policy 2.00 with Resolution 2024-05.01, changes are needed to the Rate Information Policy 2.01; and,

WHEREAS, meter technology changes require revisions to the Rate Information Policy to cover the new fire flow meters that utilize solid state ultrasonic meter, now,

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

This resolution shall take effect immediately.

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 **May 21, 2024** 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

MINUTES

**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
April 16, 2024**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, April 16, 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
Jay Gray, Vice Chair
Donald Barger, Jr.
Rusty Mansel
Kevin Mele
Michael Moldenhauer
John Sharp

Members Absent:..... None

Staff & Counsel Present: . Brian Key – Executive Director
Rhonda English – Deputy Director
Jill Underwood – Director of Finance
Megan Pittman – Director of Administration
Thomas Cherro – Director of Operations
Jason Michaels – Human Resources 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: March 19, 2024 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end March 2024
 - b. Finance Committee meeting summaries - FY 2024-2025 Budget
 - c. Resolution 2024-04.01 – Advertise Rates
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. Meter Technology Changes
10. Other business not covered on the above agenda

11. Closed Session Pursuant to Section 2.2-3711 A. 1 of the Code of Virginia, specifically for discussions related to personnel.

12. Motion to Adjourn

3. Public Comments

Heather Wray, a former BRWA employee, spoke to the board about her employment status in 2022 when she was terminated for testing positive for THC. Ms. Wray provided a packet to the board members for their information.

4. Approval of Minutes: March 19, 2024 - Regular Meeting

The regular Board Meeting Minutes from March 19, 2024, were reviewed.

Member Gray made a motion to approve the minutes.

Member Mele seconded the motion.

- Board member votes: 7 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

a. Financial Statements through month end March 2024

The budget goal was 75% for March, with operating revenues at 78% and operating expenses at 65%. Capital Recovery fees received this FY are 95% of the total budgeted amount, with water at 95% and sewer at 97%. The capital contribution from Western Virginia Water Authority (\$210,000) was received for the depreciation reserve for the SML Water Treatment Facility; each entity contributes to this annually, and the funds are invested in the Virginia Investment Pool. A \$200,000 contribution was received from the City of Lynchburg for the additional costs related to the Ivy Creek Sewer Project. A \$250,000 grant from VDH was obtained for the Lead Service Line Inventory project; a corresponding asset account will be drawn down as funds are requisitioned.

b. Finance Committee meeting summaries - FY 2024-2025 Budget

Ms. Underwood summarized the changes discussed at the Finance Committee meetings. Based on the conversation at the March 19th Committee meeting and the current Consumer Price Index (CPI) of 3.1%, base rates for both water and sewer are proposed to increase by \$2/each/month. This proposed increase is a 3.8% increase for water rates and 3.3% for sewer rates. These changes represent a \$285,462 revenue increase from the March 19th draft. Based on the maturity of outstanding debt issuances, FY 2025 and FY 2026 are expected to be tight budgets prior to old debt coming off the books; FY 2027 is a better financial picture and could even include a debt issuance for larger-scale projects.

Other changes to the draft budget include reductions to training and education, timing of strategic plan initiatives, and revisions to system budgets. Operating expenses were decreased by \$264,370 compared to the March 19th draft. Rate increases and operating expenses reductions represent a \$549,832 increase in Operating Coverage minus replacement capital from the previous draft. The March 19th draft reflected a \$239,305 deficit, whereas the April 8th draft reflects \$310,527 available for capital projects.

The capital projects listing was reviewed. For FY 2025, the capital projects budget will be funded through the \$1.25M ARPA funds from the County, which have been received. In FY 2026, capital projects are anticipated to be funded with a combination of the remaining funds from the Deposit Refund account and an operating surplus. The replacement fund set asides enables the BRWA to save for and fund projects over multiple years instead of adding one project to the capital

budget; these set aside funds have been very beneficial over the years. When the capital projects budget is created, staffing levels are also considered to ensure that staff can handle the project workload and routine tasks.

A rate hearing and formal budget presentation will be held at the May Board meeting.

Mr. Sharp spoke about the proposed rate increase and said he supports a \$1 increase.

c. Resolution 2024-04.01 – Advertise Rates

For the new rates to be effective on June 1, 2024, as will be seen on all bills sent out after June 30, 2024, a public hearing will be held in May of this year. An advertising period is required before the hearing, and this resolution authorizes the public notice, which initiates this process.

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Annex Building on the 16th day of April 2024, beginning at 7:00pm:

WHEREAS, the Authority is required to advertise and hold a public hearing prior to the approval of any rate changes; and,

WHEREAS, the Authority is in the process of preparing a draft budget for the Fiscal Year 2024-2025, and the rates necessary for the proposed revenues to exceed the proposed expenditures are included in the rates being proposed for advertisement; and,

WHEREAS, the Authority intends to post notice of the proposed rates on April 24, 2024 and May 1, 2024 in a newspaper of general circulation, to send copy of the notice to the governing bodies of Bedford County and the Town of Bedford, and to hold a public hearing on the new rates on May 21, 2024; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Authority does hereby authorize the Director of Finance to post notice of the changes to the rates as shown on the attached document.

On behalf of the Finance Committee, Member Gray made a motion to approve this resolution. Being a motion from a committee, a second motion was not needed.

- Board Member Votes: 6 Aye 1 Nay 0 Abstain. The motion carried.

6. Operations Report: Presented by Thomas Cherro

Mr. Cherro said the CIP crew started the Galax Street sewer installation. He reported that there was a quarterly meeting on Monday April 15 at the Smith Mountain Lake Water Treatment Facility, where the BRWA showed the preventative maintenance program to the attending representative from the Western Virginia Water Authority. Information about the ESCO project was provided to the board, showing dramatic energy savings resulting from the project. Mr. Cherro said that the damage has been fixed for the customer on Vine Street that was discussed at the last meeting.

7. Administration Report: Presented by Megan Pittman

Ms. Pittman summarized the articles included in the board packet. She also mentioned that Mr. Gray had inquired about the BRWA hosting a booth at the County Fair, and Megan stated that her team is looking into it. The Communications department also has various communication campaigns with the public in the works; this includes strategic planning, lead and copper lines, and PFAS. The Safety department has increased training with staff this year and completed 98 hours in the first quarter. Mr. Flynn asked about benchmarking for the strategic plan; Mr. Key said that he intended to discuss this in the closed session later in the meeting, as it relates directly to the goals from his annual evaluation.

8. Projects Report: Presented by Rhonda English

Ms. English stated that the Helm Street Project preconstruction meeting is scheduled for Wednesday. She also reported that the Town and Country claim was resolved with the contractor. The Ivy Creek Project completion date is set for January 2025; Ms. English said they are still working on easements and realignment within the City, but that is still the target date for completion.

9. Executive Report: Presented by Brian Key

a. Meter Technology Changes

Mr. Key explained that the Authority is preparing for a technology shift related to water meters; the current meter technology is being phased out, and the old style meters will no longer be available for purchase at the end of the calendar year 2024. This technology change will impact how the Authority charges the capital recovery fees to customers with new large compound meter installations; the customers with existing meters will continue to be billed based on the current policies. The new meters are called solid-state ultrasonic ("SSU"). Because of how the SSU meters work, this can be approached in various ways. Mr. Key presented a few different options, with his recommendation to install two SSU meters, one for fire and one for domestic use. The capital recovery fee would be charged on the smaller meter.

Mr. Mansel stated this would be a better option for industries locating in Bedford since this would reduce the capital recovery fee. The board also discussed that this will require two pipes to run to the building for the two meters. This change will require revisions to the rate information policy, which is a board-approved policy. Mr. Sharp recommended that base fees for the fire suppression side should just be charged once. The board's guidance was to present a policy at the next meeting with an option recommended by Mr. Key.

10. Other Business not covered on the above agenda

Mr. Key met with the Town and County to discuss the possible Bipartisan Infrastructure Law (BIL) funds that could be available to the BRWA. A meeting is scheduled for Friday April 19th to discuss the application process and potential projects with Congressman Griffith's office.

Mr. Key also stated that the former Wheelabrator facility has closed in Bedford, and that the Town may buy the property to turn it into a career development center. There is a private pump station for that facility that is not in compliance with the BRWA's standards. A list of requirements has been provided to the facility owners in the past to upgrade the pump station to allow it to be brought up to the BRWA's standards. The estimated cost for the modifications is above \$100,000. The Town would like the BRWA to take ownership of the pump station and pay for the costs of the upgrades. Mr. Mansel suggested that the BRWA discuss the possibility of a partnership with this project to develop future workers through this center. The BRWA is waiting for a formal request from the Town.

Mr. Key addressed the PFAS regulations that were issued last week. The BRWA is under the regulatory limits set by the EPA, and the Authority also currently has granular activated carbon filters at the SML Water Treatment Facility which will help to reduce the PFAS in the finished water leaving the treatment plant.

11. Closed Session Pursuant to Section 2.2-3711 A. 1 of the Code of Virginia, specifically for discussions related to personnel.

Mr. Moldenhauer moved that the Board of Directors go into Closed Meeting pursuant to Section 2.2-3711 A.1 of the Code of Virginia (1950), as amended. Mr. Gray seconded the motion.

- Board Member Votes: 7 Aye; 0 Nay; 0 Abstain. The motion carried.
- The board entered into closed session at approximately 9:02 pm.

At approximately 10:23pm Jay Gray moved that the board exit closed session and return to open session. Mike Moldenhaur seconded the motion.

- Board Member Votes: 7 Aye; 0 Nay; 0 Abstain. The motion carried.
- Member Moldenhauer moved that the Board of Directors take a roll call vote certifying that to the best of the member's knowledge only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.
 - Board member votes:
 - Aye: Bob Flynn, Jay Gray, Donald Barger, Jr., Rusty Mansel, Kevin Mele, Michael Moldenhauer, John Sharp
 - Nay: None
 - The motion passed.

12. Motion to Adjourn:

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

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

The meeting adjourned at approximately 10:25pm.

Prepared by Megan Pittman – Director of Administration

Approved: _____ 2024

FINANCIAL REPORT



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
brwa@brwa.com

MEMORANDUM

To: BRWA Board of Directors
From: Jill W. Underwood, Director of Finance
Date: May 15, 2024
Re: Financial Highlights for April 2024

Customer Service Statistical Report:

The report for April is included.

Summary of Revenues & Expenses:

- 1) Budget goal is 83% for April, operating revenues are at 87% and operating expenses at 72%.
- 2) Capital Recovery fees received this FY are 103% of the total budgeted amount, with water at 102% and sewer at 104%.
- 3) The ARPA funds from the County have been moved into the VA Investment Pool, to earn interest until the funds are used next FY for CIP.

Cash Flow Summary

The summary is included in your packets.

Tracking Data for Customer Service Department

	Description	May '23	June '23	July '23	August '23	September '23	October '23	November '23	December '23	January '24	February '24	March '23	April '24	Running 12 Month Totals
1	Statements Generated	14,360	14,389	14,387	14,405	14,417	14,426	14,454	14,395	14,448	14,461	14,449	14,482	173,073
2	Total \$ Amount of Statements Generated	\$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	\$1,408,150.95	\$1,402,673.60	\$1,329,768.30	\$1,327,842.62	\$1,509,464.51	\$17,048,888.88
3	Total \$ Payments Received	\$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	\$1,311,621.65	\$1,506,479.07	\$1,461,469.29	\$1,500,231.43	\$1,661,727.90	\$18,090,902.79
4	Account Transfers	206	245	239	229	221	187	145	178	143	113	132	248	2,286
5	New Customers - Forest	10	4	6	16	7	5	8	7	3	7	34	22	129
6	New Customers - SML	2	3	1	2	5	6	5	3	1	4	2	2	36
7	Residential Disconnected Customers (#)	44	66	66	46	77	35	54	-	53	23	36	38	538
8	Residential Disconnected Customers (\$)	\$9,396.22	\$13,899.02	\$10,184.67	\$8,131.80	\$14,871.37	\$6,307.28	\$14,266.02	\$0.00	\$10,893.75	\$4,810.38	\$9,737.02	\$11,103.96	\$113,601
9	Normal and Transfer Readings	14,616	14,632	14,662	14,729	14,709	14,709	14,719	14,688	14,806	14,753	14,771	15,105	176,899
10	Tower Read Meters	2,726	2,474	2,038	2,040	1,037	1,416	1,259	1,330	1,256	1,336	3,247	3,117	23,276
11	New Meter Installs	23	10	28	15	12	16	25	11	8	2	24	29	203
12	Meters Changed - Program	4	2	2	1	18	10	2	15	44	46	63	55	262
13	Remaining Developer's Credits	\$357,684.01	\$357,684.01	\$357,684.01	\$357,684.01	\$357,684.01	\$357,684.01	\$967,153.25	\$957,153.25	\$957,153.25	\$946,253.25	\$946,253.25	\$946,253.25	N/A
14	Bulk Water Sales - New London (Gallons)	27,125	83,480	10,615	19,222	32,049	13,487	4,735	7,990	16,530	6,530	-	2,510	224,273
15	Bulk Water Sales - Moneta (Gallons)	-	17,245	20,180	3,647	11,021	10,990	5,600	13,926	3,909	1,870	4,635	3,278	96,301
16	Bulk Water Sales - Central Distr (Gallons)	64,500	118,908	35,494	64,800	50,500	200	19,200	14,300	11,900	45,700	20,500	45,800	491,802
17	Total Bulk Water Sales	\$1,099.50	\$2,635.60	\$795.47	\$1,052.03	\$1,122.84	\$296.12	\$354.42	\$434.59	\$388.07	\$649.20	\$301.62	\$619.06	\$9,748.51

Bedford Regional Water Auth.
Balance Sheet
For the Ten Months Ending Tuesday, April 30, 2024

		<u>7/1/2023</u> <u>Beginning</u>	<u>Apr 2024</u> <u>Actual</u>
	ASSETS		
1000:1000	Cash	\$15,124,097.33	\$14,137,036.34
1001	Restricted Investments	9,244,039.63	9,937,043.08
1002:1002	Prepaid Expenses	751,646.61	817,024.00
1101:1101	Accounts Receivable	4,298,437.75	4,224,294.67
1102	Accounts Receivable Other	32,206.16	38,649.00
1200	Inventory	807,157.33	1,105,825.46
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	9,698,627.35	13,614,215.42
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	1,902,205.70
1900	Depreciation	<u>(78,665,555.41)</u>	<u>(78,665,555.41)</u>
	Total assets	<u>146,895,287.90</u>	<u>152,715,348.43</u>
	LIABILITIES		
2000	Accounts Payable	(767,678.57)	(216,196.28)
2001	Customer Liabilities	(517,536.87)	(469,049.47)
2100	Employee Liabilities	(1,225,756.41)	(1,066,561.95)
2200	Notes Payable	(50,317,877.43)	(47,950,877.43)
2300	Developer Revenues and Inflows	(2,544,261.94)	(3,143,731.18)
2999	Retained Earnings	<u>(91,522,176.68)</u>	<u>(91,522,176.68)</u>
	Total liabilities	<u>(146,895,287.90)</u>	<u>(144,368,592.99)</u>
	Operating Surplus/ (Loss)		8,346,755.44

Bedford Regional Water Auth.
Balance Sheet
For the Ten Months Ending Tuesday, April 30, 2024

		<i>7/1/2023</i>	<i>Apr 2024</i>
		<i>Beginning</i>	<i>Actual</i>
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	2,472,633.34
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	337,503.53	354,382.76
1000-0012	Due from VRA- DEQ Ivy Creek Construction Fund	10,063,626.16	8,119,108.34
1000-1000	VA Investment Pool-Capital Projects Reserve	615,932.00	1,891,942.60
1000-2000	VA Investment Pool- Operating Reserves	1,081,843.67	1,127,529.53
1000-0005	Cash Suspense Account (for F.A.)		(30,551.80)
1000-0013	Due from VDH- Grant Proceeds		201,400.00
	Total Cash	15,124,097.33	14,137,036.34
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	969,439.92	877,392.55
1001-0020	Reserve for future capital projects	690,908.24	766,786.72
1001-0021	County Funds for New Projects	150,177.09	191,286.99
1001-0022	SML WTF Depreciation Fund W/WVA	694,346.54	933,668.54
1001-0023	BRWA Cell Tower Funds	345,913.55	335,913.55
1001-0024	SML WTF Depreciation Fund- BRWA portion	694,346.53	933,668.55
1001-0025	Vehicle and Equipment Replacement Fund	758,389.72	420,916.61
1001-0030	Information Systems Replacement Fund	283,932.32	293,771.82
1001-0035	Meter Replacement Fund	217,198.84	162,334.80
1001-0040	Sewerline Replacement Fund	1,101,862.76	1,310,192.76
1001-0045	Waterline Replacement Fund	356,970.70	606,970.70
1001-0050	Tank Rehab	406,995.76	473,665.76
1001-1010	VA Investment Pool- Reserve Fund	436,327.83	451,684.64
1001-1020	LGIP Repairs & Maintenance Reserve	24,085.63	24,085.63
1001-1025	VRA Debt Service Reserve Fund	1,720,240.83	1,678,460.09
1001-1100	Escrow Account	33,241.72	33,241.72
1001-0060	Water Facilities Set Aside Fund		41,670.00
1001-0065	Sewer Facilities Set Asides		41,670.00
	Total Restricted Investments	9,244,039.63	9,937,043.08
Prepaid Expenses:			
1002-1000	Prepaid Insurance	131,360.28	259,453.28
1002-1001	Prepaid Dues/Service Contracts	66,713.33	3,997.72
1002-1002	Deferred Outflows of Resources (Pensions)	583,277.00	583,277.00
1002-1003	VRS OPEB Deferred Outflow	83,662.00	83,662.00
1002-1004	VRS OPEB Deferred Outflow	(44,894.00)	(44,894.00)
1002-1005	Local OPEB Deferred Outflows	12,972.00	12,972.00
1002-1006	Local OPEB Deferred Inflows	(81,444.00)	(81,444.00)
	Total Prepaid Expenses	751,646.61	817,024.00
Accounts Receivable:			
1101-1000	Billings Receivable Water	2,438,605.39	2,125,670.19
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	1,156,019.47	1,257,868.35
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)	(345,527.20)
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	18,485.53	27,190.49
1101-4004	Payment Arrangement AR- Sewer	268.43	268.43

Bedford Regional Water Auth.
Balance Sheet
For the Ten Months Ending Tuesday, April 30, 2024

		<u>7/1/2023</u>	<u>Apr 2024</u>
		<u>Beginning</u>	<u>Actual</u>
1101-4005	Payment Arrangement AR- Sewer Penalties	94.60	94.60
1101-4006	Payment Arrangement AR- Water Penalties	174.14	174.14
1101-5001	Water Capital Recovery Fees A/R	(662,129.00)	(612,729.00)
1101-5002	Returned Check A/R	1,018.25	(4,558.73)
1101-5003	Sewer Capital Recovery Fees A/R	(299,938.73)	(282,248.73)
1101-5005	Reconnect Fee A/R	18,478.01	19,782.22
1101-6000	Water Account Charge A/R	8,684.37	10,489.52
1101-6003	Sewer Account Charges A/R	13,957.59	28,456.34
1101-7001	Water Deposits A/R	(47,225.14)	(149,393.67)
1101-7003	Sewer Deposits A/R	20,948.25	20,948.25
1101-7500	Meter Base Installation Fee A/R	143,293.43	149,720.43
1101-7502	A/R- Sewer Clean-Out Insallation Fee	39,100.00	71,800.00
1101-7504	Sewer Pump Maintenance A/R	9,132.63	12,883.80
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	76,069.63
1101-7508	A/R- Industrial Pretreatment	(7,158.26)	(7,045.69)
1101-7510	SGP Review and Inpections A/R	(6,581.92)	(7,110.94)
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	5,000.00
1101-8008	Cellular Rental AR	2,065,724.86	2,065,724.86
1101-8009	Pending Electronic Payments	(84,689.74)	659.52
	Total Accounts Receivable	<u>4,298,437.75</u>	<u>4,224,294.67</u>
Accounts Receivable Other:			
1102-0001	Miscellaneous Accounts Receivable	32,206.16	38,649.00
	Total Accounts Receivable Other	<u>32,206.16</u>	<u>38,649.00</u>
Inventory:			
1200-0001	Maintenance Inventory	81,301.23	322,435.18
1200-0002	Meter Inventory	725,856.10	783,390.28
	Total Inventory	<u>807,157.33</u>	<u>1,105,825.46</u>
Loan Related Assets:			
1202-0009	VRA 2014 Cash Account (per docs)	3,934.66	3,934.66
	Total Loan Related Assets	<u>3,934.66</u>	<u>3,934.66</u>
Construction In Progress:			
1250-0001	CIP Inventory	43,294.74	52,160.40
1250-0300	CIP- Western Hills Sewer Replacement	7,500.00	54,750.00
1250-0302	CIP- Western Hills Water Replacement	7,500.00	40,200.00
1250-0310	CIP- Lead Service Line Inventory Project	1,600.00	63,000.00
1250-0315	CIP- Central Water Electrical Study	30,265.00	63,040.14
1250-0316	CIP- Peakview St Water	117,669.70	167,799.24
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	2,442,897.65
1250-0336	CIP- Belltown Rd Waterline (ARPA)	40,169.52	249,771.02
1250-0378	Helm Street Tank Project (ARPA)	180,070.00	217,700.87
1250-0382	CIP- Galax St Sewer Project	23,349.38	35,219.71
1250-0383	CIP- Ivy Creek Sewer	5,048,602.77	7,349,041.97
1250-0390	CIP- 460 Booster Station	2,196,373.00	2,224,560.80
1250-0391	CIP- Turkey Mtn Booster Station	42,490.00	42,490.00
1250-0399	CIP- Galax St. WATER	118,132.74	153,189.74
1250-0301	CIP- Central PS Pump Replacements		36,858.12
1250-0303	CIP- Shady Knoll Sewer Replacement		4,700.00

Bedford Regional Water Auth.
Balance Sheet
For the Ten Months Ending Tuesday, April 30, 2024

		<i>7/1/2023</i> <i>Beginning</i>	<i>Apr 2024</i> <i>Actual</i>
1250-0322	CIP- Key System		5,772.50
1250-0324	Central Sewer Pump Station 7		148,670.00
1250-0332	Stoney Creek Reservoir Drain Analysis		36,581.44
1250-0337	FY24 CIP Projects		9,979.00
	Total Construction In Progress	9,698,627.35	13,614,215.42
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	1,902,205.70
	Total Fixed Asset Clearing Account	20.98	1,902,205.70
Depreciation:			
1900-0000	Accumulated Depreciation	(78,665,555.41)	(78,665,555.41)
	Total Depreciation	(78,665,555.41)	(78,665,555.41)
	Total assets	146,895,287.90	152,715,348.43
LIABILITIES			
Accounts Payable:			
2000-1000	Accounts Payable	(630,092.77)	(2,598.28)
2000-1005	Retainage Payable	(137,585.80)	(213,598.00)

Bedford Regional Water Auth.
Balance Sheet
For the Ten Months Ending Tuesday, April 30, 2024

		<u>7/1/2023</u> <u>Beginning</u>	<u>Apr 2024</u> <u>Actual</u>
Total Accounts Payable		(767,678.57)	(216,196.28)
Customer Liabilities:			
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	131,225.60
2001-0005	Liability for Easement Condemnations	(4,394.72)	(4,394.72)
2001-1000	Water Deposits	(177,652.63)	(165,075.63)
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	(517,536.87)	(469,049.47)
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	(17,273.13)
2100-0400	Net Pension Liability	(410,881.00)	(410,881.00)
2100-0500	VRS OPEB Liability	(224,343.00)	(224,343.00)
2100-0510	Local OPEB Liability	(202,819.00)	(202,819.00)
2100-0550	Health Insurance Payable- Employee Share	(25,550.50)	(50,268.02)
2100-0600	VRS Mandatory Cash Match- Hybrid	1.25	1.25
2100-0750	Optional Life Insurance Payable	658.14	529.40
2100-0800	AFLAC Withholding Payable	1,714.01	1,763.19
2100-0900	Outstanding Payables Checks	(49.83)	(49.83)
2100-0200	State Withholding Payable		(8,115.98)
2100-0950	Employee Gym Memberships		(54.00)
	Total Employee Liabilities	(1,225,756.41)	(1,066,561.95)
Notes Payable:			
2200-0115	Current Maturities Long-Term Debt	0.40	2,367,000.40
2200-2001	Accrued Interest Payable	(328,344.79)	(328,344.79)
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)
2200-2230	Series 2012 Loan (2005 Refunding)	(830,000.00)	(830,000.00)
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	20,271.20	20,271.20
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	(50,317,877.43)	(47,950,877.43)
Developer Revenues and Inflows:			
2300-0000	Deferred Revenue Liability	(357,684.01)	(957,153.25)
2300-1000	Deferred Inflows of Resources	(185,526.00)	(185,526.00)
2300-1001	Deferred Inflow of Resources- Leases	(2,001,051.93)	(2,001,051.93)
	Total Developer Revenues and Inflows	(2,544,261.94)	(3,143,731.18)
Retained Earnings:			
2999-0000	Retained Earnings	(91,522,176.68)	(91,522,176.68)
	Total Retained Earnings	(91,522,176.68)	(91,522,176.68)
	Total liabilities	(146,895,287.90)	(144,368,592.99)

Bedford Regional Water Auth.
Balance Sheet
For the Ten Months Ending Tuesday, April 30, 2024

	<u>7/1/2023</u> <u>Beginning</u>	<u>Apr 2024</u> <u>Actual</u>
Operating Surplus/ (Loss)		8,346,755.44

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
OPERATING REVENUE						
3000-3000	Water Sales	(\$766,628.83)	(\$8,858,956.12)	(\$10,969,377.00)	(\$2,110,420.88)	81%
3100-	Sewer Sales	(545,454.53)	(4,734,163.15)	(5,185,428.00)	(451,264.85)	91%
3902	Penalties	(11,969.57)	(126,314.02)	(70,000.00)	56,314.02	180%
3903-	Account Charges	(5,775.00)	(40,647.50)	(60,000.00)	(19,352.50)	68%
3903-	Review Fees	(6,374.52)	(62,487.59)	(55,500.00)	6,987.59	113%
3900-	Interest Earned	(9,313.63)	(174,238.71)	(30,000.00)	144,238.71	581%
3903-	Sewer Clean Outs			(7,000.00)	(7,000.00)	0%
3903-3250	Meter Installation Revenues	(27,925.00)	(168,938.45)	(95,000.00)	73,938.45	178%
3903-3255	Industrial Pretreatment Revenue	(1,554.22)	(15,525.52)	(18,000.00)	(2,474.48)	86%
3903-3261	Rent/Meter Charges		(17,402.55)	(5,000.00)	12,402.55	348%
3903-	Misc	(15,251.16)	(195,416.61)	(155,606.00)	39,810.61	126%
3903-	Fixed Asset Disposals		(13,450.00)		13,450.00	0%
3901-	Account Default Fees	(2,145.00)	(35,246.08)	(28,000.00)	7,246.08	126%
3201-3275	Contract Reimbursements		(178,682.73)	(219,000.00)	(40,317.27)	82%
	Revenue from BRWA Operations	<u>(1,392,391.46)</u>	<u>(14,621,469.03)</u>	<u>(16,897,911.00)</u>	<u>(2,276,441.97)</u>	<u>87%</u>
3000-3220	Capital Recovery Fees	(89,500.00)	(1,234,050.00)	(1,200,000.00)	34,050.00	103%
3903-3265	Cellular Antenna Site Rental-County portion	(1,468.00)	(42,618.31)	(55,452.00)	(12,833.69)	77%
3904-3310	BOS Capital Contributions		(1,000,000.00)	(1,000,000.00)		100%
3904-3315	Developer Line Contributions			(200,000.00)	(200,000.00)	0%
3904-3316	Contributions from WVWA		(210,000.00)		210,000.00	0%
3904:3904-	ARPA Funding		(1,525,984.97)		1,525,984.97	0%
3904-3335	Contributions from Outside agencies		(450,000.00)		450,000.00	0%
3903-3330	SML WTF Revenue		(58,644.02)	(400.00)	58,244.02	14,661%
3904-3317	Developer Prepayments Redemption Revenue		(10,000.00)	(20,000.00)	(10,000.00)	50%
	Revenue from Other Sources	<u>(90,968.00)</u>	<u>(4,531,297.30)</u>	<u>(2,475,852.00)</u>	<u>2,055,445.30</u>	<u>183%</u>
	Total Revenue	(1,483,359.46)	(19,152,766.33)	(19,373,763.00)	(220,996.67)	99%
OPERATING EXPENSES						
4000 + 4002	Salaries	395,097.04	4,068,110.73	5,752,993.58	1,684,882.85	71%
4010	General Office Expenses	15,025.39	219,953.43	298,088.00	78,134.57	74%
4100	Employee Benefit & Related Expenses	73,641.26	1,396,106.73	2,458,231.00	1,062,124.27	57%
4110	Billing Expenses	10,806.82	202,035.89	249,824.00	47,788.11	81%
4120	Information Systems Expenses	7,199.22	289,678.92	226,899.00	(62,779.92)	128%
4130	Administration Supplies		4,561.20	6,560.00	1,998.80	70%
4140	Customer Service Supplies			3,908.00	3,908.00	0%
4210	Engineering Expenses	19,599.60	80,985.71	151,476.00	70,490.29	53%
4220 + 4223	Operations Expenses	819.22	1,502.20	4,500.00	2,997.80	33%
4221	Compliance Program Supplies		7,395.28	13,725.00	6,329.72	54%
4222	Pretreatment Expenses	1,752.40	25,982.29	37,295.00	11,312.71	70%
4225-0100	Lab Supplies	6,254.59	18,203.32	22,000.00	3,796.68	83%
4230	Maintenance Expenses	1,778.29	43,741.13	53,226.00	9,484.87	82%
4240	Vehicles & Equipment Expenses	11,270.81	259,477.13	325,796.00	66,318.87	80%
4250	Forest Water Expenses	95,554.43	767,528.00	882,571.00	115,043.00	87%
4260	Well Systems Expenses	1,122.43	22,539.42	44,064.00	21,524.58	51%
4265	SML Central Distribution Water System Expenses	479.88	32,374.37	41,699.00	9,324.63	78%
4270	Highpoint Facility Expenses	18.52	29,269.19	33,834.00	4,564.81	87%
4330	SMLWTF Water Treatment Expenses	34,279.01	423,774.40	569,956.00	146,181.60	74%
4275	Central Water Distribution Expenses	6,950.53	158,080.07	187,591.00	29,510.93	84%
4276	Central Water Treatment Expenses	22,948.32	125,918.38	177,735.00	51,816.62	71%
4280	Stewartsville Water Expenses	2,297.15	24,860.22	52,715.00	27,854.78	47%
4290	Forest Sewer Expenses	91,949.30	486,673.25	559,121.00	72,447.75	87%
4291	Central Sewer Collection System Expenses	9,357.78	139,442.06	208,000.00	68,557.94	67%
4293	Central Sewer Treatment Expenses	19,968.46	415,387.23	570,306.00	154,918.77	73%
4292	Moneta Sewer Collection System Expenses	9,827.81	75,180.77	47,400.00	(27,780.77)	159%
4294	Moneta Sewer Treatment Expenses	9,124.36	92,702.02	133,192.00	40,489.98	70%
4295	Montvale Sewer Expenses	1,512.35	23,413.56	26,751.00	3,337.44	88%
4296	Montvale Sewer Collection System Expenses			6,500.00	6,500.00	0%
4340	Mariners Landing Sewer Expenses	3,116.97	52,434.91	101,240.00	48,805.09	52%
4350	Cedar Rock Sewer Expenses	1,330.23	26,438.76	36,500.00	10,061.24	72%
4360	Paradise Point Water Expenses	182.46	9,830.85	18,474.00	8,643.15	53%
4300 + 4310	Schools Sewer Expenses	3,651.21	18,259.56	43,500.00	25,240.44	42%

Bedford Regional Water Auth.
 Summary of Revenue & Expenditures
 For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
4320 Franklin County Operations	2,139.64	18,696.25	27,000.00	8,303.75	69%
4600:4600 BRWA&EDA Contributions for Development		10,000.00		(10,000.00)	0%
Total Operating Expenditures	<u>859,055.48</u>	<u>9,570,537.23</u>	<u>13,372,670.58</u>	<u>3,802,133.35</u>	<u>72%</u>
4400 Depreciation			4,587,600.00	4,587,600.00	0%
4500-0640 Lynchburg Debt Service Paid			1,664.00	1,664.00	0%
4500-0645 2012 VRA Interest		21,268.75	21,269.00	0.25	100%
4500-0660 2014 VRA Interest		77,281.26	77,281.00	(0.26)	100%
4500-0665 2015 VRA Interest		959,481.26	959,481.00	(0.26)	100%
4500-0650 Assumed Debt from City		53,070.50	53,071.00	0.50	100%
4500-0675 VRA 2020 Interest (ESCO project)		124,371.89	124,372.00	0.11	100%
Total Interest and Debt Service		<u>1,235,473.66</u>	<u>1,237,138.00</u>	<u>1,664.34</u>	<u>100%</u>
Total Exp., Depr. and Debt Service	859,055.48	10,806,010.89	19,197,408.58	8,391,397.69	56%
Total Revenues Less Oper Expense	(624,303.98)	(8,346,755.44)	(176,354.42)	8,170,401.02	4,733%
Gross Cash Before Capital Exp	<u>(624,303.98)</u>	<u>(8,346,755.44)</u>	<u>(176,354.42)</u>	<u>8,170,401.02</u>	<u>4,733%</u>
Less non-debt Capital Contributions		(2,254,628.99)	(220,400.00)	2,034,228.99	1,023%
Earnings/(loss) before BRWA Capital Outlays	<u>(624,303.98)</u>	<u>(6,092,126.45)</u>	<u>44,045.58</u>	<u>6,136,172.03</u>	<u>(13,831...</u>

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Ten Months Ending Tuesday, April 30, 2024

