



BOARD OF DIRECTORS

September 16th, 2025

BEDFORD REGIONAL WATER AUTHORITY

Providing quality service to everyone.



1723 Falling Creek Road, Bedford, VA 24523-3137



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MEETING NOTES

To: BRWA Board of Directors
From: Brian M. Key, Executive Director
Date: September 8, 2025
Re: Notes for the September 16, 2025, Board of Directors Meeting

The agenda for this meeting is fairly light and straightforward.

Below are a few notes corresponding to the agenda numbers:

- 5.b. Resolution 2025-09.01 is included for the Board's consideration of revising three policies and adding a new policy.
- 6. The operations report was modified to include additional information about the time spent in Montvale working on the water system.
- 9.a. There isn't anything in the board packet about the BRWA meeting schedule, and this isn't an action item for this meeting; rather, this is simply a continuation of last month's discussion. Just a reminder that Chairman Flynn requested each board member to consider what times would be acceptable for having an alternate meeting schedule.
- 9.b. The board packets don't contain any information about the reservoir land; this agenda item is simply to update the board on the status of the land transfer.

Due to a work conflict, Jay Gray will likely attend the meeting remotely.

If you have any questions about any of the information contained in your board packets, or if you are not going to be able to attend the meeting, please contact me prior to the board meeting.

AGENDA

NOTICE AND AGENDA

To: Board of Directors
From: Brian M. Key – Executive Director
Date: September 8, 2025
Re: Notice of Board Meeting and Agenda

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Authority”) will be held on **Tuesday, September 16, 2025, at 7:00 p.m.** in the **Board Meeting Room** of the Authority located in the **Annex** building at **1723 Falling Creek Road in Bedford County**. The public can provide input and/or join the meeting in person or in the following ways:

- Join the [Zoom meeting](#) with **audio/video** by electronic device (computer, phone, tablet):
 - Meeting ID: 854 3919 8417
 - Passcode: 4cxLMp
- Click on the link to the online meeting on our website
 - www.brwa.com (Navigate to “Get In Touch/Calendar” and find the date of the meeting)

The following Agenda is proposed for discussion:

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: August 19, 2025 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end August 2025
 - b. **Resolution 2025-09.01: Policies**
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. BRWA Meeting Schedule
 - b. Reservoir Land
10. Other business not covered on the above agenda
11. Motion to Adjourn

MINUTES

Bedford Regional Water Authority – Board of Directors

Regular Board Meeting – Minutes

August 19, 2025

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, August 19, 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
Jill Underwood – Director of Finance
Thomas Cherro – Director of Operations

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: June 17, 2025 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
6. Operations Report: Presented by Thomas Cherro
7. Administration Report: Presented by Brian Key
8. Projects Report: Presented by Brian Key
9. Executive Report: Presented by Brian Key
 - a. Resolution 2025-08.01: Policies
 - b. Resolution 2025-08.02: Montvale Water
 - c. Board meeting schedule
10. Other business not covered on the above agenda
11. Motion to Adjourn

3. Public Comments

Ms. Leighton stated her opinion on what day which would be best for her to attend the board meetings.

4. Approval of Minutes: June 17, 2025 – Regular Board Meeting

The regular Board Meeting Minutes from June 17, 2025, were reviewed.

Member Rush made a motion to approve the minutes.

Member Mele seconded the motion.

- Board member votes: 7 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 budget goal was 100% for June, with operating revenues at 107% and operating expenses for the month totaling 92%. These are not final numbers, as there are adjusting entries that will be posted as part of the audit. The July balance sheet will not be available until the year is closed out and balances are brought forward. Capital Recovery fees received last FY are 92% of the total budgeted amount; water is at 98%, and sewer is at 79%. The budget goal was 8.00% for July, with operating revenues at 9% and operating expenses for the month totaling 6%. Capital Recovery fees received this FY are 8% of the total budgeted amount; water is at 7%, and sewer is at 10%.

Brown, Edwards will be onsite the weeks of August 18th and 25th for the fieldwork portion of the audit. The budget book was submitted to GFOA for their awards program.

The board asked questions about bulk fill stations, and staff provided a response to their questions.

6. Operations Report: Presented by Thomas Cherro

Mr. Cherro stated that the hours spent in Montvale are increasing due to the CIP team installing isolation valves in the area. Mr. Key gave a short overview of how Montvale Water approached the BRWA due to their challenges maintaining the system and asked the BRWA to create a letter of intent to transfer Montvale Water to the BRWA and provide intermediary help during the transition process. Staff are helping with locating, changing out meters, and making repairs; however, billing is still being done by Montvale until the transfer is complete. The estimated timeline is to have Montvale transfer to the BRWA by the end of 2025.

The GAC building for the Smith Mountain Lake Water Treatment Facility had a change order of \$30,000 for the building's doors, which includes a 15% discount. The Winoa lift station was sent out to bid on Monday. Phase 1 for Turkey Mountain's electrical upgrade is also out for bid.

Questions about a recent major water leak were answered.

7. Administration Report: Presented by Brian Key

Mr. Key reviewed the media articles included in the packet. Highlights include the Water Tower Showdown, Helm Street Tank Ribbon Cutting, and the awards the BRWA is nominated for. Mr. Sharp requested pictures of the winners of the Water Tower Showdown. Mr. Key said they will be included in the week's BRWA online newsletter "the Pipeline".

8. Projects Report: Presented by Brian Key

Mr. Key said that the Ivy Creek project is continuing slowly and gave a few details about the challenges occurring on site.

9. Executive Report: Presented by Brian Key

a. Resolution 2025-08.01: Policies

There are two policies that staff are recommending for approval with this resolution:

- 1) Policy 1.40 Governing Principles: Staff would like to add the word "Safety" to the list of values. The values are about how the BRWA does the work, and they are an expression of what is most important to the BRWA as work is performed; adding this word to the values list is to emphasize the importance of working safely.
- 2) Policy 20.11 Leave: As can be seen in the markup of the policy in the board packet, it is being recommended that Section 8 is added to the policy to clarify the accrual of leave during extended leave. The board also discussed an item that was initially put into the policy for revision and then removed. This would allow leadership, at the time of hire, to offer a different accrual of PTO based on their VRS tenure from other localities. Instead of making this fixed as a policy, staff would rather have this as an option for recruitment, but not a guarantee. The board agreed this was a good recruitment tool, and to allow staff to have flexibility as needed for recruitment.

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 19th day of August 2025, beginning at 7:00 p.m.:

WHEREAS, the Bedford Regional Water Authority (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, the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5159 (the "Act"); and,

WHEREAS, the Authority desires to have a comprehensive set of policies governing the manner in which the Authority conducts its regular business, and the Authority directs that these policies be grouped together into an operating policy manual; and,

WHEREAS, staff are recommending minor changes to the Governing Principles Policy 1.40 and to the Leave Policy 20.11; and,

WHEREAS, the Board of Directors of the Authority has reviewed the proposed changes to the policies stated above, and concur with the recommendation to make the changes; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Bedford Regional Water Authority does hereby approve of the changes presented to the Board for the policies listed above.

Member Moldenhauer 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.

b. Resolution 2025-08.02: Montvale Water

Included in the board packet is the letter of intent that was signed on July 3, 2025, to begin the process of evaluating the Montvale Water System and operating the system during an interim period while agreements are drafted and approvals are pursued.

Also included in the board packet is the grant approval from the Virginia Department of Health; the grant is to provide funding to make the ownership transfer less of a financial burden and to improve service to the Montvale community.

Mr. Key reviewed these documents with the board during the meeting and answered clarification questions. The board encouraged having an informational session for Montvale customers, along with the current outreach methods that the teams are already doing.

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 19th day of August 2025, beginning at 7:00pm:

WHEREAS, the Authority has been requested by Montvale Water Incorporated ("MWI") for the Authority to take ownership of the Montvale Water Company private water system ("System") serving the Montvale community; and,

WHEREAS, due to the emergency situation where the community was suffering significant prolonged water outages due to the damages to the System occurring from a contractor installing fiber optic internet service throughout the Montvale service area, the Authority signed an Agreement of Intent dated July 3, 2025 to begin the process of evaluating and operating the system and to work towards and ownership transfer; and,

WHEREAS, the Virginia Department of Health has provided grant funding to reimburse the Authority for the work involved in repairing the System and work related to preparing System to make it ready for an ownership transfer; now,

THEREFORE, BE IT RESOLVED, that the Executive Director of the Authority is hereby authorized to execute an Agreement with MWI and/or their successors and/or trustees, as prepared and approved by the Authority's legal counsel, and the Executive Director is authorized to sign any and all documents to assume ownership and operational maintenance responsibility for the water system serving the Montvale community.

Member Sharp 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.

c. Board meeting schedule

The board members discussed the options of moving the board meeting time and day of the week; Chairman Flynn requested that the board think about alternate schedules, and be prepared for further discuss potential changes at the September meeting.

10. Other Business not covered on the above agenda

The Town is going to discuss the reservoir property transfer at their August 26th meeting.

A third party contractor has contacted the BRWA about becoming a part of the demand response program. This program would use the BRWA's generators to take load off the electrical grid if needed during peak periods or emergencies. There is no financial liability to the BRWA for participation, and the BRWA could generate revenue annually, even if the generators are not used. The board agreed to allow the Exective Director to proceed with executing agreements as needed to participate in the energy programs.

11. Motion to Adjourn:

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

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

The meeting adjourned at approximately 9:04 pm.

FINANCIAL REPORT



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MEMORANDUM

To: BRWA Board of Directors
From: Jill W. Underwood, Director of Finance
Date: September 9, 2025
Re: Financial Highlights for August 2025

Customer Service Statistical Report:

The report for August is included.

Balance Sheet:

The report for August is included.

Summary of Revenues & Expenses:

- 1) Budget goal is 16.67% for August, operating revenues are at 18% and operating expenses at 13%. There are adjusting entries that will be posted as part of the audit.
- 2) Capital Recovery fees received this FY are 11% of the total budgeted amount, water is at 12% and sewer is 10%.
- 3) There are several accounts nearing 100%, as there are annual (one-time) payments made in July.

Cash Flow Summary:

The summary is included in your packets.

