
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
June 17, 2025**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, June 17, 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
Steve Rush
John Sharp

Members Absent:..... Michael Moldenhauer

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: May 20, 2025 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
6. Projects Report: Presented by Rhonda English
7. Operations Report: Presented by Thomas Cherro
8. Administration Report: Presented by Megan Pittman
9. Executive Report: Presented by Brian Key
 - a. Reservoir Update***
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: May 20, 2025 – Regular Board Meeting

The regular Board Meeting Minutes from May 20, 2025, were reviewed.

Member Gray made a motion to approve the minutes.

Member Mele seconded the motion.

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

5. Financial Report: Presented by Jill Underwood

The Customer Service statistical report was included in the packet. The tower readings are not available for May, due to a software issue. The budget goal was 92% for May, with operating revenues at 97% and operating expenses for the month totaling 82%. Capital Recovery fees received this FY are 83% of the total budgeted amount; water is at 89%, and sewer is at 71%. The annual audit communication letter from Brown, Edwards is included in the packet. If the board members have any concerns or inquiries, please reach out to the auditors.

6. Projects Report: Presented by Rhonda English

The Ivy Creek Project is continuing; this week, the auger for the Cottontown Road bore was lowered. A meeting was held with the EPA and other organizations to find possible free assistance with the Lead Service Line project. The BRWA is receiving limited responses from the community about their lines. The majority of the unknown service lines are in the Town. The board discussed the challenges with the project. Ms. English also updated the board on some possible zoning changes related to lot sizes that may impact the BRWA in the future.

7. Operations Report: Presented by Thomas Cherro

Mr. Cherro stated that a contractor has been chosen for the GAC building project and will begin soon. Turkey Mountain's high-service pumps are under repair; electrical upgrades are planned for this facility, too, which will help the efficiency of this plant. He is still looking for a contractor to install the motor for the raw water pump at the SML intake. Mr. Cherro said that the BRWA received a \$21,000 tariff charge for the membranes for the Smith Mountain Lake Water Treatment Facility, which is 10% of the cost.

8. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the information included in the board packet. She also mentioned that there will be a ribbon cutting for the Helm Street Tank on July 16th. Attendees will be able to walk or look inside the tank. The team is also planning ahead to participate in the County Fair at the Carnival portion and Centerfest for the first time in many years. Training continues with the Safety and Human Resources departments.

9. Executive Report: Presented by Brian Key

Mr. Key included information about his correspondence with the Town about the land surrounding the Reservoir and the reason for the lack of clarity on who was supposed to own the land. Mr. Key displayed a map to the board for clarity. The board discussed the conditions that were requested from the Town, whether they agreed with them, and whether there was a benefit to consider purchasing the land that wasn't originally included in any of the reversion documentation. The board gave direction to Mr. Key to discuss with the Town

10. Other Business not covered on the above agenda

Mr. Key said that usually the July board meeting has a light agenda with routine items and no action items and the Chair is on vacation, and Mr. Key recommended canceling the meeting for the month. The board agreed to cancel the July board meeting.

11. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:12 pm.

Prepared by Megan Pittman – Director of Administration
Approved: August 19, 2025