		<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
OPERATING REVENUE						
Water Sales:						
3000-3000	Water Sales	(753,234.77)	(8,714,656.12)	(10,820,793.00)	(2,106,136.88)	81%
3000-3050	Contract Water Sales	(12,270.78)	(131,838.73)	(134,784.00)	(2,945.27)	98%
3000-3100	Paradise Point Water	(1,123.28)	(12,461.27)	(13,800.00)	(1,338.73)	90%
	Total Water Sales	<u>(766,628.83)</u>	<u>(8,858,956.12)</u>	<u>(10,969,377.00)</u>	<u>(2,110,420.88)</u>	<u>81%</u>
Sewer Sales:						
3100-3000	Sewer Sales	(530,768.21)	(4,588,746.37)	(5,129,068.00)	(540,321.63)	89%
3100-3025	Mariners Landing Sewer	(11,210.32)	(110,950.66)	(22,600.00)	88,350.66	491%
3100-3050	Cedar Rock Revenue	(3,476.00)	(34,466.12)	(33,760.00)	706.12	102%
	Total Sewer Sales	<u>(545,454.53)</u>	<u>(4,734,163.15)</u>	<u>(5,185,428.00)</u>	<u>(451,264.85)</u>	<u>91%</u>
Penalties:						
3902-3211	Water Penalty Revenue	(7,290.41)	(80,052.23)	(45,000.00)	35,052.23	178%
3902-3213	Sewer Penalty Revenue	(4,679.16)	(46,261.79)	(25,000.00)	21,261.79	185%
	Total Penalties	<u>(11,969.57)</u>	<u>(126,314.02)</u>	<u>(70,000.00)</u>	<u>56,314.02</u>	<u>180%</u>
Account Charges:						
3903-3231	Water Account Charge Revenue	(3,550.00)	(26,148.75)	(40,000.00)	(13,851.25)	65%
3903-3233	Sewer Account Charge Revenue	(2,225.00)	(14,498.75)	(20,000.00)	(5,501.25)	72%
	Total Account Charges	<u>(5,775.00)</u>	<u>(40,647.50)</u>	<u>(60,000.00)</u>	<u>(19,352.50)</u>	<u>68%</u>
Review Fees:						
3903-3240	Engineering Review Fees	(5,299.52)	(44,397.00)	(50,000.00)	(5,603.00)	89%
3903-3242	Engineering Fire Flow Testing	(75.00)	(6,590.59)	(1,500.00)	5,090.59	439%
3903-3243	SGP Review and Inspections	(1,000.00)	(11,500.00)	(4,000.00)	7,500.00	288%
	Total Review Fees	<u>(6,374.52)</u>	<u>(62,487.59)</u>	<u>(55,500.00)</u>	<u>6,987.59</u>	<u>113%</u>
Interest Earned:						
3900-3250	Bank Interest Earned	(9,313.63)	(174,238.71)	(30,000.00)	144,238.71	581%
	Total Interest Earned	<u>(9,313.63)</u>	<u>(174,238.71)</u>	<u>(30,000.00)</u>	<u>144,238.71</u>	<u>581%</u>
Sewer Clean Outs:						
3903-3245	Sewer Clean-Out Installation Fee			(7,000.00)	(7,000.00)	0%
	Total Sewer Clean Outs			<u>(7,000.00)</u>	<u>(7,000.00)</u>	<u>0%</u>
Meter Installation Revenues:						
3903-3250	Meter Fee Revenue	(15,125.00)	(58,175.00)	(35,000.00)	23,175.00	166%
3903-3260	Meter Base Installation Revenue	(12,800.00)	(110,763.45)	(60,000.00)	50,763.45	185%
	Total Meter Installation Revenues	<u>(27,925.00)</u>	<u>(168,938.45)</u>	<u>(95,000.00)</u>	<u>73,938.45</u>	<u>178%</u>
Industrial Pretreatment Revenue:						
3903-3255	Industrial Pretreatment Revenue	(1,554.22)	(15,525.52)	(18,000.00)	(2,474.48)	86%
	Total Industrial Pretreatment Revenue	<u>(1,554.22)</u>	<u>(15,525.52)</u>	<u>(18,000.00)</u>	<u>(2,474.48)</u>	<u>86%</u>
Rent/Meter Charges:						
3903-3261	Service Repairs & Equipment Rentals		(17,402.55)	(5,000.00)	12,402.55	348%
	Total Rent/Meter Charges		<u>(17,402.55)</u>	<u>(5,000.00)</u>	<u>12,402.55</u>	<u>348%</u>
Misc:						
3903-3262	Cellular Antenna Rental- BRWA portion	(2,202.00)	(57,700.41)	(73,998.00)	(16,297.59)	78%
3903-3263	Sewer Extension Revenue	(5,000.00)	(47,700.00)	(47,700.00)	47,700.00	0%
3903-3264	Sewer Pump Maintenance Revenue	(7,525.00)	(72,135.00)	(63,000.00)	9,135.00	115%
3903-3270	Miscellaneous Revenue	(524.16)	(9,816.00)	(8,000.00)	1,816.00	123%
3903-3275	Revenue from Communication Towers		(8,065.20)	(10,608.00)	(2,542.80)	76%
	Total Misc	<u>(15,251.16)</u>	<u>(195,416.61)</u>	<u>(155,606.00)</u>	<u>39,810.61</u>	<u>126%</u>

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</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	(1,900.00)	(20,000.00)	(25,000.00)	(5,000.00)	80%
3901-3212 Return Check Revenue	(245.00)	(3,430.00)	(2,000.00)	1,430.00	172%
3901-3213 Unauthorized Service Revenue		(11,816.08)	(1,000.00)	10,816.08	1,182%
Total Account Default Fees	(2,145.00)	(35,246.08)	(28,000.00)	7,246.08	126%
Contract Reimbursements:					
3201-3275 School System Operations		(34,072.44)	(51,000.00)	(16,927.56)	67%
3904-3318 Franklin County Contract Operations		(144,610.29)	(168,000.00)	(23,389.71)	86%
Total Contract Reimbursements		(178,682.73)	(219,000.00)	(40,317.27)	82%
Revenue from BRWA Operations	(1,392,391.46)	(14,621,469.03)	(16,897,911.00)	(2,276,441.97)	87%
Capital Recovery Fees:					
3000-3220 Water Capital Recovery Fees	(60,000.00)	(818,050.00)	(800,000.00)	18,050.00	102%
3100-3220 Sewer Capital Recovery Fees	(29,500.00)	(416,000.00)	(400,000.00)	16,000.00	104%
Total Capital Recovery Fees	(89,500.00)	(1,234,050.00)	(1,200,000.00)	34,050.00	103%
Cellular Antenna Site Rental-County portion:					
3903-3265 Cellular Antenna Revenue- Co. portion	(1,468.00)	(38,466.91)	(49,332.00)	(10,865.09)	78%
3903-3285 Bedford County Broadband Revenue		(4,151.40)	(6,120.00)	(1,968.60)	68%
Total Cellular Antenna Site Rental-County portion	(1,468.00)	(42,618.31)	(55,452.00)	(12,833.69)	77%
BOS Capital Contributions:					
3904-3310 Bedford County Debt Support		(1,000,000.00)	(1,000,000.00)		100%
Total BOS Capital Contributions		(1,000,000.00)	(1,000,000.00)		100%
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 WVWA:					
3904-3316 Contributions from WVWA		(210,000.00)		210,000.00	0%
Total Contributions from WVWA		(210,000.00)		210,000.00	0%
ARPA Funding:					
3904-3325 Bedford ARPA Projects		(1,525,984.97)		1,525,984.97	0%
Total ARPA Funding		(1,525,984.97)		1,525,984.97	0%
Contributions from Outside agencies:					
3904-3335 Contributions from Outside Agencies		(200,000.00)		200,000.00	0%
3904-3324 VDH Grant		(250,000.00)		250,000.00	0%
Total Contributions from Outside agencies		(450,000.00)		450,000.00	0%
SML WTF Revenue:					
3903-3330 SML WTF Revenue		(58,644.02)	(400.00)	58,244.02	14,661%
Total SML WTF Revenue		(58,644.02)	(400.00)	58,244.02	14,661%
Developer Prepayments Redemption Revenue:					
3904-3317 Developer Capital Recovery Fee Redemption Revenue		(10,000.00)	(20,000.00)	(10,000.00)	50%
Total Developer Prepayments Redemption Revenue		(10,000.00)	(20,000.00)	(10,000.00)	50%
Revenue from Other Sources	(90,968.00)	(4,531,297.30)	(2,475,852.00)	2,055,445.30	183%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
Total Revenue	(1,483,359.46)	(19,152,766.33)	(19,373,763.00)	(220,996.67)	99%
OPERATING EXPENSES					
Salaries:					
4000-0010 Administration Salaries	76,691.40	735,510.29	1,223,960.04	488,449.75	60%
4000-0019 IT Oncall Stipend	600.00	5,592.86		(5,592.86)	0%
4000-0020 Administration Overtime	492.04	4,744.90	11,673.95	6,929.05	41%
4002-0010 Customer Service Salaries	30,070.59	313,879.64	438,620.00	124,740.36	72%
4002-0020 Customer Service Overtime	291.24	2,797.54	6,670.01	3,872.47	42%
4003-0010 Engineering Department Salaries	69,984.00	729,180.31	794,458.80	65,278.49	92%
4003-0019 Engineering OnCall Stipend	600.00	6,150.00	7,800.00	1,650.00	79%
4003-0020 Engineering Department Overtime	3,472.95	25,352.74	45,373.88	20,021.14	56%
4004-0010 Maintenance Department Salaries	97,680.70	1,029,426.70	1,353,586.20	324,159.50	76%
4004-0019 Maintenance Oncall Stipend Expense	1,650.00	17,467.57	29,900.00	12,432.43	58%
4004-0020 Maintenance Department Overtime	9,977.52	112,048.95	201,534.53	89,485.58	56%
4005-0010 Operations Department Salaries	98,743.74	1,010,106.13	1,514,051.20	503,945.07	67%
4005-0019 Operations Oncall Stipend	450.00	6,442.86	8,100.00	1,657.14	80%
4005-0020 Operations Department Overtime	4,392.86	69,410.24	117,264.97	47,854.73	59%
Total Salaries	395,097.04	4,068,110.73	5,752,993.58	1,684,882.85	71%
General Office Expenses:					
4010-0075 Board & Committee Meetings		746.27	1,000.00	253.73	75%
4010-0085 Long Range Planning		21,700.00	45,000.00	23,300.00	48%
4010-0100 Office Supplies	175.85	4,464.43	8,000.00	3,535.57	56%
4010-0103 Public Outreach Expenses		1,140.62	15,000.00	13,859.38	8%
4010-0110 Building Maintenance Expense	1,531.28	36,341.23	29,400.00	(6,941.23)	124%
4010-0130 Postage and Shipping Expense	1,059.54	7,200.74	8,000.00	799.26	90%
4010-0140 Commercial Phone Charges	1,159.08	11,463.11	12,120.00	656.89	95%
4010-0142 Cellular Phone Service	2,649.25	19,017.58	20,480.00	1,462.42	93%
4010-0150 Building Power and Utilities	2,112.99	18,046.63	18,000.00	(46.63)	100%
4010-0155 Building Fuel Costs	213.91	4,622.38	6,000.00	1,377.62	77%
4010-0170 Advertising		12,364.30	18,000.00	5,635.70	69%
4010-0175 Bank Service charges		4,261.47	16,800.00	12,538.53	25%
4010-0200 Accounting Services		35,763.00	50,000.00	14,237.00	72%
4010-0220 Legal Expenses	3,717.00	18,599.28	18,000.00	(599.28)	103%
4010-0400 Board of Directors Fees	2,375.00	23,750.00	28,500.00	4,750.00	83%
4010-0401 Board Mileage Reimbursements	31.49	472.39	420.00	(52.39)	112%
4010-0160 Employee Bond			618.00	618.00	0%
4010-0161 Building Insurance			2,750.00	2,750.00	0%
Total General Office Expenses	15,025.39	219,953.43	298,088.00	78,134.57	74%
Employee Benefit & Related Expenses:					
4100-0030 Payroll Taxes	28,614.24	315,970.64	436,600.00	120,629.36	72%
4100-0040 VRS Retirement and Group Life	33,345.16	313,967.70	528,276.00	214,308.30	59%
4100-0041 VRS Hybrid Disability Program	948.56	8,373.43	14,691.00	6,317.57	57%
4100-0045 Unemployment Payments	3,780.00	3,696.31	6,000.00	2,303.69	62%
4100-0050 Health Insurance		613,317.27	981,740.00	368,422.73	62%
4100-0055 Flexible Spending Account		524.43	2,500.00	1,975.57	21%
4100-0065 Employee Testing	1,258.00	7,805.50	6,556.00	(1,249.50)	119%
4100-0075 Meetings		3,472.90	7,590.00	4,117.10	46%
4100-0080 Professional Dues	650.00	7,078.00	26,365.00	19,287.00	27%
4100-0085 Training and Education	68.00	29,682.45	181,560.00	151,877.55	16%
4100-0086 Continuing Education		7,754.00	18,000.00	10,246.00	43%
4100-0090 Whistle Blower Hotline	618.13	1,049.38	500.00	(549.38)	210%
4100-0095 Employee Referral Program			500.00	500.00	0%
4100-0101 Clothing and Uniforms	1,936.32	14,135.82	56,203.00	42,067.18	25%
4100-0102 Employee & Incentive Fund		24,173.68	33,000.00	8,826.32	73%
4100-0103 Safety	2,422.85	45,105.22	85,822.00	40,716.78	53%
4100-0060 Worker's Compensation			71,663.00	71,663.00	0%
4100-0070 Mileage Reimbursements			665.00	665.00	0%
Total Employee Benefit & Related Expenses	73,641.26	1,396,106.73	2,458,231.00	1,062,124.27	57%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
Billing Expenses:					
4110-0091	Bad Debt Expense Water	(118.36)	20,000.00	20,118.36	(1%)
4110-0097	Collection Agency Expense	156.33	3,000.00	2,843.67	5%
4110-0110	Bill Processing Services	5,720.28	100,405.94	105,104.00	4,698.06 96%
4110-0112	Customer Notification Expenses		970.88	5,000.00	4,029.12 19%
4110-0120	Customer Service Software Maintenance	446.00	60,623.40	58,800.00	(1,823.40) 103%
4110-0125	Credit Card Processing Fees	3,937.85	34,162.45	31,500.00	(2,662.45) 108%
4110-0175	Courier Service	702.69	5,835.25	6,420.00	584.75 91%
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%
	Total Billing Expenses	10,806.82	202,035.89	249,824.00	47,788.11 81%
Information Systems Expenses:					
4120-0100	Information Systems Supplies		4,820.24	9,000.00	4,179.76 54%
4120-0110	Contracted Services (Network)	4,912.76	56,617.08	30,160.00	(26,457.08) 188%
4120-0115	Continuing Support (Software)	846.30	216,090.29	176,389.00	(39,701.29) 123%
4120-0145	Internet and WAN Communications	1,440.16	12,151.31	11,350.00	(801.31) 107%
	Total Information Systems Expenses	7,199.22	289,678.92	226,899.00	(62,779.92) 128%
Administration Supplies:					
4130-0100	Administration Supplies		4,561.20	6,560.00	1,998.80 70%
	Total Administration Supplies		4,561.20	6,560.00	1,998.80 70%
Customer Service Supplies:					
4140-0100	Customer Service Supplies			3,908.00	3,908.00 0%
	Total Customer Service Supplies			3,908.00	3,908.00 0%
Engineering Expenses:					
4210-0100	Engineering Supplies	2,021.25	14,251.84	30,426.00	16,174.16 47%
4210-0110	Engineering Reviews	16,301.90	56,053.70	104,500.00	48,446.30 54%
4210-0141	Locating Notification Tickets	1,153.45	8,816.90	11,390.00	2,573.10 77%
4210-0240	Construction testing	123.00	1,863.27	5,160.00	3,296.73 36%
	Total Engineering Expenses	19,599.60	80,985.71	151,476.00	70,490.29 53%
Operations Expenses:					
4220-0100	Wastewater Operations Supplies	819.22	896.20	2,000.00	1,103.80 45%
4223-0100	Water Operations Supplies		606.00	2,500.00	1,894.00 24%
	Total Operations Expenses	819.22	1,502.20	4,500.00	2,997.80 33%
Compliance Program Supplies:					
4221-0100	FROG Program Supplies		7,395.28	13,725.00	6,329.72 54%
	Total Compliance Program Supplies		7,395.28	13,725.00	6,329.72 54%
Pretreatment Expenses:					
4222-0100	Pretreatment Supplies/Expenses	1,752.40	19,699.67	24,795.00	5,095.33 79%
4222-0200	Backflow Supplies		6,282.62	12,500.00	6,217.38 50%
	Total Pretreatment Expenses	1,752.40	25,982.29	37,295.00	11,312.71 70%
Lab Supplies:					
4225-0100	Lab Supplies	6,254.59	18,203.32	22,000.00	3,796.68 83%
	Total Lab Supplies	6,254.59	18,203.32	22,000.00	3,796.68 83%
Maintenance Expenses:					
4230-0100	Maintenance Supplies	1,778.29	43,741.13	53,226.00	9,484.87 82%
	Total Maintenance Expenses	1,778.29	43,741.13	53,226.00	9,484.87 82%
Vehicles & Equipment Expenses:					
4240-0100	Vehicles and Equipment Supplies	4,438.57	34,172.08	43,350.00	9,177.92 79%
4240-0110	Vehicles and Equipment Contracted Services	6,276.75	130,812.57	111,095.00	(19,717.57) 118%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
4240-0155	Vehicles & Equipment Fuel Costs	555.49	94,492.48	133,536.00	39,043.52	71%
4240-0162	Vehicles and Equipment Insurance			37,815.00	37,815.00	0%
	Total Vehicles & Equipment Expenses	11,270.81	259,477.13	325,796.00	66,318.87	80%
Forest Water Expenses:						
4250-0100	Forest Water Supplies	1,816.16	19,277.21	45,200.00	25,922.79	43%
4250-0105	Forest Water Chemicals			500.00	500.00	0%
4250-0110	Forest Water Contracted Services	9,150.00	107,899.20	23,400.00	(84,499.20)	461%
4250-0115	Forest Water System Repairs & Improvements		23,113.05	3,500.00	(19,613.05)	660%
4250-0140	Forest Water Communications	24.91	811.46	400.00	(411.46)	203%
4250-0150	Forest Water Power	285.31	3,128.06	6,000.00	2,871.94	52%
4250-0240	Forest Water Sampling and Testing	520.00	6,493.97	10,000.00	3,506.03	65%
4250-0300	Forest Water Purchased	83,758.05	580,153.05	690,250.00	110,096.95	84%
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%
4250-0161	Forest Water Insurance			20,089.00	20,089.00	0%
	Total Forest Water Expenses	95,554.43	767,528.00	882,571.00	115,043.00	87%
Well Systems Expenses:						
4260-0100	Well Systems Supplies		8,211.49	12,000.00	3,788.51	68%
4260-0105	Well Systems Chemicals		3,617.86	6,500.00	2,882.14	56%
4260-0110	Well Systems Contracted Services	80.72	2,436.48	12,000.00	9,563.52	20%
4260-0115	Well Systems Repairs & Improvements		1,528.69	500.00	(1,028.69)	306%
4260-0140	Wells Systems Communications		344.44		(344.44)	0%
4260-0150	Well Systems Power	541.71	4,571.46	6,000.00	1,428.54	76%
4260-0240	Well Systems Sampling and Testing	500.00	1,118.00	5,000.00	3,882.00	22%
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	1,122.43	22,539.42	44,064.00	21,524.58	51%
SML Central Distribution Water System Expenses:						
4265-0100	SML Central Water Distribution Supplies	284.89	12,052.76	14,500.00	2,447.24	83%
4265-0110	SML Central Water Distribution Contracted Services		11,511.10	6,200.00	(5,311.10)	186%
4265-0115	SML Central Water Distrib. Repairs & Improvements		620.03	1,000.00	379.97	62%
4265-0140	SML Communications		594.28	400.00	(194.28)	149%
4265-0150	SML Central Electric	114.99	690.33	400.00	(290.33)	173%
4265-0240	SML Central Water Distribution Sampling & Testing	80.00	2,141.87	8,000.00	5,858.13	27%
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	479.88	32,374.37	41,699.00	9,324.63	78%
Highpoint Facility Expenses:						
4270-0100	Highpoint Facility Supplies	18.52	127.52	3,500.00	3,372.48	4%
4270-0105	Highpoint Facility Chemicals		7,838.08	1,000.00	(6,838.08)	784%
4270-0110	Highpoint Facility Contracted Services		5,168.60	5,700.00	531.40	91%
4270-0150	Highpoint Facility Power		11,952.50	14,000.00	2,047.50	85%
4270-0155	Highpoint Facility Fuel Costs		2,763.49	2,000.00	(763.49)	138%
4270-0371	Highpoint Facility Road Maintenance Fees		1,419.00	1,320.00	(99.00)	108%
4270-0161	Highpoint Facility Insurance			6,314.00	6,314.00	0%
	Total Highpoint Facility Expenses	18.52	29,269.19	33,834.00	4,564.81	87%
SMLWTF Water Treatment Expenses:						
4330-0100	SMLWTF Water Treatment Supplies	1,949.99	57,607.54	40,000.00	(17,607.54)	144%
4330-0105	SMLWTF Water Treatment Chemicals	2,132.00	71,750.49	75,000.00	3,249.51	96%
4330-0110	SMLWTF Water Treatment Contracted Services	30,143.42	63,515.16	208,750.00	145,234.84	30%
4330-0140	SMLWTF Water Treatment Communications		2,010.54	780.00	(1,230.54)	258%
4330-0150	SMLWTF Water Treatment Power	11.60	194,000.08	210,000.00	15,999.92	92%
4330-0155	SMLWTF Water Treatment Fuel Costs		426.79	1,000.00	573.21	43%
4330-0240	SMLWTF Water Treatment Sampling & Testing	42.00	1,963.80	8,750.00	6,786.20	22%
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%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
Total SMLWTF Water Treatment Expenses	34,279.01	423,774.40	569,956.00	146,181.60	74%
Central Water Distribution Expenses:					
4275-0100 Central Water Supplies	6,580.53	53,304.89	37,500.00	(15,804.89)	142%
4275-0110 Central Water Contracted Services	190.00	69,016.55	90,000.00	20,983.45	77%
4275-0115 Central Water Repairs & Improvements		16,103.88	31,000.00	14,896.12	52%
4275-0140 Central Water Communications		2,755.56		(2,755.56)	0%
4275-0240 Central Water Sampling & Testing	180.00	5,541.19	12,750.00	7,208.81	43%
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	6,950.53	158,080.07	187,591.00	29,510.93	84%
Central Water Treatment Expenses:					
4276-0100 Central Water Treatment Supplies	14,058.53	31,034.24	45,000.00	13,965.76	69%
4276-0105 Central Water Treatment Chemicals	992.00	26,943.73	55,000.00	28,056.27	49%
4276-0110 Central Water Treatment Contracted Services	2,248.33	26,626.82	20,000.00	(6,626.82)	133%
4276-0140 Central Water Treatment Communications	102.36	850.75	1,020.00	169.25	83%
4276-0150 Central Water Treatment Power	5,547.10	38,952.24	32,000.00	(6,952.24)	122%
4276-0240 Central Water Treatment Sampling & Testing		1,510.60	1,500.00	(10.60)	101%
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	22,948.32	125,918.38	177,735.00	51,816.62	71%
Stewartsville Water Expenses:					
4280-0100 Stewartsville Water Supplies	9.50	2,402.39	3,500.00	1,097.61	69%
4280-0110 Stewartsville Water Contracted Services		810.00	2,700.00	1,890.00	30%
4280-0115 Stewartsville Water Repairs & Improvements		821.37	2,500.00	1,678.63	33%
4280-0140 Stewartsville Water Communications	59.51	426.88	600.00	173.12	71%
4280-0150 Stewartsville Water Power	25.32	241.16	400.00	158.84	60%
4280-0240 Stewartsville Water Sampling and Testing	40.00	892.36	2,800.00	1,907.64	32%
4280-0300 Stewartsville Water Purchased	2,162.82	18,837.06	38,500.00	19,662.94	49%
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	2,297.15	24,860.22	52,715.00	27,854.78	47%
Forest Sewer Expenses:					
4290-0100 Forest Sewer Supplies	245.49	19,254.38	65,400.00	46,145.62	29%
4290-0105 Forest Sewer Chemicals	12,966.70	70,156.39	64,000.00	(6,156.39)	110%
4290-0110 Forest Sewer Contracted Services	9,447.00	84,273.81	70,500.00	(13,773.81)	120%
4290-0140 Forest Sewer Communications	97.29	1,615.66	3,600.00	1,984.34	45%
4290-0150 Forest Sewer Power	5,151.82	41,381.72	37,200.00	(4,181.72)	111%
4290-0155 Forest Sewer Fuel Expense		21,938.29	3,000.00	(18,938.29)	731%
4290-0240 Forest Sewer Testing	41.00	205.00	500.00	295.00	41%
4290-0350 Forest Sewer Treatment Costs	64,000.00	247,848.00	300,000.00	52,152.00	83%
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%
Total Forest Sewer Expenses	91,949.30	486,673.25	559,121.00	72,447.75	87%
Central Sewer Collection System Expenses:					
4291-0100 Central Sewer Supplies	1,908.03	36,647.64	65,000.00	28,352.36	56%
4291-0110 Central Sewer Coll System Contracted Services	2,177.00	52,463.14	60,000.00	7,536.86	87%
4291-0115 Central Sewer Repairs & Improvements		644.39	30,000.00	29,355.61	2%
4291-0150 Central Sewer Power	5,272.75	48,870.11	50,000.00	1,129.89	98%
4291-0155 Central Sewer Fuel Costs		693.78	3,000.00	2,306.22	23%
4291-0240 Central Sewer Sampling & Testing		123.00		(123.00)	0%
Total Central Sewer Collection System Expenses	9,357.78	139,442.06	208,000.00	68,557.94	67%
Central Sewer Treatment Expenses:					
4293-0100 Center Sewer Treatment Supplies	1,803.44	67,263.96	65,000.00	(2,263.96)	103%
4293-0105 Center Sewer Treatment Chemicals		116,050.02	125,000.00	8,949.98	93%
4293-0110 Center Sewer Treatment Contracted Services	2,685.29	74,997.09	70,000.00	(4,997.09)	107%
4293-0115 Center Sewer Sludge Tipping Fees	4,478.00	25,374.39	40,000.00	14,625.61	63%
4293-0140 Center Sewer Treatment Communications	235.44	8,044.56	9,162.00	1,117.44	88%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>	
4293-0150	Center Sewer Treatment Power	8,201.47	79,304.20	212,000.00	132,695.80	37%
4293-0155	Central Sewer Fuel		611.21	1,500.00	888.79	41%
4293-0240	Center Sewer Treatment Sampling & Testing	2,564.82	33,516.80	20,000.00	(13,516.80)	168%
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	19,968.46	415,387.23	570,306.00	154,918.77	73%
Moneta Sewer Collection System Expenses:						
4292-0100	Moneta Sewer Supplies	232.51	4,230.58	15,000.00	10,769.42	28%
4292-0110	Moneta Sewer Contracted Services	8,170.89	41,376.33	15,000.00	(26,376.33)	276%
4292-0140	Moneta Communications	39.60	621.61	400.00	(221.61)	155%
4292-0150	Moneta Sewer Power	1,384.81	17,302.99	15,000.00	(2,302.99)	115%
4292-0155	Moneta Sewer Fuel Costs		9,840.19	2,000.00	(7,840.19)	492%
4292-0240	Moneta Sewer Sampling & Testing		1,809.07		(1,809.07)	0%
	Total Moneta Sewer Collection System Expenses	9,827.81	75,180.77	47,400.00	(27,780.77)	159%
Moneta Sewer Treatment Expenses:						
4294-0100	Moneta Sewer Treatment Supplies	824.63	4,962.97	20,000.00	15,037.03	25%
4294-0105	Moneta Sewer Treatment Chemicals	1,676.70	6,511.31	13,000.00	6,488.69	50%
4294-0110	Moneta Sewer Contracted Services	35.99	6,430.90	28,000.00	21,569.10	23%
4294-0115	Moneta Sewer Sludge Tipping Fees	240.00	3,274.00	9,000.00	5,726.00	36%
4294-0140	Moneta Sewer Treatment Communications	144.60	1,446.00	3,500.00	2,054.00	41%
4294-0150	Moneta Sewer Treatment Power	4,913.70	49,651.93	39,000.00	(10,651.93)	127%
4294-0155	Moneta Sewer Fuel		1,861.31	600.00	(1,261.31)	310%
4294-0240	Moneta Sewer Treatment Sampling & Testing	1,288.74	15,383.60	10,000.00	(5,383.60)	154%
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	9,124.36	92,702.02	133,192.00	40,489.98	70%
Montvale Sewer Expenses:						
4295-0100	Montvale Sewer Supplies	1,106.37	9,326.75	10,000.00	673.25	93%
4295-0105	Montvale Sewer Chemicals		931.81	1,400.00	468.19	67%
4295-0110	Montvale Sewer Contracted Services		6,050.12	7,000.00	949.88	86%
4295-0140	Montvale Communications	24.91	117.97	300.00	182.03	39%
4295-0150	Montvale Sewer Power	35.07	359.90	400.00	40.10	90%
4295-0155	Montvale Sewer Fuel Costs		476.01	250.00	(226.01)	190%
4295-0240	Montvale Sewer Sampling & Testing	346.00	3,606.00	4,000.00	394.00	90%
4295-0411	Montvale Sewer DEQ charges		2,545.00	2,400.00	(145.00)	106%
4295-0161	Montvale Sewer Insurance			1,001.00	1,001.00	0%
	Total Montvale Sewer Expenses	1,512.35	23,413.56	26,751.00	3,337.44	88%
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	736.41	1,759.09	37,000.00	35,240.91	5%
4340-0105	Mariners Landing Sewer Chemicals		932.46	1,500.00	567.54	62%
4340-0110	Mariners Landing Sewer Contracted Services		24,552.75	30,000.00	5,447.25	82%
4340-0140	Mariners Landing Sewer Communication		1,396.09	840.00	(556.09)	166%
4340-0150	Mariners Landing Sewer Power	2,055.56	20,284.39	28,000.00	7,715.61	72%
4340-0155	Mariners Landing Sewer Fuel Costs		629.13	2,000.00	1,370.87	31%
4340-0240	Mariners Landing Sewer Sampling & Testing	325.00	2,881.00		(2,881.00)	0%
4340-0161	Mariners Landing Sewer Property Insurance			1,900.00	1,900.00	0%
	Total Mariners Landing Sewer Expenses	3,116.97	52,434.91	101,240.00	48,805.09	52%
Cedar Rock Sewer Expenses:						
4350-0100	Cedar Rock Sewer Supplies		10,421.44	10,000.00	(421.44)	104%
4350-0105	Cedar Rock Sewer Chemicals		932.46	1,000.00	67.54	93%
4350-0110	Cedar Rock Sewer Contracted Services		1,823.75	12,000.00	10,176.25	15%
4350-0140	Cedar Rock Sewer Communication	69.20	319.36	800.00	480.64	40%
4350-0150	Cedar Rock Sewer Power	1,161.03	9,468.75	9,000.00	(468.75)	105%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
4350-0240 Cedar Rock Sewer Sampling & Testing	100.00	928.00	700.00	(228.00)	133%
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	<u>1,330.23</u>	<u>26,438.76</u>	<u>36,500.00</u>	<u>10,061.24</u>	<u>72%</u>
Paradise Point Water Expenses:					
4360-0100 Paradise Point Supplies		1,965.48	2,000.00	34.52	98%
4360-0105 Paradise Point Chemicals		2,048.41	5,000.00	2,951.59	41%
4360-0110 Paradise Point Contracted Services		4,200.00	5,000.00	800.00	84%
4360-0140 Paradise Point Communications		344.44	300.00	(44.44)	115%
4360-0150 Paradise Point electric	127.46	981.52	5,000.00	4,018.48	20%
4360-0240 Paradise Point Sampling and Testing	55.00	219.00	1,000.00	781.00	22%
4360-0410 Paradise Point VDH Fees		72.00	74.00	2.00	97%
4360-0155 Paradise Point Fuel Costs			100.00	100.00	0%
Total Paradise Point Water Expenses	<u>182.46</u>	<u>9,830.85</u>	<u>18,474.00</u>	<u>8,643.15</u>	<u>53%</u>
Schools Sewer Expenses:					
4300-0100 Schools Operations Supplies	636.45	6,335.63	10,000.00	3,664.37	63%
4300-0105 Schools Chemicals	600.00	4,115.22	10,000.00	5,884.78	41%
4300-0240 Schools Sampling and Testing	2,414.76	7,808.71	8,500.00	691.29	92%
4300-0110 Schools Contracted Services			15,000.00	15,000.00	0%
Total Schools Sewer Expenses	<u>3,651.21</u>	<u>18,259.56</u>	<u>43,500.00</u>	<u>25,240.44</u>	<u>42%</u>
Franklin County Operations:					
4320-0100 Franklin County Supplies	1,063.82	7,885.18	12,000.00	4,114.82	66%
4320-0105 Franklin County Chemicals	1,075.82	10,444.67	14,000.00	3,555.33	75%
4320-0240 Franklin County Sampling & Testing		366.40	1,000.00	633.60	37%
Total Franklin County Operations	<u>2,139.64</u>	<u>18,696.25</u>	<u>27,000.00</u>	<u>8,303.75</u>	<u>69%</u>
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		<u>10,000.00</u>		<u>(10,000.00)</u>	<u>0%</u>
Total Operating Expenditures	859,055.48	9,570,537.23	13,372,670.58	3,802,133.35	72%
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			<u>4,587,600.00</u>	<u>4,587,600.00</u>	<u>0%</u>
Lynchburg Debt Service Paid:					
4500-0640 Lynchburg Sewer Interest			1,664.00	1,664.00	0%
Total Lynchburg Debt Service Paid			<u>1,664.00</u>	<u>1,664.00</u>	<u>0%</u>
2012 VRA Interest:					
4500-0645 VRA 2012 Interest (2005 refunding)		21,268.75	21,269.00	0.25	100%

Bedford Regional Water Auth.
 Summary of Revenue & Expenditures
 For the Ten Months Ending Tuesday, April 30, 2024

	<u>Month</u>	<u>FY 23-24 YTD</u>	<u>FY 23-24 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 83%</u>
Total 2012 VRA Interest		21,268.75	21,269.00	0.25	100%
2014 VRA Interest:					
4500-0660 VRA 2014 Interest (2005 Refunding)		77,281.26	77,281.00	(0.26)	100%
Total 2014 VRA Interest		77,281.26	77,281.00	(0.26)	100%
2015 VRA Interest:					
4500-0665 VRA 2015 Interest		959,481.26	959,481.00	(0.26)	100%
Total 2015 VRA Interest		959,481.26	959,481.00	(0.26)	100%
Assumed Debt from City:					
4500-0650 Assumed Debt from Town- Interest		53,070.50	53,071.00	0.50	100%
Total Assumed Debt from City		53,070.50	53,071.00	0.50	100%
VRA 2020 Interest (ESCO project):					
4500-0675 VRA 2020 Interest (ESCO)		124,371.89	124,372.00	0.11	100%
Total VRA 2020 Interest (ESCO project)		124,371.89	124,372.00	0.11	100%
Total Interest and Debt Service		1,235,473.66	1,237,138.00	1,664.34	100%
Total Exp., Depr. and Debt Service	859,055.48	10,806,010.89	19,197,408.58	8,391,397.69	56%
Total Revenues Less Oper Expense	(624,303.98)	(8,346,755.44)	(176,354.42)	8,170,401.02	4,733%
Gross Cash Before Capital Exp	(624,303.98)	(8,346,755.44)	(176,354.42)	8,170,401.02	4,733%
Less non-debt Capital Contributions		(2,254,628.99)	(220,400.00)	2,034,228.99	1,023%
Earnings/(loss) before BRWA Capital Outlays	(624,303.98)	(6,092,126.45)	44,045.58	6,136,172.03	(13,831...