FY 2025 Audit:

We are working on wrapping up the inquiry process of the auditing and moving to the review and report. We do not have an estimated time of completion yet.

Tracking Data for Customer Service Department

	Description	September '24	October '24	November '24	December '24	January '25	February '25	March '25	April '25	May '25	June '25	July '25	August '25	Running 12 Month Totals
1	Statements Generated	14,777	14,783	14,791	14,795	14,756	14,776	14,810	14,866	14,903	14,925	14,923	14,913	178,018
2	Total \$ Amount of Statements Generated	\$1,994,110.41	\$1,444,695.36	\$1,389,347.57	\$1,566,549.56	\$1,499,035.80	\$1,604,729.05	\$1,392,631.50	\$1,464,867.47	\$1,615,150.83	\$1,983,201.22	\$1,655,389.88	\$1,654,536.28	\$19,264,244.93
3	Total \$ Payments Received	\$1,812,773.76	\$1,680,971.83	\$1,568,014.88	\$1,652,340.46	\$1,558,112.31	\$1,495,171.84	\$1,597,506.18	\$1,440,198.22	\$1,567,555.02	\$1,634,476.51	\$1,557,454.76	\$1,777,449.77	\$19,342,025.54
4	Account Transfers	243	157	252	172	182	190	214	194	264	279	352	492	2,991
5	New Customers - Forest	39	16	17	4	4	7	6	5	6	10	1	7	122
6	New Customers - SML	12	-	1	2	2	2	4	4	1	9	2	1	40
7	Res Disconnected Customers/Still Off	47	86	62 / 13	-	59 / 9	30 / 5	53 / 5	52 / 14	53 / 15	36 / 6	57 / 13	33 / 10	N/A
8	Residential Disconnected Customers (\$)	\$9,533.53	\$17,523.77	\$11,742.56	\$0.00	\$18,164.09	\$15,244.47	\$16,530.57	\$11,027.63	\$8,412.35	\$7,479.65	\$19,901.14	\$8,976.25	N/A
9	Normal Readings	15,149	15,270	15,293	15,149	15,271	15,331	15,327	15,369	15,388	15,398	15,406	15,519	183,870
10	Tower Read Meters	1,492	2,372	2,598	1,583	-	-	1,151	4,090	-	-	2,300	4,178	19,764
11	New Meter Installs	10	21	12	5	9	5	28	10	12	8	18	11	149
12	Meters Changed - Program	33	52	27	55	39	67	75	73	48	47	34	9	559
13	Meters Changed - Montvale											23	96	119
14	Remaining Developer's Credits	\$635,478.25	\$636,053.25	\$548,790.36	\$543,712.83	\$534,778.34	\$534,778.34	\$534,778.34	\$534,753.25	\$534,753.25	\$534,753.25	\$534,753.25	\$534,753.25	N/A
15	Bulk Water Sales - New London (Gallons)	212,280	41,870	12,585	9,795	31,284	25,815	22,015	19,803	84,196	224,064	117,128	50,364	851,199
16	Bulk Water Sales - Moneta (Gallons)	11,985	12,525	7,900	4,885	1,580	10,005	7,305	34,680	62,820	98,543	74,965	23,118	350,311
17	Bulk Water Sales - Central Distr (Gallons)	9,908	57,805	22,000	25,100	8,100	5,300	400	66,700	124,520	118,800	226,200	70,200	735,033
18	Total Bulk Water Sales	\$2,810.08	\$1,346.40	\$509.82	\$477.36	\$491.57	\$493.44	\$356.64	\$1,454.20	\$3,258.43	\$5,296.88	\$5,019.52	\$1,724.18	\$6,128.66

Bedford Regional Water Auth.
Balance Sheet
For the Two Months Ending Sunday, August 31, 2025

		<u><i>7/1/2025</i></u> <u><i>Beginning</i></u>	<u><i>Aug 2025</i></u> <u><i>Actual</i></u>
	ASSETS		
1000:1000	Cash	\$12,948,841.20	\$11,407,077.41
1001	Restricted Investments	11,776,685.97	12,506,207.25
1002:1002	Prepaid Expenses	672,541.20	672,541.20
1101:1101	Accounts Receivable	4,721,901.93	4,893,050.18
1102	Accounts Receivable Other	39,037.39	49,381.62
1200	Inventory	710,451.91	811,933.05
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	18,133,934.68	19,084,356.83
1301	Tangible Assets- Office	5,859,682.12	5,859,682.12
1302	Tangible Assets - Vehicles	5,416,576.50	5,416,576.50
1400:1500	Tangible Assets - Water	108,819,909.35	108,819,909.35
1700	Tangible Assets - Sewer	75,860,276.83	75,860,276.83
1800	Intangible Assets	743,601.00	743,601.00
1801	Fixed Asset Clearing Account		3,087.98
1900	Depreciation	<u>(89,336,795.55)</u>	<u>(89,336,795.55)</u>
	Total assets	156,370,579.19	156,794,820.43
	LIABILITIES		
2000	Accounts Payable	(2,162,122.09)	(996,438.50)
2001	Customer Liabilities	(408,978.62)	(406,757.80)
2100	Employee Liabilities	(1,404,067.31)	(1,234,510.30)
2200	Notes Payable	(45,905,838.84)	(45,622,608.96)
2300	Developer Revenues and Inflows	(2,968,540.04)	(2,968,540.04)
2999	Retained Earnings	<u>(103,521,032.29)</u>	<u>(103,521,032.29)</u>
	Total liabilities	(156,370,579.19)	(154,749,887.89)
	Operating Surplus/ (Loss)		2,044,932.54

Bedford Regional Water Auth.
Balance Sheet
For the Two Months Ending Sunday, August 31, 2025

		<u>7/1/2025</u> <u>Beginning</u>	<u>Aug 2025</u> <u>Actual</u>
ASSETS			
Cash:			
1000-0000	Change Box for CS	350.00	350.00
1000-0001	Petty Cash	16.57	16.57
1000-0002	Truist Checking Account	4,767,587.83	3,251,373.04
1000-0004	Cash Drawer	225.00	225.00
1000-0011	LGIP Operating Reserves Fund	376,421.82	376,421.82
1000-0012	Due from VRA- DEQ Ivy Creek Construction Fund	4,117,499.51	4,117,499.51
1000-0013	Due from VDH- Grant Proceeds	170,375.00	170,375.00
1000-1000	VA Investment Pool-Capital Projects Reserve	2,317,532.45	2,317,532.45
1000-2000	VA Investment Pool- Operating Reserves	1,198,833.02	1,198,833.02
1000-0005	Cash Suspense Account (for F.A.)		(25,549.00)
	Total Cash	12,948,841.20	11,407,077.41
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	1,305,170.48	1,705,170.48
1001-0020	Reserve for future capital projects	881,467.79	881,467.79
1001-0021	County Funds for New Projects	250,506.21	259,693.49
1001-0022	SML WTF Depreciation Fund WVWA	1,202,944.25	1,202,944.25
1001-0023	BRWA Cell Tower Funds	335,913.55	335,913.55
1001-0024	SML WTF Depreciation Fund- BRWA portion	1,202,944.25	1,202,944.25
1001-0025	Vehicle and Equipment Replacement Fund	353,914.23	433,914.23
1001-0030	Information Systems Replacement Fund	328,771.82	333,771.82
1001-0035	Meter Replacement Fund	375,617.58	425,617.58
1001-0040	Sewerline Replacement Fund	1,283,765.20	1,339,765.20
1001-0045	Waterline Replacement Fund	643,796.06	709,796.06
1001-0050	Tank Rehab	567,003.76	580,337.76
1001-0060	Water Facilities Set Aside Fund	170,004.00	195,004.00
1001-0065	Sewer Facilities Set Asides	170,004.00	195,004.00
1001-1010	VA Investment Pool- Reserve Fund	480,590.61	480,590.61
1001-1020	LGIP Repairs & Maintenance Reserve	24,085.63	24,085.63
1001-1025	VRA Debt Service Reserve Fund	1,805,183.18	1,805,183.18
1001-1100	Escrow Account	35,341.72	35,341.72
	Total Restricted Investments	11,776,685.97	12,506,207.25
Prepaid Expenses:			
1002-1000	Prepaid Insurance	126,709.77	126,709.77
1002-1001	Prepaid Dues/Service Contracts	19,934.43	19,934.43
1002-1002	Deferred Outflows of Resources (Pensions)	544,941.00	544,941.00
1002-1003	VRS OPEB Deferred Outflow	74,705.00	74,705.00
1002-1004	VRS OPEB Deferred Outflow	(38,266.00)	(38,266.00)
1002-1005	Local OPEB Deferred Outflows	8,083.00	8,083.00
1002-1006	Local OPEB Deferred Inflows	(63,566.00)	(63,566.00)
	Total Prepaid Expenses	672,541.20	672,541.20
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,367,943.65	1,495,950.95
1101-2000	Budget Billing Accounts Rec.	6.52	6.52
1101-2001	Monthly Statement A/R	(20.00)	(20.00)
1101-2002	Monthly Deferred A/R- holding account	553.47	553.47
1101-2003	AR Credits	(50.00)	(50.00)
1101-3000	Billings Receivable Sewer	1,561,541.24	1,624,353.32
1101-3210	Credit Card Convenience Fee AR	735.34	735.34
1101-4000	Allowance for Doubtful Accounts	(252,468.34)	(252,468.34)
1101-4001	Water Penalties- A/R	(335,533.95)	(335,069.37)
1101-4002	Payment Arrangement AR- Water	(154.96)	(154.96)
1101-4003	Sewer Penalties A/R	35,240.56	34,530.90
1101-4004	Payment Arrangement AR- Sewer	268.43	268.43

Bedford Regional Water Auth.
Balance Sheet
For the Two Months Ending Sunday, August 31, 2025

