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## Bedford Regional Water Authority – Board of Directors

### Regular Board Meeting – Minutes

### September 17, 2024

A regular meeting of the Board of Directors of the Bedford Regional Water Authority ("Bedford Water") was held on Tuesday, September 17, 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  
Thomas Cherro – Director of Operations  
Megan Pittman – Director of Administration (virtually)  
Kyle Draper – Communications Supervisor (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.

#### 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: August 20, 2024 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end August 2024
6. Operations Report: Presented by Thomas Cherro
  - a. Task Summary Report
  - b. Turkey Mountain Booster Station Project
  - c. **Resolution 2024-09.01**: SCADA System Integrated Service Contracts
7. Administration Report: Presented by Megan Pittman
8. Projects Report: Presented by Rhonda English
  - a. Routine Projects Reports
  - b. **Resolution 2024-09.02**: Ivy Creek Sewer Contract Increase

9. Executive Report: Presented by Brian Key
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:** August 20, 2024 – Regular Board Meeting

The regular Board Meeting Minutes from August 20, 2024, were reviewed and approved as revised in Section 10.

Member Gray made a motion to approve the minutes as amended.

Member Sharp 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 August 2024

The Customer Service statistical report, the balance sheet, the statement of revenue, and expenses were included in the packet. The budget goal was 16.67% for August, with operating revenues calculated at 19% and operating expenses for the month totaling 12%. Capital Recovery fees received this FY are 14% of the total budgeted amount. During August, \$95,400 was received. The Authority received the \$300,000 payment for the improvements and repairs for the Winoa pump station. The auditors have completed the fieldwork portion of the audit. Finance is still working on the remaining items to complete the audit and prepare the report. The board discussed fixed assets and capital recovery fees.

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

a. Task Summary Report

Mr. Cherro apologized for a joke he made at the last meeting and stated that he took the board meetings very seriously. The Authority is continuing to deal with line damages due to broadband utility contractors hitting them; due to these damages, Mr. Cherro stated that an asbestos concrete pipe that was hit needed to be repaired and explained the repair process. Mr. Cherro shared how the Authority charges contractors when they damage lines. Mr. Mansel thanked Rhonda, Tom, and the Maintenance crew for quickly responding to a sewage issue in the neighborhood near Oakwood Street.

b. Turkey Mountain Booster Station Project

Mr. Cherro shared how the CIP team is rerouting and replacing lines for this project, which are highlighted in blue on the map included in the packets. Contractors are constructing the booster station part of the project.

c. **Resolution 2024-09.01:** SCADA System Integrated Service Contracts

This resolution is to execute second one-year term contracts with Fairwinds Automation, Dorsett Controls, and E-Merge Systems LLC for SCADA and integration services. The proposed resolution seeks to authorize the Director of Operations to enter into successive one-year contracts with these firms, contingent upon their satisfactory performance and the ongoing need for their services. This authorization would streamline the process in future years,

eliminating the need for the resolution to be brought before the Board of Directors for each contract extension.

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 17<sup>th</sup> of September 2024, beginning at 7:00 p.m.:

**WHEREAS**, the Bedford Regional Water Authority (the "Authority") executed individual contracts with Fairwinds Automation, Dorsett Controls, and E-Merge Systems LLC for the Annual SCADA Systems Integrator for the Authority dated August 17, 2023, as procured following the guidelines outlined in the Authorities Policy 10.10 – Purchasing; and,

**WHEREAS**, under the terms of the contract, the Authority entered into a one-year contract that provides for the renewal of up to four successive one-year terms to provide SCADA and integration services as authorized by the Authority; and,

**WHEREAS**, satisfactory performance has been provided to the Authority by Fairwinds Automation, Dorsett Controls, and E-Merge Systems LL in providing SCADA and integration services as authorized by the Authority; and,

**WHEREAS**, the Executive Director would like to extend the contract terms, contingent upon continued satisfactory performance; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Directors does hereby authorize the Director of Operations to execute individual contracts with Fairwinds Automation, Dorsett Controls, and E-Merge Systems LLC for SCADA System Integration Services for the current term and also to approve and execute agreements for the subsequent three successive one-year terms, contingent upon satisfactory performance, the continued necessity of the services, and Executive Director approval.

Member Mele made a motion to approve this Resolution.

Member Barger made a Second to approve.