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	\$ 3,059,017.57	\$ 2,857,480.29	\$ 1,921,973.45	\$ 1,650,587.44	\$ 2,264,584.12	\$ 2,076,303.80			
DEBITS													
Debits from Operations													
Capital Contributions/Asset Sales and Dispos:	\$ 29,436.00	\$ 5,625.00	\$ 8,376.80	\$ -	\$ -	\$ 219,310.93	\$ -	\$ 6,000.51	\$ -	\$ 1,307,238.04			\$ 1,575,987.28
Cash From Operations	\$ 1,606,845.52	\$ 1,842,635.76	\$ 1,416,037.36	\$ 1,813,019.33	\$ 1,481,512.09	\$ 1,498,775.73	\$ 1,446,673.61	\$ 1,567,024.01	\$ 1,424,584.61	\$ 1,670,305.59			\$ 15,767,413.61
Total Cash from Operations:	\$ 1,636,281.52	\$ 1,848,260.76	\$ 1,424,414.16	\$ 1,813,019.33	\$ 1,481,512.09	\$ 1,718,086.66	\$ 1,446,673.61	\$ 1,573,024.52	\$ 1,424,584.61	\$ 2,977,543.63	\$ -	\$ -	\$ 17,343,400.89
Debits from Non-Operating Sources													
County CIP & Debt Service	\$ -	\$ -	\$ -	\$ 889,909.38	\$ -	\$ -	\$ -	\$ -	\$ 110,090.62	\$ -			\$ 1,000,000.00
Transfers from Reserve Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers from VRA Project Fund & Other agr	\$ -	\$ -	\$ -	\$ -	\$ 617,639.34	\$ -	\$ 764,935.99	\$ 561,942.49	\$ 458,600.00	\$ 20,997.77			\$ 2,424,115.59
Transfers from Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers from Capital & Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 456,558.00	\$ -	\$ -	\$ -	\$ 360,105.65			\$ 816,663.65
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	\$ 456,558.00	\$ 764,935.99	\$ 561,942.49	\$ 568,690.62	\$ 381,103.42	\$ -	\$ -	\$ 5,150,779.24
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	\$ 2,174,644.66	\$ 2,211,609.60	\$ 2,134,967.01	\$ 1,993,275.23	\$ 3,358,647.05	\$ -	\$ -	\$ 22,494,180.13
CREDITS													
Credits for Operating Expenditures													
	\$ 771,377.44	\$ 1,367,668.82	\$ 1,299,352.88	\$ 821,343.75	\$ 1,100,936.76	\$ 1,089,921.99	\$ 1,220,727.56	\$ 886,077.82	\$ 1,274,167.17	\$ 951,564.14			\$ 10,783,138.33
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	\$ 1,068,616.52	\$ 333,787.81	\$ 514,947.52	\$ 333,046.12	\$ 336,642.38			\$ 5,249,288.55
Payments on Debt Service	\$ -	\$ -	\$ 2,397,171.89	\$ -	\$ -	\$ -	\$ 608,535.25	\$ -	\$ 570,231.27	\$ -			\$ 3,575,938.41
Transfers to Debt Service Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000.00	\$ 200,000.00	\$ -	\$ -	\$ -			\$ 800,000.00
Transfers to Capital Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers to Replacement Fund	\$ -	\$ -	\$ 347,502.00	\$ -	\$ -	\$ 347,502.00	\$ 115,834.00	\$ 115,834.00	\$ -	\$ -			\$ 926,672.00
Transfers to Deposit Refund Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers to Investment Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000.00			\$ 1,250,000.00
Transfers to Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Transfers to SML WTF Depreciation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000.00			\$ 420,000.00
Payments/Transfers to Economic Development Fund	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 4,110.99	\$ 41,109.90
Total Non-Operating Expenditures:	\$ 133,541.68	\$ 365,778.81	\$ 3,081,022.57	\$ 647,382.03	\$ 1,199,751.95	\$ 2,020,229.51	\$ 1,262,268.05	\$ 634,892.51	\$ 907,388.38	\$ 2,010,753.37	\$ -	\$ -	\$ 12,263,008.86
Total Credits (Oper. and Non-Oper.)	\$ 904,919.12	\$ 1,733,447.63	\$ 4,380,375.45	\$ 1,468,725.78	\$ 2,300,688.71	\$ 3,110,151.50	\$ 2,482,995.61	\$ 1,520,970.33	\$ 2,181,555.55	\$ 2,962,317.51	\$ -	\$ -	\$ 23,046,147.19
Ending Cash Balance	\$ 3,755,962.80	\$ 3,870,775.93	\$ 1,824,814.64	\$ 3,059,017.57	\$ 2,857,480.29	\$ 1,921,973.45	\$ 1,650,587.44	\$ 2,264,584.12	\$ 2,076,303.80	\$ 2,472,633.34	\$ -	\$ -	



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
www.brwa.com

COMMITTEE MEETING SUMMARY

To: Board of Directors
From: Jill Underwood, Director of Finance
Date: May 14, 2024
Re: Finance Committee Meeting April 24, 2024

A meeting of the Finance Committee of the Bedford Regional Water Authority was held on **April 24 at 3:00 p.m.** via Zoom.

Members Present:..... Jay Gray
Kevin Mele
Bob Flynn

Staff Present: Brian Key –Executive Director
Rhonda English – Deputy Director
Jill Underwood – Director of Finance
La’Shonna Ross- Finance Manager

Following is a summary of the discussions that took place at the meeting:

1. Call to Order

The meeting was called to order at approximately 3:02pm

2. Review Updates to the Draft FY 2024-2025 Operating Budget

Mrs. Underwood summarized the changes made to the budget since the April 8th Finance Committee meeting.

*Since the last Committee meeting, the budget has been reviewed and changes to expenses amounting to \$60,000 were made. The base charges for both water and sewer were increased by \$2/month. The April 8th draft reflected a \$310,527 **surplus**; whereas the April 24th draft reflects a \$451,257 **surplus**.*

A rate hearing and formal budget presentation will be held at the May Board meeting. Resolutions will be included for consideration to adopt the rates, the operating budget and capital budget.

3. Review Draft FY 2024-2025 Capital Projects Budget

The capital projects listing was updated to reflect the additional operating surplus. The Capital Projects listing presented on April 8th was \$1,257,830 and the one reviewed on April 24th was \$1,658,000

4. Review proposed changes to financial policies

Various policies were modified for clarity, to add information and to comply with the Single Audit and Uniform Guidance.

To: Board of Directors
From: Jill Underwood – Director of Finance
Date: May 14, 2024
Re: Finance Committee Meeting April 24, 2024

The following policies were reviewed by the Committee and a resolution will be included for consideration at the May Board meeting.

- *Policy 2.10 New Customer Requirements- define and provide further explanations on customer requirements*
 - *Policy 2.11 Billing and Payments- add language for unauthorized connection for disconnections due to nonpayment*
 - *Policy 2.30 Transfers- clarify language for customers moving within the service area, this change is due to billing system capabilities*
 - *Policy 2.71 Filling Station- revised language on contacting the Authority and the process for applying for service.*
 - *Policy 10.10 Purchasing- added language for Uniform Guidance, as required for the Single Audit.*
 - *Policy 10.33 Reserve Accounts- defined the role of the Account Manager and added the Water and Sewer Facilities accounts.*
5. *Other Business: Developer Credits In 2005, prepayments were issued to developers for the Moneta WWTP, \$337,484 of these credits remain as a liability on BRWA's financials. In 2013, the policy was revised to include a redemption period of 7 years, instead of an indefinite date. Member Mele had asked about removing this from the financials. Since the credits would no longer be active for developers to use, staff will work with legal counsel to see what actions can be taken and a letter will be sent to those developers giving a deadline to use the credits.*
6. *Motion to Adjourn: The meeting was adjourned at approximately 4:10pm*



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Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
www.brwa.com

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Jill Underwood, Director of Finance
Date: May 13, 2024
Re: Resolution 2024-05.03: Approval of Operating Budget for FY 2024-2025

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

The Finance Committee reviewed the operating budget at their meetings on March 19, 2024, April 8, 2024, and April 24, 2024. The draft budget was discussed with the Board at the April 16, 2024 regular board meeting and presented to the Board at the May 21, 2024 regular Board meeting.

The proposed budget for FY 2024-2025 is included in the packet, following this memorandum and before the associated resolution.

DRAFT

2024-2025

FISCAL YEAR BUDGET

BEDFORD REGIONAL WATER AUTHORITY

Providing quality service to everyone.



1723 Falling Creek Road, Bedford, VA 24523-3137



540.586.7679



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Bedford Regional Water Authority Fiscal Year 2024-2025 Budget Summary

Description	Current Fiscal Year 2023-2024			2024-2025
	FY 23-24 Budget	Recent Balance	Projected to June 2024	Proposed Budget
a. Operating Revenues	\$ 16,911,967	\$ 9,062,598	\$ 18,125,195	\$ 17,807,409
b. Projected Capital Recovery Fee Revenue	\$ 1,200,000	\$ 689,450	\$ 1,378,900	\$ 1,200,000
c. Other Revenues & Support for Operations	\$ 1,269,332	\$ 925,382	\$ 1,044,046	\$ 1,285,452
d. Total Revenues for Operations & Debt	\$ 19,381,299	\$ 10,677,430	\$ 20,548,141	\$ 20,292,861
e. Operating Expenditures	\$ 13,372,671	\$ 5,739,387	\$ 11,402,012	\$ 13,844,009
f. Debt Service & Fees	\$ 4,672,476	\$ 665,243	\$ 4,672,476	\$ 3,961,596
g. Total Expenditures & Debt Service	\$ 18,045,147	\$ 6,404,631	\$ 16,074,488	\$ 17,805,604
h. Operating Revenue for Coverage (d. - g.)				\$ 2,487,257

Comparisons	
Difference 23-24 budget 24-25 projected	Difference 23-24 budget 24-25 proposed
\$ 1,213,229	\$ 895,442
\$ 178,900	\$ -
\$ (225,286)	\$ 16,120
\$ 1,166,843	\$ 911,562
\$ (1,970,659)	\$ 471,338
\$ -	\$ (710,880)
\$ (1,970,659)	\$ (239,543)

Capital Projects and Reserve Setasides		
	Per Month	Annual
i. Vehicle and Equipment Replacements	\$ 40,000	\$ 480,000
j. Computer and SCADA Equipment Replacements	\$ 2,500	\$ 30,000
k. Meter Replacement (should be 10 year plan, per meter replacement policy)	\$ 25,000	\$ 300,000
l. Waterline Replacement (needed for older leaking systems)	\$ 30,000	\$ 360,000
m. Water Facility Set asides Plants and Pump Stations	\$ 10,000	\$ 120,000
n. Sewerline Replacement (required by consent order, needed in Center District)	\$ 28,000	\$ 336,000
o. Sewer Facility Set asides Plants and Pump Stations	\$ 10,000	\$ 120,000
p. Tank Rehabilitation	\$ 6,667	\$ 80,000
q. SML Facility Depreciation Reserve	\$ 17,500	\$ 210,000
r. Cell Tower Funds for Economic Development	\$ -	
s. Total Replacement Reserved Capital		\$ 2,036,000

Comparisons	
Prior FY 2023-2024	Future FY 2025-2026
\$ 330,000	\$ 600,000
\$ 30,000	\$ 80,000
\$ 300,000	\$ 375,000
\$ 300,000	\$ 400,000
\$ 50,000	\$ 230,000
\$ 250,000	\$ 350,000
\$ 50,000	\$ 200,000
\$ 80,000	\$ 100,000
\$ 210,000	\$ 250,000
\$ -	
\$ 1,600,000	\$ 2,585,000

t. **Operating Coverage minus Replacement Capital (h.-r.)** **\$ 451,257**

Operating Revenue

Account #	Description	Current Fiscal Year 2023-2024				Fiscal Year 2023-2024			
		Existing Budget	Balance as of 12/31/2023	Percent Collected (Goal 50%)	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
3000-3000	Water Sales - Direct	\$ 10,820,793	\$ 5,427,138	50%	\$ 10,854,276	\$ 11,209,533	4%	\$ 388,740	3%
3000-3050	Water Sales - Contract	\$ 134,784	\$ 89,374	66%	\$ 178,748	\$ 269,567	100%	\$ 134,784	51%
3000-3100	Paradise Point Water	\$ 13,800	\$ 7,855	57%	\$ 15,710	\$ 14,100	2%	\$ 300	-10%
3100-3000	Sewer Sales - Direct	\$ 5,136,604	\$ 2,727,795	53%	\$ 5,455,590	\$ 5,403,187	5%	\$ 266,583	-1%
3100-3025	Mariners Landing Sewer Revenue	\$ 22,600	\$ 66,134	293%	\$ 132,268	\$ 135,600	500%	\$ 113,000	3%
3100-3050	Cedar Rock Sewer Revenue	\$ 33,760	\$ 20,966	62%	\$ 41,932	\$ 39,600	17%	\$ 5,840	-6%
3902-3211	Water Penalty Revenue	\$ 45,000	\$ 54,954	122%	\$ 109,908	\$ 55,000	22%	\$ 10,000	-50%
3902-3213	Sewer Penalty Revenue	\$ 25,000	\$ 30,790	123%	\$ 61,580	\$ 35,000	40%	\$ 10,000	-43%
3903-3231	Water Account Charges	\$ 40,000	\$ 15,474	39%	\$ 30,948	\$ 35,000	-13%	\$ (5,000)	13%
3903-3233	Sewer Account Charges	\$ 20,000	\$ 8,149	41%	\$ 16,298	\$ 20,000	0%	\$ -	23%
3903-3240	Engineering Review Fees	\$ 50,000	\$ 34,437	69%	\$ 68,873	\$ 50,000	0%	\$ -	-27%
3903-3242	Engineering Fire Flow Testing	\$ 1,500	\$ 225	15%	\$ 450	\$ 1,500	0%	\$ -	233%
3903-3243	SGP review & inspections	\$ 4,000	\$ 3,600	90%	\$ 7,200	\$ 4,000	0%	\$ -	-44%
3900-3250	Bank Interest Earned	\$ 30,000	\$ 110,676	369%	\$ 221,353	\$ 75,000	150%	\$ 45,000	-66%
3900-3251	VRA Interest Earned	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
3903-3245	Sewer Clean-out Installation Fee	\$ 7,000	\$ -	0%	\$ -	\$ 7,000	0%	\$ -	#DIV/0!
3903-3250	New Meter Fee Revenue	\$ 35,000	\$ 27,750	79%	\$ 55,500	\$ 45,000	29%	\$ 10,000	-19%
3903-3255	Industrial Pretreatment Revenue	\$ 18,000	\$ 9,309	52%	\$ 18,617	\$ 18,000	0%	\$ -	-3%
3903-3260	Meter Setting Fee Revenue	\$ 60,000	\$ 64,700	108%	\$ 129,400	\$ 70,000	17%	\$ 10,000	-46%
3903-3261	Service Repair and Equipment Rentals	\$ 5,000	\$ 17,112	342%	\$ 34,224	\$ 10,000	100%	\$ 5,000	-71%
3903-3262	Cellular Antenna Site Rental	\$ 73,998	\$ 33,034	45%	\$ 66,069	\$ 73,998	0%	\$ (0)	12%
3903-3263	Sewer Extension Revenue	\$ -	\$ 30,200	#DIV/0!	\$ 60,400				
3903-3264	Sewer Pump Maintenance Revenue	\$ 63,000	\$ 42,280	67%	\$ 84,560	\$ 80,000	27%	\$ 17,000	-5%
3903-3270	Miscellaneous Revenue	\$ 8,000	\$ 5,559	69%	\$ 11,118	\$ 8,000	0%	\$ -	-28%
3903-3275	Revenue from Communication Towers (no rev. sh	\$ 10,608	\$ 4,457	42%	\$ 8,914	\$ 10,824	2%	\$ 216	21%
3901-3211	Reconnect Fee Revenue	\$ 25,000	\$ 12,600	50%	\$ 25,200	\$ 25,000	0%	\$ -	-1%
3901-3213	Unauthorized Service Revenue	\$ 1,000	\$ 10,816	1082%	\$ 21,632	\$ 3,000	200%	\$ 2,000	
3901-3212	Return Check Revenue	\$ 2,000	\$ 1,855	93%	\$ 3,710	\$ 2,500	25%	\$ 500	-33%
3201-3275	School WWTP reimbursements	\$ 51,000	\$ 18,663	37%	\$ 37,327	\$ 51,000	0%	\$ -	37%
3202-3276	Mariners Landing Contract Operations	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	
3904-3318	Franklin County Contract Operations	\$ 168,000	\$ 144,610	86%	\$ 289,221	\$ 56,000	-67%	\$ (112,000)	-81%

Operating Revenue

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2023-2024				
		Existing Budget	Balance as of 12/31/2023	Percent Collected (Goal 50%)	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
	Operating Revenue	\$ 16,905,447	\$ 9,020,512		\$ 18,041,024	\$ 17,807,409	5.3%	\$ 901,962	-1%

Operating Revenue

Account #	Description	Current Fiscal Year 2023-2024				Fiscal Year 2023-2024			
		Existing Budget	Balance as of 12/31/2023	Percent Collected (Goal 50%)	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
3000-3200	Water Capital Recovery Fees	\$ 800,000	\$ 498,050	62%	\$ 996,100	\$ 800,000	0%	\$ -	-20%
3100-3220	Sewer Capital Recovery Fees	\$ 400,000	\$ 191,400	48%	\$ 382,800	\$ 400,000	0%	\$ -	4%
3900-3240	Engineering Plan Sales	\$ -		#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
3903-3265	Cellular Antenna Site Rental- County portion	\$ 49,332	\$ 22,023	45%	\$ 44,046	\$ 49,332	0%	\$ (0)	12%
3903-3280	Sales & Disposals	\$ -	\$ 13,450	#DIV/0!		\$ -	#DIV/0!	\$ -	#DIV/0!
3903-3281	Gain/Loss on Fixed Assets			#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
3903-3285	Bedford Co Broadband Revenue	\$ 6,120	\$ 3,111	51%	\$ 6,222	\$ 6,120	0%		-2%
3903-3330	SML WTF Revenue (monthly bank interest)	\$ 400	\$ 38,975	9744%	\$ 77,950	\$ 10,000	2400%		-87%
3903-3290	Insurance proceeds (from prior FY)	\$ -			\$ -		#DIV/0!		#DIV/0!
3904-3305	Bedford Co Support- Forest Sewer	\$ -		#DIV/0!	\$ -	\$ -	#DIV/0!		#DIV/0!
3904-3310	BOS Capital Contributions	\$ 1,000,000	\$ 889,909	89%	\$ 1,000,000	\$ 1,000,000	0%	\$ -	0%
3904-3311	Schools Utility Locating Revenue			#DIV/0!	\$ -		#DIV/0!		#DIV/0!
3904-3312	Donated Assets	\$ -		#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
3904-3315	Developer Line Contributions	\$ 200,000	\$ -	0%	\$ -	\$ 200,000	0%	\$ -	#DIV/0!
3904-3316	Contributions from WWA (SML WTP)	\$ -		#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
3904-3325	Contributions from Town of Bedford	\$ -		#DIV/0!	\$ -		#DIV/0!	\$ -	#DIV/0!
3904-3317	Developer Capital Recovery Fee Redemptions	\$ 20,000	\$ 10,000	50%	\$ 20,000	\$ 20,000	0%	\$ -	0%
3904-3325	Town of Bedford ARPA Projects								
3904-3335	DEQ Contributions for Projects	\$ -	\$ 248,747	#DIV/0!	\$ 497,494		#DIV/0!		-100%
3904-3340	Bedford County Projects (Moneta Park)	\$ -		#DIV/0!	\$ -		#DIV/0!		#DIV/0!
3904-3320	Customer Line Contributions			#DIV/0!	\$ -		#DIV/0!	\$ -	#DIV/0!
	Other Revenue and Contributions	\$ 2,475,852	\$ 1,915,665		\$ 3,024,611	\$ 2,485,452	0.4%	\$ 9,600	0%
								\$ -	
	Total Revenue	\$ 19,381,299	\$ 10,936,177		\$ 21,065,635	\$ 20,292,861	4.7%	\$ 911,562	0%

Operating Expenses

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2024-2025			
		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
Salaries								
4000-0010	Salaries	\$ 5,324,676	\$ 2,177,132	\$ 4,354,265	\$ 5,401,899	1.5%	\$ 77,223	24%
4000-0019	On call Stipend	\$ 45,800	\$ 20,953	\$ 41,907	\$ 66,300	45%	\$ 20,500	58%
4000-0020	Overtime	\$ 382,517	\$ 124,462	\$ 248,924	\$ 380,927	0%	\$ (1,590)	53%
4006-0010	Contracted & Intern Salaries		\$ -	\$ 8,000			\$ -	-100%
4000-4006	Salaries Total	\$ 5,752,994	\$ 2,322,548	\$ 4,653,095	\$ 5,849,127	1.7%	\$ 96,133	25.7%
General Office Expenses								
4010-0075	Board & Committee Meetings	\$ 1,000	\$ 674	\$ 1,348	\$ 1,000	0%	\$ -	-26%
4010-0085	Long Range Planning	\$ 45,000	\$ 21,400	\$ 42,800	\$ 42,400		\$ (2,600)	-1%
4010-0100	Supplies	\$ 8,000	\$ 2,947	\$ 5,893	\$ 8,000	0%	\$ -	36%
4010-0103	Public Outreach Expenses	\$ 15,000	\$ 1,063	\$ 2,127	\$ 18,525	24%	\$ 3,525	771%
4010-0110	Building Maintenance Expense	\$ 29,400	\$ 26,819	\$ 53,638	\$ 42,500	45%	\$ 13,100	-21%
4010-0130	Postage & Shipping Expense	\$ 8,000	\$ 3,654	\$ 7,309	\$ 8,000	0%	\$ -	9%
4010-0140	Commercial Phone Charges	\$ 12,120	\$ 11,135	\$ 22,270	\$ 14,400	19%	\$ 2,280	-35%
4010-0142	Cellular Phone Service	\$ 20,480	\$ 12,233	\$ 24,466	\$ 20,480	0%	\$ -	-16%
4010-0150	Building Power & Utilities	\$ 18,000	\$ 11,196	\$ 22,392	\$ 24,000	33%	\$ 6,000	7%
4010-0155	Building Fuel Costs	\$ 6,000	\$ 846	\$ 1,691	\$ 6,000	0%	\$ -	255%
4010-0160	Employee Bond	\$ 618	\$ -	\$ -	\$ 680	10%	\$ 62	#DIV/0!
4010-0161	Building Insurance	\$ 2,750	\$ -	\$ -	\$ 3,025	10%	\$ 275	#DIV/0!
4010-0170	Advertising	\$ 18,000	\$ 9,116	\$ 18,232	\$ 18,000	0%	\$ -	-1%
4010-0175	Bank Service Charges	\$ 16,800	\$ 3,753	\$ 7,507	\$ 16,800	0%	\$ -	124%
4010-0200	Accounting Services	\$ 50,000	\$ 34,430	\$ 68,860	\$ 50,000	0%	\$ -	-27%
4010-0220	Legal Expenses	\$ 18,000	\$ 8,657	\$ 17,314	\$ 18,000	0%	\$ -	4%
4010-0400	Board of Directors Fees	\$ 28,500	\$ 14,250	\$ 28,500	\$ 28,500	0%	\$ -	0%
4010-0401	Board of Directors Mileage	\$ 420	\$ 295	\$ 590	\$ 588	40%	\$ 168	0%
4010	General Office	\$ 298,088	\$ 162,468	\$ 324,936	\$ 320,898	8%	\$ 22,810	-1%

Operating Expenses

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2024-2025			
		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
Employee Benefits & Related Expenses								
4100-0030	Payroll Taxes	\$ 436,600	\$ 189,485	\$ 378,969	\$ 442,386	1%	\$ 5,786	17%
4100-0040	VRS Retirement & Life	\$ 528,276	\$ 209,433	\$ 418,865	\$ 476,387	-10%	\$ (51,889)	14%
4100-0041	VRS Hybrid Disability	\$ 14,691	\$ 5,539	\$ 11,077	\$ 14,439	-2%	\$ (252)	30%
4100-0045	Unemployment Payments	\$ 6,000		\$ -		-100%	\$ (6,000)	
4100-0050	Health Insurance	\$ 981,740	\$ 408,045	\$ 816,090	\$ 990,731	1%	\$ 8,991	21%
4100-0055	Flexible Benefits Account	\$ 2,500	\$ 76	\$ 152	\$ 2,500	0%	\$ -	1548%
4100-0060	Workers Compensation Ins.	\$ 71,663		\$ -	\$ 69,714	-3%	\$ (1,949)	#DIV/0!
4100-0065	Employee Testing & Background Checks	\$ 6,556	\$ 2,817	\$ 5,633	\$ 8,606	31%	\$ 2,050	53%
4100-0070	Mileage Reimbursements	\$ 665	\$ -	\$ -	\$ -	-100%	\$ (665)	0%
4100-0075	Meetings	\$ 7,590	\$ 2,724	\$ 5,448	\$ 14,860	96%	\$ 7,270	173%
4100-0080	Professional Dues	\$ 26,365	\$ 1,833	\$ 3,667	\$ 17,410	-34%	\$ (8,955)	375%
4100-0085	Training & Education	\$ 181,560	\$ 18,144	\$ 36,288	\$ 116,026	-36%	\$ (65,534)	220%
4100-0086	Continuing education	\$ 18,000	\$ 7,754	\$ 15,508	\$ 36,285	102%	\$ 18,285	134%
4100-0090	Whistle Blower Hotline	\$ 500		\$ -	\$ 500	0%	\$ -	#DIV/0!
4100-0095	Employee Referral Program	\$ 500	\$ -	\$ -	\$ 500	0%	\$ -	#DIV/0!
4100-0101	Clothing & Uniforms	\$ 56,203	\$ 7,727	\$ 15,455	\$ 62,380	11%	\$ 6,177	304%
4100-0102	Employee & Incentive Fund	\$ 33,000	\$ 17,240	\$ 34,479	\$ 34,350	4%	\$ 1,350	0%
4100-0103	Safety	\$ 85,822	\$ 31,975	\$ 63,950	\$ 80,060	-7%	\$ (5,762)	25%
4100	Employee Benefits	\$ 2,458,231	\$ 902,791	\$ 1,805,581	\$ 2,367,135	-4%	\$ (91,096)	31%
Billing Costs								
4110-0091	Bad Debt Water	\$ 20,000	\$ (118)	\$ -	\$ 10,000	-50%	\$ (10,000)	
4110-0093	Bad Debt Sewer	\$ 15,000	\$ -	\$ -	\$ 12,500	-17%	\$ (2,500)	
4110-0094	Bad Debt Penalty & Misc Charges	\$ 5,000	\$ -	\$ -	\$ 2,500	-50%	\$ (2,500)	
4110-0097	Collection Agency Expense	\$ 3,000	\$ 156	\$ 313	\$ 3,000	0%	\$ -	
4110-0110	Bill Processing Services	\$ 105,104	\$ 55,745	\$ 111,489	\$ 117,064	11%	\$ 11,960	5%
4110-0112	Customer Notification Expenses	\$ 5,000	\$ 641	\$ 1,282	\$ 5,000	0%	\$ -	
4110-0115	Large Meter Testing and Rebuilds			\$ -	\$ 50		\$ 50	
4110-0120	Software Maintenance	\$ 58,800	\$ 56,741	\$ 113,482	\$ 65,736	12%	\$ 6,936	-42%
4110-0125	Credit Card Processing Fees	\$ 31,500	\$ 18,777	\$ 37,553	\$ 52,000	65%	\$ 20,500	
4110-0175	Courier and Shredding Service	\$ 6,420	\$ 2,733	\$ 5,467	\$ 6,840	7%	\$ 420	
4110	Billing Costs	\$ 249,824	\$ 134,674	\$ 269,585	\$ 274,690	-22%	\$ 24,866	\$ (0)

Operating Expenses

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2024-2025			
		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
Network Costs								
4120-0100	Information Systems Supplies	\$ 9,000	\$ 1,300	\$ 2,600	\$ 14,000	56%	\$ 5,000	438%
4120-0110	Network Contracted Services	\$ 30,160	\$ 35,150	\$ 70,300	\$ 64,160	113%	\$ 34,000	-9%
4120-0115	Continuing Software Support	\$ 176,389	\$ 83,025	\$ 166,051	\$ 259,436	47%	\$ 83,047	56%
4120-0145	Internet & WAN Communications	\$ 11,350	\$ 7,841	\$ 15,682	\$ 11,350	0%	\$ -	-28%
4120	Network Costs	\$ 226,899	\$ 127,317	\$ 254,634	\$ 348,946	54%	\$ 122,047	37%
Team Supplies and Vehicles								
4130-0100	Administration Supplies	\$ 6,560	\$ 3,972	\$ 7,944	\$ 2,160	-67%	\$ (4,400)	-73%
4140-0100	Customer Service Supplies	\$ 3,908	\$ 350	\$ 700	\$ 4,396	12%	\$ 488	528%
4210-0100	Engineering Supplies	\$ 30,426	\$ 9,837	\$ 19,674	\$ 32,973	8%	\$ 2,547	68%
4210-0110	Engineering Reviews-Contracted	\$ 104,500	\$ 34,629	\$ 69,258	\$ 96,000	-8%	\$ (8,500)	39%
4210-0141	Locating Notification Tickets	\$ 11,390	\$ 4,829	\$ 9,658	\$ 13,242	16%	\$ 1,852	37%
4210-0240	Construction Testing	\$ 5,160	\$ 1,371	\$ 2,743	\$ 5,204	1%	\$ 44	90%
4210	Office	\$ 161,944	\$ 54,988	\$ 109,977	\$ 153,975	-5%	\$ (7,969)	40%
4220-0100	Wastewater Operations Supplies	\$ 2,000	\$ 37	\$ 74	\$ 1,600	-20%	\$ (400)	2063%
4223-0100	Water Operations Supplies	\$ 2,500		\$ -	\$ 10,000	300%	\$ 7,500	
4221-0100	FROG Program Supplies	\$ 13,725	\$ 7,395	\$ 14,791	\$ 8,850	-36%	\$ (4,875)	-40%
4222-0100	Pretreatment Supplies/Expenses	\$ 24,795	\$ 12,091	\$ 24,181	\$ 26,900	8%	\$ 2,105	11%
4222-0200	Backflow Supplies	\$ 12,500	\$ 2,576	\$ 5,152	\$ 13,500	8%	\$ 1,000	
4225-0100	Lab Supplies	\$ 22,000	\$ 6,015	\$ 12,031	\$ 18,000		\$ (4,000)	50%
4220-4225	Operations	\$ 77,520	\$ 28,114	\$ 56,229	\$ 78,850	0%	\$ 1,330	50%
4230-0100	Maintenance Supplies	\$ 53,226	\$ 35,123	\$ 70,245	\$ 62,146	17%	\$ 8,920	-12%
4230-0110	Preventative Maintenance			\$ -				
4240-0100	Vehicle & Equipment Supplies	\$ 43,350	\$ 19,462	\$ 38,923	\$ 46,350	7%	\$ 3,000	19%
4240-0110	Vehicle & Equipment Contracted Services	\$ 111,095	\$ 88,474	\$ 176,948	\$ 148,150	33%	\$ 37,055	-16%
4240-0155	Vehicle & Equipment Fuel	\$ 133,536	\$ 59,697	\$ 119,394	\$ 150,000	12%	\$ 16,464	26%
4240-0162	Vehicle & Equipment Insurance	\$ 37,815	\$ -	\$ -	\$ 41,597	10%	\$ 3,782	#DIV/0!
4240	Vehicle & Equipment Costs	\$ 379,022	\$ 202,755	\$ 405,510	\$ 448,243	18%	\$ 69,221	11%
System Expenses								
4250-0100	Forest Water Supplies	\$ 45,200	\$ 11,052	\$ 22,105	\$ 35,000	-23%	\$ (10,200)	58%

Operating Expenses

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2024-2025			
		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
4250-0101	Forest Water Meter Installations	\$ 56,000		\$ -	\$ 56,000	0%	\$ -	#DIV/0!
4250-0105	Forest Water Chemicals	\$ 500		\$ -	\$ -	-100%	\$ (500)	#DIV/0!
4250-0110	Forest Water Contracted Services	\$ 23,400	\$ 24,448	\$ 48,897	\$ 40,000	71%	\$ 16,600	-18%
4250-0115	Forest Water Repairs & Improvements	\$ 3,500	\$ 23,113	\$ 46,226	\$ 3,500	0%	\$ -	-92%
4250-0140	Forest Water Communications	\$ 400	\$ 690	\$ 1,379	\$ 1,320	230%	\$ 920	-4%
4250-0150	Forest Water Power	\$ 6,000	\$ 1,296	\$ 2,592	\$ 6,000	0%	\$ -	131%
4250-0161	Forest Water Property Insurance	\$ 20,089		\$ -	\$ 22,098	10%	\$ 2,009	#DIV/0!
4250-0240	Forest Water Sampling & Testing	\$ 10,000	\$ 3,630	\$ 7,260	\$ 10,000	0%	\$ -	38%
4250-0300	Forest Water Purchased	\$ 690,250	\$ 382,361	\$ 764,721	\$ 721,266	4%	\$ 31,016	-6%
4250-0410	Forest Water VDH Fees	\$ 27,232	\$ 26,652	\$ 53,304	\$ 27,985	3%	\$ 753	-48%
4250	Forest Water Costs	\$ 882,571	\$ 473,242	\$ 946,484	\$ 923,169	5%	\$ 40,598	-2%
4260-0100	Well System Supplies	\$ 12,000	\$ 1,349	\$ 2,699	\$ 7,500	-38%	\$ (4,500)	178%
4260-0105	Well systems Chemicals	\$ 6,500	\$ 3,147	\$ 6,294	\$ 6,500	0%	\$ -	3%
4260-0101	Well Systems Meter Installations	\$ 500		\$ -	\$ 500	0%	\$ -	#DIV/0!
4260-0110	Well Systems Contracted Services	\$ 12,000	\$ 1,754	\$ 3,507	\$ 12,000	0%	\$ -	242%
4260-0115	Well Systems Repairs & Improvements	\$ 500	\$ 7,978	\$ 15,956	\$ 1,000	100%	\$ 500	-94%
4260-0140	Well Systems Communication	\$ -	\$ 344	\$ 689	\$ 500		\$ 500	-27%
4260-0150	Well Systems Power	\$ 6,000	\$ 2,526	\$ 5,052	\$ 6,000	0%	\$ -	19%
4260-0161	Well Systems Property Insurance	\$ 865		\$ -	\$ 952	10%	\$ 87	#DIV/0!
4260-0240	Well Systems Sampling & Testing	\$ 5,000	\$ 388	\$ 776	\$ 5,000	0%	\$ -	544%
4260-0410	Well Systems VDH Fees	\$ 699	\$ 711	\$ 1,422	\$ 725	4%	\$ 26	-49%
4260	Well Systems Costs	\$ 44,064	\$ 18,198	\$ 36,395	\$ 40,677	-8%	\$ (3,387)	12%