		<u>7/1/2025</u> <u>Beginning</u>	<u>Aug 2025</u> <u>Actual</u>
1101-4005	Payment Arrangement AR- Sewer Penalties	94.60	94.60
1101-4006	Payment Arrangement AR- Water Penalties	174.14	174.14
1101-5001	Water Capital Recovery Fees A/R	168,635.01	173,635.01
1101-5002	Returned Check A/R	(3,859.71)	(3,572.83)
1101-5003	Sewer Capital Recovery Fees A/R	125,391.75	125,391.75
1101-5005	Reconnect Fee A/R	24,161.41	24,891.10
1101-6000	Water Account Charge A/R	13,429.74	13,504.74
1101-6003	Sewer Account Charges A/R	50,406.34	54,031.34
1101-7001	Water Deposits A/R	(356,190.28)	(387,822.54)
1101-7003	Sewer Deposits A/R	20,948.25	20,948.25
1101-7500	Meter Base Installation Fee A/R	151,393.43	152,993.43
1101-7502	A/R- Sewer Clean-Out Insallation Fee	119,900.00	119,900.00
1101-7503	Sewer Extensions A/R	8,190.00	8,190.00
1101-7504	Sewer Pump Maintenance A/R	12,159.69	12,358.63
1101-7505	Service Repairs & Rents A/R	(709.88)	(709.88)
1101-7506	A/R- Septage Dumping Fees	8,335.00	8,335.00
1101-7507	Meter Fee A/R	89,015.46	90,285.46
1101-7508	A/R- Industrial Pretreatment	(7,007.26)	(7,007.26)
1101-7510	SGP Review and Inpections A/R	(2,334.58)	(2,913.88)
1101-8000	Misc. Charges Receivable	(1.00)	(1.00)
1101-8002	NSF holding/clearing account	7,643.34	7,643.34
1101-8003	Consolidation holding account	(3,761.63)	(3,761.63)
1101-8006	Unauthorized Service A/R	6,000.00	6,000.00
1101-8008	Cellular Rental AR	1,948,211.63	1,948,211.63
1101-8009	Pending Electronic Payments	(36,385.48)	(36,385.48)
	Total Accounts Receivable	<u>4,721,901.93</u>	<u>4,893,050.18</u>
Accounts Receivable Other:			
1102-0001	Miscellaneous Accounts Receivable	39,037.39	49,381.62
	Total Accounts Receivable Other	<u>39,037.39</u>	<u>49,381.62</u>
Inventory:			
1200-0001	Maintenance Inventory	181,916.68	283,397.82
1200-0002	Meter Inventory	528,535.23	528,535.23
	Total Inventory	<u>710,451.91</u>	<u>811,933.05</u>
Loan Related Assets:			
1202-0009	VRA 2014 Cash Account (per docs)	3,934.66	3,934.66
	Total Loan Related Assets	<u>3,934.66</u>	<u>3,934.66</u>
Construction In Progress:			
1250-0001	CIP Inventory	54,658.81	54,752.31
1250-0300	CIP- Western Hills Sewer Replacement	54,750.00	54,750.00
1250-0301	CIP- Central PS Pump Replacements	6,500.00	6,500.00
1250-0302	CIP- Western Hills Water Replacement	40,200.00	40,200.00
1250-0303	CIP- Shady Knoll Sewer Replacement	137,978.98	144,627.00
1250-0304	CIP- Central PS 1&2 Replacements	636,853.21	636,853.21
1250-0305	CIP- Winoa Pump Station Repairs	30,081.46	30,081.46
1250-0306	CIP- SML Facility Capital Projects	563,201.26	602,741.80
1250-0307	CIP- Baltimore WATER project	13,272.54	13,272.54
1250-0310	CIP- Lead Service Line Inventory Project	177,905.00	178,255.00
1250-0317	CIP- Moneta Sewer Upgrades	1,500.00	1,500.00
1250-0318	Town & Country WATER Replacement	41,900.00	41,900.00
1250-0319	Montvale WWTP Biowheel	65,998.51	65,998.51
1250-0337	FY24-25 CIP Projects	53,644.05	53,644.05
1250-0355	CIP- Route 43 Sewer Replacement Project	153.75	153.75
1250-0378	Helm Street Tank Project (ARPA)	3,531,176.26	3,535,412.26
1250-0383	CIP- Ivy Creek Sewer	12,180,287.39	13,075,841.48
1250-0391	CIP- Turkey Mtn Booster Station	543,873.46	547,873.46

Bedford Regional Water Auth.
Balance Sheet
For the Two Months Ending Sunday, August 31, 2025

		<u>7/1/2025</u> <u>Beginning</u>	<u>Aug 2025</u> <u>Actual</u>
	Total Construction In Progress	18,133,934.68	19,084,356.83
Tangible Assets- Office:			
1301-0001	Office Facilities	3,818,136.02	3,818,136.02
1301-0002	Information Systems	2,041,546.10	2,041,546.10
	Total Tangible Assets- Office	5,859,682.12	5,859,682.12
Tangible Assets - Vehicles:			
1302-0001	Vehicles and Equipment	5,416,576.50	5,416,576.50
	Total Tangible Assets - Vehicles	5,416,576.50	5,416,576.50
Tangible Assets - Water:			
1400-1000	SML Water Treatment Facility	16,694,001.18	16,694,001.18
1400-2000	Smith Mountain Lake Central	22,746,661.98	22,746,661.98
1400-3000	Stewartsville Water	2,735,076.84	2,735,076.84
1500-1000	Forest Water	38,917,905.09	38,917,905.09
1500-2000	Lakes Water	1,779,476.47	1,779,476.47
1500-3000	Central Water	25,946,787.79	25,946,787.79
	Total Tangible Assets - Water	108,819,909.35	108,819,909.35
Tangible Assets - Sewer:			
1700-0014	Central Sewer	31,413,948.56	31,413,948.56
1700-0015	Moneta Sewer	12,905,936.92	12,905,936.92
1700-0016	Forest Sewer	22,252,863.94	22,252,863.94
1700-0020	Mariners Landing Sewer	1,514,297.70	1,514,297.70
1700-1016	BRWA Share Lynchburg Sewer Upgrade	5,703,350.49	5,703,350.49
1700-8000	Montvale Sewer	2,069,879.22	2,069,879.22
	Total Tangible Assets - Sewer	75,860,276.83	75,860,276.83
Intangible Assets:			
1800-0000	Studies & Permits (Feasibility, master studies)	687,190.55	687,190.55
1800-0090	Capitalized Interest (Various projects)	56,410.45	56,410.45
	Total Intangible Assets	743,601.00	743,601.00
Fixed Asset Clearing Account:			
1801-0000	Fixed Asset Clearing Account		3,087.98
	Total Fixed Asset Clearing Account		3,087.98
Depreciation:			
1900-0000	Accumulated Depreciation	(89,336,795.55)	(89,336,795.55)
	Total Depreciation	(89,336,795.55)	(89,336,795.55)
	Total assets	156,370,579.19	156,794,820.43
LIABILITIES			
Accounts Payable:			
2000-1000	Accounts Payable	(1,484,491.33)	(244,373.45)
2000-1005	Retainage Payable	(677,630.76)	(752,065.05)
	Total Accounts Payable	(2,162,122.09)	(996,438.50)
Customer Liabilities:			
2001-0000	Customer Credit- Budget Billing accounts	3,009.22	3,009.22

Bedford Regional Water Auth.
Balance Sheet
For the Two Months Ending Sunday, August 31, 2025

		<u>7/1/2025</u> <u>Beginning</u>	<u>Aug 2025</u> <u>Actual</u>
2001-0001	Customer Credits	(356,158.10)	(356,158.10)
2001-0002	Misc. Misposting	713.57	713.57
2001-0003	Customer Refunds Payable	203,117.45	205,517.27
2001-0004	Liabilty for Sureties Held	(2,100.00)	(2,100.00)
2001-0005	Liability for Easement Condemnations	(4,394.72)	(4,394.72)
2001-1000	Water Deposits	(175,296.63)	(175,475.63)
2001-1555	Fireline Assembly Deposits	(16,308.86)	(16,308.86)
2001-2000	Interest on Deposits (Town accounts)	1,256.93	1,256.93
2001-3000	Sewer Deposits	(62,817.48)	(62,817.48)
	Total Customer Liabilities	(408,978.62)	(406,757.80)
Employee Liabilities:			
2100-0050	Compensated Absences Liability	(155,162.89)	(155,162.89)
2100-0060	Accrued Payroll	(262,590.43)	(0.01)
2100-0250	VRS Employee Contribution Payable	962.68	(18,117.17)
2100-0400	Net Pension Liability	(558,396.00)	(558,396.00)
2100-0450	Flexible Spending Account Payable	19.23	(1,581.48)
2100-0500	VRS OPEB Liability	(214,317.00)	(214,317.00)
2100-0510	Local OPEB Liability	(217,773.00)	(217,773.00)
2100-0550	Health Insurance Payable- Employee Share	870.71	(6,883.06)
2100-0600	VRS Mandatory Cash Match- Hybrid	1.34	(1,110.06)
2100-0625	Hybrid Voluntary Contributions	(0.01)	(1,290.37)
2100-0750	Optional Life Insurance Payable	767.81	(579.74)
2100-0800	AFLAC Withholding Payable	1,741.82	1,741.82
2100-0900	Outstanding Payables Checks	(49.83)	(49.83)
2100-0950	Employee Gym Memberships	(141.74)	(141.75)
2100-0100	Federal Taxes Withholding Payable		(18,463.74)
2100-0200	State Withholding Payable		(9,392.36)
2100-0300	FICA Payable (BRWA Share)		(15,602.72)
2100-0350	FICA Payable (Employee Share)		(15,602.72)
2100-0650	Deferred Compensation Payable		(665.00)
2100-0675	VRS Roth Contributions		(420.00)
2100-0850	Child Support Withholding Payable		(494.25)
2100-1000	Garnishments Payable		(208.97)
	Total Employee Liabilities	(1,404,067.31)	(1,234,510.30)
Notes Payable:			
2200-0115	Current Maturities Long-Term Debt	0.40	283,230.28
2200-2001	Accrued Interest Payable	(292,775.21)	(292,775.21)
2200-2020	VRA 2015 Loan	(25,655,000.00)	(25,655,000.00)
2200-2021	VRA 2015 Premium	(220,531.69)	(220,531.69)
2200-2233	VRA Series 2014 Loan (2005 refunding)	(890,000.00)	(890,000.00)
2200-2240	VRA 2020 Loan (ESCO)	(2,970,000.00)	(2,970,000.00)
2200-2241	VRA 2020 Premium	(391,339.65)	(391,339.65)
2200-2250	2022 VA Water Facilities Revolving Fund	(14,051,975.00)	(14,051,975.00)
2200-2500	Assumed Debt from Town	(617,000.76)	(617,000.76)
2200-3000	Lynchburg Sewer System Loan Payable	(817,216.93)	(817,216.93)
	Total Notes Payable	(45,905,838.84)	(45,622,608.96)
Developer Revenues and Inflows:			
2300-0000	Deferred Revenue Liability	(534,753.25)	(534,753.25)
2300-0001	Deferred Revenue- Principal Forgiveness	(122,125.19)	(122,125.19)
2300-0003	Deferred Revenue- Capital Projects	(200,000.00)	(200,000.00)
2300-0004	Deferred Revenue- VDH	(160,600.00)	(160,600.00)
2300-1000	Deferred Inflows of Resources	(96,926.00)	(96,926.00)
2300-1001	Deferred Inflow of Resources- Leases	(1,854,135.60)	(1,854,135.60)
	Total Developer Revenues and Inflows	(2,968,540.04)	(2,968,540.04)

