
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
December 17, 2024**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, December 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

Members Absent:..... John Sharp

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.

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: November 19, 2024 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end November 2024
 - b. FY 2023-2024 Audit Report: Presented by Travis Gilmer with Brown Edwards
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. Board Member Appointments / Reappointments
 - b. **Resolution 2024-12.01** - Elections of Officers
 - c. **Resolution 2024-12.02 – Hazard Mitigation Plan**
 - d. Farewell for Rusty Mansel
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: November 19, 2024 – Regular Board Meeting

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

Member Gray made a motion to approve the minutes.

Member Barger seconded the motion.

- Board member votes: 6 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

a. Financial Statements through month end November 2024

The Customer Service statistical report was included in the packet with the updates requested at the last board meeting. The budget goal was 41.67% for November, with operating revenues at 46% and operating expenses for the month totaling 35%. Capital Recovery fees received this FY are 40% of the total budgeted amount. Developer credits redeemed in November totaled \$87,200.

The final audited report for FY2024 is included in your packets. Revenues were at 107% of the budget, and Expenses were 97% of the budget. Capital Recovery fees exceeded the budgeted amount by \$529,350.

b. FY 2023-2024 Audit Report: Presented by Travis Gilmer with Brown Edwards

Mr. Gilmer summarized the ACFR, governance letter, and management letter. The board asked clarifying questions, which were answered. The main topic of discussion was the segregation of duties and the other auditor's comments. Mr. Key asked Mr. Gilmer to summarize their findings about the developer prepayments included in the comments.

6. Operations Report: Presented by Thomas Cherro

Mr. Cherro said the BRWA is still having minor hits to lines by contractors. The Maintenance Manager also found contractors stealing water from fire hydrants. A sewer repair was completed behind the Shell gas station. The raw water intake is currently having a bypass pump connection installed to allow for redundancy if the raw water pumps were to fail. The Water Operations team has been able to purchase new membranes, which are unfortunately on backorder.

7. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the news articles in the packet, noting the success of the grease takeback campaign. She also said that safety training for the year rounded out to 562 hours. The BRWA is also kicking off our leadership and future leaders training in 2025, with directors and managers beginning in January, with some prework having already been completed this month. The BRWA had its annual Winter Luncheon last week, which most staff could attend. These events greatly benefit our staff and enhance the organization's culture.

8. Projects Report: Presented by Rhonda English

The Maintenance Manager also found fiber contractors parked onsite and dumping mud from their equipment on the Ivy Creek Project property. The Stoney Creek Dam Reservoir grant application was not awarded to the BRWA. There is an opportunity to reapply in the future. Mr. Key also mentioned the opportunity for possible grant funding from Hurricane Helene that will be discussed later in the meeting. Ms. English is working with the schools on possible expansion of their operations contract to include additional

school wastewater plants and perhaps hiring an operator to run these facilities. The Town of Bedford sent a performance bonding policy that the BRWA is working to clarify with legal counsel.

9. Executive Report: Presented by Brian Key

a. Board Member Appointments / Reappointments

Mr. Key shared that Mr. Gray and Mr. Mele were reappointed to the board. The Town of Bedford also appointed Steve Rush to take Rusty's place as he exits the board at the end of the year. All of these terms are four years.

b. **Resolution 2024-12.01** - Elections of Officers

Per the requirements stated in the Bylaws policy 1.30, the board is to elect their slate of officers at the December board meeting each year.

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 17th day of December 2024, beginning at 7:00pm:

WHEREAS, the Authority Bylaws Policy 1.30 states that each year at the December meeting of the board the Authority will elect officers, including Chair, Vice Chair, Treasurer, and Secretary; now,

THEREFORE BE IT RESOLVED, the following nominations and motions were made for Calendar Year 2025:

Chair:

A motion was made by Member Gray

to Nominate Member Flynn for the position of Chair.

The motion was seconded by Member Moldenhauer.

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

Vice-Chair:

A motion was made by Member Moldenhauer

to Nominate Member Gray for the position of Vice-Chair.

The motion was seconded by Member Mele.

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

Secretary / Treasurer:

A motion was made by Member Mele

to Nominate Brian Key for the position of Secretary / Treasurer.

The motion was seconded by Member Moldenhauer.

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

c. **Resolution 2024-12.02** – Hazard Mitigation Plan

The Central Virginia Planning District Commission ("CVPDC") prepared a Hazard Mitigation Plan ("HMP") in 2020; one of the localities that is represented in the plan is Bedford County. The BRWA participated significantly in preparing the plan, and therefore, it was ensured that hazards related to the Authority were included in the plan.

The regional HMP can be found on the CVPDC website <https://www.cvhmp.com/>

The Federal Emergency Management Agency (FEMA) approved the CVPDC HMP-2020 Update on February 9, 2021. When the plan was approved, Bedford County and the Town of Bedford were both jurisdictions covered under the plan. With Hurricane Helene, these localities can now apply for grant funding for impacts related to the hurricane.

For the Authority to be eligible to apply for funding directly, the BRWA needs to be included as a "Special District". This resolution is to request that the CVPDC amend the current plan to include the BRWA as a special district and the Authority as a Special District in future plans submitted for FEMA approval.

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 17th day of December 2024, beginning at 7:00pm:

WHEREAS, 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, know as the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5159 (the "Act"),

WHEREAS, The Central Virginia Planning District Commission ("CVPDC") prepared an update to the regional Hazard Mitigation Plan ("HMP") in the year 2020, and Bedford County and the Town of Bedford were both jurisdictions included in, and covered under, the HMP; and,

WHEREAS, the Federal Emergency Management Agency ("FEMA") approved the CVPDC HMP-2020 Update on February 9, 2021; and,

WHEREAS, in order to directly apply for funding from FEMA and/or the Virginia Department of Emergency Management ("VDEM"), the Authority needs to be included as a Special District in the HMP; now,

THEREFORE BE IT RESOLVED, that the Board of Directors of the Bedford Regional Water Authority requests that the Central Virginia Planning District Commission amend the existing Hazard Mitigation Plan to include the Authority as a Special District in said plan, and to include the Authority as a Special District in any and all future Hazard Mitigation Plans.

Member Gray made a motion to approve this Resolution.

Member Barger made a Second to approve.

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

d. Farewell for Rusty Mansel

Mr. Key thanked Mr. Mansel for his time and dedication to the board. Mr. Mansel shared that it was a great experience. He said it was a wonderful organization to work for that is well-run with great staff members who really care about what they do. Mr. Flynn presented a plaque to Mr. Mansel in recognition of his time on the board.

10. Other Business not covered on the above agenda

There was no other business discussed.

11. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:15 pm.