Operating Expenses

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2024-2025			
		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
4265-0100	SML Water Distribution System Supplies	\$ 14,500	\$ 12,144	\$ 24,288	\$ 16,500	14%	\$ 2,000	-32%
4265-0101	SML Water Distribution System Meter Ins	\$ 6,500		\$ -	\$ 6,500	0%	\$ -	#DIV/0!
4265-0110	SML Water Distribution System Contracte	\$ 6,200	\$ 7,311	\$ 14,622	\$ 6,200	0%	\$ -	-58%
4265-0115	SML Water Distribution Repairs & Improv	\$ 1,000	\$ 620	\$ 1,240	\$ 2,200	120%	\$ 1,200	77%
4265-0140	SML Water Distribution Communications	\$ 400	\$ 525	\$ 1,050	\$ 590	48%	\$ 190	-44%
4265-0150	SML Water Distribution Power	\$ 400	\$ 371	\$ 742	\$ 840	110%	\$ 440	13%
4265-0155	SML Water Fuel Costs		\$ 370	\$ 740				
4265-0240	SML Water Distribution System Sampling	\$ 8,000	\$ 1,476	\$ 2,951	\$ 8,000	0%	\$ -	171%
4265-0410	SML Water Distribution System VDH Fee	\$ 4,699	\$ 4,764	\$ 9,528	\$ 5,002	6%	\$ 303	-48%
4265	SML Central Distribution System Co	\$ 41,699	\$ 27,581	\$ 55,162	\$ 45,832	10%	\$ 4,133	-17%
4270-0100	Highpoint Facility Supplies	\$ 3,500	\$ 19	\$ 38	\$ 3,500	0%	\$ -	9111%
4270-0105	Highpoint Facility Chemicals	\$ 1,000	\$ 3,919	\$ 7,838	\$ 5,000	400%	\$ 4,000	-36%
4270-0110	Highpoint Facility Contracted Services	\$ 5,700	\$ 3,359	\$ 6,717	\$ 8,200	44%	\$ 2,500	22%
4270-0150	Highpoint Facility Power	\$ 14,000	\$ 7,208	\$ 14,415	\$ 14,500	4%	\$ 500	1%
4270-0155	Highpoint Facility Propane	\$ 2,000	\$ 1,044	\$ 2,088	\$ 2,000	0%	\$ -	-4%
4270-0161	Highpoint Facility Property Insurance	\$ 6,314		\$ -	\$ 6,945	10%	\$ 631	#DIV/0!
4270-0240	Highpoint Facility Sampling & testing	\$ -		\$ -	\$ -		\$ -	#DIV/0!
4270-0370	Highpoint Facility Raw Water Fee	\$ -	\$ -	\$ -	\$ -		\$ -	
4270-0371	Highpoint Facility Road Maintenance Fee	\$ 1,320	\$ -	\$ -	\$ 1,419	8%	\$ 99	
4270	Highpoint Facility Costs	\$ 33,834	\$ 15,549	\$ 31,097	\$ 41,564	23%	\$ 7,730	34%
4330-0100	SMLWTF Supplies	\$ 40,000	\$ 22,391	\$ 44,782	\$ 75,300	88%	\$ 35,300	68%
4330-0105	SMLWTF Chemicals	\$ 75,000	\$ 44,696	\$ 89,391	\$ 100,000	33%	\$ 25,000	12%
4330-0110	SMLWTF Contracted Services	\$ 208,750	\$ 14,954	\$ 29,909	\$ 150,000	-28%	\$ (58,750)	402%
4330-0140	SMLWTF Communications	\$ 780	\$ 1,902	\$ 3,805	\$ 1,640	110%	\$ 860	-57%
4330-0150	SMLWTF Facility Power	\$ 210,000	\$ 119,113	\$ 238,226	\$ 240,000	14%	\$ 30,000	1%
4330-0155	SMLWTF Fuel Costs	\$ 1,000	\$ 427	\$ 854	\$ 1,000	0%	\$ -	17%
4330-0161	SMLWTF Property Insurance	\$ 9,376		\$ -	\$ 10,314	10%	\$ 938	#DIV/0!
4330-0240	SMLWTF Sampling & Testing	\$ 8,750	\$ 946	\$ 1,893	\$ 10,000	14%	\$ 1,250	428%
4330-0300	SMLWTF Water Quality Monitoring	\$ 7,500	\$ 7,500	\$ 15,000	\$ 7,500	0%	\$ -	-50%
4330-0370	SMLWTF Raw Water Fee	\$ 8,800	\$ 25,000	\$ 50,000	\$ 8,800	0%	\$ -	-82%
4330	SMLWTF Expenses	\$ 569,956	\$ 236,929	\$ 408,859	\$ 604,554	6%	\$ 34,598	48%

Operating Expenses

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2024-2025			
		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
4275-0100	Central Water Distribution Supplies	\$ 37,500	\$ 19,095	\$ 38,190	\$ 37,500	0%	\$ -	-2%
4275-0101	Central Water Distribution Meter Installati	\$ 3,750		\$ -	\$ 3,750	0%	\$ -	0%
4275-0110	Central Water Distribution Contracted Ser	\$ 90,000	\$ 58,691	\$ 117,383	\$ 99,500	11%	\$ 9,500	-15%
4275-0115	Central Water Distribution Repairs & Maint	\$ 31,000	\$ 14,171	\$ 28,342	\$ 40,000	29%	\$ 9,000	
4275-0120	Central Water Distribution Dam Inspection	\$ -	\$ -	\$ -	\$ -		\$ -	
4275-0140	Central Water Distribution Communicatio	\$ -	\$ 2,755	\$ 5,511			\$ -	
4275-0155	Central Water Distribution Fuel	\$ 500		\$ -	\$ 500		\$ -	#DIV/0!
4275-0240	Central Water Distribution Sampling & Te	\$ 12,750	\$ 3,924	\$ 7,848	\$ 12,750	0%	\$ -	62%
4275-0410	Central Water Distribution VDH fees	\$ 12,091	\$ 11,358	\$ 22,716	\$ 11,699	-3%	\$ (392)	-49%
4275	Central Water Distribution Costs	\$ 187,591	\$ 109,995	\$ 219,990	\$ 205,699	10%	\$ 18,108	-6%
4276-0100	Central Water Treatment Supplies	\$ 45,000	\$ 10,078	\$ 20,157	\$ 48,700	8%	\$ 3,700	142%
4276-0105	Central Water Treatment Chemicals	\$ 55,000	\$ 23,968	\$ 47,935	\$ 55,000	0%	\$ -	15%
4276-0110	Central Water Treatment Contracted Serv	\$ 20,000	\$ 22,844	\$ 45,687	\$ 20,000	0%	\$ -	-56%
4276-0140	Central Water Treatment Communication	\$ 1,020	\$ 507	\$ 1,013	\$ 1,020	0%	\$ -	1%
4276-0150	Central Water Treatment Power	\$ 32,000	\$ 18,545	\$ 37,089	\$ 38,000	19%	\$ 6,000	2%
4276-0155	Central Water Treatment Fuel	\$ 1,800		\$ -	\$ 1,800	0%	\$ -	#DIV/0!
4276-0161	Central Water Treatment Property Insura	\$ 21,415		\$ -	\$ 23,557	10%	\$ 2,142	#DIV/0!
4276-0161	Central Water Treatment Sampling& Test	\$ 1,500	\$ 1,060	\$ 2,120	\$ 1,500	0%	\$ -	-29%
4276	Central Water Treatment Costs	\$ 177,735	\$ 77,001	\$ 154,001	\$ 189,577	7%	\$ 11,842	23%
4280-0100	Stewartsville Water Supplies	\$ 3,500	\$ 1,194	\$ 2,388	\$ 3,000	-14%	\$ (500)	26%
4280-0101	Stewartsville Water Meter Installations	\$ 500		\$ -	\$ 500	0%	\$ -	#DIV/0!
4280-0110	Stewartsville Water Contracted Services	\$ 2,700	\$ 630	\$ 1,260	\$ 2,700	0%	\$ -	114%
4280-0115	Stewartsville Water Repairs & Maintenanc	\$ 2,500	\$ 821	\$ 1,643	\$ 2,500	0%	\$ -	52%
4280-0140	Stewartsville Water Communications	\$ 600	\$ 248	\$ 497	\$ 600		\$ -	21%
4280-0150	Stewartsville Water Power	\$ 400	\$ 98	\$ 195	\$ 400	0%	\$ -	105%
4280-0161	Stewartsville Water Property Insurance	\$ 793		\$ -	\$ 872	10%	\$ 79	#DIV/0!
4280-0240	Stewartsville Water Sampling & testing	\$ 2,800	\$ 609	\$ 1,218	\$ 2,000	-29%	\$ (800)	64%
4280-0300	Stewartsville Water Purchased	\$ 38,500	\$ 16,548	\$ 33,097	\$ 38,500	0%	\$ -	16%
4280-0410	Stewartsville Water VDH Fees	\$ 422	\$ 429	\$ 858	\$ 429	2%	\$ 7	-50%

Operating Expenses

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		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
4280	Stewartsville Water Costs	\$ 52,715	\$ 20,578	\$ 41,155	\$ 51,501	-2%	\$ (1,214)	25%
4290-0100	Forest Sewer Supplies	\$ 65,400	\$ 14,741	\$ 29,482	\$ 65,400	0%	\$ -	122%
4290-0105	Forest Sewer Chemicals	\$ 64,000	\$ 41,507	\$ 83,013	\$ 64,000	0%	\$ -	-23%
4290-0110	Forest Sewer Contracted Services	\$ 70,500	\$ 30,824	\$ 61,648	\$ 84,000	19%	\$ 13,500	36%
4290-0115	Forest Sewer Repairs & Improvements	\$ 9,200		\$ -	\$ 9,200	0%	\$ -	#DIV/0!
4290-0140	Forest Sewer Communications	\$ 3,600	\$ 1,152	\$ 2,304	\$ 3,600	0%	\$ -	56%
4290-0150	Forest Sewer Power	\$ 37,200	\$ 25,919	\$ 51,837	\$ 37,200	0%	\$ -	-28%
4290-0155	Forest Sewer Fuel Costs	\$ 3,000	\$ 2,676	\$ 5,352	\$ 3,000	0%	\$ -	-44%
4290-0161	Forest Sewer Property Insurance	\$ 5,721		\$ -	\$ 6,293	10%	\$ 572	#DIV/0!
4290-0240	Forest Sewer Sampling & Testing	\$ 500		\$ -	\$ 500	0%	\$ -	#DIV/0!
4290-0350	Forest Sewer Treatment Costs	\$ 300,000	\$ 125,000	\$ 250,000	\$ 384,000	28%	\$ 84,000	54%
4290	Forest Sewer Costs	\$ 559,121	\$ 241,818	\$ 483,636	\$ 657,193	18%	\$ 98,072	36%
4291-0100	Center Sewer Collection Supplies	\$ 65,000	\$ 28,817	\$ 57,633	\$ 65,000	0%	\$ -	13%
4291-0110	Center Sewer Collection Contracted Serv	\$ 60,000	\$ 33,948	\$ 67,895	\$ 74,500	24%	\$ 14,500	10%
4291-0115	Center Sewer Collection Repairs & Impro	\$ 30,000	\$ 172	\$ 344	\$ 10,000	-67%	\$ (20,000)	2806%
4291-0150	Center Sewer Collection Power	\$ 50,000	\$ 24,588	\$ 49,175	\$ 50,000	0%	\$ -	2%
4291-0155	Center Sewer Collection Fuel Costs	\$ 3,000	\$ 694	\$ 1,388	\$ 3,000	0%	\$ -	116%
4291-0240	Center Sewer Collection Sampling & Testing		\$ -	\$ -	\$ 300		\$ 300	#DIV/0!
4291	Center Sewer Collection System Cos	\$ 208,000	\$ 88,218	\$ 176,435	\$ 202,800	-3%	\$ (5,200)	15%
4293-0100	Center Sewer Treatment Supplies	\$ 65,000	\$ 45,437	\$ 90,874	\$ 65,000	0%	\$ -	-28%
4293-0105	Center Sewer Treatment Chemicals	\$ 125,000	\$ 64,837	\$ 129,674	\$ 125,000	0%	\$ -	-4%
4293-0110	Center Sewer Treatment Contracted Serv	\$ 70,000	\$ 60,868	\$ 121,736	\$ 80,000	14%	\$ 10,000	-34%
4293-0115	Center Sewer Treatment Sludge Tipping	\$ 40,000	\$ 14,115	\$ 28,231	\$ 33,000	-18%	\$ (7,000)	17%
4293-0140	Center Sewer Treatment Communication	\$ 9,162	\$ 5,875	\$ 11,751	\$ 12,000	31%	\$ 2,838	2%
4293-0150	Center Sewer Treatment Power	\$ 212,000	\$ 42,912	\$ 85,823	\$ 120,000	-43%	\$ (92,000)	40%
4293-0155	Center Sewer Treatment Fuel	\$ 1,500	\$ 357	\$ 714	\$ 1,500	0%	\$ -	110%
4293-0161	Center Sewer Treatment Property Insuran	\$ 18,094		\$ -	\$ 19,903	10%	\$ 1,809	#DIV/0!
4293-0240	Center Sewer Treatment Sampling & Tes	\$ 20,000	\$ 23,062	\$ 46,124	\$ 46,000	130%	\$ 26,000	0%
4293-0411	Center Sewer Treatment DEQ charges	\$ 9,550	\$ 10,225	\$ 20,450	\$ 11,000	15%	\$ 1,450	-46%
4293	Center Sewer Treatment Costs	\$ 570,306	\$ 267,688	\$ 535,376	\$ 513,403	-10%	\$ (56,903)	-4%

Operating Expenses

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2024-2025			
		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
4292-0100	Moneta Sewer Collection Supplies	\$ 15,000	\$ 2,820	\$ 5,639	\$ 15,000	0%	\$ -	166%
4292-0105	Moneta Sewer Collection Chemicals			\$ -	\$ -		\$ -	#DIV/0!
4292-0110	Moneta Sewer Collection Contracted Ser	\$ 15,000	\$ 32,953	\$ 65,907	\$ 44,000	193%	\$ 29,000	-33%
4292-0115	Moneta Sewer Collection Repairs & Improvements			\$ -			\$ -	#DIV/0!
4292-0140	Moneta Sewer Collection System Commu	400	\$ 503	\$ 1,006	400		\$ -	-60%
4292-0150	Moneta Sewer Collection Power	\$ 15,000	\$ 9,800	\$ 19,599	\$ 18,500	23%	\$ 3,500	-6%
4292-0155	Moneta Sewer Collection Fuel Costs	\$ 2,000	\$ 9,840	\$ 19,680	\$ 10,000	400%	\$ 8,000	-49%
4292-0240	Moneta Sewer Collection Sampling & tes	\$ -	\$ 1,809	\$ 3,618	\$ 2,000		\$ 2,000	-45%
4292	Moneta Sewer Collection System Co	\$ 47,400	\$ 57,725	\$ 115,449	\$ 89,900	90%	\$ 42,500	-22%
4294-0100	Moneta Sewer Treatment Supplies	\$ 20,000	\$ 3,350	\$ 6,699	\$ 20,000	0%	\$ -	199%
4294-0105	Moneta Sewer Treatment Chemicals	\$ 13,000	\$ 2,065	\$ 4,130	\$ 13,000	0%	\$ -	215%
4294-0110	Moneta Sewer Contracted Services	\$ 28,000	\$ 6,395	\$ 12,790	\$ 28,000	0%	\$ -	119%
4294-0115	Moneta Sewer Sludge Tipping Fees	\$ 9,000	\$ 2,187	\$ 4,374	\$ 9,500	6%	\$ 500	117%
4294-0140	Moneta Sewer Treatment Communication	\$ 3,500	\$ 868	\$ 1,735	\$ 1,800	-49%	\$ (1,700)	4%
4294-0150	Moneta Sewer Treatment Power	\$ 39,000	\$ 29,557	\$ 59,114	\$ 60,000	54%	\$ 21,000	1%
4294-0155	Moneta Sewer Fuel	\$ 600	\$ 864	\$ 1,727	\$ 1,000		\$ 400	-42%
4294-0161	Moneta Sewer Treatment Property Insura	\$ 7,092		\$ -	\$ 7,801	10%	\$ 709	#DIV/0!
4294-0240	Moneta Sewer Treatment Sampling & Tes	\$ 10,000	\$ 9,527	\$ 19,054	\$ 20,000	100%	\$ 10,000	5%
4294-0411	Moneta Sewer DEQ charges	\$ 3,000	\$ 3,180	\$ 6,360	\$ 3,300	10%	\$ 300	-48%
4294	Moneta Sewer Treatment Costs	\$ 133,192	\$ 57,992	\$ 115,984	\$ 164,401	23%	\$ 31,209	42%
4295-0100	Montvale Sewer Supplies	\$ 10,000	\$ 2,622	\$ 5,245	\$ 10,000	0%	\$ -	91%
4295-0105	Montvale Sewer Chemicals	\$ 1,400	\$ 600	\$ 1,200	\$ 1,400	0%	\$ -	17%
4295-0110	Montvale Sewer Contracted Services	\$ 7,000	\$ 5,720	\$ 11,440	\$ 8,000	14%	\$ 1,000	-30%
4295-0115	Montvale Sewer Repairs & Improvements	\$ -		\$ -	\$ -		\$ -	#DIV/0!
4295-0140	Montvale Sewer Communication	\$ 300	\$ 68	\$ 135	\$ 300	0%		
4295-0150	Montvale Sewer Power	\$ 400	\$ 218	\$ 436	\$ 500	25%	\$ 100	15%
4295-0155	Montvale WWTP Fuel Costs	\$ 250	\$ 476	\$ 952	\$ 250	0%	\$ -	-74%
4295-0161	Montvale Sewer Property Insurance	\$ 1,001		\$ -	\$ 1,101	10%	\$ 100	#DIV/0!
4295-0240	Montvale Sewer Sampling & testing	\$ 4,000	\$ 2,322	\$ 4,644	\$ 10,000	150%	\$ 6,000	115%
4295-0411	Montvale Sewer DEQ Charges	\$ 2,400	\$ 2,545	\$ 5,090	\$ 2,500	4%	\$ 100	-51%
4295	Montvale Sewer Treatment Costs	\$ 26,751	\$ 14,572	\$ 29,143	\$ 34,051	27%	\$ 7,300	17%
4296-0100	Montvale Sewer Collection Supplies	\$ 4,000		\$ -	\$ 4,000	0%	\$ -	121%
4296-0110	Montvale Sewer Collection Contracted Se	\$ 2,500		\$ -	\$ 2,500	0%	\$ 100	15%
4296-0115	Montvale Sewer Collection Repairs & Improvements			\$ -	\$ -		\$ -	-74%

Operating Expenses

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2024-2025			
		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
4296-0150	Montvale Sewer Collection Power			\$ -	\$ -		\$ 100	#DIV/0!
4296-0155	Montvale Sewer Collection Fuel Costs			\$ -	\$ -		\$ 6,000	115%
4296-0240	Montvale Sewer Collection Sampling & Testing			\$ -	\$ -		\$ 100	-51%
4291	Montvale Sewer Collection System Costs	\$ 6,500	\$ -	\$ -	\$ 6,500			
4340-0100	Mariners Landing Sewer Supplies	\$ 37,000	\$ 399	\$ 797	\$ 37,000	0%	\$ -	4540%
4340-0105	Mariners Landing Sewer Chemicals	\$ 1,500	\$ 600	\$ 1,200	\$ 1,500	0%	\$ -	25%
4340-0140	Mariners Landing Sewer Contracted Serv	\$ 30,000	\$ 20,258	\$ 40,516	\$ 34,000	13%	\$ 4,000	-16%
4340-0115	Mariners Landing Sewer Sludge Tipping Fees			\$ -		#DIV/0!	\$ -	#DIV/0!
4340-0140	Mariners Landing Sewer Communication	\$ 840	\$ 1,160	\$ 2,321	\$ 2,400	186%	\$ 1,560	3%
4340-0150	Mariners Landing Sewer Power	\$ 28,000	\$ 11,316	\$ 22,632	\$ 28,000	0%	\$ -	24%
4340-0155	Mariners Landing Sewer Fuel Costs	\$ 2,000	\$ 259	\$ 518	\$ 2,000	0%	\$ -	286%
4340-0161	Mariners Landing Sewer Insurance	\$ 1,900		\$ -	\$ 2,400	26%	\$ 500	#DIV/0!
4340-0240	Mariners Landing Sewer Sampling & Tes	\$ -	\$ 1,704	\$ 3,408	\$ 3,500	#DIV/0!	\$ 3,500	3%
4340-0411	Mariners Landing Sewer DEQ Permit Fees			\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	Mariners Landing Sewer Costs	\$ 101,240	\$ 35,696	\$ 71,392	\$ 110,800	9%	\$ 9,560	55%
4350-0100	Cedar Rock Sewer Supplies	\$ 10,000	\$ 8,679	\$ 17,358	\$ 10,000	0%	\$ -	-42%
4350-0105	Cedar Rock Sewer Chemicals	\$ 1,000	\$ 600	\$ 1,200	\$ 1,000	0%	\$ -	-17%
4350-0110	Cedar Rock Sewer Contracted Services	\$ 12,000	\$ 1,824	\$ 3,648	\$ 12,000	0%	\$ -	229%
4350-0115	Cedar Rock Sewer Sludge Tipping Fees			\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
4350-0140	Cedar Rock Sewer Communication	\$ 800	\$ 181	\$ 362	\$ 400	-50%	\$ (400)	11%
4350-0150	Cedar Rock Sewer Power	\$ 9,000	\$ 4,795	\$ 9,590	\$ 9,500	6%	\$ 500	-1%
4350-0155	Cedar Rock Sewer Fuel Costs	\$ 500		\$ -	\$ 500	0%	\$ -	#DIV/0!
4350-0161	Cedar Rock Sewer Property Insurance	\$ 100		\$ -	\$ 100	0%	\$ -	#DIV/0!
4350-0240	Cedar Rock Sewer Sampling & Testing	\$ 700	\$ 600	\$ 1,200	\$ 900	29%	\$ 200	-25%
4350-0411	Cedar Rock Sewer DEQ Permit Fees	\$ 2,400	\$ 2,545	\$ 5,090	\$ 2,600	8%	\$ 200	-49%
	Cedar Rock Sewer Costs	\$ 36,500	\$ 19,223	\$ 38,447	\$ 37,000	1%	\$ 500	-4%
4360-0100	Paradise Point Water Supplies	\$ 2,000	\$ 1,897	\$ 3,794	\$ 5,000	150%	\$ 3,000	32%
4360-0105	Paradise Point Water Chemicals	\$ 5,000		\$ -	\$ 5,000	0%	\$ -	#DIV/0!
4360-0140	Paradise Point Water Contracted Service	\$ 5,000	\$ 4,200	\$ 8,400	\$ 10,000	100%	\$ 5,000	19%
4360-0140	Paradise Point Water Communication	\$ 300	\$ 344	\$ 689	\$ 350	17%	\$ 50	-49%
4360-0150	Paradise Point Water Power	\$ 5,000	\$ 426	\$ 851	\$ 5,000	0%	\$ -	487%

Operating Expenses

Account #	Description	Current Fiscal Year 2023-2024			Fiscal Year 2024-2025			
		Existing Budget	Balance as of 12/31/2023	Projected to June 2024	FY 24-25 Proposed Budget	% Difference from FY 23-24 Budget	\$ Difference from FY 23-24 Budget	Difference from Projected June 2024
4360-0155	Paradise Point Water Fuel Costs	\$ 100		\$ -	\$ 100	0%	\$ -	#DIV/0!
4360-0161	Paradise Point Water Insurance			\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
4360-0240	Paradise Point Water Sampling & Testing	\$ 1,000	\$ 100	\$ 200	\$ 1,000	0%	\$ -	400%
4360-0410	Paradise Point Water VDH fees	\$ 74	\$ 72	\$ 144	\$ 75	1%	\$ 1	-48%
	Paradise Point Water Expenses	\$ 18,474	\$ 7,039	\$ 14,078	\$ 26,525	44%	\$ 8,051	88%
4300-0100	Schools WWTP Supplies	\$ 10,000	\$ 5,699	\$ 11,398	\$ 10,000	0%	\$ -	-12%
4300-0105	Schools WWTP Chemicals	\$ 10,000	\$ 2,194	\$ 4,389	\$ 10,000	0%	\$ -	128%
4300-0110	Schools WWTP Contracted Services	\$ 15,000		\$ -	\$ 15,000	0%	\$ -	#DIV/0!
4300-0240	Schools Testing	\$ 8,500	\$ 2,689	\$ 5,379	\$ 8,500	0%	\$ -	58%
4310-0110	Closed Schools Contracted Services			\$ -	\$ -	#DIV/0!	\$ -	
4320-0100	Franklin County Supplies	\$ 12,000	\$ 5,362	\$ 10,724	\$ 6,000	-50%	\$ (6,000)	-44%
4320-0105	Franklin County Chemicals	\$ 14,000	\$ 8,379	\$ 16,758	\$ 7,000	-50%	\$ (7,000)	
4320-0240	Franklin County Sampling & Testing	\$ 1,000	\$ 366	\$ 733	\$ 500	-50%	\$ (500)	-32%
4300	Contract Operations	\$ 70,500	\$ 24,690	\$ 49,380	\$ 57,000	-19%	\$ (13,500)	15%
4600-0100	BRWA & EDA Contributions for Development		\$ 10,000					
	Total Operating Expenditures	\$ 13,372,671	\$ 5,739,387	\$ 11,402,012	\$ 13,844,009	4%	\$ 471,338	21%

Debt Service Summary

Listing of Debt

Issue	Principal Payment	Interest Payment	Total Debt Service Payment	Coverage Required		Notes:
				%	Dollars	
a. 2005 Spring			\$ -	15.0%	\$ -	Bedford County Moral Obligation
b. 2009 (2002 A refunding)			\$ -	15.0%	\$ -	Bedford County Moral Obligation
c. Lynchburg Sewer Debt	\$ 60,345.37	\$ 1,573.63	\$ 61,919.00	0.0%	\$ -	
d. 2012 (2005 Refunding)			\$ -	15.0%	\$ -	Bedford County Moral Obligation
e. 2014 (2005 Refunding)	\$ 855,000.00	\$ 58,346.88	\$ 913,346.88	15.0%	\$ 137,002.03	Bedford County Moral Obligation
f. City W&S Debt	\$ 600,000.00	\$ 35,901.50	\$ 635,901.50	1.0%	\$ 6,359.02	assumed debt from City
g. 2015 Fall VRA	\$ 800,000.00	\$ 931,306.26	\$ 1,731,306.26	15.0%	\$ 259,695.94	SMLWTP project
h. 2019 (2009 refunding)			\$ -	15.0%	\$ -	Bedford County Moral Obligation
i. 2020 VRA (ESCO)	\$ 205,000.00	\$ 114,121.89	\$ 319,121.89	15.0%	\$ 47,868.28	
j. VA Clean Water Revolving	\$ 300,000.00		\$ 300,000.00	15.0%	\$ 45,000.00	
k. Totals	\$ 2,820,345.37	\$ 1,141,250.16	\$ 3,961,595.53		\$ 495,925.27	

Summary

Description	Amount
l. Total Principal and Interest (row g. above)	\$ 3,961,595.53
m. Trustee Fees	
n. Gross Debt service paid by BRWA (h.+i.+j.)	\$ 3,961,595.53
o. Bedford County Contribution	\$ (1,000,000.00)
p. Net Debt service paid by BRWA (k.-l.)	\$ 2,961,595.53

Coverage

q. Required Debt Coverage, from both reserve fund accounts and operating revenue coverage (15% of total principal and interest from row a. through e. above)	\$ 489,566.25
r. Required Debt Coverage, for assumed debt from City (1.00% of total principal and interest from row f. above)	\$ 6,359.02
s. Total Required Debt Coverage (n.+o.)	\$ 495,925.27

Operating Summary

<u>Revenue Sources</u>	% of Operations	Amount
Water Sales	57.40%	\$ 11,493,200
Sewer Sales	27.86%	\$ 5,578,387
Penalties	0.60%	\$ 120,500
Capital Recovery Fees	5.99%	\$ 1,200,000
Administrative Fees	0.55%	\$ 110,500
Interest	0.42%	\$ 85,000
Rental & Service Charges	1.60%	\$ 320,942
Contract Operations	0.53%	\$ 107,000
Misc	0.04%	\$ 8,000
Bedford County CIP Contribution For Debt & Other Contributions	4.99%	\$ 1,000,000
Revenue from Operations	100.00%	\$ 20,023,529
<u>Other Non Operating Sources</u>	<u>% of Other Sources</u>	
Line Dedications	74.26%	\$ 200,000
Prepay Redemptions	7.43%	\$ 20,000
Customer Line Contributions	0.00%	\$ -
County portion- cellular tower rental	18.32%	\$ 49,332
Other Revenue & Support	100.00%	\$ 269,332
Total Revenue		\$ 20,292,861
<u>Expenditure Categories</u>	<u>% of Operations</u>	
Personnel Costs	46.14%	\$ 8,216,261
Administration	3.77%	\$ 672,004
Customer Service and Billing Costs	1.57%	\$ 279,086
Engineering, Maintenance and Operations	1.27%	\$ 226,269
Vehicle & Equipment Services	2.52%	\$ 448,243
Water Operations	11.96%	\$ 2,129,097
Sewer Operations	10.20%	\$ 1,816,049
Contract Operations	0.32%	\$ 57,000
Direct Operating Expenses	77.75%	\$ 13,844,009
<u>Debt Service</u>		
Interest & Fees	6.41%	\$ 1,141,250
Principal	15.84%	\$ 2,820,345
Debt Expenditures	22.25%	\$ 3,961,596
Total Cash Expenditures	100.00%	\$ 17,805,604
Depreciation		\$ 4,587,600
Total Expenditures		\$ 22,393,204
Operating Revenue		\$ 20,292,861
Cash Operating Expenditures		\$ 17,805,604
Cash Surplus		\$ 2,487,257

Cash Flow Review for FY 2024-2025
Estimated Balances at June 30, 2024

Cash		
Regular Checking	\$	1,500,000
Cash on Hand	\$	225
Escrow Account	\$	33,242
Deposit Refund Program	\$	359,662
Capital Project and Reserve Replacement Accounts	\$	3,797,611
LGIP Operating Reserves Fund	\$	349,332
Virginia Investment Pool Reserve Fund	\$	452,032
Virginia Investment Pool Capital Projects Reserve	\$	636,194
Virginia Investment Pool Operating Reserves	\$	1,117,432
County Funds for new projects + BRWA EDA Funds	\$	527,201
SML WTF Depreciation Reserve (BRWA + WVWA)	\$	1,434,375
Debt Service Accumulation Fund	\$	874,184
Cash balance available July 1, 2024:		\$ 11,081,489 a.

Restricted Funds		
Operating Cash minimum balance	\$	(500,000)
Escrow Account	\$	(33,242)
Deposit Refund Program	\$	(359,662)
Debt Service Accumulation Fund	\$	(874,184)
County Funds for new projects + BRWA EDA Funds	\$	(527,201)
WVWA Funds for projects	\$	(1,434,375)
Reserve Replacement Accounts (Computers, Vehicles and Meters, Water and Sewer	\$	(3,045,669)
Virginia Investment Pool Reserve Funds	\$	(2,205,658)
Total Restricted Funds:		\$ (8,979,991) b.
Net Unrestricted Cash Available July 1, 2024 (a. + b.):		\$ 2,101,498 c.

Projected Revenue and Expenses for FY 2024-2025

Revenue		
Operating Revenues FY 2024-25	\$	17,823,529
BC CIP Debt Service Support	\$	1,269,332
Capital Recovery Fee Revenue	\$	1,200,000
Total Revenue:		\$ 20,292,861 d.

Expenses		
Operating Expenditures	\$	13,844,009
Debt Service	\$	3,961,596
Total Cash Expenditures:		\$ 17,805,604 e.

Net Operating surplus (d.- e.)		\$ 2,487,257 f.
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Estimated unrestricted cash as of June 30, 2024(c. + f.)	\$	4,588,755
Capital Reserve Setaside for Vehicles Replacements	\$	480,000
Capital Reserve Setaside for Computer & SCADA Equipment Replacements	\$	30,000
Meter Replacement Setaside (11 year plan, ie 10% of the meters each year)	\$	300,000
Tank Rehabilitation	\$	80,000
SML Facility Depreciation Reserve	\$	210,000
Cell Tower Funds for Economic Development	\$	-
Waterline Replacement (needed in Lakes District, old leaking systems)	\$	360,000
Water Facility Reserve (plants and pump stations)	\$	120,000
Sewer Facility Reserve (plants and pump stations)	\$	120,000
Sewerline Replacement (required by consent order, needed in Center District)	\$	336,000
Unrestricted Cash Available for Capital Projects:		\$ 2,552,755 g.



RESOLUTION

2024-05.03

FY 2024-2025 Operating Budget

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 21st day of May 2024, beginning at 7:00 p.m.:

WHEREAS, the Board of Directors of the Authority has been presented with the FY 2024-2025 Budget, with a summary indicating Total Revenues in the amount of \$20,292,861 and Cash Operating Expenses in the amount of \$17,805, 604 and Total Expenditures (including depreciation) in the amount of \$22,393,204 (the “Operating Budget Summary”); and,

WHEREAS, in support of the Operating Budget Summary, a Detailed Report of Revenues and Expenditures for FY 2024-2025 (the “Line Item Budget”) has been submitted to the Board indicating line item expenditures within the categories contained in the Operating Budget Summary; and,

WHEREAS, the Finance Committee of the Board of Directors has thoroughly reviewed this information and recommends that the Authority approve the Operating Budget as presented; now,

THEREFORE, BE IT RESOLVED, that after careful consideration of the Authority’s fiscal position, its anticipated revenues, its necessary expenses, as well as its bond covenants, the Board of Directors of the Bedford Regional Water Authority does hereby:

- 1) approve the Fiscal Year 2024-2025 Line Item Budget, and thereby authorize and appropriate the Total Expenditures contained in the Operating Budget Summary subject to receipt of the Revenues estimated therein; and;
- 2) authorize the Executive Director to move items with discretion within the Operating Budget Summary Categories from line item to line item, consolidate or delete line items, and otherwise spend funds in the Operating Budget Summary categories without further action on the part of the Board; and,
- 3) require that the Executive Director ensure that a report of the Revenues and Expenditures be made to the Board at its regular meetings and more often if requested.

On behalf of the Finance Committee, Member _____ made a motion to approve this resolution.

Being a motion from the committee, no second motion was needed.

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 May 21, 2024 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



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
www.brwa.com

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Jill Underwood, Director of Finance
Date: May 14, 2024
Re: Resolution 2024-05.04: Policies

At a meeting held on April 24, 2024, the Finance Committee reviewed proposed changes to several policies. Below is a summary of these policies:

- a. Policy 2.10 New Customer Requirements- define and provide further explanations on customer requirements
- b. Policy 2.11 Billing and Payments- add language for unauthorized connection for disconnections due to nonpayment
- c. Policy 2.30 Transfers- clarify language for customers moving within the service area, this change is due to billing system capabilities
- d. Policy 2.71 Filling Station- revised language on contacting the Authority and the process for applying for service.
- e. Policy 10.10 Purchasing- added language for Uniform Guidance, as required for the Single Audit.
- f. Policy 10.33 Reserve Accounts- defined the role of the Account Manager and added the Water and Sewer Facilities accounts.