Retained Earnings:

Bedford Regional Water Auth.
Balance Sheet
For the Two Months Ending Sunday, August 31, 2025

		<u><i>7/1/2025 Beginning</i></u>	<u><i>Aug 2025 Actual</i></u>
2999-0000	Retained Earnings	(103,521,032.29)	(103,521,032.29)
	Total Retained Earnings	<u>(103,521,032.29)</u>	<u>(103,521,032.29)</u>
	Total liabilities	(156,370,579.19)	(154,749,887.89)
	Operating Surplus/ (Loss)		2,044,932.54

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Two Months Ending Sunday, August 31, 2025

		<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
OPERATING REVENUE						
3000-3000	Water Sales	(\$1,104,843.68)	(\$2,023,545.82)	(\$11,415,256.00)	(\$9,391,710.18)	18%
3100-	Sewer Sales	(531,362.52)	(1,244,265.08)	(6,629,948.00)	(5,385,682.92)	19%
3902	Penalties	(16,449.02)	(32,027.57)	(100,000.00)	(67,972.43)	32%
3903-	Account Charges	(4,950.00)	(10,475.00)	(55,000.00)	(44,525.00)	19%
3903-	Review Fees	(52,063.41)	(53,163.41)	(55,500.00)	(2,336.59)	96%
3900-	Interest Earned			(100,000.00)	(100,000.00)	0%
3903-	Sewer Clean Outs			(7,000.00)	(7,000.00)	0%
3903-3250	Meter Installation Revenues	(8,875.00)	(19,245.00)	(120,000.00)	(100,755.00)	16%
3903-3255	Industrial Pretreatment Revenue	(1,302.13)	(2,604.26)	(20,000.00)	(17,395.74)	13%
3903-3261	Rent/Meter Charges		(12,253.30)	(15,000.00)	(2,746.70)	82%
3903-	Misc	(26,725.99)	(37,852.99)	(206,338.00)	(168,485.01)	18%
3903-	Fixed Asset Disposals	(6,460.00)	(6,460.00)		6,460.00	0%
3901-	Account Default Fees	(1,835.00)	(5,145.00)	(31,000.00)	(25,855.00)	17%
3201-3275	Contract Reimbursements		(8,588.04)	(100,000.00)	(91,411.96)	9%
	Revenue from BRWA Operations	<u>(1,754,866.75)</u>	<u>(3,455,625.47)</u>	<u>(18,855,042.00)</u>	<u>(15,399,416.53)</u>	<u>18%</u>
3000-3220	Capital Recovery Fees	(40,000.00)	(130,000.00)	(1,200,000.00)	(1,070,000.00)	11%
3903-3265	Cellular Antenna Site Rental-County portion	(7,369.28)	(10,362.28)	(64,692.00)	(54,329.72)	16%
3904-3310	BOS Capital Contributions			(1,000,000.00)	(1,000,000.00)	0%
3904-3315	Developer Line Contributions			(200,000.00)	(200,000.00)	0%
3904:3904-	ARPA Funding		(392,204.10)		392,204.10	0%
3903-3330	SML WTF Revenue			(20,000.00)	(20,000.00)	0%
3904-3317	Developer Prepayments Redemption Revenue			(20,000.00)	(20,000.00)	0%
	Revenue from Other Sources	<u>(47,369.28)</u>	<u>(532,566.38)</u>	<u>(2,504,692.00)</u>	<u>(1,972,125.62)</u>	<u>21%</u>
	Total Revenue	(1,802,236.03)	(3,988,191.85)	(21,359,734.00)	(17,371,542.15)	19%
OPERATING EXPENSES						
4000 + 4002	Salaries	660,141.83	880,174.94	6,392,949.97	5,512,775.03	14%
4010	General Office Expenses	20,116.30	26,900.72	323,844.00	296,943.28	8%
4100	Employee Benefit & Related Expenses	167,794.70	270,075.86	2,336,453.16	2,066,377.30	12%
4110	Billing Expenses	34,137.11	119,200.55	277,354.00	158,153.45	43%
4120	Information Systems Expenses	34,012.81	37,592.03	303,475.00	265,882.97	12%
4130	Administration Supplies			2,160.00	2,160.00	0%
4140	Customer Service Supplies	44.74	44.74	5,396.00	5,351.26	1%
4210	Engineering Expenses	1,173.60	3,199.46	115,551.00	112,351.54	3%
4220 + 4223	Operations Expenses	423.08	423.08	13,600.00	13,176.92	3%
4221	Compliance Program Supplies			6,000.00	6,000.00	0%
4222	Pretreatment Expenses	3,119.60	3,119.60	41,000.00	37,880.40	8%
4225-0100	Lab Supplies		121.11	18,000.00	17,878.89	1%
4230	Maintenance Expenses	2,274.83	2,353.83	69,612.00	67,258.17	3%
4240	Vehicles & Equipment Expenses	15,390.78	20,244.68	342,107.00	321,862.32	6%
4250	Forest Water Expenses	86,071.14	115,106.49	930,779.00	815,672.51	12%
4260	Well Systems Expenses	6,249.53	9,942.73	51,284.00	41,341.27	19%
4265	SML Central Distribution Water System Expenses	2,553.94	7,800.94	49,583.00	41,782.06	16%
4270	Highpoint Facility Expenses	1,784.96	2,987.27	51,059.00	48,071.73	6%
4330	SMLWTF Water Treatment Expenses	41,854.33	73,313.60	626,785.00	553,471.40	12%
4275	Central Water Distribution Expenses	17,846.39	32,021.96	203,761.00	171,739.04	16%
4276	Central Water Treatment Expenses	50,709.01	58,786.86	173,433.00	114,646.14	34%
4280	Stewartsville Water Expenses	1,697.06	2,186.06	55,088.00	52,901.94	4%
4285	Montvale Water Expenses	3,458.28	5,194.39		(5,194.39)	0%
4290	Forest Sewer Expenses	54,252.71	57,423.08	643,222.00	585,798.92	9%
4291	Central Sewer Collection System Expenses	38,249.03	49,599.49	203,300.00	153,700.51	24%
4293	Central Sewer Treatment Expenses	54,058.98	59,963.57	556,893.00	496,929.43	11%
4292	Moneta Sewer Collection System Expenses	27,381.49	27,965.12	85,900.00	57,934.88	33%
4294	Moneta Sewer Treatment Expenses	16,173.84	28,846.19	158,581.00	129,734.81	18%
4295	Montvale Sewer Expenses	2,504.38	2,979.78	29,261.00	26,281.22	10%
4296	Montvale Sewer Collection System Expenses	100.00	100.00	2,000.00	1,900.00	5%
4340	Mariners Landing Sewer Expenses	10,822.04	11,115.12	103,300.00	92,184.88	11%
4350	Cedar Rock Sewer Expenses	2,634.19	2,858.19	43,900.00	41,041.81	7%
4360	Paradise Point Water Expenses	542.07	638.07	27,025.00	26,386.93	2%
4300 + 4310	Schools Sewer Expenses	<u>52.56</u>	<u>52.56</u>	<u>48,000.00</u>	<u>47,947.44</u>	<u>0%</u>

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Two Months Ending Sunday, August 31, 2025

		<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
	Total Operating Expenditures	1,357,625.31	1,912,332.07	14,290,656.13	12,378,324.06	13%
4400	Depreciation			4,587,600.00	4,587,600.00	0%
4500-0640	Lynchburg Debt Service Paid			1,482.00	1,482.00	0%
4500-0660	2014 VRA Interest			19,706.00	19,706.00	0%
4500-0665	2015 VRA Interest			897,281.00	897,281.00	0%
4500-0650	Assumed Debt from City	9,100.75	9,100.75	18,202.00	9,101.25	50%
4500-0675	VRA 2020 Interest (ESCO project)			103,359.00	103,359.00	0%
4500-0680	VA Water Facilities Revolving Loan Interest		21,826.49	69,585.00	47,758.51	31%
	Total Interest and Debt Service	9,100.75	30,927.24	1,109,615.00	1,078,687.76	3%
	Total Exp., Depr. and Debt Service	1,366,726.06	1,943,259.31	19,987,871.13	18,044,611.82	10%
	Total Revenues Less Oper Expense	(435,509.97)	(2,044,932.54)	(1,371,862.87)	673,069.67	149%
	Gross Cash Before Capital Exp	(435,509.97)	(2,044,932.54)	(1,371,862.87)	673,069.67	149%
	Less non-debt Capital Contributions		(392,204.10)	(240,000.00)	152,204.10	163%
	(Earnings)/loss before BRWA Capital Outlays	(435,509.97)	(1,652,728.44)	(1,131,862.87)	520,865.57	146%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Two Months Ending Sunday, August 31, 2025