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

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

Ms. Pittman introduced the newest Communications department member, Kyle Draper, who briefly shared his background. Ms. Pittman then reviewed the news articles in the board packet; she also mentioned the Bedford County Fair, where staff and Mr. Gray volunteered to host two booths at the Fair. Staff engaged with about 1000 people and had very positive interactions with the community. She also spoke about the training and onboarding that the HR and Safety departments are updating and improving.

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

### **a. Routine Projects Reports**

The Forest Middle School pump station has officially closed out. The doghouse manhole for Ivy Creek was set last week. The board discussed the Winoa project timeline.

### **b. Resolution 2024-09.02: Ivy Creek Sewer Contract Increase**

The realignment of the Ivy Creek sewer has resulted in additional project costs, as allowed in the General Conditions of the contract. This resolution gives the Authority the flexibility to proceed with the change order using cash and then reimburse the cash with funding through the VRA once available if the Authority chooses to do so.

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 17<sup>th</sup> day of September 2024, beginning at 7:00pm:

**WHEREAS**, the Bedford Regional Water Authority (the “Authority”) executed a Comprehensive Agreement dated December 18, 2020 (“Agreement”) with E.C. Pace Company, Inc. (“E.C. Pace”) for the Progressive Design-Build services selected by the Authority for the Ivy Creek Interceptor, Divisions 5 and 6, and Route 460 Booster Pump Station Projects (“Projects”) as procured in accordance with the Public Private Educational Facilities and Infrastructure Act of 2002; and,

**WHEREAS**, under the terms of the Agreement, the Authority negotiated a lump sum fixed price with E.C. Pace for the scope of services and terms for the Route 460 Booster Pump Station (“Booster Station”) as defined in Amendment No. 1 and approved by the Board of Directors on October 20, 2021 in Resolution 2021-10.01; and,

**WHEREAS**, under the terms of the Agreement, the Authority negotiated a lump sum fixed price with E.C. Pace for the scope of services and terms for the Ivy Creek Interceptor Division 5 and 6 (“Ivy Creek”) as defined in Amendment No. 2 (“Amendment”) and approved by the Board of Directors on August 16, 2022 in Resolution 2022-08.02 for a total project cost of \$15,471,092.30; and,

**WHEREAS**, Ivy Creek is funded through \$1,500,000 from the County of Bedford and through the Virginia Clean Water Revolving Loan Fund (“Fund”), as administered by Virginia Resources Authority, in the amount of \$13,971,093, including \$632,636 in principal forgiveness as approved by the Board of Directors on August 16, 2022 in Resolution 2022-08.01; and,

**WHEREAS**, E.C. Pace has submitted Change Order requests to increase the Amendment cost (“Change Order”) for Ivy Creek related to redesign and realignment necessary due to a blasting incident (“Incident”) that occurred on May 24, 2023; and,

**WHEREAS**, the Authority and legal counsel reviewed the Change Order and determined it in conformance with the Agreement and thus is eligible for payment under the agreement; and,

**WHEREAS**, the Department of Environmental Quality (“DEQ”) and Virginia Resources Authority (“VRA”) are processing the request for an increase to the Fund up to the amount of the Change Order; and,

**WHEREAS**, the City of Lynchburg contributed \$200,000 (“City Contribution”) towards Ivy Creek related to the replacement of their existing sanitary sewer after the Incident; and,

**WHEREAS**, the Authority has funding available in cash due to capital recovery fees received in Fiscal Year 2023-2024 above the budgeted amount in the amount of \$529,000; and,

**WHEREAS**, the Change Order would be funded by the City Contribution and the cash surplus initially; and,

**WHEREAS**, the cash surplus may be reimbursed if the loan is obtained with DEQ and VRA for the Fund increase; now,

**THEREFORE, BE IT RESOLVED**, that the Deputy Director of the Authority is hereby authorized to execute Change Orders with E.C. Pace for Ivy Creek in an amount up to \$713,518.

Member Gray made a motion to approve this Resolution.

Member Moldenhauer made a Second to approve.

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

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

Mr. Key included the organizational chart to visualize the staffing changes Ms. English had discussed at the September board meeting.

Mr. Key updated the board about the terms for board members. This year, Mr. Gray, Mr. Mansel, and Mr. Mele are up for renewal. Mr. Gray and Mr. Mele want to continue on the board while Mr. Mansel is stepping down. Mr. Mansel said it has been a great experience and that he needs to step away from his involvement in boards at this time.

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

No other business was discussed.

**11. Motion to Adjourn:**

There being no further business to discuss, Mr. Moldenhauer 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 7:56 pm.

Prepared by Megan Pittman – Director of Administration

Approved: October 15, 2024