If the board agrees with the revised policies, enclosed is the above referenced resolution for your consideration.

NEW CUSTOMER REQUIREMENTS

Section 1. PURPOSE

The purpose of this policy is to state the requirements that the Bedford Regional Water Authority (“Authority”) has for its customers and identify what service the customers can expect to receive from the Authority.

Section 2. NEW CONNECTIONS

- A. ~~If~~ When a customer will be connecting to the Authority’s water and/or sewer system, the following will be necessary before a service will be initiated:
1. The customer must contact visit the Authority to fill-out-an-complete application for service; ~~the application must be approved before any fees will be accepted.~~
 2. All account fees, deposits, and applicable connection fees must be paid in full before water and/or service is initiated by the Authority.
 3. Water:
 - a. For a permanent water connection, either of the following must be constructed:
 - i. A frost proof yard hydrant for use as a temporary service. This must be connected to the customer’s side of the meter yoke’s “pig tail” before a meter will be installed.
 - ii. It is the customer’s responsibility to have ~~A~~ permanent line ~~must~~ run to the structure with a connection to the meter yoke’s “pig tail” and the shut off valve that is located in or near the structure should be turned off.
 - b. For fill station customers, please refer to the requirements outlined in the Filling Station policy.
 4. Sewer:
 - a. For a gravity sewer connection, it is the customer’s responsibility to have the sewer lateral ~~must be~~ connected to the Authority’s cleanout before any service (water or sewer) is provided to the property.
 - b. For pressurized sewer connection, the small grinder pump must be inspected, then installed and working before permanent water service is installed. See Small Grinder Pump information packet for details pertaining to small grinder pumps.
 - c. For septage customers, please refer to the requirements outlined in the Septage policy.
- B. Customer must ~~then~~ contact the Bedford County or Town Building Inspection Division/Department to get all necessary permits and approvals.
- ~~B-C.~~ C. After the above has been completed, the Authority must be called at least one (1) full working business day prior to the installation of the water meter and/or the start of providing any service.
- ~~C-D.~~ D. The Authority recommends that all new water customers install a pressure reducing valve on their service lines, whether constructing a new structure or connecting an existing structure to the Authority’s system. While the pressure at time of construction may be acceptable, future conditions can change the water pressure at the water meter.

NEW CUSTOMER REQUIREMENTS

~~D.E.~~ State law requires that all customers place a locatable marking wire in the trench with the waterline and/or sewer line between the structure and the point of contact with the Authority's point of connection and ownership. This locating wire will help in locating nonmetallic pipes installed underground through the use of radio detection equipment.

Section 3. WELL DISCONNECTIONS

- A. In addition to the requirement outlined above, if an individual has a connection to a well system and wants to become a customer of the Authority, the following steps must be taken before service can be obtained:
1. Customer must pay all applicable fees to the Authority.
 2. Customer must then contact the Bedford County Building Inspection Division to get all necessary permits and approvals.
 3. All connections from the well must be physically disconnected from any lines that will be capable of having public water. This disconnection must be inspected by the Authority and County before the water meter will be installed.

Section 4. METER ACCESSIBILITY

- A. The primary purpose of the accessibility for meter boxes is to ensure the Authority can safely and efficiently access the meters for maintenance, repair, and reading purposes.
1. Meter boxes must be located in a visible and unobstructed area, with clear pathways leading to the box.
 2. Meter boxes must be free of any debris, vegetation, mulch, animals, or other obstructions that may impede access.
 3. The customer is responsible for maintaining the accessibility of the meter box and may be subject to penalties if they fail to comply with the policy. Refer to the Tampering and Unauthorized use Section 2. Tampering A and B.

~~Section 4.~~Section 5. REVISIONS

- A. This policy was approved by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was approved by the Authority's Board of Directors on modified as follows:
- a. Approved May 21, 2024, effective June 1, 2024
 - A.i. Clarified various sections of the policy and added Section 4 for Meter Accessibility.

TRANSFERS

Section 1. PURPOSE

The purpose of this policy is to state the transfer requirements that the Bedford Regional Water Authority (“Authority”) has for its customers.

Section 2. POLICY

- A. Customers moving from one address in the Authority’s service area to another address in the service area ~~may transfer their~~ will not require a new deposit to the new address ~~—only,~~ if the bill is in good standing and account is paid in full at the current address. The ~~customer’s deposit will be transferred to new account and~~ customer will be responsible for any additional ~~owed should the transferred deposit be less than current required deposit~~ account application fees and any outstanding balances. ~~In situations of a divorce or separations, the deposit will be transferred to the individual who signed the original deposit application form.~~
- B. Transfer of service requires 24-hour notice. Customers moving from the location, as well as customers moving into the location, are responsible for contacting the Authority.

Section 3. REVISIONS

- A. This policy was approved and adopted by the Authority’s Executive Director on March 26, 2013, effective July 1, 2013.
- A-B. Revisions to this policy were approved and adopted by the Authority’s Executive Director on May 21, 2024.

FILLING STATION

Section 1. PURPOSE

The Bedford Regional Water Authority (“Authority”) has filling stations available to sell water to customers that do not have waterlines adjacent to or nearby their property. This policy is to explain the procedure that the Authority uses related to the filling stations.

Section 2. POLICY

- A. When potential customers want to purchase water from the Authority and they are not adjacent to or nearby an existing waterline, they may complete an application to the Authority to become a customer that will be able to utilize the filling station.
- B. Customers using the filling station will be billed at the current bulk filling rate, as indicated in Policy 2.00.
- C. In order to initiate service from the filling stations, the customer must do the following:
 - ~~1. Visit~~ Contact the Authority to ~~fill out an~~ complete an application for service; ~~the application must be approved before any fees will be accepted.~~
 - ~~2.~~ 2. Pay all fees, including account fees and deposits, in full before water can be purchased from the filling station.
- D. In order to obtain water from a filling station, the customer will be given an access code and password. They will need to have this information in order to receive water from a filling station. The customer is responsible for all water that is used under this access code, and thus the Authority highly recommends that both the access code and password be kept in a secure place by the customer and not shared with others.
- E. The filling station customers must adhere to the provisions in the other applicable policies, including but not limited to the Deposit Policy, the Billing and Payment Policy, and the Rates Policy.
- F. There will be no adjustments to any bills for water used from the filling stations. The Adjustments Policy does not apply to customer obtaining water from the filling stations.
- G. Because there is not a parcel of land associated with the filling station account, deposits will not be refunded as long as the customer’s filling station account is still active. If the account is closed, the deposit will be refunded after electronic access to the filling station is removed.

FILLING STATION

Section 3. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 - 1. Approved August 16, 2016, effective September 1, 2016:
 - a. Section 2.G was added to require that deposits are held on the account as long as the account is active.
 - 2. Approved May 18, 2021, effective June 1, 2021:
 - a. Section 2.B was modified to reflect the bulk filling rate adopted by the Board at the April 20, 2021 rate hearing.
 - 3. Approved May 21, 2024, effective June 1, 2024:
 - a. Section 2.C was modified to remove the approval of application for service.

PURCHASING

Section 1. PURPOSE

This policy is to define the methods by which the employees of the Bedford Regional Water Authority (“Authority”) make purchases of goods and services from non-governmental sources. All purchases made by the Authority shall conform to the terms and conditions contained in this policy, as well as the requirements in the Code of Virginia [§2.2-43](#) known as the Virginia Procurement Act (the “Act”). The Act requires that goods and services be procured at a reasonable price in a competitive process that is fair, impartial, and accessible to all qualified vendors. Factors to be considered in determining whether competitive principles are being satisfied include cost, quality, and capability, but does not include non-work related factors.

Section 2. POLICY

- A. Procurement: For goods and/or services exceeding two hundred thousand dollars (\$200,000), the following process shall be followed:
1. All public contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction, shall be awarded after competitive sealed bidding, or competitive negotiation, unless otherwise authorized by law. Details of these procedures are contained in this policy.
 2. The competitive sealed bid and/or the competitive negotiation policies may be used on purchases regardless of the estimated cost, when it is felt that the best interest of the Authority would be served by doing so.
 3. Professional services shall be procured by competitive negotiation. Goods, services other than professional services, and insurance may be procured by competitive sealed bidding or competitive negotiation.
 4. The Board of Directors (“Board”) must approve of the award of all procurement purchases.
 - a. If the Board approves of a purchase through establishing and approving the funds for the purchase, including the adoption of a budget containing provisions for the purchase of such items, the Executive Director is then authorized to proceed with awarding the procured purchase contingent on the provisions in the resolution for the adopted budget.
 - b. If, when procuring the purchase, the costs are found to exceed the total budget approved by resolution by the Board, the Executive Director must then get Board authorization prior to awarding the purchase.
- B. Small Purchases: All purchases of supplies, materials, equipment, and contracted services that are expected to be equal to or less than two hundred thousand dollars (\$200,000) shall follow the Small Purchases Procedure that is documented in this policy.
- C. Sole Source: This purchasing method may be used when it is determined that there is only a single source for the item(s) or service(s) that can properly perform the intended function or task. In this situation, the procedure in Section 6 of this policy shall be utilized.
- D. Emergency Purchases: In case of emergency, as described in this policy, an exception to the above conditions of this policy may be made.

PURCHASING

- E. Public-Private Education Facilities and Infrastructure and Alternative Delivery: The Authority may utilize the alternative delivery methods contained in the Public-Private Education Facilities and Infrastructure Guidelines policy and/or Alternative Delivery policy as adopted by the Authority. See Operating Policy Manual 10.45 and 10.40.
- F. The Authority may also utilize eVa, Virginia's total e-Procurement Solution at www.eva.virginia.gov. With eVa participants may order from vendor catalogs which include state and local contracts. Also, bid openings may be posted to the eVa site, serving as public bid announcement.
- G. Cooperative Procurement: In accordance with the provisions of [§2.2-4304](#) of the Code of Virginia; the Authority may utilize a joint procurement agreement for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods, services, or construction. In addition, the Authority may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies. Cooperative procurement may not be used for:
 - 1. Contracts for architectural or engineering services; or,
 - 2. Contracts for construction projects

Section 3. COMPETITIVE SEALED BIDS PROCEDURE

- A. Competitive Sealed bidding can be utilized if the aggregate or the sum of all phases of the goods, nonprofessional services, construction, or insurance is expected to exceed \$200,000.
- B. Construction may be procured only by competitive sealed bidding, except as outlined in the competitive negotiation section of this policy.
- C. Bidding process: The following steps are required in the competitive sealed bid process as well as the requirements outlined in 2 CFR 200.319 and 200.320 of the Code of Federal Regulations :
 - 1. Develop specifications for the goods or construction services to be procured. These specifications should be clear and detailed. In addition, contractual terms and general conditions must be included. Pre-qualification requirements may also be included.
 - 2. An invitation to bid must be issued. It is recommended that a work statement be prepared; this statement identifies the required goods or services to be procured in a logical sequence, establish a realistic milestones or delivery schedules, and help determine supplier cost realism. The invitations to bid must include, at a minimum: the specifications, the contractual terms and conditions applicable to this procurement, and a statement of any requisite qualifications of the potential vendors. A minimum of ten (10) days public notice is required between the initial invitation and the bid due date. Public notice is defined as posting in a designated public area, or publication in a newspaper of general circulation, or both. Public notice may also be published on the Virginia Department of General Services' central electronic procurement website and other appropriate websites.
 - 3. If warranted, pre-bid conferences or site visits may be conducted.

PURCHASING

4. Following receipt of bids, a public opening of bids at a publicly stated time and place is required.
5. Once bids are opened, they must be evaluated with regard to the specifications and cost.

Section 4. COMPETITIVE NEGOTIATION PROCEDURE

- A. This procedure must be in accordance with, and with priority being given to, [§2.2-4302.2](#) and [§2.2-4303](#) of the Code of Virginia.
- B. Competitive negotiation is the standard procedure for professional services and engineering contracts.
- C. Construction may be procured only by competitive sealed bidding, except that competitive negotiation may be used by the Authority in the following instances:
 1. Fixed price design-build or construction management basis as provided in [Chapter 43.1](#) of the Code of Virginia (beginning at [§2.2-4378](#) et seq); or
 2. For excavation, grading or similar work upon real property upon a determination made in advance by the Authority and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, which writing shall document the basis for this determination.
- D. Small Contracts: Single or term contracts for professional services may be procured under the small purchase procedures, as defined in this policy, without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000.
- E. Large Contracts: All professional services with an aggregate or the sum of all phases that is expected to exceed \$80,000 shall be made on the basis of the competitive negotiation procedure. The following steps are necessary in competitive negotiation:
 1. Prepare a Request for Proposal (RFP) in accordance with §2.2-4302.2 of the Code. This document should describe the desired services and outline general conditions that will affect the services. A minimum of ten (10) days public notice must be given before the due date specified in the RFP.
 2. The proposals will be reviewed once responses are received.
 3. The public body shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services.
 4. Following these discussions, offers should be ranked in order of preference based on the consultant's ability to fulfill the requirements explained in the RFP.
 5. An attempt is then made to negotiate a contract with the first ranked bid. If an agreement cannot be reached, an attempt to negotiate a contract with the second ranked bid must be made and so on in this manner until an acceptable agreement is reached.
 6. The Executive Director must approve the contract prior to the commencement of the work being performed.

PURCHASING

- F. For Architectural and professional engineering term contracts, per Virginia Code [§ 2.2-4303.1](#), the term contracts shall be limited to a one-year terms, and may be renewable for up to four additional one-year terms. The sum for all projects performed in a one-year contract shall not exceed \$750,000.
- G. Competitive negotiation may be used in procuring non-professional services, goods, and insurance if the department shows in writing that sealed bidding would not be practicable or fiscally advantageous to the public. Non-professional services are defined as services that are not specifically identified as professional services as listed above. When competitive negotiation is used for non-professional services, the following steps must be followed:
1. Prepare a Request for Proposal (RFP) in accordance with §2.2-4302.2 of the Code. This document should describe the desired services and outline general conditions that will affect the services. A minimum of ten (10) days public notice must be given before the due date specified in the RFP. This can be done by posting to the Department of General Services' central electronic procurement website or other appropriate websites. Public bodies may also publish in a newspaper of general circulation in the area in which the contract is to be performed so as to provide reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to the particular request.
 2. Once responses are received, the proposals must be reviewed.
 3. Negotiations with qualified offerors begin. Cost must be considered, but it does not need to be the sole determining factor in selection.
 4. The contract is awarded to the offeror with the best proposal.
 5. The Executive Director must approve the contract prior to the commencement of the work being performed.

Section 5. SMALL PURCHASE PROCEDURE

- A. Small purchase procedures shall provide for competition wherever practicable.
- B. The Executive Director, Deputy Director, and Department Managers are authorized to approve all small purchases as detailed below, provided that they are consistent with the expenditures planned in the budget that is approved by the Board.
- C. Purchases Not Exceeding \$10,000:
1. Purchases may be made upon receipt of a minimum of one (1) written or one (1) verbal quotation. Additional sources may also be solicited.
 2. If more than one quote is received, the award shall be made to the lowest responsive and responsible bidder.
 3. If the lowest priced item is not the best option for the Authority, a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by a Department Manager.
 4. A record of the quotation must be maintained. If a verbal quote is obtained, a record shall be kept of the name and address of the vendor(s) contacted, the item description or service offered, price quoted, delivery dates and terms, names of persons giving and receiving the prices and the date the information was obtained.

PURCHASING

5. Department Managers may authorize employees to make purchases in order to complete a job in progress or to make small repairs.
 6. An invoice or sales ticket must be submitted to the Department Manager along with a proper account code and description within 1 week of the purchase being made.
 7. Small purchases may be:
 - a. Charged to an open account at local vendors where the Authority has established an account for that purpose.
 - b. Purchased with the use of an Authority purchasing card for businesses where the Authority does not have an established account.
- D. Purchases Over \$10,000 But Less Than \$50,000:
1. Three (3) written or three (3) verbal quotes shall be solicited from vendors that are known to normally handle the items or service needed. Documentation of the verbal quotes must be prepared by Authority personnel, and submitted to the Executive Director or the Deputy Director for review prior to the purchase being made; the minimum documentation should include the names of the vendors, the name of the representative for each vendor, the date of the quote, and the amount of the quote.
 2. Verbal requests for quotations are generally the most expedient means for acquiring low-value items in a relatively short period of time. Bidders must be specifically informed that competitive quotations are being sought. A thorough description should be given of the item or service desired, the quantity, and the time frame in which delivery is expected to be made.
 3. Bids shall be evaluated and the responsive and responsible bidder offering the products and/or services that will provide the Authority with the lowest total cost will be awarded the contract. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making the award.
 4. If the lowest priced item is not the best option for the Authority a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by the Executive Director or the Deputy Director.
 5. The Authority may purchase used equipment and used material up to twenty thousand dollars (\$20,000) without obtaining quotes. The department manager requesting the purchase must submit documentation justifying the purchase to the Executive Director or Deputy Director prior to the purchase being made.
- E. Purchases Over \$50,000 But Less Than \$200,000:
1. A minimum of four (4) written quotations shall be solicited through a written request for quotation ("RFQ") from vendors that are known to normally handle the items or service needed. A formal advertisement is not required. Documentation of the solicitation and written quotes must be prepared by Authority personnel, and submitted to the Executive Director for review prior to the purchase being made; the minimum documentation should include the names of the vendors, the name of the representative for each vendor, the date of the quote, the amount of the quote, and any documentation provided by the vendor.
 - a. The RFQ shall be prepared with clear and detailed specifications for the goods or services needed
 - b. A specific time and place must be indicated in the RFQ for the receipt of the quotations. No quotations will be considered for approval when received after the specified time.

PURCHASING

- c. Confidentiality is vital to the informal written quotation procedure. No vendor shall be permitted to have access to information or quotations offered from other vendors until after the stated deadline. After the due date, such records shall be open to public inspection.
2. A bid tally will normally be sent to bidders with a notice of award, or upon request.
3. A file of documents related to each bid must be maintained in accordance with the Locality Record Retention Schedule available at the Library of Virginia's website.
4. If the lowest priced item is not the best option for the Authority a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by the Executive Director.
5. Bids shall be evaluated and the responsive and responsible bidder offering the products and/or services that will provide the Authority with the lowest total cost will be awarded the contract. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making the award.

Section 6. SOLE SOURCE PROCEDURE

- A. Justification that there is only a single source practically available to purchase an item or service must be well documented in writing prior to the purchase being made or the contract being issued. The writing shall document the basis for this determination.
- B. Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation.
- C. Approval and documentation for any sole source purchase must be approved as follows:
 1. For contracts or purchases less than or equal to fifty thousand dollars (\$50,000), the expenditure(s) must be documented and approved in the same manner as in the Small Purchases section of this policy.
 2. For contract or purchases exceeding fifty thousand dollars (\$50,000), the expenditure(s) must be approved by the Board of Directors of the Authority and documentation shall be provided as necessary to obtain the approval of the board.
- D. The Authority shall issue a public written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the Authority awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the Department of General Services' central electronic procurement website and other appropriate websites.
- E. Generally, no practical purpose is served by soliciting bids for an item or service which is available only from a single source.

PURCHASING

- F. Sole source items are usually purchased at a higher cost due to not permitting competition. It is important to search out competing products or services which functionally perform as well or better than those sometimes considered to be sole source. Sole source shall only be used after all other procurement or purchasing methods have been fully evaluated and exhausted.

Section 7. EMERGENCY PURCHASES PROCEDURE

- A. An emergency exists when a breakdown in an essential service occurs or under any other circumstances when supplies are needed for immediate use in work which may virtually affect the safety, health, or welfare of the public. Emergency purchases shall be limited to materials and/or services for which delivery will commence within 24 hours after the placement of an order.
- B. A true emergency will almost always occur as a result of needing parts or labor for repairs to equipment which must be kept in operating order. The use of emergency purchases for failure to anticipate normal needs must be avoided. The following examples indicate poor planning on the part of the department concerned:
1. Depletion of stock due to lack of foresight in anticipating needs.
 2. Repairs that have been needed for some time on buildings or equipment becoming an emergency overnight.
 3. The ordering of materials for projects on a last minute basis when those materials should have been ordered weeks or months prior to time of use.
- C. Before a contract may be awarded in the event of an emergency without competitive seal bidding or competitive negotiation, such procurement shall be made with such competition as is practicable under the circumstances and a written determination shall be made by the Executive Director of the basis for the emergency and for the selection of the particular contractor. This determination shall be included in the contract file. The Authority shall also issue a written notice stating that the contract is being awarded on an emergency basis and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the Authority's website and may be published in a newspaper of general circulation on the day the Authority awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as practicable. The public notice of determination shall be posted for at least ten (10) days.

Section 8. DEBARMENT PROCEDURE

- A. Prospective contractors may be debarred from contracting for particular types of supplies, services, insurance, or construction for specified periods of time.
1. A detailed written report must be submitted to the Executive Director by the department in charge of the bid or quote stating what the violations or omissions are and what harm they have or may have caused the Authority.
 2. The Executive Director will examine the complaint and may contact the contractor in an effort to settle the dispute under the terms and conditions of the contract.
 3. Should the contractor be unwilling or unable to meet the terms and conditions as specified in the contract, the responsible department may recommend to the Executive Director to begin

PURCHASING

- legal proceedings or debar the contractor from future bids for a stated period of time, depending on the seriousness of the violation or omission.
4. The debarment period may be one (1) year or more for the first violation. Subsequent violations may result in permanent debarment.
 5. The responsible department will notify the contractor in writing of a debarment decision and its time period. After the contractor has received the written notice of debarment, he or she may make a written request to the Executive Director to present any additional facts pertinent to the debarment decision.

Section 9. RESPONSIBILITIES AND FUNCTIONS

- A. All correspondence with suppliers regarding bids or quotations shall be directed to the department or authorized employee handling that bid or quote.
- B. The responsible department, or authorized employee, under the direction of the Executive Director shall be responsible for the following purchase and supply functions:
 1. The purchase or lease for use by the Authority: all supplies, materials, equipment, and contractual services.
 2. Provision for competitive bids for all purchases or contracts whenever practical.
 3. Consolidating purchases of like or common items or services to obtain maximum economic benefits.
 4. Follow up orders with vendors if delivery is not made within a specified time period.

Section 10. ETHICS IN PUBLIC CONTRACTING

- A. Each Authority officer or employee who has official responsibility for the procurement of goods, services, insurance, or construction must be familiar with Virginia Code [§2.2-4367](#) through [§2.2-4377](#) (Ethics in Public Contracting).
- B. No employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a vendor or subcontractor any payment, loan, subscription, advance, deposit of money, services,
- C. Kickbacks are prohibited as follows:
 1. No contractor or subcontractor shall demand or receive from any of their suppliers or contractors, as an inducement for the award of a subcontract or order, any payment loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
 2. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this section.
 3. No person shall demand or receive any payment, loan, subscription, advance, and deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
 4. If a subcontractor or supplier makes a kickback or other prohibited payment as described herein, the amount thereof shall be conclusively presumed to have been included in the price

PURCHASING

- of the subcontract or order and ultimately borne by the Authority and will be recoverable from both the maker and recipient. Recovery from one offending party shall not preclude recovery from the other offending parties.
- D. No person who, for compensation prepares an invitation for bids or request for proposals for or on behalf of the Authority shall: (1) submit a bid or proposal for that procurement or any portion thereof; or (2) disclose to any vendor information concerning the procurement which is not available to the public. However, the purchasing agent, with concurrence of the Authority attorney, may permit the person to submit a bid or proposal for that procurement or any part thereof, if it is determined that exclusion of the person would limit the number of potential vendors in a manner contrary to the best interests of the Authority.
- E. No building materials, supplies or equipment for any building or structure constructed by or for the Authority shall be sold by or purchased from any person employed as an independent contractor by the Authority to furnish architectural or engineering services, but not construction, for such building or structure or from any partnership, association or corporation in which the architect or engineer has a personal interest as defined in Section 12. No building materials, supplies or equipment for any building or structure constructed by or for the Authority shall be sold by or purchased from any person which has provided or is currently providing design services specifying a sole source for such materials, supplies or equipment to be used in such building or structure to the independent contractor, employed by the Authority to furnish architectural or engineering services in which such person has a personal interest as defined in Section 12.
- F. No employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious, or fraudulent statements or representations; or make or use any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry.

Section 11. CONDITIONS AND INSTRUCTIONS

- A. Bids and amendments thereto or withdrawal of bids submitted that are received by the Authority after the date and time specified for bid opening will not be considered. It will be the responsibility of the bidder to see that the bid is delivered to the Authority by the specified time and date. There will be no exceptions. Date of postmark will NOT be considered. Phone, email and facsimile bids are not accepted.
- B. Prices should be stated in units of quantity specified with packing and delivery to destination included, less federal, state, and local taxes.
- C. The time of proposed delivery must be stated in definite terms. If the time for differed commodities varies, the bidder shall so state.
- D. Samples, when requested, must be furnished free of expense, and if not destroyed will, upon request, be returned at the bidder's risk and expense.

PURCHASING

- E. Quotations must show unit price, amount, and grand total or bid may be rejected. In case of error in the computation of total prices, the unit price shall govern.
- F. Unless qualified by the provision “No Substitute,” the use of the name of a manufacturer, brand, make, or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make, or catalog designation identification. This is used to simply indicate the character, quality, and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality, and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting bids on a commodity other than as specified, the bidder shall furnish complete data and identification with respect to the alternate commodity proposed to be furnished.

Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the Authority. If the bidder does not indicate that the commodity proposed to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.

- G. The bidder declares that the bid is not made in connection with any other bidder submitting a bid for the same commodity or commodities and that the bid is bona fide and is in all respects fair and without collusion or fraud.
- H. Bids shall be evaluated and the responsive and responsible bidder offering the lowest total cost will be awarded the contract. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making the award.
- I. Each bid is received with the understanding that the acceptance in writing by the Authority of the offer to finish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the Authority which shall bind the bidder on his part to furnish and deliver the article quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the Authority on its part to order from such contractor, except for causes beyond reasonable control; and to pay for, at the agreed prices, all articles and services specified and satisfactorily delivered.
- J. Any equipment delivered must be standard, new equipment of the latest model except as otherwise specifically stated in the bid. Where any part of nominal appurtenances of equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer’s stock model shall be furnished.
- K. In event of default by the contractor, the Authority reserves the right to procure the commodities and/or services from other sources and hold the contractor liable for any excess cost occasioned thereby. If, however, public necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.

PURCHASING

- L. All prices and notations must be in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrections typed adjacent. Corrections must be initialized and dated in ink by the person signing the quotation.
- M. All quotations must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
- N. All quotations should be verified carefully prior to submission to the Authority as they cannot be withdrawn or corrected after being opened except in strict accordance with §2.2-4330 of the Code.
- O. At the Authority's option, vendors located in the immediate area may have an advantage in case of close or tie bids. Considerations will be given on the basis of service capabilities, parts, and/or stock inventories. Previous unsatisfactory performance of delivery and/or service of similar commodities will be considered in the final determination.
- P. For all construction contracts exceeding \$500,000 the Authority shall require the contractor to furnish (1) a performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications, and conditions of the contract, and (2) a payment bond in the sum of the contract amount for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded or to any subcontractors, in furtherance of the work provided for in the contract, and shall be conditioned upon the prompt payment of all materials furnished or labor supplied or performed in furtherance of the work.
- Q. A public body may require bid, payment, or performance bonds for contracts for goods or services if provided in the Invitation to Bid or Request for Proposal.
- R. Contracts over \$10,000 must contain the following provision: Drug free workplace to be maintained by Contractor. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

PURCHASING

- S. All bidders will normally be afforded equal opportunities to quote and to compete in public bidding. The Authority reserves the right to debar any bidder that has demonstrated unsatisfactory performance in previous contracts.

Section 12. DEFINITIONS

- A. This section provides specific definitions of terms frequently used in the wording or requisitions, quotations, bids, requests for proposals (RFP), and the Authority conditions and instructions.
1. *As is*: a term indicating that goods offered for sale are without warranty or guarantee. The purchaser has no recourse on the seller for the quality or condition of goods.
 2. *Bid*: an offer, as a price, whether for payment or acceptance. A quotation specifically given to a prospective purchaser upon his request, usually in competition with other vendors. An offer, by a buyer, to a vendor, as at an auction.
 3. *Bond (performance)*: a bond executed in connection with a contract and which secures the performance and fulfillment of all the undertakings, covenants, terms, conditions, and agreements contained in the contract.
 4. *Certificate of Compliance*: a supplier's certification to the effect that the supplies or services in question meet certain specified requirements.
 5. *Common Carrier*: a person or corporation, licensed by an authorized state, federal, or other government agency, engaged in the business of transporting personal property from one place to another for compensation. A common carrier is bound to carry for all who tender their goods and the price for transportation.
 6. *Consignee*: the person or organization to whom a shipper directs the carrier to deliver goods. Such person or organization is generally the buyer of goods and is called a "consignee" on a bill of lading.
 7. *Contract*: a deliberate agreement between two (2) or more competent persons to perform or not to perform a specific act or acts. A contract may be verbal or written.
 8. *Contract Carrier*: by motor vehicle, any person, or corporation, not a common carrier, who under special and individual contracts or agreements transports passengers or property by motor vehicle for compensation.
 9. *Invitation for Bids*: a request, verbal or written, which is made to prospective suppliers for their quotation on goods or services desired by the prospective purchaser.
 10. *Invoice*: a document showing the character, quantity, price, terms, nature of delivery, and other particulars of goods sold or of services rendered; a bill.
 11. *Letter of Intent*: a preliminary contractual agreement customarily used in situations where the items, quantities, price, and delivery dates are known, but where the principal contract provisions require additional time-consuming negotiations. It is used to enter into interim agreements, pending a definitive contract, so as to permit the start of construction, production, or delivery of the supplies or materials.
 12. *Personal interest*: means a financial benefit or liability accruing to an officer or employee or to a member of their immediate family. Such interest shall exist by reason of: (1) ownership in a business if the ownership interest exceeds three percent of the total equity of the business; (2) annual income that exceeds or may reasonably be anticipated to exceed \$10,000 from ownership in real or personal property or a business; (3) salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or

PURCHASING

- provided by a business that exceeds; or may reasonably be anticipated to exceed, \$10,000 annually; (4) ownership of real or personal property of the interest exceeds \$10,000 in value and excluding ownership in a business, income, or salary, other compensation, fringe benefits or benefits from the use of property; or (5) personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business.
13. *Personal interest in a contract*: means a personal interest which an officer or employee has in a contract with a government agency, whether due to them being a party to the contract or due to a personal interest in a business which is a party to the contract.
 14. *Professional Services*: as used here, it shall be defined as contract services to include accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering.
 15. *Quotation*: a statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser; a bid. When given in response to an inquiry, is usually considered an offer to sell. The stating of the current price of a commodity; the price so stated.
 16. *Specification*: a clear, complete, and accurate statement of the technical requirements descriptive of a material, an item, or a service, and of the procedure to be followed to determine if the requirements are met.
 17. *Terms of Payment*: all purchase transactions require a payment for the goods or services received. Payment is made in negotiable funds in accordance with the terms agreed between buyer and seller.
 18. *Vendor*: any supplier of goods or services.

Section 13. REFERENCES

- A. Virginia Procurement Act: The Virginia Procurement Act may be accessed by the following web address: <https://law.lis.virginia.gov/vacode/title2.2/chapter43/>.
- A-B. Uniform Guidance for Federal awards: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>, and <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.319>

Section 14. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 1. Approved July 15, 2014, effective July 16, 2014:
 - a. Section 2.E-F was added to explain Used Equipment and Material and to clarify contract usage.
 - b. Section 5.A.4 and Section 5.C.1 were added to provide clarification.
 2. Approved April 21, 2015, effective April 22, 2015:
 - a. Section 4 was modified to explain procedure for less than \$60,000
 - b. Section 5 was modified to provide clarification, and to update the maximum purchase to \$100,000 to match state code.

Chapter: Finance

Document Number: 10.10

Page 14 of 14

Issue (Effective) Date: ~~October 19, 2022~~ May 22, 2024

Approval Date: ~~October 18, 2022~~ May 21, 2024

Approved By: Board of Directors

PURCHASING

- c. Section 7 was amended to include the process for justification for emergency procurement.
3. Approved September 18, 2018, effective September 19, 2018:
 - a. Numerous changes were made throughout the policy to reflect changes to the Code of Virginia.
 - b. Section 10 was added to cover the Ethics in Public Contracting.
4. Approved June 16, 2020, effective June 17, 2020:
 - a. Changes were made to Section 4 to reflect updates to the Code of Virginia.
5. Approved October 18, 2022, effective October 19, 2022:
 - a. Changes were made to revise the dollar limits under Section 3, Section 4 and Section 5.
 - b. Assistant Executive Director position was changed to Deputy Director.
6. Approved May 21, 2024, effective May 22, 2024:
 - b.a. Clarified Section 1 for federal awards and added Uniform Guidance reference to Section 13.

RESERVE ACCOUNTS

Section 1. PURPOSE

This policy is to provide the Bedford Regional Water Authority (“Authority”) with guidance related to the reserve accounts where funds are ~~allocated set aside (“setasides”)~~ on a regular basis (“~~setaside~~”) to prepare for routine large expenditures that often carry over across fiscal years.

Section 2. GENERAL

- A. The Authority has implemented “best management practices” for the control of its financial accounts; this includes that reserves be accumulated to provide for contingencies and planned/unplanned major expenses.
- B. The reserves, when combined with unrestricted cash and investments, are to maintain a Days Cash on Hand (“DCH”) floor of 180 days. Water and sewer rates will be set accordingly to replenish these reserves if cash/investment levels drop below the DCH floor.
- C. Each year the Board of Directors (“Board”) will adopt a budget that includes a total amount of setasides to be directed to the reserve accounts for the upcoming fiscal year; the Executive Director will ~~inform~~ direct the Director of Finance of the amount to be added each month to each of the reserve accounts, in an amount to not exceed the total approved by the Board for the year.
- D. None of the reserve accounts can be drawn down to a negative balance. ~~—~~ The Board needs to approve of any requests to draw the accounts below the minimum balance stated herein.
- E. The Executive Director may authorize the redistribution of funds as needed between the various reserve accounts, as long as the minimum balances are maintained and sufficient funds remain in each account to perform the intended purpose of the account.
- F. The ‘Account Manager’, as shown herein, shall routinely monitor the balance of the accounts, and ensure that sufficient funds are in the account to fund the repair and/or replacement of the assets that are funded by the setaside account. The Account Manager shall review the accounts with their managing Director at least annually to prepare for future purchases and expenditures.
- ~~E.—~~

Section 3. ACCOUNTS

- A. Below are a list of the reserve accounts maintained by, and entirely controlled by, the Authority; also shown is the minimum balance that should be maintained in each account at all times unless otherwise approved by the Board.
 1. **Capital Reserve Account 1001-0020**
 - a. Purpose: The Board has required that the Authority maintain a capital reserve account to be prepared in the event of a major unplanned expense, such as a catastrophic failure of one or more critical asset(s).