		<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
OPERATING REVENUE						
Water Sales:						
3000-3000	Water Sales	(1,088,575.52)	(1,988,764.98)	(11,270,218.00)	(9,281,453.02)	18%
3000-3050	Contract Water Sales	(14,745.59)	(31,751.33)	(130,638.00)	(98,886.67)	24%
3000-3100	Paradise Point Water	(1,522.57)	(3,029.51)	(14,400.00)	(11,370.49)	21%
	Total Water Sales	(1,104,843.68)	(2,023,545.82)	(11,415,256.00)	(9,391,710.18)	18%
Sewer Sales:						
3100-3000	Sewer Sales	(514,656.34)	(1,210,752.41)	(6,451,248.00)	(5,240,495.59)	19%
3100-3025	Mariners Landing Sewer	(12,948.70)	(25,858.40)	(138,310.00)	(112,451.60)	19%
3100-3050	Cedar Rock Revenue	(3,757.48)	(7,654.27)	(40,390.00)	(32,735.73)	19%
	Total Sewer Sales	(531,362.52)	(1,244,265.08)	(6,629,948.00)	(5,385,682.92)	19%
Penalties:						
3902-3211	Water Penalty Revenue	(10,291.25)	(19,653.93)	(60,000.00)	(40,346.07)	33%
3902-3213	Sewer Penalty Revenue	(6,157.77)	(12,373.64)	(40,000.00)	(27,626.36)	31%
	Total Penalties	(16,449.02)	(32,027.57)	(100,000.00)	(67,972.43)	32%
Account Charges:						
3903-3231	Water Account Charge Revenue	(3,200.00)	(6,850.00)	(35,000.00)	(28,150.00)	20%
3903-3233	Sewer Account Charge Revenue	(1,750.00)	(3,625.00)	(20,000.00)	(16,375.00)	18%
	Total Account Charges	(4,950.00)	(10,475.00)	(55,000.00)	(44,525.00)	19%
Review Fees:						
3903-3240	Engineering Review Fees	(51,988.41)	(52,788.41)	(50,000.00)	2,788.41	106%
3903-3242	Engineering Fire Flow Testing	(75.00)	(75.00)	(1,500.00)	(1,425.00)	5%
3903-3243	SGP Review and Inspections		(300.00)	(4,000.00)	(3,700.00)	8%
	Total Review Fees	(52,063.41)	(53,163.41)	(55,500.00)	(2,336.59)	96%
Interest Earned:						
3900-3250	Bank Interest Earned			(100,000.00)	(100,000.00)	0%
	Total Interest Earned			(100,000.00)	(100,000.00)	0%
Sewer Clean Outs:						
3903-3245	Sewer Clean-Out Installation Fee			(7,000.00)	(7,000.00)	0%
	Total Sewer Clean Outs			(7,000.00)	(7,000.00)	0%
Meter Installation Revenues:						
3903-3250	Meter Fee Revenue	(2,475.00)	(4,845.00)	(50,000.00)	(45,155.00)	10%
3903-3260	Meter Base Installation Revenue	(6,400.00)	(14,400.00)	(70,000.00)	(55,600.00)	21%
	Total Meter Installation Revenues	(8,875.00)	(19,245.00)	(120,000.00)	(100,755.00)	16%
Industrial Pretreatment Revenue:						
3903-3255	Industrial Pretreatment Revenue	(1,302.13)	(2,604.26)	(20,000.00)	(17,395.74)	13%
	Total Industrial Pretreatment Revenue	(1,302.13)	(2,604.26)	(20,000.00)	(17,395.74)	13%
Rent/Meter Charges:						
3903-3261	Service Repairs & Equipment Rentals		(12,253.30)	(15,000.00)	(2,746.70)	82%
	Total Rent/Meter Charges		(12,253.30)	(15,000.00)	(2,746.70)	82%
Misc:						
3903-3262	Cellular Antenna Rental- BRWA portion	(16,053.92)	(18,780.92)	(80,298.00)	(61,517.08)	23%
3903-3264	Sewer Pump Maintenance Revenue	(8,400.00)	(16,800.00)	(105,000.00)	(88,200.00)	16%
3903-3270	Miscellaneous Revenue	(1,352.00)	(1,352.00)	(10,000.00)	(8,648.00)	14%
3903-3275	Revenue from Communication Towers	(920.07)	(920.07)	(11,040.00)	(10,119.93)	8%
	Total Misc	(26,725.99)	(37,852.99)	(206,338.00)	(168,485.01)	18%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Two Months Ending Sunday, August 31, 2025

	<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
Fixed Asset Disposals:					
3903-3280 Sales and Disposals	(6,460.00)	(6,460.00)		6,460.00	0%
Total Fixed Asset Disposals	(6,460.00)	(6,460.00)		6,460.00	0%
Account Default Fees:					
3901-3211 Reconnect Fee Revenue	(1,450.00)	(3,850.00)	(25,000.00)	(21,150.00)	15%
3901-3212 Return Check Revenue	(385.00)	(1,295.00)	(3,000.00)	(1,705.00)	43%
3901-3213 Unauthorized Service Revenue			(3,000.00)	(3,000.00)	0%
Total Account Default Fees	(1,835.00)	(5,145.00)	(31,000.00)	(25,855.00)	17%
Contract Reimbursements:					
3201-3275 School System Operations		(8,588.04)	(100,000.00)	(91,411.96)	9%
Total Contract Reimbursements		(8,588.04)	(100,000.00)	(91,411.96)	9%
Revenue from BRWA Operations	(1,754,866.75)	(3,455,625.47)	(18,855,042.00)	(15,399,416.53)	18%
Capital Recovery Fees:					
3000-3220 Water Capital Recovery Fees	(40,000.00)	(92,000.00)	(800,000.00)	(708,000.00)	12%
3100-3220 Sewer Capital Recovery Fees		(38,000.00)	(400,000.00)	(362,000.00)	10%
Total Capital Recovery Fees	(40,000.00)	(130,000.00)	(1,200,000.00)	(1,070,000.00)	11%
Cellular Antenna Site Rental-County portion:					
3903-3265 Cellular Antenna Revenue- Co. portion	(7,369.28)	(9,187.28)	(53,532.00)	(44,344.72)	17%
3903-3285 Bedford County Broadband Revenue		(1,175.00)	(11,160.00)	(9,985.00)	11%
Total Cellular Antenna Site Rental-County portion	(7,369.28)	(10,362.28)	(64,692.00)	(54,329.72)	16%
BOS Capital Contributions:					
3904-3310 Bedford County Debt Support			(1,000,000.00)	(1,000,000.00)	0%
Total BOS Capital Contributions			(1,000,000.00)	(1,000,000.00)	0%
Developer Line Contributions:					
3904-3315 Developer Contributions			(200,000.00)	(200,000.00)	0%
Total Developer Line Contributions			(200,000.00)	(200,000.00)	0%
ARPA Funding:					
3904-3325 Bedford ARPA Projects		(392,204.10)		392,204.10	0%
Total ARPA Funding		(392,204.10)		392,204.10	0%
SML WTF Revenue:					
3903-3330 SML WTF Revenue			(20,000.00)	(20,000.00)	0%
Total SML WTF Revenue			(20,000.00)	(20,000.00)	0%
Developer Prepayments Redemption Revenue:					
3904-3317 Developer Capital Recovery Fee Redemption Revenue			(20,000.00)	(20,000.00)	0%
Total Developer Prepayments Redemption Revenue			(20,000.00)	(20,000.00)	0%
Revenue from Other Sources	(47,369.28)	(532,566.38)	(2,504,692.00)	(1,972,125.62)	21%
Total Revenue	(1,802,236.03)	(3,988,191.85)	(21,359,734.00)	(17,371,542.15)	19%
OPERATING EXPENSES					
Salaries:					
4000-0010 Administration Salaries	138,052.22	188,752.12	1,493,397.84	1,304,645.72	13%
4000-0019 IT Oncall Stipend	1,200.00	1,571.43	10,400.00	8,828.57	15%
4000-0020 Administration Overtime	1,788.97	1,704.41	15,342.63	13,638.22	11%
4002-0010 Customer Service Salaries	49,270.18	64,053.32	427,180.60	363,127.28	15%

