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## **Bedford Regional Water Authority – Board of Directors Regular Board Meeting – Minutes October 21, 2025**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, October 21, 2025, 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.  
Kevin Mele  
Michael Moldenhauer  
Steve Rush  
John Sharp

Members Absent: ..... none

Staff & Counsel Present: . Brian Key – Executive Director  
Rhonda English – Deputy Director  
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.

### **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: September 16, 2025 – Regular Board Meeting
5. Financial Report: Presented by Brian Key
  - a. Financial Statements through month end September 2025
6. Deputy Director Reports: Presented by Rhonda English
  - a. Operations Report
  - b. Projects Report
7. ***Administration Report: Presented by Megan Pittman***
8. Executive Report: Presented by Brian Key
  - a. Montvale Update
  - b. Grant Application Updates
9. Other business not covered on the above agenda
10. Motion to Adjourn

### **3. Public Comments**

There were no public comments.

### **4. Approval of Minutes: September 16, 2025 – Regular Board Meeting**

The regular Board Meeting Minutes from September 16, 2025, were reviewed.

Member Rush made a motion to approve the minutes.

Member Gray seconded the motion.

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

### **5. Financial Report: Presented by Brian Key**

#### **a. Financial Statements through month end September 2025**

The Customer Service statistical report was included in the packet. The budget goal was 25% for September, with operating revenues at 30% and operating expenses for the month totaling 20%. There are adjusting entries that will be posted as part of the audit. Capital Recovery fees received this FY are 18% of the total budgeted amount; water is at 20%, and sewer is at 14%.

The cash flow summary was included in the packets. Cash is overstated, as payments were made in September and the cash portion has not yet been posted. The payments are pending approval in Mekorma and will post to cash once that process is complete. Included in that batch is the semiannual debt payment for VRA, which includes principal amounts.

Staff are waiting for the compliance supplement to be released in order to finalize the audit.

Finance prepared and will submit a requisition to VDH in the amount of \$150,000 for expenses incurred so far for the Montvale Water System.

### **6. Deputy Director Reports: Presented by Rhonda English**

#### **a. Operations Report**

The Operations report continues to be updated to best reflect the information desired by the Board. Staff are open to any feedback on additional changes the Board would like in the report. Mr. Cherro will be out of the office for an extended period; projects that he has been overseeing will be completed with the assistance of the Engineering division.

Maintenance crews are addressing emergency breaks in Montvale, with three waterline breaks being addressed along Route 460 at the time of the meeting.

#### **b. Projects Report**

The Smith Mountain Lake GAC building project is still underway; requests for bids for the concrete will go out soon. Bids for the Central Water Treatment Plant electrical project will open on October 30. A prebid meeting was scheduled last week; however, no contractors attended. Information was provided about the work being done at the Smith Mountain Lake intake. The Ivy Creek project is still ongoing; the easement issue brought up at the last board meeting has been resolved. The Winoa Lift Station is awaiting equipment delivery and the electric service to be finalized by the Town. The status of development projects in the New London area was shared.

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

Ms. Pittman reviewed the article about the Bedford Chamber Business Awards in the packet. The BRWA had three nominations, which was an accomplishment even though there were no first-place winners. The organization also had its Fall event a few weeks ago. In polling staff, there is always the response that these events are really important to the company's culture and morale. At each event there is a communications portion and teambuilding activity. Appreciation was expressed to the board for supporting these for the staff. The Communications team has been in full force in reaching children in schools. Over the past few weeks, the team has attended two events where they saw around 3000 middle schoolers over two days and then about 1500 students over the past two days. All the public school sixth graders in Bedford County will be starting to tour the Smith Mountain Lake Water Treatment Facility starting tomorrow and running through the next three weeks. This will hopefully turn into an annual event and have a big impact. They spend two hours rotating through five different stations at the plant. Mr. Sharp pointed out that Bedford County has 20% of its students in homeschool or private schools, which would be a good group for the BRWA to reach as well. Internships were also discussed, along with the current challenges with them, and the aim for a better program in the future.

**8. Executive Director Report: Presented by Brian Key**

**a. Montvale Update**

With the federal shutdown, working with the USDA has halted due to its employees being furloughed. Transferring this loan will most likely be delayed by many months. The BRWA is almost out of the VDH money received, and without taking over the system, there will be no revenue from the system that the BRWA is supporting. The options would be to back away from the system until it can be taken over, which could have an impact on customer outages, or to take over the system once approved by the SCC and pay off the loan. It would be a condition of the closing that the debt would be paid. Mr. Key received the direction to proceed with a resolution for the November meeting that would reflect the direction the board gave at this meeting.

Mr. Key said that the customers would be charged the standard rate at the onset. Mr. Mele said that they should look at doing a special rate for their customers. Mr. Key replied that due to the limited knowledge of Montvale's billing history, the BRWA would need to establish a history of the billing once they take it over to determine if a new rate is needed.

**b. Grant Application Update**

Mr. Key submitted several grants for the Hurricane Helene relief funds; however, these are also impacted by the federal shutdown. The benefit-cost analysis has a good ratio for the two generators requested; the ratio for the solar panels is fairly low, and there is concern that the solar and battery installation might not get approved.

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

Mr. Moldenhauer commented on the tariff costs for the membranes earlier this year and said there could be possible rebates available.

**10. Motion to Adjourn:**

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

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

The meeting adjourned at approximately 8:36 pm.