RESERVE ACCOUNTS

- b. Use: This reserve account does not have routine set-asides placed in the account. The interest earnings from all of the reserve accounts is placed in this account.
 - c. Minimum Balance: \$500,000
 - d. Account Manager: Director of Finance
- 2. Economic Development Account 1001-0023**
- a. Purpose: To support the County and the Town of Bedford with Economic Development projects. This can include partnering with the County and/or Town to share the cost of providing water and/or sewer service for the purpose of attracting and retaining businesses in the County and/or Town.
 - b. Use: The Board must approve of the use of the funds from this account; approval shall be considered by the Board on a case-by-case basis. The primary source of the funding for this account is from the Authority's portion of the co-location leases from cellular and broadband providers on the water storage tanks.
 - c. Minimum Balance: \$200,000
 - d. Account Manager: Executive Director
- 3. Vehicles and Equipment Account 1001-0025**
- a. Purpose: The fleet of vehicle and heavy equipment need to be replaced on a regular basis in order to properly maintain the fleet with reliable vehicles and heavy equipment.
 - i. Vehicles: All trucks, cars, vans, and trailers that require registration through the Virginia Department of Motor Vehicles ("DMV").
 - ii. Heavy Equipment: Excavators, backhoes, skid steer loaders, farm tractors, forklifts, trenchers, riding mowers, and other equipment with hour meters that are not registered with the DMV and have a replacement cost of greater than \$5,000.
 - iii. Small equipment: chainsaws, locating equipment, trash pumps, and other equipment that is not registered with the DMV and have a replacement cost of between \$500 and \$4,999.
 - b. Use: This reserve account shall have sufficient funds added on a regular monthly basis to ensure that the entire fleet can be routinely replaced prior to the end of each piece's useful life. The life of heavy equipment varies widely depending on the type of equipment and the use of the heavy equipment; as such, there are no standard guidelines for their replacement but rather they will follow an industry standard for when to replace the equipment. As a guideline, most vehicles will be targeted for replacement at the least of the following:
 - i. Gasoline Vehicles: 150,000 miles
 - ii. Diesel Vehicles: 200,000 miles
 - iii. 15 years
 - iv. When the monthly cost of maintaining a vehicle routinely exceeds the amortized cost of replacing the vehicle.
 - c. Minimum Balance: \$100,000
 - d. Account Manager: Maintenance Manager
- 4. IT/OT Replacement Account 1001-0030**
- a. Purpose: This account is for the replacement of Information Technology ("IT") equipment and Operational Technology ("OT") equipment. IT equipment includes servers, phones, network equipment, printers, scanners, and end-user devices; IT equipment is primarily for the Authority's general business processes. OT equipment

RESERVE ACCOUNTS

includes those devices that monitor and control the Authority's industrial operations and processes. OT equipment includes items such as programmable logic controllers ("PLC's"), Supervisory Control and Data Acquisition ("SCADA") cabinets, control panels, and human-machine interfaces ("HMI's").

- b. Use: This reserve account shall have sufficient funds added on a regular monthly basis to ensure that IT and OT equipment can be routinely replaced prior to the end of each piece of equipment's useful life. The life of the equipment varies widely depending on the type of equipment and the use of the equipment; as such, there is no standard guidelines for their replacement but rather they will follow an industry standard for when to replace the equipment.

RESERVE ACCOUNTS

- c. Minimum Balance: \$100,000
- d. Account Manager: Information Systems Manager
- 5. **Meter Replacement Account 1001-0035**
 - a. Purpose: The water meters utilized by the Authority need to be routinely replaced in order to maintain accurate readings for billing the Authority's customers.
 - b. Use: This reserve account shall have sufficient funds added on a regular monthly basis to ensure that meters can be replaced on a maximum of a 12 (twelve) year schedule.
 - c. Minimum Balance: \$50,000
 - d. Account Manager: Customer Service Manager
- 6. **Sewer Line Replacement Account 1001-0040**
 - a. Purpose: This account is used for replacing existing sewer lines and that have failed or are near failure.
 - b. Use: These funds may be used by the Authority's Capital Improvement Project ("CIP") Crew to purchase materials to replace sewer lines, or they may be used to hire a contractor to perform the labor and supply the materials. These funds can also be used for engineering design and surveying costs directly related to the replacement of specified segments of the sewer lines. Enough funding shall be provided into this account to allow for a full year of sewer line replacement work.
 - c. Minimum Balance: \$200,000
 - d. Account Manager: Engineering Manager
- 7. **Waterline Replacement Account 1001-0045**
 - a. Purpose: This account is used for replacing existing waterlines and that have failed or are near failure.
 - b. Use: These funds may be used by the Authority's Capital Improvement Project ("CIP") Crew to purchase materials to replace waterlines, or the funds may be used to hire a contractor to perform the labor and supply the materials. These funds can also be used for engineering design and surveying costs directly related to the replacement of specified segments of the waterlines. Enough funding shall be provided into this account to allow for a full year of waterline replacement work.
 - c. Minimum Balance: \$200,000
 - d. Account Manager: Engineering Manager
- 8. **Tank Rehabilitation Account 1001-0050**
 - a. Purpose: The funds in this account are to be used to rehabilitate and repair water storage tanks.
 - b. Use: Due to the high cost of applying paint coatings to water tanks, and the routine need to perform this work, this account will accrue a balance over multiple years before the funds are used for a single tank rehabilitation. These funds can also be used for engineering design directly related to the rehabilitation of a specified tank. Enough funding should be provided into this account to perform one tank painting every 5 years.
 - c. Minimum Balance: \$300,000
 - d. Account Manager: Water Operations Manager
- 9. **Water Facilities Account 1001-0060**
 - a. Purpose: This account is used for routine replacements and repairs to existing water plants and pump stations.

RESERVE ACCOUNTS

b. Use: These funds may be used by the Water Operations department for repairs and replacements of items critical to plant or pump station operation and are less dependent upon available capital funding.

c. Minimum Balance: \$100,000

d. Account Manager: Water Operations Manager

10. Sewer Facilities Account 1001-0065

a. Purpose: This account is used for routine replacements and repairs to existing wastewater plants and pump stations.

b. Use: These funds may be used by the Wastewater Operations department for repairs and replacements of items critical to plant or pump station operation and are less dependent upon available capital funding.

c. Minimum Balance: \$100,000

d. Account Manager: Wastewater Operations Manager

9.11. Escrow Account 1001-1100

a. Purpose: Occasionally a developer or customer is required to provide surety to the Authority to ensure that a project is completed properly or to minimize risks to the Authority when standards are not met; this account is funded from surety payments to the Authority.

b. Use: When the risk to the Authority has been substantially reduced, the funds from this account may be returned or credited to the original issuers of the funds.

c. There is no minimum balance for this account.

d. Account Manager: Director of Finance

~~B.~~

C.B. The Authority maintains a Cell Tower Revenue account which is funded through a portion of the rents that are collected from co-location leases on the elevated water towers. The percentage of the rents that are placed in this reserve account is based on two agreements with the County of Bedford. There is no minimum balance required in this reserve account.

1. New London Tank: The Economic Development Authority (“EDA”) owned the land that was dedicated to the Authority to construct the New London water storage tank; as such, 40% (forty percent) of the monthly revenue generated from the co-location lease(s) is placed in this reserve account. The EDA is required to authorize funds being used from this account in order to assist in funding water and sewer related expenses.

2. Smith Mountain Lake Tank: The County of Bedford (“County”) owned the land that was dedicated to the Authority to construct the Smith Mountain Lake water storage tank; as such, 40% (forty percent) of the monthly revenue generated from the co-location lease(s) is placed in this reserve account. The County of Bedford is required to authorize funds being used from this account in order to assist in funding water and sewer related expenses.

Section 1. REVISIONS

A. This policy was approved and adopted by the Authority’s Board of Directors on March 15, 2022, effective March 16, 2022.

B. Approved May 21, 2024, effective May 22, 2024;

Chapter: Finance

Document Number: 10.33

Page 6 of 6

Issue (Effective) Date: ~~March 16, 2022~~ May 22, 2024

Approval Date: ~~March 15, 2022~~ May 21, 2024

Approved By: Board of Directors

RESERVE ACCOUNTS

1. Revisions were made to ~~This policy was revised to include the addition of Water Facilities and Sewer Facilities Funds in Section 3.~~
2. Section 3.A.3.iii. was added to include small equipment purchases.



RESOLUTION

2024-05.04

Policies

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 21st day of May 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, revisions to the policies listed below were recommended by staff to the Finance Committee (“Committee”);

2.10 New Customer Requirements

2.11 Billing and Payments

2.30 Transfers

2.71 Filling Station

10.33 Reserve Accounts

10.10 Purchasing

and, **WHEREAS**, at a meeting that was held on April 24, 2024 the Committee reviewed the policies noted above and has recommended the revisions to the policies to be presented to and approved by the Board of Directors of the Authority; now,

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

On behalf of the Finance Committee, Member _____ made a motion to approve this resolution.

Being a motion from a committee, no second motion was needed.

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 **May 21, 2024** 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

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: May 3, 2024
Re: April 2024 OpenGov Tasks Report

Completed Tasks Summary

Below is a map showing the distribution of the OpenGov tasks worked on across our Service Areas during the month of April.

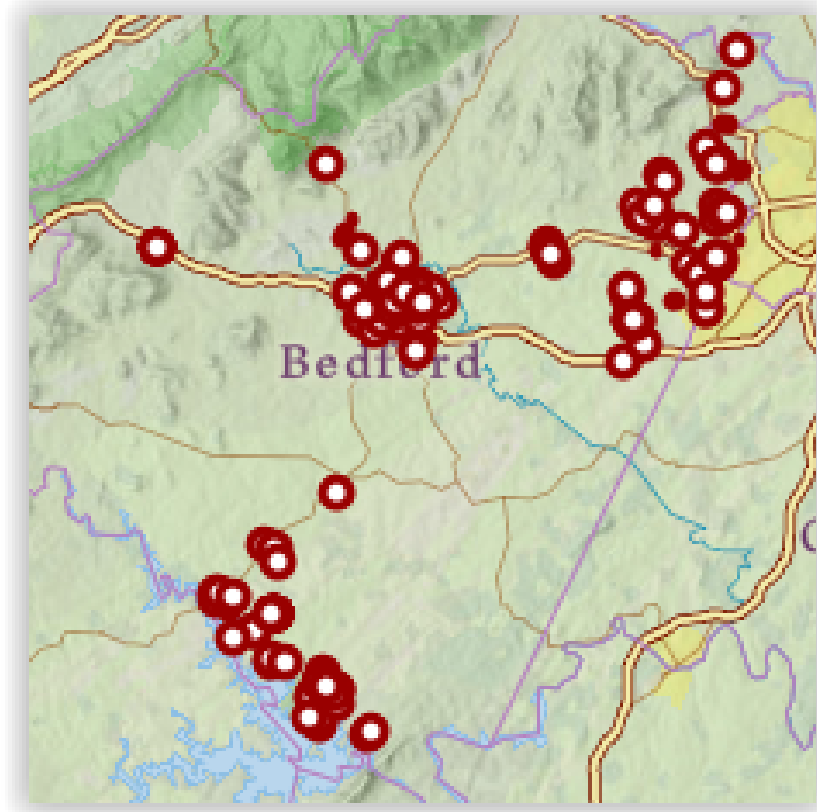


Figure 1: Map Showing Distribution of April Tasks

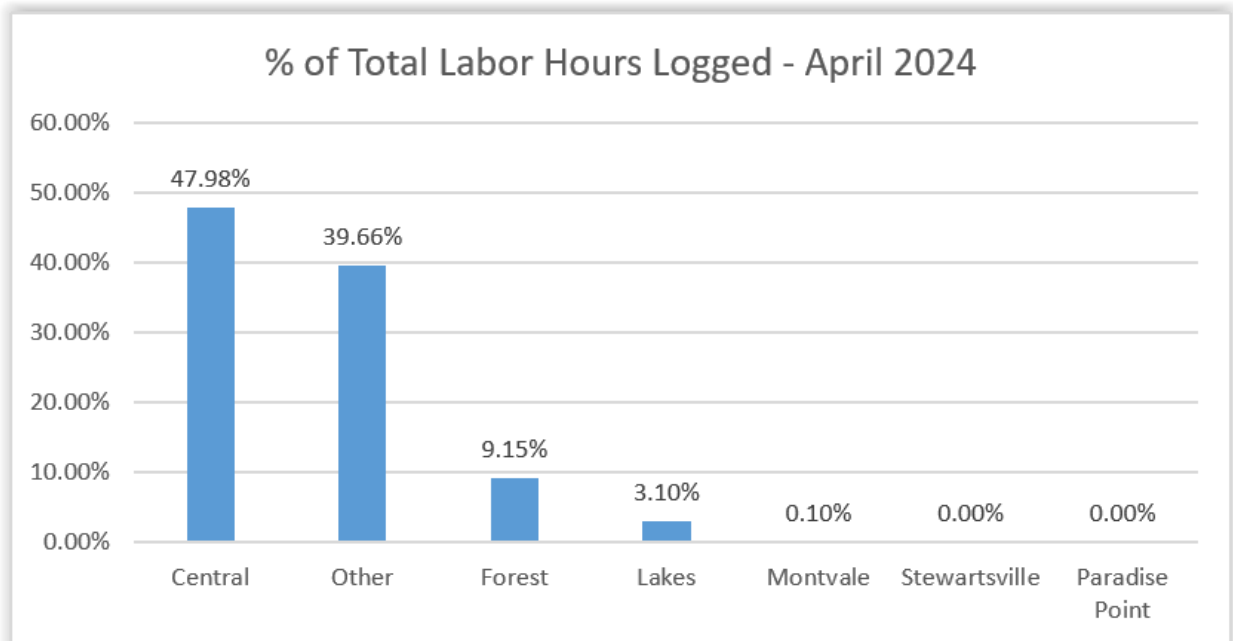
Labor Hours Invested by General Service Area

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 non-specific service area noted as “Other” led the way in April with our Engineering Development projects, equipment maintenance and other tasks at our office complex.

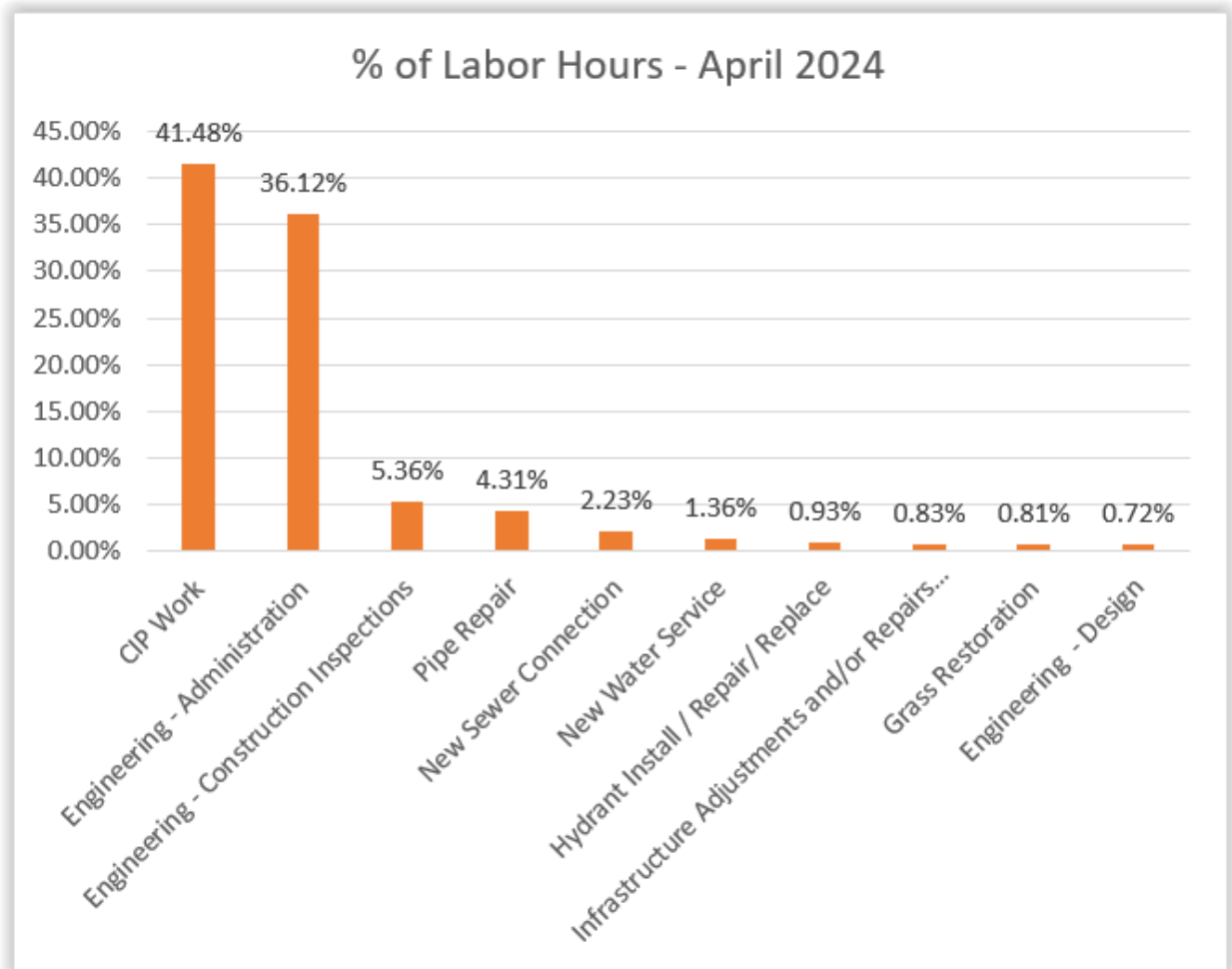
General Service Areas:

- **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



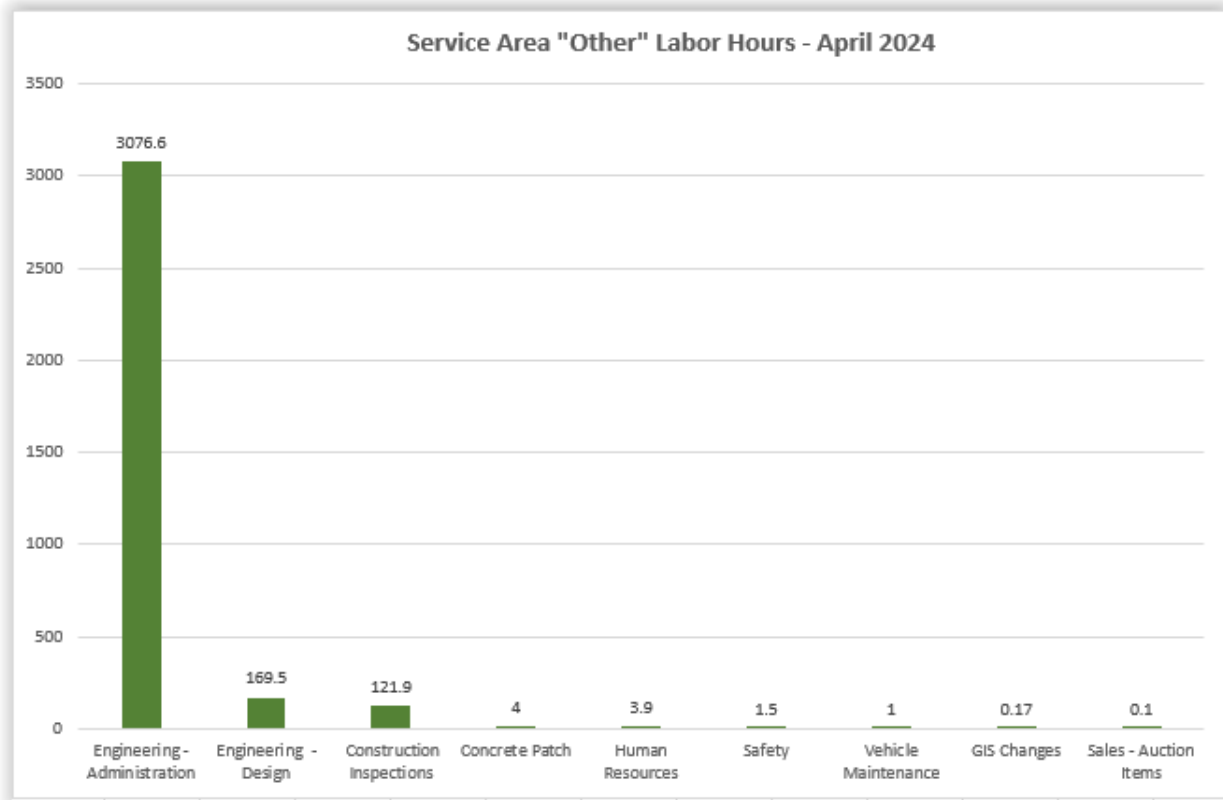
Labor Hours by Task Type

Just over 94% of the total labor hours logged in April are represented in the chart below of the top ten types of tasks performed.



Labor Hours in "Other" Service Area

Labor not assigned to a particular service area such as meetings, Engineering Development, vehicle maintenance and BRWA Offices. This chart is a breakdown of the hours that was defined in the Other service area for April 2024.



MEMORANDUM

To: Board of Directors
From: Thomas Cherro, Director of Operations
CC: Brian Key, Executive Director; Rhonda English, Deputy Director
Date: May 15, 2024
Re: **Operational Cost Increases**

I wanted to bring to your attention the recent price increases observed in various categories essential to our operations: materials, chemicals, vehicles, fuel, and freight. Understanding these factors is crucial, as they directly impact our strategic planning and budgeting processes. Rather than detailing each individual item where we have seen an increase, I have provided a few examples of increases in each category.

1. **Materials:** Over the past couple of years, the price of brass, copper, ductile iron, asphalt, and concrete have significantly increased. These price hikes, driven by global supply chain disruptions, rising demand for construction materials, and inflationary pressures, have directly and physically impacted our day-to-day operations. E-One pumps are an example of the increases we have been dealing with for the past two years. Since 2021, e-One pumps have increased over 25%. A crucial piece in our water service installations is a 3/4" yoke bar; this item has increased by over 12% in the few past years.

2. **Chemicals:** The cost of chemicals used in our processes have also increased significantly over the past year. These increases can be primarily attributed to fluctuations in energy prices, as many chemicals are derived from petroleum or natural gas. Moreover, heightened demand for certain chemicals, supply chain disruptions, and increased transportation costs have contributed to the price rise. Hypochlorite, a chemical used for the disinfection of water and wastewater, has increased by over 4% in the past year. Another chemical used in the wastewater process is Sodium Bisulfite, and we are dealing with a 2.5% cost increase.

3. Vehicles: The price of vehicles, including commercial and specialized vehicles vital to our operations, has skyrocketed in recent years. This is not just a matter of increased costs, but a significant disruption to our operations; supply chain disruptions, semiconductor shortages impacting vehicle production, and higher input costs have all contributed to this situation. The wide variety of vehicles we could choose from has diminished, and so has the government contracting, which has further complicated our operations. In 2021, we purchased a RAM 1500 for \$24,393.00 under the Bedford County Sherriff's vehicle contract. Today, a current model of that same vehicle is \$39,700.00. That is a 62.97% increase on a baseline model truck used in our fleet.

4. Fuel Expenses: While fuel prices have fluctuated, their impact on the operational budget remains minimal. However, the impact we see directly is in the cost of freight.

5. Freight: Freight costs have surged due to various factors, including rising fuel prices, capacity constraints, and supply chain bottlenecks. These factors have significantly increased transportation costs. In some cases, the freight cost is higher than the purchased item. We have seen a 12% to 36% increase in shipping for both materials and chemicals within the past two years.

Given recent price increases across essential categories for our operations, it's important to grasp the underlying reasons shaping our budgeting and planning processes. Though I've highlighted a few instances, these increases reflect broader challenges like supply chain disruptions and rising demand, underscoring the need for careful consideration and adaptability in our budget related decision making moving forward.

ADMINISTRATION REPORT

https://www.pmg-va.com/bedford_bulletin/news/bedford-regional-water-authority-unveils-strategic-plan/article_20fe4bd2-ecc6-5216-adf8-bae5b3cf408d.html

Bedford Regional Water Authority unveils strategic plan

Apr 3, 2024

Bedford Regional Water Authority (“BRWA”) has released its new strategic plan, which defines how the BRWA intends to achieve its vision for the future and identifies the goals and objectives necessary to ensure that the BRWA meets the community’s water and wastewater over the next five years.

“The strategic planning process has been an exciting project for the BRWA. We were ready to release a strategic plan at the beginning of 2019, but with the rise of COVID-19, our focus shifted to keeping our staff safe and our operations running. Now, we are in a place where we can return to long-term planning for the BRWA. We believe this plan will add to the organization’s ability to serve its customers and staff more efficiently,” stated Brian Key, BRWA Executive Director.

The strategic planning process was initiated under the guidance of Amanda Stanley, a Bedford resident and consultant of The Artisan Leader. Over a six-month period, the board of directors, management, staff, and local community leaders were led through a comprehensive process. This involved clarifying and simplifying the mission, vision, and values, identifying strengths, weaknesses, opportunities, and threats, and creating planning pipelines to focus on over the next five years.

Mission: To provide high quality water and wastewater services to the community.

Vision: Clean Water. Healthy Environment. Thriving Community.

Values: Collaboration, Adaptability, Results, Enthusiasm.

Before setting goals, BRWA wanted to ensure it understood the needs and wishes of its stakeholders. To that end, BRWA: Built understanding through surveys, focus groups, and roundtables; Built alignment through the common creation of vision, mission, and values; Built direction by bringing our vision to life and creating measurable goals; Built action through thoughtful, immersive, and milestone-driven plans; and Built support by integrating the plan elements into the budget and sharing with stakeholders.

Based on the data collected from surveys, focus groups, roundtables, and employee input, it was unanimously agreed that water is the most valuable resource for the community's economy, health, and sense of community. With this crucial information, BRWA identified three primary pipelines (infrastructure, community, and workforce). The process involved forming goals and objectives while carefully considering the financial impact of each pipeline.

To learn more about BRWA's strategic plan, principles, and goals, please visit:
<https://www.brwa.com/strategic-planning/>

https://www.smithmountaineagle.com/news/lake-quilters-guild-at-smith-mountain-lake-to-host-mary-kerr-at-april-meeting/article_01c4d12c-fb37-11ee-9759-33773c8a3c40.html

Lake Quilters Guild at Smith Mountain Lake to host Mary Kerr at April meeting

Submitted Report
Apr 15, 2024



Smith Mountain Eagle

Lake Quilters Guild at Smith Mountain Lake will feature Mary Kerr as its guest speaker at its April 16th meeting. The topic Kerr will discuss is using vintage quilts and orphan blocks to make contemporary quilts.

Kerr's talk will begin at 1 p.m. and will be held at the Bedford Regional Water Authority location at 1484 Radford Church Road in Moneta. The Lake Quilters Guild's business meeting will follow.

The Lake Quilters Guild at Smith Mountain Lake is a public nonprofit committed to providing charitable quilt-related contributions to those in need throughout the community, as well as bringing fellowship and the interchange of ideas to those interested in the art and craft of quilting.

https://newsadvance.com/news/local/bedford-board-keeps-real-estate-tax-rate-level-discusses-new-social-services-building/article_9c9dffec-0268-11ef-a4dd-dbb96e348530.html

ALERT TOP STORY

BEDFORD COUNTY

Bedford board keeps real estate tax rate level, discusses new social services building

Justin Faulconer

Apr 25, 2024



BEDFORD — Bedford County residents will see no change in their real estate property tax rate in the upcoming fiscal year that starts July 1.

The Bedford County Board of Supervisors voted unanimously to keep the real estate tax rate level at 41 cents per \$100 of assessed value. The planned 2025 fiscal year budget's projected revenue is \$127.9 million, expenses are set at \$128.7 million and factoring in a \$2.2 million use of a fund balance and \$1.1 million in additional funding measures, the board is looking at roughly \$247,500 in money left over, according to a general fund summary presented to supervisors last month.

At a work session Monday, County Administrator Robert Hiss said Amherst County by far is the highest in the Lynchburg region for paying emergency medical services (EMS) employees and pay adjustments Bedford County is proposing would bring the county more in the middle ground of surrounding localities.

People are also reading...

- 1 **Virginia 3-year-old brings loaded gun to preschool**
 - 2 **Higher price tag, fewer employees than promised part of likely changes to Caesars contract**
 - 3 **An education board in Virginia votes to restore Confederate names to 2 schools**
 - 4 **Your right to know: Latest property transfers and building permits**
-

Ashley Anderson, director of finance, said the minimum pay for paramedics/firefighters is proposed to go from just more than \$48,300 per year to \$55,000, a measure aimed to make the county more competitive and fill vacancies in public safety. Dispatchers and E-911 communications employees' minimum pay is proposed to go up from \$35,000 to \$40,000, Anderson told the board.

Hiss and Anderson also explained pay adjustments proposed at the Bedford County Nursing Home in making the county more competitive in attracting and retaining experienced staff. Supervisor John Sharp said his primary goal is for the nursing home on Falling Creek Road to pay for itself without any added funds from the county.

Anderson told Sharp it will take time and the county is working on the nursing home facility's costs long-term in reaching that goal.

Hiss said the county needs to make upcoming decisions on spending American Rescue Plan Act (ARPA) money, or federal relief that was in response to the COVID-19 pandemic, which has a balance of nearly \$1.3 million. He explained some general

fund expenditures ARPA could potentially cover and said public safety-related spending could be an area to focus on.

County staff also is planning to recommend a code enforcement officer and a pilot camera monitoring system at a few manned solid waste convenience centers, along with a few unstaffed, to cut down illegal dumping from out-of-county residents at those sites, a concern the board has discussed at length in recent meetings.

The board at Monday's work session also discussed a major capital improvement project slated in upcoming years — construction of a new building to house the Bedford County Department of Social Services. Hiss said the county's public works committee and county staff have discussed various options and one measure is to build a 15,000-square-foot building behind the Elba Butcher Shoppe store, which is located across the street from the rear of the county administration building.

Hiss said preliminary costs are \$5 million to \$6 million and currently \$6 million is budgeted. Another option is pursuing a larger building, about 30,000 square feet, that could consolidate social services employees into a single location rather than the current setup of them working in multiple locations.

Parking could be a challenge with a larger, three-story building directly behind the Elba store, Hiss said. Another site that could make sense is a field between the county-owned garage and Bedford Regional Water Authority headquarters on Falling Creek Road.

"You could site a building in that field and build it appropriately and have that work in that piece of property," Hiss said.

Hiss said last year the board adjusted the tax rate at 41 cents, which was above a rate of 38 cents following a countywide property reassessment, and the added revenue is for the purpose of capital improvement projects for both the county and Bedford County Public Schools. At the end of this fiscal year on June 30, the county is on track to accrue \$3.2 million in unallocated CIP uses from that tax rate measure last year and more money will continue to go into that funding "bucket," Hiss said.

Sharp inquired about state and federal funding sources picking up a portion of the costs to build the new department of social services building. Supervisor Tammy Parker said she thinks the county should construct a larger building that houses social services under one roof, whether behind the Elba store or in the field in close proximity to the Bedford County Sheriff's Office.

"I think it's a mistake not to do that, to put money into a building that is half the size you need," Parker said. "Why would you not just build a building that is adequate to start with? With your investment, you know it's coming. Bedford County is growing, it's not like we're getting smaller. We've got growing needs at the sheriff's department ... at social services ... I hate to see us invest in something when we know going in is too small."

Parker used Forest Middle School as an example, stating from the day it first opened it was too small to meet the area's needs and for years the county dealt with space issues until that school was expanded. She said she doesn't want to see that play out again with the social services building.

Sharp agreed and said he would not want to later regret building it too small.

"It makes no sense in building halfway," Sharp said.

Parker said a new facility in either location discussed would alleviate parking issues on East Main Street where the main social services location is rented next to the county courthouse.

Supervisor Bob Davis said he believes the county could save money by divesting from the New London business park, spending less through the county's economic development authority and cutting \$100,000 per year by participating in the Lynchburg Regional Business Alliance. Davis said he feels taxpayer money is being wasted in endeavors to bring in more businesses.

“We’ve got some damn good employers here in this county. There’s no lack of good paying jobs in this county,” Davis said, adding: “I think we need to think very carefully about this money we’re spending.”

Hiss said county staff would work on the social services project and come back with a design and more information on site development.

“Social services has grown tremendously,” Parker said. “We can’t help that. It comes with growth — you’ve got to adapt.”

In other news:

- The board approved a resolution authorizing advertisement of an invitation for bids on constructing a paved asphalt trail to connect the Forest Recreation Center to the Forest Library. The county’s CIP amount for the project is up to \$201,543. The recreation center and library are adjoining properties separated by a wood line and the project is intended to create connectivity so amenities can safely be shared, according to a project narrative.
- Supervisors unanimously voted to award \$199,140 for a company to perform paving at Moneta Park near Virginia 122. The project’s asphalt paving would benefit high use parking areas within the park, according to the county.