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	<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
4002-0020 Customer Service Overtime	1,288.70	1,261.99	5,377.99	4,116.00	23%
4003-0010 Engineering Department Salaries	114,292.71	149,261.73	922,947.28	773,685.55	16%
4003-0019 Engineering OnCall Stipend	1,200.00	1,571.43	10,400.00	8,828.57	15%
4003-0020 Engineering Department Overtime	6,139.85	9,613.27	64,312.81	54,699.54	15%
4004-0010 Maintenance Department Salaries	159,575.66	214,556.62	1,544,985.40	1,330,428.78	14%
4004-0019 Maintenance OnCall Stipend Expense	3,600.00	4,884.29	49,400.00	44,515.71	10%
4004-0020 Maintenance Department Overtime	16,667.27	26,565.04	224,044.43	197,479.39	12%
4005-0010 Operations Department Salaries	167,066.27	216,458.36	1,462,071.60	1,245,613.24	15%
4005-0019 Operations OnCall Stipend		(28.57)	10,400.00	10,428.57	0%
4005-0020 Operations Department Overtime		(50.50)	152,689.39	152,739.89	0%
Total Salaries	660,141.83	880,174.94	6,392,949.97	5,512,775.03	14%
General Office Expenses:					
4010-0103 Public Outreach Expenses	884.90	884.90	14,000.00	13,115.10	6%
4010-0110 Building Maintenance Expense	4,028.24	5,178.24	52,000.00	46,821.76	10%
4010-0130 Postage and Shipping Expense	383.22	383.22	8,500.00	8,116.78	5%
4010-0140 Commercial Phone Charges	992.12	1,993.33	14,400.00	12,406.67	14%
4010-0142 Cellular Phone Service	2,419.92	2,419.92	20,480.00	18,060.08	12%
4010-0150 Building Power and Utilities		2,202.91	24,000.00	21,797.09	9%
4010-0200 Accounting Services	9,000.00	9,000.00	50,000.00	41,000.00	18%
4010-0400 Board of Directors Fees	2,375.00	4,750.00	28,500.00	23,750.00	17%
4010-0401 Board Mileage Reimbursements	32.90	88.20	588.00	499.80	15%
4010-0075 Board & Committee Meetings			1,000.00	1,000.00	0%
4010-0085 Long Range Planning			37,500.00	37,500.00	0%
4010-0100 Office Supplies			8,000.00	8,000.00	0%
4010-0155 Building Fuel Costs			6,000.00	6,000.00	0%
4010-0160 Employee Bond			748.00	748.00	0%
4010-0161 Building Insurance			3,328.00	3,328.00	0%
4010-0170 Advertising			20,000.00	20,000.00	0%
4010-0175 Bank Service charges			16,800.00	16,800.00	0%
4010-0220 Legal Expenses			18,000.00	18,000.00	0%
Total General Office Expenses	20,116.30	26,900.72	323,844.00	296,943.28	8%
Employee Benefit & Related Expenses:					
4100-0030 Payroll Taxes	47,763.85	63,816.76	482,895.00	419,078.24	13%
4100-0040 VRS Retirement and Group Life	30,978.51	34,997.48	360,518.00	325,520.52	10%
4100-0041 VRS Hybrid Disability Program	1,314.82	1,314.82	16,273.00	14,958.18	8%
4100-0050 Health Insurance	78,250.51	157,783.99	1,088,505.00	930,721.01	14%
4100-0075 Meetings	110.56	110.56	23,820.00	23,709.44	0%
4100-0080 Professional Dues	55.00	665.00	14,111.00	13,446.00	5%
4100-0085 Training and Education	4,449.74	4,449.74	102,493.00	98,043.26	4%
4100-0101 Admin Clothing and Uniforms	150.00	150.00	1,450.00	1,300.00	10%
4100-0102 Employee & Incentive Fund		32.03	34,750.00	34,717.97	0%
4100-0103 Safety	1,423.81	3,386.74	68,507.00	65,120.26	5%
4100-0106 Wastewater Clothing & Uniforms	1,087.25	1,158.09	12,149.56	10,991.47	10%
4100-0107 Water Clothing & Uniforms	34.60	34.60	12,838.60	12,804.00	0%
4100-0108 Maintenance Clothing & Uniforms	2,176.05	2,176.05	41,590.00	39,413.95	5%
4100-0055 Flexible Spending Account			2,500.00	2,500.00	0%
4100-0060 Worker's Compensation			55,178.00	55,178.00	0%
4100-0065 Employee Testing			8,605.00	8,605.00	0%
4100-0090 Whistle Blower Hotline			500.00	500.00	0%
4100-0095 Employee Referral Program			500.00	500.00	0%
4100-0104 Customer Service Clothing & Uniforms			2,175.00	2,175.00	0%
4100-0105 Engineering Clothing & Uniforms			7,095.00	7,095.00	0%
Total Employee Benefit & Related Expenses	167,794.70	270,075.86	2,336,453.16	2,066,377.30	12%
Billing Expenses:					
4110-0110 Bill Processing Services	3,232.49	36,918.87	101,726.00	64,807.13	36%
4110-0120 Customer Service Software Maintenance	25,956.00	77,333.06	74,540.00	(2,793.06)	104%
4110-0125 Credit Card Processing Fees	4,642.85	4,642.85	56,550.00	51,907.15	8%
4110-0175 Courier Service	305.77	305.77	11,388.00	11,082.23	3%
4110-0091 Bad Debt Expense Water			10,000.00	10,000.00	0%
4110-0093 Bad Debt Expense Sewer			12,500.00	12,500.00	0%
4110-0094 Bad Debt Expense Penalties/Misc.			2,500.00	2,500.00	0%
4110-0097 Collection Agency Expense			3,000.00	3,000.00	0%
4110-0112 Customer Notification Expenses			5,000.00	5,000.00	0%
4110-0115 Meter Testing			150.00	150.00	0%

Bedford Regional Water Auth.
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	<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
Total Billing Expenses	34,137.11	119,200.55	277,354.00	158,153.45	43%
Information Systems Expenses:					
4120-0110 Contracted Services (Network)	2,696.60	2,696.60	71,660.00	68,963.40	4%
4120-0115 Continuing Support (Software)	29,833.66	31,972.72	205,245.00	173,272.28	16%
4120-0145 Internet and WAN Communications	1,482.55	2,922.71	18,570.00	15,647.29	16%
4120-0100 Information Systems Supplies			8,000.00	8,000.00	0%
Total Information Systems Expenses	34,012.81	37,592.03	303,475.00	265,882.97	12%
Adminstration Supplies:					
4130-0100 Administration Supplies			2,160.00	2,160.00	0%
Total Adminstration Supplies			2,160.00	2,160.00	0%
Customer Service Supplies:					
4140-0100 Customer Service Supplies	44.74	44.74	5,396.00	5,351.26	1%
Total Customer Service Supplies	44.74	44.74	5,396.00	5,351.26	1%
Engineering Expenses:					
4210-0100 Engineering Supplies		2,025.86	35,111.00	33,085.14	6%
4210-0141 Locating Notification Tickets	1,173.60	1,173.60	14,400.00	13,226.40	8%
4210-0110 Engineering Reviews			61,800.00	61,800.00	0%
4210-0240 Construction testing			4,240.00	4,240.00	0%
Total Engineering Expenses	1,173.60	3,199.46	115,551.00	112,351.54	3%
Operations Expenses:					
4220-0100 Wastewater Operations Supplies	423.08	423.08	1,600.00	1,176.92	26%
4223-0100 Water Operations Supplies			12,000.00	12,000.00	0%
Total Operations Expenses	423.08	423.08	13,600.00	13,176.92	3%
Compliance Program Supplies:					
4221-0100 FROG Program Supplies			6,000.00	6,000.00	0%
Total Compliance Program Supplies			6,000.00	6,000.00	0%
Pretreatment Expenses:					
4222-0100 Pretreatment Supplies/Expenses	3,119.60	3,119.60	31,000.00	27,880.40	10%
4222-0200 Backflow Supplies			10,000.00	10,000.00	0%
Total Pretreatment Expenses	3,119.60	3,119.60	41,000.00	37,880.40	8%
Lab Supplies:					
4225-0100 Lab Supplies		121.11	18,000.00	17,878.89	1%
Total Lab Supplies		121.11	18,000.00	17,878.89	1%
Maintenance Expenses:					
4230-0100 Maintenance Supplies	2,274.83	2,353.83	69,612.00	67,258.17	3%
Total Maintenance Expenses	2,274.83	2,353.83	69,612.00	67,258.17	3%
Vehicles & Equipment Expenses:					
4240-0100 Vehicles and Equipment Supplies	1,599.77	2,046.27	46,350.00	44,303.73	4%
4240-0110 Vehicles and Equipment Contracted Services	2,034.15	2,349.85	125,000.00	122,650.15	2%
4240-0155 Vehicles & Equipment Fuel Costs	11,756.86	15,848.56	125,000.00	109,151.44	13%
4240-0162 Vehicles and Equipment Insurance			45,757.00	45,757.00	0%
Total Vehicles & Equipment Expenses	15,390.78	20,244.68	342,107.00	321,862.32	6%
Forest Water Expenses:					
4250-0100 Forest Water Supplies	906.71	2,368.71	45,000.00	42,631.29	5%
4250-0110 Forest Water Contracted Services	1,387.50	1,387.50	35,000.00	33,612.50	4%
4250-0150 Forest Water Power	237.47	291.82	6,000.00	5,708.18	5%
4250-0240 Forest Water Sampling and Testing	1,229.26	1,445.26	10,000.00	8,554.74	14%

Bedford Regional Water Auth.
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		<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
4250-0300	Forest Water Purchased	82,310.20	82,310.20	721,266.00	638,955.80	11%
4250-0410	Forest Water VDH Fees		27,303.00	28,385.00	1,082.00	96%
4250-0101	Forest Water Meter Installations			56,000.00	56,000.00	0%
4250-0115	Forest Water System Repairs & Improvements			3,500.00	3,500.00	0%
4250-0140	Forest Water Communications			1,320.00	1,320.00	0%
4250-0161	Forest Water Insurance			24,308.00	24,308.00	0%
	Total Forest Water Expenses	86,071.14	115,106.49	930,779.00	815,672.51	12%
Well Systems Expenses:						
4260-0100	Well Systems Supplies		2,763.20	9,000.00	6,236.80	31%
4260-0110	Well Systems Contracted Services	3,974.50	3,974.50	15,000.00	11,025.50	26%
4260-0140	Wells Systems Communications	34.90	34.90	500.00	465.10	7%
4260-0150	Well Systems Power	578.53	578.53	7,000.00	6,421.47	8%
4260-0240	Well Systems Sampling and Testing	1,661.60	1,865.60	7,500.00	5,634.40	25%
4260-0410	Well Systems VDH Fees		726.00	737.00	11.00	99%
4260-0101	Well Systems Meter Installations			500.00	500.00	0%
4260-0105	Well Systems Chemicals			9,000.00	9,000.00	0%
4260-0115	Well Systems Repairs & Improvements			1,000.00	1,000.00	0%
4260-0161	Well Systems Insurance			1,047.00	1,047.00	0%
	Total Well Systems Expenses	6,249.53	9,942.73	51,284.00	41,341.27	19%
SML Central Distribution Water System Expenses:						
4265-0100	SML Central Water Distribution Supplies	884.55	884.55	13,000.00	12,115.45	7%
4265-0110	SML Central Water Distribution Contracted Services	1,017.50	1,017.50	12,000.00	10,982.50	8%
4265-0150	SML Central Electric	105.39	105.39	840.00	734.61	13%
4265-0240	SML Central Water Distribution Sampling & Testing	546.50	744.50	5,000.00	4,255.50	15%
4265-0410	SML Central Water Distribution VDH Fees		5,049.00	5,153.00	104.00	98%
4265-0101	SML Central Water Distribution Meter Installations			12,000.00	12,000.00	0%
4265-0115	SML Central Water Distrib. Repairs & Improvements			1,000.00	1,000.00	0%
4265-0140	SML Communications			590.00	590.00	0%
	Total SML Central Distribution Water System Expenses	2,553.94	7,800.94	49,583.00	41,782.06	16%
Highpoint Facility Expenses:						
4270-0100	Highpoint Facility Supplies	60.00	60.00	4,000.00	3,940.00	2%
4270-0110	Highpoint Facility Contracted Services	510.00	510.00	14,000.00	13,490.00	4%
4270-0150	Highpoint Facility Power	1,214.96	2,417.27	14,500.00	12,082.73	17%
4270-0105	Highpoint Facility Chemicals			7,500.00	7,500.00	0%
4270-0155	Highpoint Facility Fuel Costs			2,000.00	2,000.00	0%
4270-0161	Highpoint Facility Insurance			7,640.00	7,640.00	0%
4270-0371	Highpoint Facility Road Maintenance Fees			1,419.00	1,419.00	0%
	Total Highpoint Facility Expenses	1,784.96	2,987.27	51,059.00	48,071.73	6%
SMLWTF Water Treatment Expenses:						
4330-0100	SMLWTF Water Treatment Supplies	2,840.91	2,900.88	70,000.00	67,099.12	4%
4330-0105	SMLWTF Water Treatment Chemicals	10,546.80	12,604.29	115,000.00	102,395.71	11%
4330-0110	SMLWTF Water Treatment Contracted Services	7,851.90	7,851.90	160,000.00	152,148.10	5%
4330-0140	SMLWTF Water Treatment Communications	62.03	124.18	1,640.00	1,515.82	8%
4330-0150	SMLWTF Water Treatment Power	20,530.19	42,287.35	240,000.00	197,712.65	18%
4330-0240	SMLWTF Water Treatment Sampling & Testing	22.50	45.00	10,000.00	9,955.00	0%
4330-0300	SML Water Quality Monitoring		7,500.00	7,500.00		100%
4330-0155	SMLWTF Water Treatment Fuel Costs			2,500.00	2,500.00	0%
4330-0161	SMLWTF Water Treatment Property Insurance			11,345.00	11,345.00	0%
4330-0370	SMLWTF Water Treatment Raw Water Fee			8,800.00	8,800.00	0%
	Total SMLWTF Water Treatment Expenses	41,854.33	73,313.60	626,785.00	553,471.40	12%
Central Water Distribution Expenses:						
4275-0100	Central Water Supplies	9,157.15	11,490.09	45,000.00	33,509.91	26%
4275-0110	Central Water Contracted Services	2,130.00	2,130.00	100,000.00	97,870.00	2%
4275-0115	Central Water Repairs & Improvements	5,600.00	5,600.00	30,000.00	24,400.00	19%
4275-0150	Central Water Power		37.63		(37.63)	0%
4275-0240	Central Water Sampling & Testing	959.24	1,271.24	12,750.00	11,478.76	10%
4275-0410	Central Water VDH Fees		11,493.00	11,761.00	268.00	98%
4275-0101	Central Water Meter Installations			3,750.00	3,750.00	0%
4275-0155	Central Water Fuel Purchases			500.00	500.00	0%

