
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
March 18, 2025**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, March 18, 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
Jill Underwood – Director of Finance
Thomas Cherro – Director of Operations
Megan Pittman – Director of Administration
Jason Michaels – Human Resources Manager

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: February 18, 2025 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end February 2025
6. Operations Report: Presented by Thomas Cherro
 - a. Task Report
 - b. **Resolution 2025-03.01**: Sole Source Procurement
7. Administration Report: Presented by Megan Pittman
 - a. Public Relation Report
 - b. **Resolution 2025-03.02**: Health Insurance
8. Projects Report: Presented by Rhonda English

9. Executive Report: Presented by Brian Key
 - a. System Summary: SCADA
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: February 18, 2025 – Regular Board Meeting

The regular Board Meeting Minutes from February 18, 2025, were reviewed.

Member Sharp made a motion to approve the minutes.

Member Moldenhauer 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 February 2025

The Customer Service statistical report was included in the packet. The budget goal was 67% for February, with operating revenues at 70% and operating expenses for the month totaling 55%. Capital Recovery fees received this FY are 58% of the total budgeted amount; water is at 62%, and sewer is at 51%.

Staff have begun working on the FY 2026 budget. The first Finance Committee meeting to review the budget is March 26, 2025, and a draft presentation will be presented to the Board at the April meeting.

6. Operations Report: Presented by Thomas Cherro

a. Task Report

The task summary for February was included in the board packets. No questions were asked by the board.

b. **Resolution 2025-03.01:** Sole Source Procurement

The proposed resolution sought authorization for the one-time procurement agreement with Wastewater Technologies for replacement parts and equipment covered under the BioROTOR patents at the Montvale Wastewater Treatment Facility. The estimated cost for the bio-wheel parts and material will be \$106,773.20. The expenditures will utilize funds from the CIP budget that were allocated for the reservoir piping project; the reservoir project did not receive the necessary subsidy outside funding, so the funds dedicated in the CIP for that project will be allocated to procure the parts and materials for the bio-wheel.

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 18th of March, 2025, beginning at 7:00 p.m.:

WHEREAS, the Authority owns and operates the Montvale Wastewater Treatment Plant; and,

WHEREAS, under the terms of the Clean Water Act, the Montvale Wastewater Treatment Plant operates under the Department of Environmental Quality (DEQ) permit VA0087238 dated April 1, 2022. The Montvale Wastewater Treatment Plant shall follow the Operations and Maintenance (O&M) Manual outlining practices and procedures used to comply with the requirements of the Authorities permit, including repairing or replacing equipment directly correlated to the treatment process; and,

WHEREAS, the bio-wheel system, which was put into service in 2005, has failed and in need of replacement; and,

WHEREAS, Wastewater Technologies LLC is the only vendor capable of meeting the exact requirements of the existing equipment, and changing to a different vendor would require substantial retrofits to the current plant configuration; and,

WHEREAS, any configuration changes to the Montvale Wastewater Treatment Plant will require the Authority to notify DEQ of any planned physical alterations or additions to the permitted facility; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the Director of Operations to utilize sole source procurement per the Authority's policy 10.10 for the purchase of BioROTOR repair parts and material from Wastewater Technologies LLC, for the Montvale WWTP; and,

BE IT FURTHER RESOLVED, that the total amount of the expenditures for the bio-wheel replacement parts and materials shall not exceed an amount of \$110,000.00.

Member Gray made a motion to approve this Resolution.

Member Rush made a Second to approve.

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

7. Administration Report: Presented by Megan Pittman

a. Public Relations Report

Ms. Pittman reported on the articles included in the packet. There is an Earth Day celebration event on April 22nd at 11am at Central Wastewater Treatment Plant. The board will receive a more formal invitation from the Communications team. This is being held in conjunction with Schneider Electric, who did the ESCO project at Central Wastewater Treatment Plant. Elected officials, board members, the community, and staff are invited to celebrate a project that allows the BRWA to be more ecofriendly while also saving money in operating costs.

Ms. Pittman also stated that the BRWA's first employee event will be next week. This is a communications event to ensure that all staff have a chance to hear topical information and for leadership to answer any questions.

She also informed the board that Mr. Key's evaluation survey was sent out on March 11th. Please have responses in by March 21st. The Personnel Committee will meet on April 1st with the intention of having a closed session to discuss the evaluation at the April board meeting. The board asked that Ms. Pittman hand the evaluation process over to the Personnel Committee for confidentiality for Mr. Key.

b. Resolution 2025-03.02: Health Insurance

Ms. Pittman stated that the board packets included a proposed resolution and the rates proposed for health insurance in fiscal year 2025-2026. The rates proposed reflect an average increase of 8.20% in the premium for continuation of coverage. This resolution is required by the Local Choice to be submitted before April 1st in order to allow the Authority to sign up for Health Insurance as an employee benefit. A chart was shared about the past five year's rate changes as well. Staff answered questions from the board about the cost and benefit of the health insurance to staff.

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 18th day of March 2025, beginning at 7:00pm:

WHEREAS, it is recognized by the Board that the provision of quality and affordable health insurance is a very important benefit to Authority employees; and,

WHEREAS, the Authority received the health insurance program renewal documentation from The Local Choice on February 19, 2025 and included in the renewal are the proposed rates for Fiscal Year 2025-2026; and,

WHEREAS, attached to this resolution is the data showing the proposed rates which indicate the costs to the Authority to provide health insurance coverage in FY 2025-2026; and,
WHEREAS, if the Authority is going to proceed with renewing the health insurance coverage with the Local Choice for the next fiscal year, action needs to be taken by the Board before April 1, 2025; now,
THEREFORE, BE IT RESOLVED, that the Director of Administration of the Authority is authorized to execute the necessary documents to renew the health insurance contract with The Local Choice program.

Member Moldenhauer 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.

8. Projects Report: Presented by Rhonda English

Ms. English has updated the CIP list; there are some critical projects that are costing the BRWA more than planned. Funds have been reallocated based on the needs of the projects. The Helm Street tank is being sandblasted to prepare for painting. The Ivy Creek Project is still moving slowly and is struggling with rock excavations at the creek crossings.

9. Executive Report: Presented by Brian Key

a. System Summary: SCADA

Mr. Key gave an overview of the SCADA system, which allows staff to monitor and change the system remotely if they have the proper permissions. The board asked numerous questions about the system, which were then answered by Mr. Key.

10. Other Business not covered on the above agenda

Mr. Key gave an overview of the Mekorma electronic check approval and signing system.

11. Motion to Adjourn:

There being no further business to discuss, Sharp 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 8:21 pm.