Justin Faulconer, (434) 473-2607

jfaulconer@newsadvance.com

More inside

MORE INSIDE: Bedford supervisors OK funding for improvement projects at three schools. **Page A3**

By Justin Faulconer

Editor/News Manager

PROJECTS REPORT

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	Current Status Notes - June	Start Date	Completion Date
2	Forest	Sewer	Ivy Creek 5 & 6 Design, Construction & Capacity	Debt Service / Other	\$15,471,092	\$15,471,092	\$ 7,272,534	\$ 8,198,558	Construction	Cody	In Progress	5/6/24	A second Change Order Proposal has been submitted by E.C. Pace for review. Crews continue to work towards manhole 140 and set manhole 140 on May 3rd. Work has continued to be slow due to rock. Plans for the new alignment to connect to the City of Lynchburg have been submitted for review.		12/18/20	1/8/25
3	Central	Water	Helm Street Tank Replacement	ARPA	\$3,391,304	\$317,379	\$ 238,076	\$ 3,153,228	Construction	Cody	In Progress	5/6/24	The Contract Agreement was executed and the Notice to Proceed was issued for April 10, 2024. A Pre-Construction Meeting was held on site on April 17, 2024 for the demolition phase of the project. Demolition is planned to commence in early May 2024. Final Change Order executed for contract closeout. Total spent reflects final pay application, which is pending as-built review. Remaining funds to be used towards additional SCADA integration and relocation of the Lake Vista PS generator.		3/2/22	10/1/26
1	Central	Water	Forest to Lakes Permanent Booster Station	SML Residual	\$2,300,000	\$2,215,084	\$ 2,215,084	\$ 84,916	Engineering	Rhonda	Complete	4/8/24	Project is complete but as-builts have not been finalized allowing us to officially close out the project internally. A second submittal of as-built plans have been received for review.		12/18/20	2/28/23
4	Central	Water	Bell Town Road Waterline Extension	ARPA	\$500,000	\$308,615	\$ 306,229	\$ 193,771	Construction	Cody	Complete	5/6/24	Project has been deemed complete as of 5/21/2024. The Contractor filed a Claim related to the removal of the existing 8-inch sanitary sewer lines from existing MH V to MH W to MH R. Contractor capped the lines instead of removing them per the contract. The immediate area is not experiencing settling. The Claim was initially denied and pending mediation; further review was completed prior to mediation and resolved with an agreement for an extended warranty related to settlement in the area of the unremanded abandoned lines.		7/3/23	10/1/26
5	Central	Sewer	Town & Country Subdivision Sewer Replacements	ARPA / DEQ / Setasides	\$2,494,576	\$2,462,058	\$ 2,433,817	\$ 60,759	Engineering	Whitney	Complete	4/8/24			10/24/22	12/18/23
					\$24,156,972	\$20,774,228	\$12,465,740	\$11,691,232								

FISCAL YEAR CAPITAL IMPROVEMENT PROJECTS

Line ID	Service Area	Water or Sewer	Project	FY/ EIP	Project Costs (Budget)	Project Costs (Committed / Expected)	Spent to Date	Remaining to Spend	Department	Responsible Manager	Current Status	Current Status Date	Status Notes	Current Status Notes - June	Start Date	Completion Date
27	Central WWTP	Sewer	Carport to cover sludge dumpster	2023	\$8,000			\$ 8,000	Wastewater	Mike	Not Started	2/1/24	Will begin in Spring 2024.		3/1/24	5/31/24
6	Central	Water	Stoney Creek Reservoir - Ph 1 (PER) & Ph 2 (Repairs/Design)	2023	\$200,000	\$195,990	\$ 68,866	\$ 131,134	Engineering	Whitney	In Progress	5/6/24	The Design Team met and discussed the findings of the field work and next steps in the design process. The Authority will be notified on April 8th as to whether or not FEMA/DCR funding has been granted for the project in the amount of ~\$760k.		9/14/22	6/30/24
7	Central WTP	Water	Central WTP - Upgrade Chemical Feeders (PaCI)	2022	\$10,000			\$ 10,000	Water	William	In Progress	5/3/24	Scheduling a follow-up site visit with Control Equipment Company (CEC) to procure a quote.		1/22/24	6/15/24
10	Central WTP	Water	Central WTP Motor Control Center Replacement	2023	\$100,000	\$100,000	\$ 61,872	\$ 38,128	Water	William	In Progress	5/3/24	Met with W/W on 4/17/24 to determine how to put the project in phases.		12/29/23	5/31/24
11	Central WTP	Water	Hoist system for moving pumps - Currently out of service	2024	\$55,000			\$ 55,000	Safety	Jeff	In Progress	2/2/24	Safety received quotes from Hoist Direct, Northern Tool, Global Industrial, HOF Industries, and Abal Material, for a Gantry Crane System. Prices range from \$2600-\$6000. Trying to verify best fit for our needs.		1/22/24	2/29/24
12	Central WTP	Water	Re-piping Domestic Pump to Hydropneumatic Tank	2024	\$40,000			\$ 40,000	Water	William	In Progress	5/3/24	Re-piping Domestic Pump to Hydropneumatic Tank. Falwell came on-site 3/14/24 to evaluate scope of work; awaiting a quote.		1/30/24	5/27/24
13	Forest	Water	Fox Runn Booster Station - Structure repairs/replacement	2023	\$25,000	\$10,900		\$ 25,000	Maintenance	Phil	In Progress	4/5/24	F & B Contractors contracted 3-12-2024 for a cost of \$10,900.00. Door is on order and work will begin one it arrives. Siding, doors and fixtures will be secured using existing foundation.		5/1/24	5/1/24
15	MVS	Water	Mountain View Shores Filter Replacement	2022	\$150,000		\$ 31,222	\$ 118,778	Water	William	In Progress	5/3/24	Still waiting on assessment plan from Wiley & Wilson. Jamison Electric should begin work the week of 5/6/24 to address the electrical issues. This should facilitate adding the well site to SCADA.		3/22/23	6/30/24
16	Paradise Pt	Water	Paradise Point SCADA	2022	\$10,000	\$17,500	\$ 9,240	\$ 760	Water	William	In Progress	5/3/24	New pump and seals installed and ARVs replaced. Due to the hours on both pumps, getting quotes for a new pump as backup. Waiting on quote for new pump.		4/28/23	5/31/24
17	SML (w/ WVWA)	Water	Sewer Pump Station 4 Upgrades Ph 1 (EQ)	2023	\$20,000		\$ 4,200	\$ 15,800	Water	Mike	In Progress	5/3/24	Waiting for Littleton and Associates and Falwell Construction to come on site to evaluate scope of work to provide bid quotes. 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.		3/20/23	5/31/24
18	(w/ WVWA)	Water	SMLWTF GAC Pump and associated parts	2023	\$25,000			\$ 25,000	Water	William	In Progress	5/3/24	Talked with JOC about getting drawings for the GAC building that can then be submitted to County Planning. JOC plans to complete drawings by end of March.		12/20/23	6/30/24
19	SML (w/ WVWA)	Water	SMLWTF - Add Security System to Fire Alarm System	2023	\$10,000			\$ 10,000	Safety	Jeff	In Progress	2/2/24	Will be getting quotes from different vendor. No response from Security Lock& Key.		12/20/23	3/29/24
20	SML (w/ WVWA)	Water	GAC Heated Building	2024	\$200,000		\$ -	\$ 200,000	Water	Tom	In Progress	2/23/24	Received 4 quotes on pumps. Contacted Chris Fawster on 5/2/24 to get quotes and his request on pump manufacture so we can get the pumps ordered. Will have Chris's recommendations by mid-May. Start working on getting quotes on grinders and flowmeters. Once the pumps are ordered we can then get quotes for installation, controls, and VFD'S.		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	5/3/24	We have received 3 quotes on the pumps, working with Blue Ridge Engineering on getting with contractors for quotes for installing equipment.			
24	Central	Sewer	Central Pump Station 1 - Replacement Pumps/Motors	2024	\$110,000			\$ 110,000	Wastewater	Mike	In Progress	5/2/24	The flow meter was delivered and is ready for installation. Easements are being drafted for the proposed metering site. Pump was installed on 4/17/24. Waiting on labor invoice to mark this as complete.			
25	Central	Sewer	Central Pump Station 2 - Replacement Pumps/Motors	2024	\$110,000			\$ 110,000	Wastewater	Mike	In Progress	5/2/24	Will need an additional \$16,000 for the wet well wizard. Still waiting on the quote for the blower system. The wet well wizard guaranteed to reduce/eliminate the gases by at least 90%.		2/17/23	4/19/24
26	Central	Sewer	Sewer Flow Meter - Bedford Weaving	2024	\$25,000	\$9,979	\$ 9,979	\$ 15,021	Engineering	Whitney	In Progress	5/6/24	Falwell is looking at quoting adding hand rails and on the basins and not having the fiberglass panels. Will work with Safety to see if this is the best option upon receiving the quote.			
28	Central WWTP	Sewer	New RAS Pump #1	2023	\$55,000	\$47,000	\$ 33,608	\$ 21,392	Wastewater	Mike	In Progress	5/3/24				
29	Lakes	Sewer	Blower system at Moneta pump station 1	2023	\$15,000			\$ 15,000	Wastewater	Mike	In Progress	5/1/24			3/13/23	7/30/24
30	Mariners	Sewer	Install bracing on influent basin on Train 1 and 2	2023	\$20,000			\$ 20,000	Wastewater	Mike	In Progress	5/3/24			3/13/23	7/30/24

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	Current Status Notes - June	Start Date	Completion Date
32	Mariners	Sewer	Pump Station 5 SCADA (6th Fairway)	2023	\$10,000			\$ 10,000	Wastewater	Mike	In Progress	4/2/24	Fairwinds working on building new control panel.		11/30/23	5/30/24
33	Mariners	Sewer	Pump Station 9 SCADA (1st Fairway)	2023	\$10,000			\$ 10,000	Wastewater	Mike	In Progress	4/2/24	Fairwinds working on building new control panel.		11/30/23	5/30/24
35	Moneta WWTP	Sewer	New chains on Train 1 BIOWHEELS	2023	\$20,000		\$ 15,419	\$ 4,581	Wastewater	Mike	In Progress	5/3/24	Installation will be contracted due to lack of previous experience by Facility maintenance. Getting quote from Mid Atlantic to compare to Falwell's quote. Facility maintenance will be onsite when chains are installed to determine if this project can be completed in house next time.		4/21/23	5/30/24
38	Office / Admin	Other	Mobile Improvements		\$60,000		\$ 62,211	\$ (2,211)	Maintenance	Phil	In Progress	4/5/24	Building is ready for move in. A desk and few office items will need to be ordered such as a printer and a few tables.		4/12/23	1/31/24
39	Office / Admin	Other	Key System - Phase 2A (Various sites)	2023	\$20,000		\$ 5,773	\$ 14,228	InfoSys	Therron	In Progress	2/7/24	Most of the parts have been received; awaiting receipt of the pedestal.			
8	Central WTP	Water	Central WTP Filter Control SCADA Interface (2)	2023	\$35,000			\$ 35,000	Water	William	Complete	1/5/24	After much research, project appears to have been completed by previous management. Project details included installing one SCADA touch-screen to actuate new Cia-valves on the Raw Water Influent, Backwash Valves, and Filter Effluent Valves, which were all purchased in conjunction with this project.			10/31/23
9	Central WTP	Water	Central WTP Flocculators	2023	\$180,040	\$180,040	\$ 180,040	\$ -	Water	William	Complete	5/3/24	\$50,000 final payment made 4/16/24. Still waiting for rain cap on one flocculator motor as a warranty item.		1/3/24	3/29/24
14	Forest	Water	New London Tank Standby Generator	2023	\$6,000	\$0	\$ 5,888	\$ 112	Water	William	Complete	11/30/23	Ordered Honda 6500 Watt Generators x 2(1-New London and 1-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	11/30/23
21	Central	Sewer	Pump Station 7 Replacement	2022	\$261,000		\$ 217,209	\$ 43,791	Wastewater	Mike	Complete	10/25/23	Final inspection was completed on 10/24/23. Project is now 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
34	Mariners	Sewer	Pump Stations pump replacement	2023	\$20,000		\$ 19,573	\$ 427	Wastewater	Mike	Complete	3/7/24	Pump was received, facility maintenance can install.		3/13/23	3/7/24
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 Airtame adapters. No more expenditures needed.		12/20/22	4/30/23
40	Office / Admin	Other	Bullet Resistant Glass & Front Desk modifications	2024	\$120,000	\$114,547	\$ 114,547	\$ 5,453	Customer Service	Marcie	Complete	2/7/24	Project was completed on February 6th. Separate quote request for ballistic film on the door leading into Admin/CS - not to affect this project.		7/1/23	1/31/24
41	Purchases	Other	Maintenance Coordinator Ram 1500	2024	\$46,000		\$ 46,270	\$ (270)	Maintenance	Phil	Complete	4/5/24	Truck arrived, toolbox, bedlines etc have been installed. Truck is in service, registered at DMV; plates and decals have been installed.		7/26/23	1/19/24
					\$2,144,806	\$728,516	\$1,023,117	\$ 1,121,689								

Job #: 2020008	Job Type: Water	Service Area: Bedford Central	Last Updated: 5/6/2024
Job Name: Turkey Mountain Booster Station - Design		Funding/Budget:	
		Funding Source: CIP	Department Contact: W Blankenship
Engineer: Hurt & Proffitt		Design Contract Amt: \$68,545.00	
Contractor: Project On Hold		Construction Contract Amt: TBD	
Description: Booster station and distribution lines to serve customers currently directly connected to WTP and dependent upon the plant being in operation. Part of FY 19-20 CIP			
Status: Site reviewed with H&P on 1/21/20; proposal received 2/6. VDH to require full review and approval. Survey to begin week of 3/9/20. In design with H&P. WR&A provided min/max pressures utilizing water model - sent to H&P on 4/21. First draft of Design Report rec'd from H&P on 6/3 and was distributed internally for review/comments. Comments were provided to H&P on 6/10. H&P submitted the second submittal of the design report on 6/29 and 30% drawings on 6/30. BRWA comments were sent to H&P on 7/7. Public Hearing for Special Review Project on 9/15/2020. SRP approved. Reviewing third plan submittal. Plans finalized and sent to VDH for review as of 12/2020. Approval letter from VDH received on 4/30/2021. Funding not available for construction by Annual Contractor. CIP Shop Drawings rec'd 4/23/24. The CIP Crew is preparing for installation of the 4-inch distribution system beginning in September 2024. A construction cost proposal has been requested from F&B Contractors and work may begin as early as July 1, 2024 pending funding approval.			

Job #: 2020043.3	Job Type: Sewer	Service Area: Forest	Last Updated: 5/6/2024
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. ESMT #230010277 recorded 12/12/23. ESMT #240000817 & #240000820 recorded 2/5/24. ESMT #240001400 recorded 2/28/24. Dsgn 10 rec'd 5/6/24.			

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 #: 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:** 5/6/2024
Job Name: Helm Street Tank Replacement **Funding/Budget:** \$3,391,304.00
Funding Source: ARPA-Town, Escrow **Department Contact:** C Ward
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. No bids were received. Project will be advertised again in January 2024. Second bid opening will be held on March 5th, 2024. One bid was received totaling \$3.885M submitted by WGK Construction. Contractor provided value engineered proposal for \$3.36M; contract awarded 3/20/24.

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-Built 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: 3/6/2024
Job Name: Lead Compliance Planning & Implementation		Funding/Budget: \$250,000.00	
		Funding Source: VDH Grant	Department Contact: 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. 1/12: 57% identified as non-lead; still reviewing asbuilt records. Progress meeting scheduled 2/22/24. Inventory is 75% complete. Accounts were created for employees to access 120water's GIS platform to view inventory updates. Public outreach is planned to begin over the next few months.			
Job #: 2022056	Job Type: Water	Service Area: Central	Last Updated: 3/1/2024
Job Name: Peaksview Street Waterline Replacement		Funding/Budget:	
		Funding Source:	Department Contact: S Dade
Engineer:		Design Contract Amt:	
Contractor: BRWA CIP - Steve C		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 Peaksview 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. Shop Dwg 01 rec'd 1/18/24. Waterline installation complete. Substantial walk-thru completed 2/22/2024.			
Job #: 2022081.1	Job Type: Feasibility Study	Service Area: Bedford Central	Last Updated: 5/6/2024
Job Name: Stoney Creek Dam Ph 1 - Low Level Drain PER / Design		Funding/Budget: \$200,000.00	
		Funding Source: CIP	Department Contact: W Quarles
Engineer: Wiley Wilson / Schnabel Engineering		Design Contract Amt: \$195,990	
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. Underwater inspection was performed on 12/14/2023. Bathymetric survey was performed on 12/21/2023. A progress meeting for design was held on 3/27/2024.			
Job #: 2023015	Job Type: Internal	Service Area: Countywide	Last Updated: 3/5/2024
Job Name: Integrated Billing and Asset Dashboard		Funding/Budget:	
		Funding Source:	Department Contact: B Key
Engineer:		Design Contract Amt:	
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. 2/9: identified as a goal in Strategic Planning. Added to CIP list in 4 phases.			

Job #: 2023021 **Job Type:** Sewer **Service Area:** Central Sewer **Last Updated:** 1/25/2024
Job Name: Galax Sewer **Funding/Budget:**
Funding Source: Setasides - Sewer **Department Contact:** C Ward / S Dade
Engineer: **Design Contract Amt:**
Contractor: CIP Crew **Construction Contract Amt:**
Description: Replace sanitary sewer along Galax Drive.
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 Shop Dwg 01 rec'd 1/25/24.

Job #: 2023022 **Job Type:** Internal **Service Area:** Central Sewer **Last Updated:** 4/5/2024
Job Name: Central Pump Station 1 & 2 **Funding/Budget:** \$660,000.00
Funding Source: CIP **Department Contact:** W Quarles / M Ramsey
Engineer: Blue Ridge Engineering (C Fewster) **Design Contract Amt:** \$11,000
Contractor: TBD **Construction Contract Amt:**
Description: Replacement of pumps, installation of VFD's, and installation of magmeters at Central Pump Stations 1 & 2.
 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. 4/5/24: Pump pricing rec'd from 3 vendors; piping modifications will be required for pump connections. Will request contractor pricing for installation of pumps and control panels.

Job #: 2023022.1 **Job Type:** Internal **Service Area:** Central Sewer **Last Updated:** 8/15/2023
Job Name: Central Pump Station 1 Improvements **Funding/Budget:** \$660,000.00
Funding Source: CIP **Department Contact:** R Ramsey
Engineer: Blue Ridge Engineering (C Fewster) **Design Contract Amt:** 6,000
Contractor: TBD **Construction Contract Amt:**
Description:
Status: BRECS Dsgn Proposal accepted 8/15/23.

Job #: 2023105 **Job Type:** Internal **Service Area:** Countywide **Last Updated:** 4/5/2024
Job Name: Capital Improvement Program FY 2024-2025 **Funding/Budget:**
Funding Source: **Department Contact:** R English
Engineer: **Design Contract Amt:**
Contractor: **Construction Contract Amt:**
Description: Planning for proposed projects and purchases in 2024-2025 fiscal year.
Status: Initial draft list sent to management, with changes or new requests received 2/23/24. Manager requests compiles and preliminary funding list prepared, pending operating budget preparation and available capital funds. Funding list will be reviewed with Finance Committee on 4/8/24, utilizing County ARPA funds of \$1.25M in 2024-2025.

Job #: 2023106 **Job Type:** Internal **Service Area:** Central **Last Updated:** 3/6/2024
Job Name: Bedford Weaving Mill Sewer Flow Meter **Funding/Budget:** \$25,000.00
Funding Source: CIP **Department Contact:** W Quarles
Engineer: **Design Contract Amt:**
Contractor: **Construction Contract Amt:**
Description: Sewer Flow Meter Installation
Status: A quote was received from the vendor to purchase the flow meter. Maintenance is coordinating rehab of the existing manhole and installation of the flume prior to installing the flow meter. Flow metering equipment was purchased.Manhole rehab and flume installation scheduled for May. Installation of meter anticipated July 2024.

Job #: 2019069	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 5/13/2024
Job Name: Impact Church Rezoning - Site/Design			Department Contact: S Dade
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. Shop Dwg 01 rec'd 2/1/24. Shop Dwg 02 rec'd 2/2/24. Shop Dwg 03 rec'd 2/6/24. C2C Issued 2/14/24. Sanitary sewer installed; waterliner remains 5/13/24.			
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-Builts. 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 #: 2020066.3	Job Type: Sewer	Service Area: Forest	Last updated on: 3/20/2024
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 ret'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 underay, 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 8/11/2023 and 8/24/2023. Final inspection walk-thru with Chris Fewster to be scheduled. BOSQC rec'd 2/1/24. As-Built 01 rec'd 3/20/24.			

Job #: 2020073	Job Type: Water	Service Area: Forest	Last updated on: 12/11/2023
Job Name: West Crossing Section 4 - Design			Department Contact: S 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 rq'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 Dwg's & 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. Punchlist sent 12/11/23.			
Job #: 2020107	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 4/5/2024
Job Name: Boonsboro Meadows Section 5 Roadway & Water - Design			Department Contact: T Hale
Description: Proposed Section 5 (Proposed 16 Lots). Consisting of Water and LPFM. Wild Doe Drive			
Status: Dsgn 01 rec'd 9/28/20. Comments & Dev Pkg issued 10/26/20. Need \$400 Base Fee, Review Fees and Agmnt 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. Dsgn 07 rec'd 3/25/24. Extended Plan Review Fee rec'd 3/27/24. Comments 07 sent to planning 4/5/2024.			
Job #: 2021022	Job Type: Sewer	Service Area: Smith Mountain Lake	Last updated on: 5/13/2024
Job Name: Lot 4 Moneta Business Center Hardee's - Site/ Design Plan			Department Contact: J Dean
Description: Proposed Hardee's restaurant.			
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. Comments 04 emailed to Planning/Engineer/Bluebeam & revised Dev Pkg issued 12/14/23. Site Plan 05 (slip sheet) rec'd 1/3/24. Developer Agmt & Review Fees rec'd 1/10/24. Approval emailed to Planning 1/17/24, pending receipt of remaining Developer documents (Project Inspection Fees, name of Contractor, Construction Cost Estimate, Surety & Material Shop Drawing submittals). Inspection Fees rec'd 4/15/24. Shop Dwg 01 rec'd 4/23/24. Shop Dwg 02 rec'd 5/8/24. Shop dwg 03 rec'd 5/10/24. Surety #6726703222 rec'd 5/13/24.			
Job #: 2021024	Job Type: Internal	Service Area: Central	Last updated on: 3/11/2021
Job Name: Big Otter Well Abandonments			Department Contact: W Quarles
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.			
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: 4/11/2024
Job Name: Jefferson Village Drive Townhomes - Site/Design			Department Contact: S Dade
Description: Proposed 9 townhouse buildings creating 56 lots.			
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. Punchlist Items sent to developer 3/22/24. As-Built 01 rec'd 4/11/24.			

Job #: 2021090	Job Type: Site Plan w/Proposed Utilities	Service Area: Forest	Last updated on: 5/9/2024
Job Name: Victor & Anita Weatherholt Office Building - Site Plan			Department Contact: T Hale
Description: 2 proposed 2,772 SF 2-story buildings for general office and medical office use.			
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. Site Plan 03 rec'd 1/2/24 (Need Extended Plan Review Fee). Extended Plan Review Fee rec'd 1/8/24. Comments 03 emailed to Planning & uploaded to Bluebeam 1/11/24. Site Plan 04 rec'd 5/1/24. (Need Extended Plan Review Fee).Comments ready on 5/09/2024, waiting on review fee before releasing comments.			
Job #: 2021102	Job Type: Sewer	Service Area: Bedford Central	Last updated on: 4/5/2024
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. 2/9/24: Still awaiting corrections to station prior to acceptance, as indicated previously by City of Bedford before Consolidation. Transfer may occur upon escrow or letter of credit to cover costs for improvements required.			
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: 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 caacity, 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 #: 2022053	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 4/30/2024
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. Shop Dwg rec'd 4/30/24.			
Job #: 2022071	Job Type: Site Plan w/Proposed Utilities	Service Area: Forest	Last updated on: 4/5/2024
Job Name: Sheetz Store Renovation - Site Plan			Department Contact: J Dean
Description: Proposed store renovations.			
Status: TRC 8/9/22. Concept 01 rec'd 8/4/22. Review comments e-mailed to Planning & Engineer 8/8/22. Site Plan 01 rec'd 11/10/22. Comments 01 emailed to Planning 12/20/22. Site Plan 02 rec'd (full re-review due to length of time since last submittal) 1/31/24. Started reviewing 2/5/24 & notified another submittal with changes will be forthcoming; told Planning we can disregard this submittal & replace it with 02A submittal. Site Plan 02A rec'd 2/6/24. Comments 02A emailed to Planning & uploaded to Bluebeam 2/14/24.. Site Plan 02 rec'd 3/29/24. Site Plan 03 rec'd 4/1/24. Extended Plan Review Fee rec'd 4/4/24. Comments emailed to Planning & uploaded to Bluebeam 4/5/24.			

Job #: 2022075	Job Type: Water	Service Area: Town of Bedford	Last updated on: 5/2/2024
Job Name: Hardees at Harmony Town Center - Site/Design			Department Contact: T Hale
Description: Proposed Hardees Restaurant			
Status: Town TRC 8/16/22. Concept 01 rec'd 8/16/22. Comments issued 8/17/22. Town TRC 10/18/23. Concept 02 rec'd 10/10/23. Site/Dsgn -01 rec'd 2/8/24. Base Review Fee rec'd 2/12/24. Comments sent to Kevin Varnell on 2/13/2024. Site/Dsgn 02 rec'd 3/1/24. Comments sent to Kevin Varnell on 3/1/2024. Developer packet sent out on 4/11/2024. Shop Dwg 01 rec'd 5/2/24.			
Job #: 2022095	Job Type: Water & Sewer	Service Area: Forset	Last updated on: 4/2/2024
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 Base Review Fee), Base Review Fee rec'd 11/6/23. Comments sent to Planning 11/17/2023. Dsgn 02, Water & Sewer Calculations 01 rec'd 3/19/24. Comments sent to Planning 4/2/2024.			
Job #: 2023066	Job Type: Water	Service Area: Forest	Last updated on: 2/26/2024
Job Name: Great Oaks Section 4 Roadway & Waterline - Design			Department Contact: S Dade
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. Review complete awaiting review fees 12/12/2023. Shop Dwg 01 rec'd 1/23/24. Extended Plan Review Fee rec'd 1/24/24. Approval Comments sent to Planning 1/24/2024. Dsgn 04 - Approval Recended - (need extended plan review fee) 1/26/24. Extended Plan Review Fee rec'd 2/2/24. Bond #S273605 rec'd 2/2/24. Comments sent to Planning 2/5/2024. Shop Dwg approved 2/14/24. C2C Issued 2/26/24.			
Job #: 2023071	Job Type: Site Plan w/ Existing Utilities	Service Area: Montvale	Last updated on: 4/23/2024
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. Site Plan 02 rec'd 3/5/24. Comments posted in bluebeam and sent to planning on 3/12/24. Site Plan 03 rec'd 4/22/24. Site Plan Approved, comments sent to planning and posted in Bluebeam 4/23/2024			
Job #: 2023081	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 5/13/2024
Job Name: Adult Care Center - Site/Design			Department Contact: T Hale
Description: Harmony Day Support Building Addition. Proposed FFMV and FM sewer extension (2023-081.1).			
Status: TRC 9/12/23. Concept 01 rec'd 9/6/23. Comments emailed to Planning 9/11/23. FFT fee rec'd 16/16/23. Site/Dsgn 01 & Base Review fee rec'd 1/10/24. Comments emailed to Planning 2/1/24 & uploaded to Bluebeam 2/2/24; Developer Package issued 2/1/24. Partial Review & Inspection Fees Rec'd 4/8/24. Developer Agmt rec'd 5/13/24.			
Job #: 2023083	Job Type: Water	Service Area: Forest	Last updated on: 5/13/2024
Job Name: Bellevue Acres Subdivision - Design			Department Contact: S Dade
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. Dsgn 02 rec'd 1/8/24. Comments sent to Planning 1/11/2024. FFT Fee & Extended Plan Review Fee (for forthcoming 3rd submittal) rec'd 1/19/24. Signed Dev Agmt, Review & Inspection Fees rec'd 1/25/24. Dsgn 03 rec'd 1/26/24. Water Cals 01 rec'd 2/1/24. Comments sent to planning 2/1/24. Signed Revised Dev Agmt & Surety #66928428 rec'd 2/2/24. Dsgn 03 (slip sheets 01). Design Plans are approvable. Water Calcs are needed for final approval 2/6/2024. Shop Dwg 01 rec'd 2/20/24. Shop Dwg approved 2/28/24. C2C Issued 3/8/24. Work complete & punchlist items to be addressed 5/13/24.			
Job #: 2023086	Job Type: Sewer	Service Area: Boonsboro	Last updated on: 5/13/2024
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. Plan Approved, comments sent to Bif Johnson on 12/11/23. Shop Dwg 01 rec'd 1/3/24. Shop Dwg 02 rec'd 1/25/24. Developer Agreement Sent to Earl Dickerson 1/25/2024. Work complete and marked for surveyed as-builts 5/13/24.			

Job #: 2023091	Job Type: Fire Flow Meter	Service Area: Town of Bedford	Last updated on: 5/13/2024
Job Name: Virginian Department of Corrections - FFMV			Department Contact: T Hale
Description: Proposed VA Departmemnt of Correcretions 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. Site/Dsgn 01 rec'd 12/13/23. Comments sent to engineer on 12/14/2023. FFT Fee rec'd 1/18/24. Site Plan 02 rec'd 1/23/24. Comment sent to engineer on 1/25/2024. Plan Approved, comments and developer packet sent to Scott Reid oan 2/2/2024, Comment sent to planning. Developer Agmt,, Inspeption Fees, Esmt #240002141 & Bond #S042988 rec'd 3/25/24. Site/Dsgn 03 rec'd 5/13/24.			
Job #: 2023094	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 3/20/2024
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. Base Review Fee rec'd 12/13/23. Comments posted in Revu and sent to planning on 1/5/2023. Site/Desgn 02 rec'd 3/14/24. Comments sent to planning on 3/20/2024.			
Job #: 2023095	Job Type: Site Plan w/ Existing Utilties	Service Area: Forest	Last updated on: 5/6/2024
Job Name: Carter Family Trust Change of Use - Site Plan			Department Contact: T Hale
Description: Proposed Change of use (Agriculture to General Office use of Existing Metal Building) on Reconfigured .			
Status: TRC 11/8/23. Concept 01 rec'd 11/2/23. Comments emailed to Planning 11/6/23. Site Plan 01 rec'd 5/6/24.			
Job #: 2024007	Job Type: Internal	Service Area: Central Sewer	Last updated on: 2/5/2024
Job Name: Peaks of Otter Sewer Flow Meter			Department Contact: W Quarles
Description: Sewer Flow Meter Installation - SMH-01228.			
Status: Flow metering equipment has been purchased. Equipment will be delivered to Fairwinds for integration to SCADA before being installed on site. AEP will install electric service drop once post for equipment has been set by Maintenance.			
Job #: 2024010	Job Type: Water	Service Area:	Last updated on: 2/28/2024
Job Name: VDOT Blackwater 460 - Design			Department Contact: T Hale
Description: Proposed road work.			
Status: Dsgn 01 rec'd 1/9/24. Waiting for VDOT Resubmittal on 1/10/24 Dsgn 02 rec'd 2/13/24. Comments sent to Richard Sealey Prior to meeting 2/28/2024.			
Job #: 2024012	Job Type: Preliminary Plan	Service Area: Forest	Last updated on: 4/4/2024
Job Name: Readmore Landing - Preliminary Plan			Department Contact: J Dean
Description: Proposed phased development of 217 single famil homes.			
Status: TRC 2/13/24. Prelim01 rec'd 1/11/24. Comments sent to consultant & presented in TRC Meeting 2/13/2024. Prelim 02 rec'd 3/27/24. Comments sent to planning 4/4/24.			
Job #: 2024016	Job Type: Water & Sewer	Service Area: Town of Bedford	Last updated on: 5/1/2024
Job Name: Eastyn Crossing Subdivision - Design			Department Contact: J Dean
Description: Proposed 124 lot subdivision.			
Status: Dsgn 01 rec'd 1/24/24 (Need base review fee), Review completed 2/7/2024. Base Review Fee rec'd 2/9/24. Comments sent to Town and Consultant on 2/9/2024. Dsgn 02 rec'd 5/1/24.			
Job #: 2024024	Job Type: Preliminary Plan	Service Area: Forest	Last updated on: 3/12/2024
Job Name: The Links at New London - Preliminary			Department Contact: J Dean
Description: Proposed 217 town home units.			
Status: Prelim 01 rec'd 2/13/24 (comments to be addressed at TRC 3/12/24), Comments presented at TRC meeting 3/12/2024.			

Job #: 2024025	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 5/10/2024
Job Name: Two Turns, LLC Change of Use - Site Plan			Department Contact: T Hale
Description: Proposed addition of 28577 SF.			
Status: Site Plan 01 2/14/24. Comments sent to planning and posted in Bluebeam 2/16/2024. Site Plan 02 rec'd 5/10/24.			
Job #: 2024027	Job Type: Water & Sewer	Service Area: Town of Bedford	Last updated on: 2/28/2024
Job Name: Harmony Mixed Use Residential - Design			Department Contact: T Hale
Description: Proposed mixed residential development; single family homes, townhomes & patio homes.			
Status: Dsgn 01 rec'd 2/20/24 (Need Base Review Fee). Base Review Fee rec'd 2/21/24. Comments sent to engineering and planning on 2/28/2024			
Job #: 2024033	Job Type: Concept	Service Area: Bedford	Last updated on: 3/12/2024
Job Name: 2565 E Lynchburg Salem Tpke Commercial Storage Facility - Concept			Department Contact: T Hale
Description: Proposed storage unit.			
Status: TRC 3/12/24. Concept 01 rec'd 2/22/24. Comments sent to planning on 3/11/24. and comments presented in TRC on 3/12/24			
Job #: 2024044	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 4/11/2024
Job Name: Kids Café Change of Use - Site Plan			Department Contact: T Hale
Description: Proposed café and kids play area.			
Status: Site Plan 01 rec'd 4/8/24. Comments posted in bluebeam and sent to planning on 4/11/2024.			
Job #: 2024045	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 4/9/2024
Job Name: Parkland Direct Rear Expansion - Site Plan			Department Contact: J Dean
Description: Proposed 36,750 sqft building addition.			
Status: Site Plan 01 rec'd 4/9/24.			
Job #: 2024047	Job Type: Internal	Service Area:	Last updated on: 5/6/2024
Job Name: Foxx Run Booster Station Exterior Improvements			Department Contact: W Quarles
Description:			
Status: Proposal accepted 3/13/24. F&B Contractors to begin work on 5/6/2024, weather pending.			
Job #: 2024053	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 4/30/2024
Job Name: Jenny Nail & Lash COU - Site Plan			Department Contact: J Dean
Description: Proposed nail & lash studio.			
Status: Site Plan 01 rec'd 4/26/24. Review Complete, awaiting FROG comments 4/26/2024. Comments revised and sent to Planning 4/30/2024.			
Job #: 2024056	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 5/10/2024
Job Name: Saunders Dentist Office - Site Plan			Department Contact: J Dean
Description: Proposed two story 4,921 SF dentist office.			
Status: Site Plan 01 rec'd 5/1/24. Comments sent to Planning 5/10/2024.			
Job #: 2024058	Job Type: Concept	Service Area: Central	Last updated on: 5/9/2024
Job Name: D-Day Hotel - Concept			Department Contact: J Dean & T Hale
Description: Proposed Hotel			
Status: FFT fee rec'd 4/29/24. Town TRC 5/9/24. Concept 01 rec'd 5/2/24. Delivered and discussed comments at TRC on 5/9/2024.			

Job #: 2024059 **Job Type:** Site Plan w/ Existing Utilties **Service Area:** Moneta **Last updated on:** 5/8/2024
Job Name: Shoprite New Building - Site Plan
Description: Proposed 30,000 sqft. Building for commercial/grocery & pharmacy. **Department Contact:** T Hale
Status: Site Plan 01 rec'd 5/8/24.

Job #: 2024060 **Job Type:** Concept **Service Area:** Moneta **Last updated on:** 5/9/2024
Job Name: Spencer Bobbitt Subdivision - Concept
Description: Proposed 22 residential lot subdivision. **Department Contact:** J Dean
Status: TRC 5/14/24. Concept 01 rec'd 5/9/24.