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	<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
Total Central Water Distribution Expenses	17,846.39	32,021.96	203,761.00	171,739.04	16%
Central Water Treatment Expenses:					
4276-0100 Central Water Treatment Supplies	23,454.72	23,454.72	40,000.00	16,545.28	59%
4276-0105 Central Water Treatment Chemicals	5,042.20	7,638.20	45,000.00	37,361.80	17%
4276-0110 Central Water Treatment Contracted Services	20,180.00	20,298.00	20,000.00	(298.00)	101%
4276-0140 Central Water Treatment Communications	82.34	104.54	1,020.00	915.46	10%
4276-0150 Central Water Treatment Power	1,949.75	6,036.40	38,000.00	31,963.60	16%
4276-0240 Central Water Treatment Sampling & Testing		1,255.00	1,500.00	245.00	84%
4276-0155 Central Water Treatment Fuel			2,000.00	2,000.00	0%
4276-0161 Central Water Treatment Property Insurance			25,913.00	25,913.00	0%
Total Central Water Treatment Expenses	50,709.01	58,786.86	173,433.00	114,646.14	34%
Stewartsville Water Expenses:					
4280-0110 Stewartsville Water Contracted Services	260.00	260.00	2,700.00	2,440.00	10%
4280-0140 Stewartsville Water Communications	60.14	60.14	600.00	539.86	10%
4280-0150 Stewartsville Water Power	15.19	15.19	400.00	384.81	4%
4280-0240 Stewartsville Water Sampling and Testing	256.00	316.00	5,500.00	5,184.00	6%
4280-0300 Stewartsville Water Purchased	1,105.73	1,105.73	38,500.00	37,394.27	3%
4280-0410 Stewartsville Water VDH Fees		429.00	429.00		100%
4280-0100 Stewartsville Water Supplies			3,000.00	3,000.00	0%
4280-0101 Stewartsville Meter Installations			500.00	500.00	0%
4280-0115 Stewartsville Water Repairs & Improvements			2,500.00	2,500.00	0%
4280-0161 Stewartsville Water Insurance			959.00	959.00	0%
Total Stewartsville Water Expenses	1,697.06	2,186.06	55,088.00	52,901.94	4%
Montvale Water Expenses:					
4285-0100 Montvale Water Supplies	13.89	1,486.00		(1,486.00)	0%
4285-0101 Montvale Water Meter Installations	405.01	405.01		(405.01)	0%
4285-0110 Montvale Water Contracted Services	1,385.50	1,385.50		(1,385.50)	0%
4285-0115 Montvale Water Repairs & Improvements	1,518.88	1,518.88		(1,518.88)	0%
4285-0240 Montvale Water Sampling & Testing	135.00	399.00		(399.00)	0%
Total Montvale Water Expenses	3,458.28	5,194.39		(5,194.39)	0%
Forest Sewer Expenses:					
4290-0100 Forest Sewer Supplies	73.93	73.93	65,000.00	64,926.07	0%
4290-0105 Forest Sewer Chemicals	7,905.08	7,905.08	64,000.00	56,094.92	12%
4290-0110 Forest Sewer Contracted Services	1,737.10	1,737.10	64,000.00	62,262.90	3%
4290-0140 Forest Sewer Communications	85.82	146.40	3,600.00	3,453.60	4%
4290-0150 Forest Sewer Power	2,188.92	2,334.45	37,200.00	34,865.55	6%
4290-0155 Forest Sewer Fuel Expense	10,261.86	13,226.12	3,000.00	(10,226.12)	441%
4290-0350 Forest Sewer Treatment Costs	32,000.00	32,000.00	384,000.00	352,000.00	8%
4290-0115 Forest Sewer Repairs & Improvements			15,000.00	15,000.00	0%
4290-0161 Forest Sewer Insurance			6,922.00	6,922.00	0%
4290-0240 Forest Sewer Testing			500.00	500.00	0%
Total Forest Sewer Expenses	54,252.71	57,423.08	643,222.00	585,798.92	9%
Central Sewer Collection System Expenses:					
4291-0100 Central Sewer Supplies	2,161.45	8,144.70	50,000.00	41,855.30	16%
4291-0110 Central Sewer Coll System Contracted Services	31,142.30	35,917.54	75,000.00	39,082.46	48%
4291-0150 Central Sewer Power	4,862.77	5,454.74	50,000.00	44,545.26	11%
4291-0155 Central Sewer Fuel Costs	82.51	82.51	3,000.00	2,917.49	3%
4291-0115 Central Sewer Repairs & Improvements			25,000.00	25,000.00	0%
4291-0240 Central Sewer Sampling & Testing			300.00	300.00	0%
Total Central Sewer Collection System Expenses	38,249.03	49,599.49	203,300.00	153,700.51	24%
Central Sewer Treatment Expenses:					
4293-0100 Center Sewer Treatment Supplies	1,584.28	1,584.28	85,000.00	83,415.72	2%
4293-0105 Center Sewer Treatment Chemicals	26,262.25	26,262.25	130,000.00	103,737.75	20%
4293-0110 Center Sewer Treatment Contracted Services	8,818.40	12,752.17	80,000.00	67,247.83	16%
4293-0115 Center Sewer Sludge Tipping Fees	4,062.00	4,062.00	35,000.00	30,938.00	12%
4293-0140 Center Sewer Treatment Communications	550.94	1,107.28	12,000.00	10,892.72	9%
4293-0150 Center Sewer Treatment Power	9,024.95	9,086.93	120,000.00	110,913.07	8%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Two Months Ending Sunday, August 31, 2025

