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## Bedford Regional Water Authority – Board of Directors

### Regular Board Meeting – Minutes

### August 20, 2024

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, August 20, 2024, in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

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

Members Absent: ..... none

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

#### 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. Mr. Flynn thanked the staff for their hard work and dedication on behalf of the board and expressed gratitude for all they do.

#### 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:
  - a. May 30, 2024 – Special Called Meeting
  - b. June 18, 2024 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end July 2024
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. YMCA Child Care Center
  - b. Winoa Lift Station
  - c. Osterbind Court Hearing
10. Other business not covered on the above agenda

11. Motion to Adjourn

**3. Public Comments**

There were no public comments.

**4. Approval of Minutes:**

a. May 30, 2024 – Special Called Meeting

The Special Called Board Meeting Minutes from May 30, 2024 were reviewed.

Member Gray made a motion to approve the minutes.

Member Sharp noted that a revision was needed under agenda item #5 to add the number seven to the number of aye votes for the motion to adjourn.

Member Gray made a motion to approve the minutes with the amendment noted by Member Sharp.

Member Barger seconded the motion.

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

b. June 18, 2024 – Regular Meeting

The regular Board Meeting Minutes from June 18, 2024, were reviewed.

Member Gray made a motion to approve the minutes.

Member Barger 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 July 2024

The Customer Service statistical report, the balance sheet, the statement of revenue, and expenses were included in the packet. For June, operating revenues were 107%, and operating expenses were 93%. Water sales totaled 98%, and sewer sales totaled 108%. Capital Recovery fees received were at 144% and were \$529,350 more than the budget for the year. The auditors are on site this week for the fieldwork portion of the audit. Finance has posted some adjusting journal entries but has some remaining to post. Final financials will be shared after the audit is completed.

The budget goal was 8.33% for July, with operating revenues at 9% and operating expenses at 4%. Capital Recovery fees received this FY are 6% of the total budgeted amount. During July, \$73,600 was received. Electronic signatures for checks will begin in the near future. Mr. Flynn wanted to ensure that there was enough oversight in this process for electronic signatures. After discussion, the board asked for more information about the process and how they would be contacted. Ms. Underwood was able to find out this information and answer their questions later in the meeting.

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

On Grove Street, a fire hydrant from 1887 was mostly buried and needed removal. The Maintenance team completed this recently; the goal is to restore the hydrant and place it in the lobby. The CIP crew is progressing on the Central Water Treatment Plant waterline replacement project. Curb and gutter have been installed at Galax Street; however, the asphalt will cost \$80,000-\$90,000. The 221 water crossing project has a few options that are being looked into, and hopefully, a decision will be made soon, and

a solution will be presented to the board. Mr. Sharp said that on Crest View, a water repair was completed; there are two pipes that stick up in the asphalt that could cause issues in the future. Mr. Cherro said he would have the Maintenance team investigate the issue.

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

Ms. Pittman reported on the media articles and press releases included in the board packet. She also mentioned that the County Fair is this upcoming weekend. The BRWA will have two booths at the Fair, with about 15 people, including Mr. Gray, to staff the booth.

Ms. Pittman also shared that the HR and Safety departments are focusing on increasing staff training. For Safety, 20 training sessions were held in the second quarter, and they completed 165 man-hours of safety training. This included a variety of topics including Active Shooter, First Aid/CPR, Safe Driving, and Lockout/Tagout. HR has been focusing on Harassment training for all staff.

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

There will be a resolution for the Ivy Creek change order next month. A second loan will be required if using DEQ funds; upon obtaining the loan terms, Finance will review the best options for funding the increase. The Helm Street project contractor is preparing the foundation for the new tank. Staff are waiting to hear back from the grant funding application for the Stoney Creek Dam project. The Wastewater Operations Department has obtained most of the Pump Station One pricing.

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

**a. YMCA Child Care Center**

The BRWA met with the YMCA, their contractor, and subcontractor to discuss the process the YMCA went through to obtain approval for the construction of their building, which did not include the BRWA collecting fees for the building. The YMCA is going to pursue joining the YMCA parcels together, which would not require additional fees.

**b. Winoa Lift Station**

The \$300,000 payment was received, and the engineering consultant is analyzing the existing station to see what upgrades need to be made.

**c. Osterbind Court Hearing**

The Osterbinds are a customer in Forest who had a small grinder pump motor seize because of grease. It caused a backup in their house that incurred restoration expenses. This lawsuit was handled through the BRWA's insurance company, VRSA; they hired a lawyer to represent the BRWA and two staff members were called to be witnesses. The judgement was found in favor of the Authority.

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

Mr. Mele asked about the real estate negotiations with the Town regarding the land at the Stoney Creek Reservoir. The next step would require board involvement and since the Town has said they are not interested in pursuing the property transfer at this time, the consensus of the board is to address this issue at another time.

Ms. Underwood said she received answers from the Finance Manager about the electronic checks. The intention is to use 3-4 people regularly for signing checks. The system will work with Brian and Rhonda receiving the notice to sign the checks. Once

they sign it, a notification will be sent to the board members. Checks can be rejected for signatures, and notes can be added.

**11. Motion to Adjourn:**

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

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

The meeting adjourned at approximately 8:10 pm.

Prepared by Megan Pittman – Director of Administration  
Approved: September 17, 2024