Developer Dedications Fiscal Year 2023-2024

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	
2023030 Hooper Road Waterline Extension - Design	Water	Brockland LLC 20185 Timberlake Rd Lynchburg, VA 24502	\$83,816.00	433 lf	\$0.00	0 lf	2/16/2024
2022033 Goodwill Industries Forest - FFMV Fire Flow Meter		Piedmont Companies, Inc. 2671 East Main Street Lincolnton, NC 28092 Phone: 704-736-4333	\$114,935.00	120 lf	\$580.00	10 lf	3/1/2024
2022027 The Village at Smith Mountain Lake - Design	Water & Sewer	Beville Properties LLC Attn: Sean Beville 14830 Distaff Road Midlothian VA 23112	\$176,125.00	760 lf	\$74,350.00	819 lf	9/19/2023
2021099 Bedford Readiness Center - FFMV	Fire Flow Meter	Virginia Department of Military Affairs Clint A. Bailey - Project Manager	\$59,699.00	0 lf	\$0.00	0 lf	8/17/2023
Total Value Waterline Dedications:					\$434,575.00		
Total Length Water Pipe:					1313 lf		
Total Value Sewer Line Dedications:					\$74,930.00		
Total Length Sewer Pipe:					829 lf		
Total Value of Dedications:					\$509,505.00		



CAPITAL IMPROVEMENT PROGRAM

FY 2024-2025



Capital Improvement Program Projects Listing FYE 25-27



Projects by Service Area	Fiscal Year		
	2025	2026	2027
Central			
Operational Needs			
Stoney Creek Reservoir - Ph 2B (Cleaning/Design)	\$ 124,000		
Stoney Creek Reservoir - Ph 3A (Rehab Construction - BRWA Portion)	\$ 100,000		
Central WTP			
Operational Needs			
Central WTP - Security Alarms and Fire Alarm System		\$ 29,000	
Central WTP - Inside filter system valves replacement Phase 1	\$ 150,000		
Central WTP - Phase 1 Electrical Upgrades	\$ 350,000		
Central WTP - Phase 2 Electrical Upgrades		\$ 420,000	
Central WTP - Phase 3 Electrical Upgrades			\$ 130,000
Central WTP - Booster station for customers directly served (Construction)	\$ 400,000		
Central WTP - Repairs to Elevator	\$ 85,000		
Central WWTP			
Operational Needs			
Central WWTP - Replace railings and chains on primary basin #2	\$ 30,000		
Central WWTP - Replace Monster Auger	\$ 60,000		
Central WWTP - Replace grit collector #2	\$ 25,000		
Central WWTP - Replace grinder in raw building	\$ 30,000		
Forest			
System Structures & Tanks			
Altha Grove/Cottontown Tank - Mixer			\$ 25,000
Mariners WWTP			
Operational Needs			
Mariners WWTP - Install skimmer on clarifier 1 and 2		\$ 10,000	
Moneta WWTP			
Operational Needs			
Moneta WWTP - Electric pallet lift	\$ 10,000		
Office			
Office Improvements			
Annex Building Renovations			\$ 125,000

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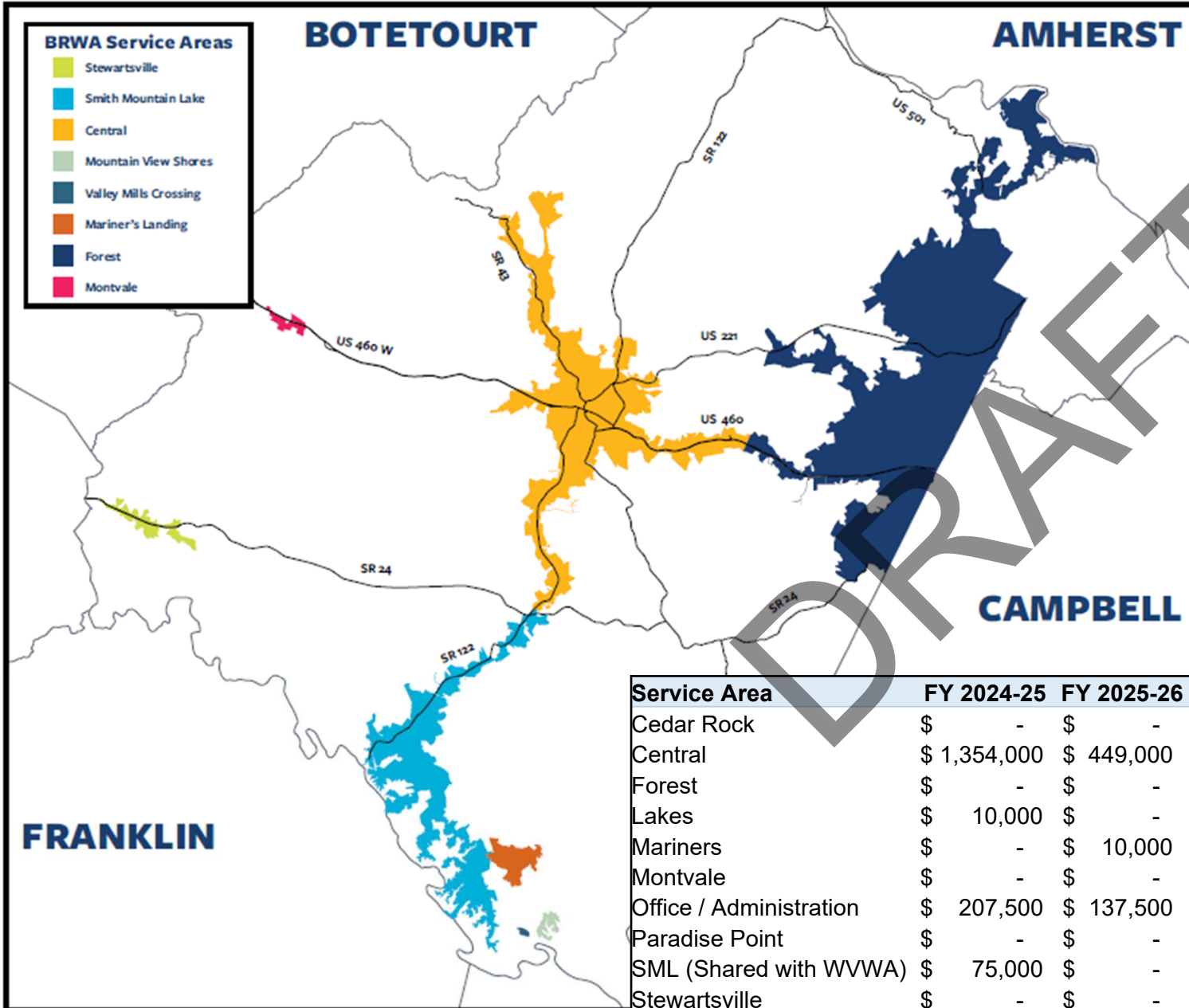
Capital Improvement Program Projects Listing FYE 25-27



Projects by Service Area	Fiscal Year		
	2025	2026	2027
Purchases			
Administration			
Phase 1 of Data Visualization	\$ 52,000		
Phase 2 of Data Visualization		\$ 50,000	
Phase 3 of Data Visualization			\$ 85,000
Key System - Central WWTP			\$ 100,000
Key System - Various Sites		\$ 50,000	
Key System - Various Plants		\$ 30,000	
Engineering			
Water & Sewer Master Plan - Ph 1			\$ 200,000
Maintenance			
Stone and Cold Patch Pad		\$ 7,500	
Sewer SL-RAT	\$ 30,500		
I/I sewer flow meters	\$ 30,000		
CIP Crew - Portable Air Compressor			\$ 33,000
CIP Crew - Water Service Hog			\$ 9,000
Personnel			
Facilities Maintenance Crew Vehicle	\$ 95,000		
SCADA			
Operational Needs			
SCADA Hatch Intrusion Switches for Water Tanks			\$ 36,000
SML			
SML WTF (shared portion)			
Sewer Pump Station 4 Upgrades Ph 2 (Pumps)			\$ 30,000
Sodium hypochlorite day tank & pipe wall	\$ 50,000		
Raw Water intake valves	\$ 25,000		
Various			
Operational Needs			
Sample Hydrants Phase 2A (8)	\$ 22,000		
Sample Water hydrants - Phase 2B (7)		\$ 19,000	
Grand Total	\$ 1,668,500	\$ 615,500	\$ 773,000

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Capital Improvement Program – Costs By Service Area



Service Area	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Future	Total
Cedar Rock	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Central	\$ 1,354,000	\$ 449,000	\$ 130,000	\$ 290,000	\$ 520,000	\$ 3,021,000	\$ 5,764,000
Forest	\$ -	\$ -	\$ 25,000	\$ 400,000	\$ 120,000	\$ 11,120,000	\$ 11,665,000
Lakes	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 19,150,000	\$ 19,160,000
Mariners	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Montvale	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office / Administration	\$ 207,500	\$ 137,500	\$ 552,000	\$ 201,000	\$ 318,000	\$ 4,484,500	\$ 5,900,500
Paradise Point	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SML (Shared with WVA)	\$ 75,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 200,000	\$ 305,000
Stewartsville	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,400,000	\$ 20,400,000
Valley Mills	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
Various	\$ 22,000	\$ 19,000	\$ 36,000	\$ -	\$ -	\$ 20,000	\$ 97,000
Total	\$ 1,668,500	\$ 615,500	\$ 773,000	\$ 891,000	\$ 958,000	\$ 58,415,500	\$ 63,298,500

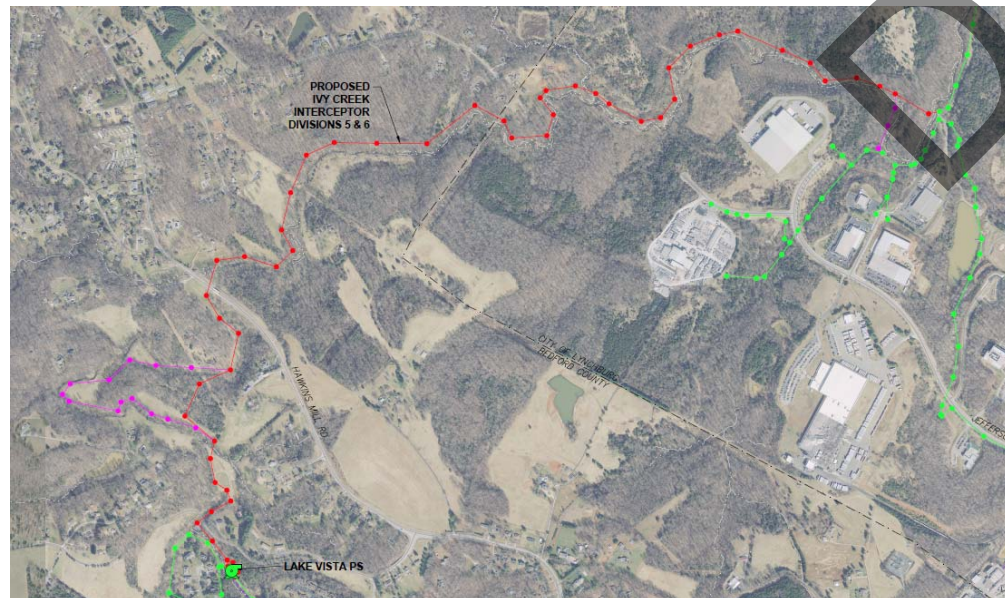
Projects with Outside Funding



With the American Rescue Plan Act (ARPA), funding was made available to localities for select improvements that had been previously identified, including those necessary for water and sewer infrastructure. In cooperation with the Town of Bedford, the Authority entered into a Grant Subrecipient Agreement on December 1, 2021 with the Town to utilize ARPA funds in addressing select projects noted below:

Helm Street Tank: The existing 1.22 million-gallon round water storage tank at Helm Street was previously taken out of service due to a failing coating system containing lead and a deteriorating concrete structure. With water storage that is central to the water system of significant importance to limit water age and disinfection byproducts, a new 1 million-gallon welded steel water tank has been designed for this site. The project is anticipated to be completed in Summer 2025.

Ivy Creek 5 & 6 Design, Construction & Capacity: This gravity sewer extension into Lynchburg removes the operational requirements and capacity constraints currently present at the Lake Vista Lift Station. Along with Bedford County providing \$1.5 million over a period of three years, this project is being funded through Clean Water Revolving Loan funds at a minimal interest rate with some principal forgiveness included. This project is underway and anticipated for completion early 2025.



Projects and Funding Sources	Project Costs	
Helm Street Tank Replacement	\$	3,850,000
ARPA	\$	3,418,244
Escrow	\$	162,916
Capital Reserves	\$	268,840
Ivy Creek 5 & 6 Design, Construction & Capacity	\$	15,471,092
County	\$	1,500,000
Debt Service	\$	13,971,092
Grand Total	\$	19,321,092



FY 2024-2025 Capital Improvements Listing



Capital projects and purchases identified for FY 2024-2025 include items necessary to meet regulations and assist with operational and maintenance efficiencies. Many of the projects at facilities have been in consideration for several years and have experienced or are reaching the point of failure.



Projects by Service Area	Fiscal Year Total 2025	ARPA Funded Projects	CIP Funding
Central			
Operational Needs			
Stoney Creek Reservoir - Ph 2B (Cleaning/Design)	\$ 124,000	\$ 124,000	\$ -
Stoney Creek Reservoir - Ph 3A (Rehab Construction - BRWA Portion)	\$ 100,000	\$ 100,000	\$ -
Central WTP			
Operational Needs			
Central WTP - Inside filter system valves replacement Phase 1	\$ 150,000	\$ 150,000	\$ -
Central WTP - Phase 1 Electrical Upgrades	\$ 350,000	\$ 350,000	\$ -
Central WTP - Booster station for customers directly served (Construction)	\$ 400,000	\$ 400,000	\$ -
Central WTP - Repairs to Elevator	\$ 85,000	\$ 85,000	\$ -
Central WWTP			
Operational Needs			
Central WWTP - Replace railings and chains on primary basin #2	\$ 30,000	\$ 30,000	\$ -
Central WWTP - Replace Monster Auger	\$ 60,000	\$ -	\$ 60,000
Central WWTP - Replace grit collector #2	\$ 25,000	\$ -	\$ 25,000
Central WWTP - Replace grinder in raw building	\$ 30,000	\$ 11,000	\$ 19,000
Moneta WWTP			
Operational Needs			
Moneta WWTP - Electric pallet lift	\$ 10,000	\$ -	\$ 10,000
Purchases			
Administration			
Phase 1 of Data Visualization	\$ 52,000	\$ -	\$ 52,000
Maintenance			
Sewer SL-RAT	\$ 30,500	\$ -	\$ 30,500
I/I sewer flow meters	\$ 30,000	\$ -	\$ 30,000
Personnel			
Facilities Maintenance Crew Vehicle	\$ 95,000	\$ -	\$ 95,000
SML			
SML WTF (shared portion)			
Sodium hypochlorite day tank & pipe wall	\$ 50,000	\$ -	\$ 50,000
Raw Water intake valves	\$ 25,000	\$ -	\$ 25,000
Various			
Operational Needs			
Sample Hydrants Phase 2A (8)	\$ 22,000	\$ -	\$ 22,000
Grand Total	\$ 1,691,500	\$ 1,250,000	\$ 441,500

FY 2024-2025 Central Water Projects



A few projects in the Central Water facilities are necessary to meet regulations, address safety, and ensure continued service.

Stoney Creek Reservoir:

The Stoney Creek Dam is currently under a Conditional Operating permit due to the inoperability of valves that allow for the control of the reservoir levels. Correcting the issues to meet permitting and safety requirements involves dredging and valve replacement, as well as addressing significant leaks within the drain tunnel through the dam. The funding included in the Authority's FY 2024-2025 capital budget takes into consideration the potential for grant funding for the remaining 65% of the project costs necessary through FEMA's High Hazard Potential Dam Grant Program.

Central Water Treatment Plant:

Much of the facilities and valves within the Central Water Treatment Plant are original to its 1968 construction with the exception of improvements made to the facility in the last ten years. As such, many valves lack full function due to deterioration, and the electrical system design and placement do not meet current safety standards. The freight elevator is one of a few remaining of its kind and is used to take chemical deliveries to the second and third floors of the building where they are utilized in the treatment process. The elevator recently reached complete failure and is currently out of service. As full replacement is costly and requires the completion of all electrical upgrade phases within the plant, only the repairs necessary to place the elevator back into operation have been included for the coming year.

The plant also serves several customers directly through the plant's hydropneumatic tank. Work at the Stoney Creek Reservoir as well as some of the electrical upgrade work at the treatment plant will render the plant inoperable for a period of time. In order to provide continued service to these customers while the plant is down, a small booster station will be constructed on site to provide water to these customers from the main distribution system.



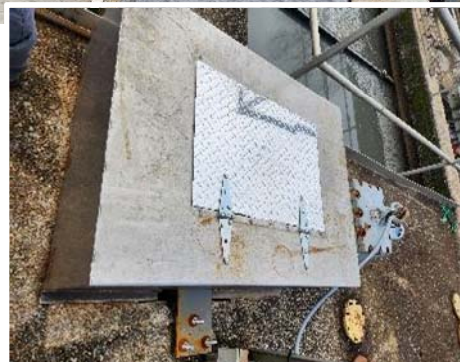
Projects by Service Area	Fiscal Year 2025
Central	
Stoney Creek Reservoir - Ph 2B (Cleaning/Design)	\$ 124,000
Stoney Creek Reservoir - Ph 3A (Rehab Construction - BRWA Portion)	\$ 100,000
Central WTP	
Central WTP - Inside filter system valves replacement Phase 1	\$ 150,000
Central WTP - Phase 1 Electrical Upgrades	\$ 350,000
Central WTP - Booster station for customers directly served (Construction)	\$ 400,000
Central WTP - Repairs to Elevator	\$ 85,000
Grand Total	\$ 1,209,000

FY 2024-2025 Central Sewer Projects



Items at the Central Wastewater Treatment Plant have been identified for replacement where equipment has completely failed or where failure is imminent.

- **Railings and Chains on Primary Basin #2**
These items have experienced complete failure, rendering the basin out of service until replacements can be made.



Projects by Service Area	Fiscal Year 2025	
Central WWTP		
Operational Needs		
Central WWTP - Replace railings and chains on primary basin #2	\$	30,000
Central WWTP - Replace Monster Auger	\$	60,000
Central WWTP - Replace grit collector #2	\$	25,000
Central WWTP - Replace grinder in raw building	\$	30,000
Grand Total	\$	145,000



- **Monster Auger, Grit Collector, and Grinder**
The monster auger is used for trash removal in the treatment process. It was rebuilt two years ago, with a life expectancy of two years before complete replacement would be necessary.

The grinder and grit collector have both experienced complete failure.

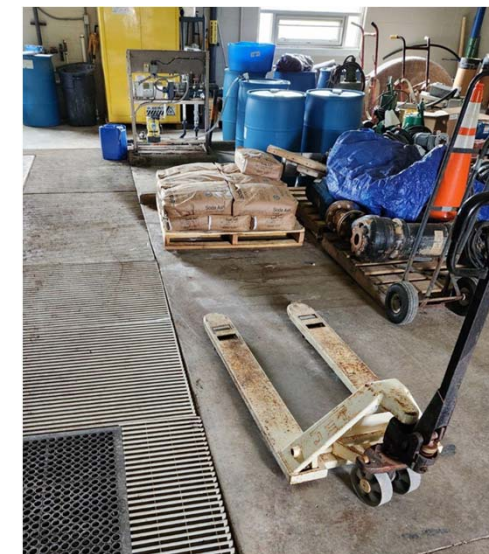
FY 2024-2025 Capital Purchases



Equipment prioritized for capital purchase in FY 2024-2025 includes items that will assist with safety and operational efficiencies.

- Items that will assist with employee safety and security include:
 - Electric pallet lift for chemical transport
- Operational efficiencies to be gained include:
 - Guaranteed accessibility for water samples in approved locations for VDH compliance
 - Minimized use by Facilities Maintenance of higher cost crane truck to prolong its use
 - Create visuals to enable easier data review and verifications while also initializing the process for automating accountability reporting in the future
 - Quicker analyses of sewer lines and focused prioritization of sewer improvements in the areas anticipated to gain the most reduction of inflow and infiltration while gaining system capacity

Projects by Service Area	Fiscal Year 2025
Moneta WWTP	
Operational Needs	
Moneta WWTP - Electric pallet lift	\$ 10,000
Purchases	
Administration	
Phase 1 of Data Visualization	\$ 52,000
Maintenance	
Sewer SL-RAT	\$ 30,500
I/I sewer flow meters	\$ 30,000
Personnel	
Facilities Maintenance Crew Vehicle	\$ 95,000
Various	
Operational Needs	
Sample Hydrants Phase 2A (8)	\$ 22,000
Grand Total	\$ 239,500



Smith Mountain Lake Water Treatment Facility Projects

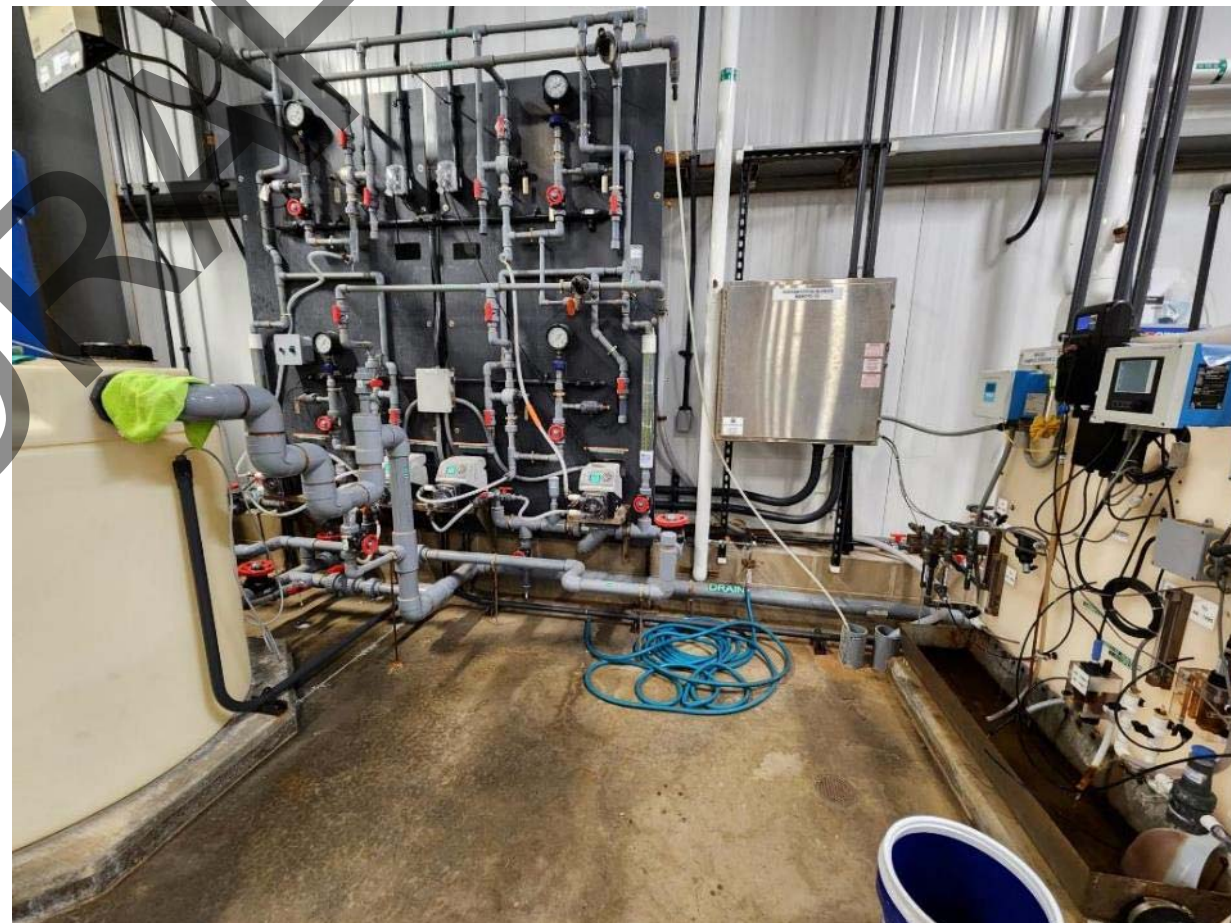


Projects and purchases directly related to the operation of the Smith Mountain Lake Water Treatment Facility reflect shared costs with Western Virginia Water Authority as the joint partner of the facility. Projects identified to assist with water system operation include the following:

- Replacement of sodium hypochlorite day tank that has reached normal lifespan
- Adjustments of chemical piping for sodium hypochlorite for improved accessibility and operational flexibility
- Extensions for control valves at raw water intake to remove confined space entry requirements for operational efficiency after-hours
- Increased pumping capacity at receiving sewer pump station 4 to support a large volume of backwash discharge from the facility
- Permanent standby generator for the raw water intake for improved reliability



Projects by Service Area	Fiscal Year	
	2025	Future
SML		
SML WTF (shared portion)		
Sewer Pump Station 4 Upgrades Ph 2 (Pumps)		\$ 30,000
Raw Water Intake Generator		\$ 200,000
Sodium hypochlorite day tank & pipe wall	\$ 50,000	
Raw Water intake valves	\$ 25,000	
Grand Total	\$ 75,000	\$ 230,000



Projects by Service Area	Fiscal Year Total		
	2025	ARPA Funded Projects	CIP Funding
Central			
Operational Needs			
Stoney Creek Reservoir - Ph 2B (Cleaning/Design)	\$ 124,000	\$ 124,000	\$ -
Stoney Creek Reservoir - Ph 3A (Rehab Construction - BRWA Portion)	\$ 100,000	\$ 100,000	\$ -
Central WTP			
Operational Needs			
Central WTP - Inside filter system valves replacement Phase 1	\$ 150,000	\$ 150,000	\$ -
Central WTP - Phase 1 Electrical Upgrades	\$ 350,000	\$ 350,000	\$ -
Central WTP - Booster station for customers directly served (Construction)	\$ 400,000	\$ 400,000	\$ -
Central WTP - Repairs to Elevator	\$ 85,000	\$ 85,000	\$ -
Central WWTP			
Operational Needs			
Central WWTP - Replace railings and chains on primary basin #2	\$ 30,000	\$ 30,000	\$ -
Central WWTP - Replace Monster Auger	\$ 60,000	\$ -	\$ 60,000
Central WWTP - Replace grit collector #2	\$ 25,000	\$ -	\$ 25,000
Central WWTP - Replace grinder in raw building	\$ 30,000	\$ 11,000	\$ 19,000
Moneta WWTP			
Operational Needs			
Moneta WWTP - Electric pallet lift	\$ 10,000	\$ -	\$ 10,000
Purchases			
Administration			
Phase 1 of Data Visualization	\$ 52,000	\$ -	\$ 52,000
Maintenance			
Sewer SL-RAT	\$ 30,500	\$ -	\$ 30,500
I/I sewer flow meters	\$ 30,000	\$ -	\$ 30,000
Personnel			
Facilities Maintenance Crew Vehicle	\$ 95,000	\$ -	\$ 95,000
SML			
SML WTF (shared portion)			
Sodium hypochlorite day tank & pipe wall	\$ 50,000	\$ -	\$ 50,000
Raw Water intake valves	\$ 25,000	\$ -	\$ 25,000
Various			
Operational Needs			
Sample Hydrants Phase 2A (8)	\$ 22,000	\$ -	\$ 22,000
Grand Total	\$ 1,668,500	\$ 1,250,000	\$ 418,500

EXECUTIVE DIRECTOR'S REPORT



March 23, 2015

Alfons Beisser
Bison Printing
1342 On Time Road
Bedford, Virginia 24523

Re: Sewage Lift Station

Dear Mr. Beisser

As requested at our meeting on February 26, this letter is to document the Bedford Regional Water Authority's position on the sewage lift station that currently serves Winoa USA and Bison Printing.

In February of 2001, the City of Bedford reviewed the lift station in order to determine what improvements would be needed such that the City would be willing and able to take ownership of the station; a list of requirements ("List") was generated and I believe that they were provided to Bison and Winoa at that time. The List was updated on August 23, 2007, and I have been told that this List was also provided to Bison and Winoa. In addition, there were certain conditions specified in an agreement dated November 16, 2004 ("Agreement") between Bedford City, Ascent, and Wheelabrator; the List was referenced in this Agreement.

Through the reversion process from the City of Bedford to the Town of Bedford, the water and sewer utilities were consolidated to the Bedford Regional Water Authority; as such, the Agreement related to this lift station also transferred to the Authority. Therefore, the Authority will honor the Agreement's requirements, as they relate to water and sewer services, to the fullest extent possible.

Below are the requirements that were stated in the aforementioned 2007 list, with the numbers corresponding to the previous listing; notations have been provided *in red italics* to state what is currently needed by the Authority in order for us to take ownership of the lift station.

1. Secure electrical conduit at top of steps. **\$100 estimate if self performed**
 - *Please confirm if this has been completed.*
2. Re-install pushbutton reset on cover of main electrical panel for pumps.
 - *See requirement A below.*
3. Mechanical arm on breaker for No. 1 pump needs replacing.
 - *See requirement A below.*
4. Dial-up alarm system needs to be installed to send alarm signals back to the Wastewater Plant and verify that all alarms are working. Require Sensaphone Model of same type we currently use. Need to have phone line installed and run to station. All electronic equipment must be mounted inside station or in a weatherproof cabinet outside station.
 - *See requirement A below.*
5. Alternator relay to alternate pumps needs to be hooked up and working.
 - *See requirement A below.*

6. Hook up hour meters to each pump motor.
 - *See requirement A below.*
7. Install 4 inch quick connect connection tap on *City Authority* side of *check* valve for pump around connection during emergencies. \$5,500 estimate if self performed
 - *This item needs to be completed.*
8. Install control on check valve of each pump to shut pump down and alternate to second pump, if first pump is air-locked.
9. Run a new underground electrical service, with *a new electric* meter to *lift* station from City source. Unknown \$\$\$. The Town electric department has to do this.
 - *This item needs to be completed, such that the Authority will have a separate electrical service that is billed directly to the Authority.*
10. Clean wet-well and suction lines to both pumps due to solids buildup in bottom.
 - *This item needs to be completed.* \$2,000 estimate if self performed
11. Install lock hinge on top cover.
 - *This item needs to be completed.* \$500 estimate if self performed
12. Verify access to station 24 hrs/day, 7 days/week.
 - *An easement agreement is needed between Winoa and the Authority in order to assure perpetual access to the station. Included as part of the easement agreement should be a plat or drawing showing the location of the easement. A copy of the Authority's standard easement agreement is attached.*
13. Clean up and paint inside station.
 - *This item needs to be completed.* \$1,000 estimate: by a painter
14. Place all loose wiring in conduits. (Install per electric code) \$1,000 estimate: by an electrician
 - *This item needs to be completed.*
15. Need to check on reliability rating to determine if a generator is required.
 - *This station will not require an onsite generator in order to meet state regulatory requirements. However, it is required that an electrical plug-in connection be provided for a portable generator to be used when necessary. Specifications on the generator plug will be provided by the Authority. Allowance for the temporary generator should be noted on the easement agreement.* \$1,500 estimate: by an electrician
16. Provide a spare pump and motor. \$10,000 estimate. Pump type unknown. Need
 - *This item needs to be completed.* existing pump station specifications to determine.
17. Install floats for low water and high water alarms and install pump failure and power loss alarms with dialup back to *City Authority* and visual alarm red light and horn at station. Must be tested.
 - *See requirement A below.*
18. Provide a complete Operations & Maintenance Manual with wiring, etc., diagrams. This must be approved by DEQ. A consulting engineer could write one for est. \$8,000.
 - *The O&M manual is still needed. It is believed that the DEQ does not require the review of O&M manuals anymore; however, this should be confirmed by the DEQ.*
19. Provide pump draw down tests and match with existing pump curves. Provide expected inflow amounts to station and verify pump capacity. Also future inflow amounts if possible. This must be verified by a P.E. Plans may have to be reviewed by Marcia Degen No cost, just need to coordinate the time.
 - *In lieu of the requirement for a PE to verify the drawdown, the Authority must witness the drawdown test. It is believed that the DEQ (Marcia Degen) does not*

- require the review of such testing anymore; however, this should be confirmed by the DEQ.*
20. Final approval by the City and Department of Environmental Quality and Certificate to Operate (CTO) from DEQ. **No cost, just need to coordinate with DEQ.**
 - *The Authority will need to provide final approval before ownership of the lift station is transferred. The City does not need to provide any review or approval. The CTO from DEQ is required.*
 21. A 25' P.U.E, public utility easement, on both sides of the pump station, public lines and 50' wide to existing *city Authority* easement must be provided, deeded and plated, along with any other necessary easements. A 6ft. high (not including 3 strands of barbwire at top of fence) 9 gage copper bearing steel wire to form a continuous chain link fabric in 2 inch mesh will need to be installed around the perimeter of the pump station that will allow enough space for equipment and personnel to work on the station. A 14 ft. wide double swing gate will need to be installed facing the city street for entrance into the station. The current force line may be Wheelabrator's, which would have to be deeded to the *City-Authority*. **Fence: \$10,000 estimate.**
 - *This item needs to be completed, with the ownership of the forcemain and the existing easements being transferred to the Authority.*
 - *See requirement B and C below.*
 - *A copy of the standard easement agreement is attached to this letter.*
 22. Confirmation by signed agreement showing Wheelabrator's consent and approval is required.
 - *This item needs to be completed*
 23. Current sewer meter is located on discharge line of station. This meter will have to be moved to inflow side of station, calibrated, and maintained by Wheelabrator or a new meter installed on inflow side of station, calibrated, and maintained by Wheelabrator for Pretreatment requirements and billing.
 - *Gravity flow meters are problematic at best. Rather than installing new flowmeters, it is suggested that Bison be billed sewer based on the water records, and that Winoa is billed sewer based on the difference between the existing sewer flow meter readings and Bison's water use. It would also need to be understood that this same method would be used for other future customers that may be connected to this lift station. This would need to be agreed to in writing by both Bison and Winoa. A new domestic water meter for the Winoa Building would solve this.*
 24. Re-route *sewer* line from holding ponds to *connect* upstream of ~~Wheelabrator-flow meter and the lift station~~ wet well. **Being a private sewer line, this will need to be**
 - *This item needs to be completed* **completed by the property owner. Unknown \$\$.**
 25. Mechanical ventilation system appears not to be working, *and needs to be repaired.*
 - *This item needs to be completed* **\$1,200 estimate if self performed.**
 26. Pressure test force line.
 - *This requirement is no longer needed. The thought is that pressure testing the forcemain may cause problems that do not currently exist.*
 - *See requirement C below.*

In support of the comments on the list above, below are the supplemental requirements.

\$40,000 estimate: performed by a system integrator contractor.

- A. The Authority requires that a new control panel be installed that utilizes a programmable logic controller ("PLC"). This PLC panel will provide complete control of the station, including control of the pumps, data acquisition, alarming, and remote notification. The Authority will install this PLC panel, and the Authority will pay for additional costs of this panel above and beyond what the previous requirements would have cost. In order to determine the cost of the previous requirement, a licensed electrician should provide a written quote for each of the items that were in the previous list that will be replaced by the PLC panel.
- B. In order to own and operate the lift station, the Authority requires ownership of the land where the lift station is located. At a minimum, the lot should be 50-foot x 50-foot. A plat of this deeded parcel needs to be created and executed by Winoa and approved by the Authority. This item is in conformance with item 9 of the Agreement. **This is still needed.**
- C. The Authority needs a set of design plans showing the location and depth of the forcemain from the lift station to the existing public manhole. In particular, details of the railroad crossing are needed. **Still need this. Should be in existing records somewhere.**

If you have any questions about any of these requirements, please let me know.

Sincerely,



Brian M. Key, PE
Executive Director

CC: John Moore, Winoa USA
Enclosure

BMK/bmk