
Bedford Regional Water Authority – Board of Directors

Regular Board Meeting – Minutes

January 21, 2025

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, January 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
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. Mr. Flynn welcomed the new member, Mr. Rush. The Pledge of Allegiance and a moment of silence were conducted. Mr. Flynn commented on all the great work the staff accomplished in the past year; he also said he was excited for the new year, the work ahead for the BRWA, and for the talent that all the board members brought to the table for the benefit of the Authority.

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: December 17, 2024 – Regular Board Meeting
5. Financial Report: Presented by ***Brian Key***
 - a. Financial Statements through month end December 2024
 - b. Electronic Check Signing
6. Operations Report: Presented by Thomas Cherro
 - a. Reverse Flow to SML and Bypass Pump
7. Administration Report: Presented by Megan Pittman
8. Projects Report: Presented by Rhonda English
9. Chairman’s Report: Presented by Bob Flynn
 - a. Committee Assignments

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: December 17, 2024 – Regular Board Meeting

The regular Board Meeting Minutes from December 17, 2024, were reviewed.

Member Moldenhauer made a motion to approve the minutes.

Member Mele seconded the motion.

- Board member votes: 5 Aye; 0 Nay; 2 Abstain. The motion carried.

5. Financial Report: Presented by Brian Key

- a. Financial Statements through month end December 2024: Mr. Key made the financial report to the board in Jill Underwood's absence.

The Customer Service statistical report was included in the packet. Due to the holidays, disconnects were not done in December. For clarification, on line 7, the number of customers shown as being off is not cumulative from prior months; instead, it is the amount that remains off from the accounts that were disconnected that month. This report was prepared on the first business day of the month, so that number is most likely not current at the time of the board meeting. Staff are also working on a dashboard that would allow this report to be put together automatically instead of manually.

The budget goal was 50% for December, with operating revenues at 54% and operating expenses for the month totaling 42%. Capital Recovery fees received this FY are 48% of the total budgeted amount. Developer credits redeemed in December totaled \$90,600.

Account 3000-3050 is Contract Water Sales, which is for the water purchased by WVWA. In October of each year, the Finance team calculates the audited rate for the previous year. This resulted in a credit for FY2024, and the BRWA adjusted the billing rate for water purchases in the current fiscal year. In addition, purchases are usually lower in the winter months than in the other months of the year.

- b. Electronic Check Signing

Three board members are currently able to sign checks electronically after they have been reviewed and signed by either Mr. Key or Ms. English. The board members can view and approve all the details online. Four seats are available for the check signing software; Mr. Key asked if the board would be comfortable adding Mr. Mele to fill the fourth seat. No objections were made to this request.

6. Operations Report: Presented by Thomas Cherro

The task summary for December 2024 was included in the packet. The Pump Station 1 project updates are paused now due to it breaking upon startup. The station is still working with one pump, just not the three pumps the BRWA is working towards.

- a. Reverse Flow to SML and Bypass Pump

The memo in the board packet outlined the five levels of redundancy the BRWA has in place. The importance of these measures was shown earlier this month. During the ice storm at the beginning of January, power was lost at Smith Mountain Lake, and the generator at the intake malfunctioned. The BRWA was able to reverse the flow of water from Forest to the Town of Bedford and Smith Mountain Lake. This

enabled customers to receive uninterrupted service. Mr. Cherro and Mr. Key also reviewed the other levels of redundancy and answered questions about generators.

7. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the media articles in the packet and said that social media engagement has increased since hiring the new Communications Supervisor. She also mentioned a press release that went out last week about the reverse flow to Smith Mountain Lake to share the BRWA's success and provide some assurance to customers in light of the Richmond water situation. Her team is working on a salary survey and continuing training for staff.

8. Projects Report: Presented by Rhonda English

The Ivy Creek project had a property owner complain to DEQ due to a creek crossing that caused an inspection. DEQ has no concerns about the crossing after the inspection. Eastyn Crossing in the Town is under development right now. The Helm Street Project progress is continuing; the contractor has been remedying some damage to properties along Helm Street caused by large delivery trucks. Ms. English answered questions from the board about the projects.

9. Chairman's Report: Presented by Bob Flynn

a. Committee Assignments

Mr. Flynn thanked the board members for their time working on the committees. The Personnel Committee for 2025 will be Mr. Moldenhauer and Mr. Sharp; the Finance Committee will be Mr. Gray and Mr. Mele; the Policies and Projects Committee will be Mr. Barger and Mr. Rush.

10. Other Business not covered on the above agenda

Mr. Key said he is working with Schneider Electric on a solar proposal, and they are evaluating whether solar power would be viable at Smith Mountain Lake. This project may be eligible for Virginia Department of Emergency Management ("VDEM") funding. The board asked numerous questions about the project, and gave no objections to proceeding with the feasibility analysis and making the application to VDEM.

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 8:21 pm.

Prepared by Megan Pittman – Director of Administration
Approved: February 18, 2025