		<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
4293-0240	Center Sewer Treatment Sampling & Testing	3,756.16	5,108.66	60,000.00	54,891.34	9%
4293-0155	Central Sewer Fuel			2,000.00	2,000.00	0%
4293-0161	Center Sewer Treatment Property Insurance			21,893.00	21,893.00	0%
4293-0411	Center Sewer DEQ Charges			11,000.00	11,000.00	0%
	Total Central Sewer Treatment Expenses	54,058.98	59,963.57	556,893.00	496,929.43	11%
Moneta Sewer Collection System Expenses:						
4292-0100	Moneta Sewer Supplies	5,525.10	5,525.10	15,000.00	9,474.90	37%
4292-0110	Moneta Sewer Contracted Services	19,989.93	19,989.93	35,000.00	15,010.07	57%
4292-0140	Moneta Communications	34.90	34.90	400.00	365.10	9%
4292-0150	Moneta Sewer Power	1,831.56	2,415.19	18,500.00	16,084.81	13%
4292-0115	Moneta Sewer Repairs & Improvements			5,000.00	5,000.00	0%
4292-0155	Moneta Sewer Fuel Costs			10,000.00	10,000.00	0%
4292-0240	Moneta Sewer Sampling & Testing			2,000.00	2,000.00	0%
	Total Moneta Sewer Collection System Expenses	27,381.49	27,965.12	85,900.00	57,934.88	33%
Moneta Sewer Treatment Expenses:						
4294-0100	Moneta Sewer Treatment Supplies	5,336.04	5,336.04	15,000.00	9,663.96	36%
4294-0110	Moneta Sewer Contracted Services	1,702.41	13,326.06	25,000.00	11,673.94	53%
4294-0115	Moneta Sewer Sludge Tipping Fees	622.00	622.00	6,500.00	5,878.00	10%
4294-0140	Moneta Sewer Treatment Communications	82.00	164.00	1,800.00	1,636.00	9%
4294-0150	Moneta Sewer Treatment Power	5,154.89	5,154.89	60,000.00	54,845.11	9%
4294-0240	Moneta Sewer Treatment Sampling & Testing	3,276.50	4,243.20	27,000.00	22,756.80	16%
4294-0105	Moneta Sewer Treatment Chemicals			10,000.00	10,000.00	0%
4294-0155	Moneta Sewer Fuel			1,200.00	1,200.00	0%
4294-0161	Moneta Sewer Treatment Property Insurance			8,581.00	8,581.00	0%
4294-0411	Moneta Sewer DEQ Charges			3,500.00	3,500.00	0%
	Total Moneta Sewer Treatment Expenses	16,173.84	28,846.19	158,581.00	129,734.81	18%
Montvale Sewer Expenses:						
4295-0100	Montvale Sewer Supplies	105.11	105.11	7,000.00	6,894.89	2%
4295-0110	Montvale Sewer Contracted Services	230.00	230.00	8,000.00	7,770.00	3%
4295-0140	Montvale Communications	25.24	25.24	300.00	274.76	8%
4295-0150	Montvale Sewer Power	1,043.03	1,043.03	500.00	(543.03)	209%
4295-0240	Montvale Sewer Sampling & Testing	1,101.00	1,576.40	7,000.00	5,423.60	23%
4295-0105	Montvale Sewer Chemicals			2,000.00	2,000.00	0%
4295-0155	Montvale Sewer Fuel Costs			250.00	250.00	0%
4295-0161	Montvale Sewer Insurance			1,211.00	1,211.00	0%
4295-0411	Montvale Sewer DEQ charges			3,000.00	3,000.00	0%
	Total Montvale Sewer Expenses	2,504.38	2,979.78	29,261.00	26,281.22	10%
Montvale Sewer Collection System Expenses:						
4296-0110	Montvale Sewer Collection Contracted Services	100.00	100.00	1,000.00	900.00	10%
4296-0100	Montvale Sewer Collection Supplies			1,000.00	1,000.00	0%
	Total Montvale Sewer Collection System Expenses	100.00	100.00	2,000.00	1,900.00	5%
Mariners Landing Sewer Expenses:						
4340-0100	Mariners Landing Sewer Supplies	6,112.23	6,405.31	22,000.00	15,594.69	29%
4340-0110	Mariners Landing Sewer Contracted Services	1,432.00	1,432.00	40,000.00	38,568.00	4%
4340-0140	Mariners Landing Sewer Communication	78.58	78.58	2,400.00	2,321.42	3%
4340-0150	Mariners Landing Sewer Power	2,478.43	2,478.43	28,000.00	25,521.57	9%
4340-0240	Mariners Landing Sewer Sampling & Testing	720.80	720.80	5,000.00	4,279.20	14%
4340-0105	Mariners Landing Sewer Chemicals			1,500.00	1,500.00	0%
4340-0155	Mariners Landing Sewer Fuel Costs			2,000.00	2,000.00	0%
4340-0161	Mariners Landing Sewer Property Insurance			2,400.00	2,400.00	0%
	Total Mariners Landing Sewer Expenses	10,822.04	11,115.12	103,300.00	92,184.88	11%
Cedar Rock Sewer Expenses:						
4350-0100	Cedar Rock Sewer Supplies	52.56	52.56	10,000.00	9,947.44	1%
4350-0110	Cedar Rock Sewer Contracted Services	1,053.43	1,053.43	15,000.00	13,946.57	7%
4350-0140	Cedar Rock Sewer Communication	34.90	34.90	400.00	365.10	9%
4350-0150	Cedar Rock Sewer Power	848.80	848.80	9,500.00	8,651.20	9%
4350-0240	Cedar Rock Sewer Sampling & Testing	644.50	868.50	4,500.00	3,631.50	19%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Two Months Ending Sunday, August 31, 2025

		<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
4350-0105	Cedar Rock Sewer Chemicals			1,000.00	1,000.00	0%
4350-0155	Cedar Rock Sewer Fuel Costs			500.00	500.00	0%
4350-0161	Cedar Rock Sewer Property Insurance			100.00	100.00	0%
4350-0411	Cedar Rock Sewer DEQ Permit Fees			2,900.00	2,900.00	0%
	Total Cedar Rock Sewer Expenses	2,634.19	2,858.19	43,900.00	41,041.81	7%
Paradise Point Water Expenses:						
4360-0100	Paradise Point Supplies	150.00	150.00	5,000.00	4,850.00	3%
4360-0150	Paradise Point electric	74.87	74.87	5,000.00	4,925.13	1%
4360-0240	Paradise Point Sampling and Testing	317.20	341.20	1,000.00	658.80	34%
4360-0410	Paradise Point VDH Fees		72.00	75.00	3.00	96%
4360-0105	Paradise Point Chemicals			3,500.00	3,500.00	0%
4360-0110	Paradise Point Contracted Services			12,000.00	12,000.00	0%
4360-0140	Paradise Point Communications			350.00	350.00	0%
4360-0155	Paradise Point Fuel Costs			100.00	100.00	0%
	Total Paradise Point Water Expenses	542.07	638.07	27,025.00	26,386.93	2%
Schools Sewer Expenses:						
4300-0100	Schools Operations Supplies	52.56	52.56	12,000.00	11,947.44	0%
4300-0105	Schools Chemicals			12,000.00	12,000.00	0%
4300-0110	Schools Contracted Services			15,000.00	15,000.00	0%
4300-0240	Schools Sampling and Testing			9,000.00	9,000.00	0%
	Total Schools Sewer Expenses	52.56	52.56	48,000.00	47,947.44	0%
	Total Operating Expenditures	1,357,625.31	1,912,332.07	14,290,656.13	12,378,324.06	13%
Depreciation:						
4400-0810	Office Depreciation			13,000.00	13,000.00	0%
4400-0811	Information Systems Depreciation			51,000.00	51,000.00	0%
4400-0812	Vehicles and Equipment Depreciation			300,000.00	300,000.00	0%
4400-0813	Forest Water Depreciation			760,000.00	760,000.00	0%
4400-0814	Lakes Water Depreciation			35,000.00	35,000.00	0%
4400-0815	SML Central Depreciation			410,000.00	410,000.00	0%
4400-0816	Stewartsville Water Depreciation			50,000.00	50,000.00	0%
4400-0817	Forest Sewer Depreciation			575,000.00	575,000.00	0%
4400-0818	Montvale Sewer Depreciation			83,000.00	83,000.00	0%
4400-0819	Amortization Expense			600.00	600.00	0%
4400-0820	Studies Depreciation Expense			27,000.00	27,000.00	0%
4400-0821	Moneta Sewer Depreciation			451,000.00	451,000.00	0%
4400-0822	Central Sewer Depreciation			510,000.00	510,000.00	0%
4400-0823	Center Water Depreciation			440,000.00	440,000.00	0%
4400-0824	SML Water Treatment Facility Depreciation			820,000.00	820,000.00	0%
4400-0825	Mariners Landing Sewer Depreciation			62,000.00	62,000.00	0%
	Total Depreciation			4,587,600.00	4,587,600.00	0%
Lynchburg Debt Service Paid:						
4500-0640	Lynchburg Sewer Interest			1,482.00	1,482.00	0%
	Total Lynchburg Debt Service Paid			1,482.00	1,482.00	0%
2014 VRA Interest:						
4500-0660	VRA 2014 Interest (2005 Refunding)			19,706.00	19,706.00	0%
	Total 2014 VRA Interest			19,706.00	19,706.00	0%
2015 VRA Interest:						
4500-0665	VRA 2015 Interest			897,281.00	897,281.00	0%
	Total 2015 VRA Interest			897,281.00	897,281.00	0%
Assumed Debt from City:						
4500-0650	Assumed Debt from Town- Interest	9,100.75	9,100.75	18,202.00	9,101.25	50%
	Total Assumed Debt from City	9,100.75	9,100.75	18,202.00	9,101.25	50%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Two Months Ending Sunday, August 31, 2025

	<u>Month</u>	<u>FY 25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 16.67%</u>
VRA 2020 Interest (ESCO project):					
4500-0675 VRA 2020 Interest (ESCO)			103,359.00	103,359.00	0%
Total VRA 2020 Interest (ESCO project)			103,359.00	103,359.00	0%
VA Water Facilities Revolving Loan Interest:					
4500-0680 VA Water Facilities Revolving Fund Interest		21,826.49	69,585.00	47,758.51	31%
Total VA Water Facilities Revolving Loan Interest		21,826.49	69,585.00	47,758.51	31%
Total Interest and Debt Service	9,100.75	30,927.24	1,109,615.00	1,078,687.76	3%
Total Exp., Depr. and Debt Service	1,366,726.06	1,943,259.31	19,987,871.13	18,044,611.82	10%
Total Revenues Less Oper Expense	(435,509.97)	(2,044,932.54)	(1,371,862.87)	673,069.67	149%
Gross Cash Before Capital Exp	(435,509.97)	(2,044,932.54)	(1,371,862.87)	673,069.67	149%
Less non-debt Capital Contributions		(392,204.10)	(240,000.00)	152,204.10	163%
(Earnings)/loss before BRWA Capital Outlays	(435,509.97)	(1,652,728.44)	(1,131,862.87)	520,865.57	146%

BRWA Cash Flow Analysis- Truist Checking Account

Description	July-25	August-25	September-25	October-25	November-25	December-25	January-26	February-26	March-26	April-26	May-26	June-26	YTD Total
Starting Balance	\$ 4,776,517.33	\$ 4,336,022.00											
DEBITS													
Debits from Operations													
Capital Contributions/Asset Sales and Dispos:	\$ 21,200.00	\$10,809.00											\$ 32,009.00
Cash From Operations	\$ 1,826,718.44	\$ 1,732,633.51											\$ 3,559,351.95
Total Cash from Operations:	\$ 1,847,918.44	\$ 1,743,442.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,591,360.95
Debits from Non-Operating Sources													
County CIP & Debt Service	\$ -	\$ -											\$ -
Transfers from Reserve Accounts	\$ -	\$ -											\$ -
Transfers from VRA Project Fund & Other age	\$ -	\$ -											\$ -
Transfers from Escrow Account	\$ -	\$ -											\$ -
Transfers from Capital & Replacement Fund	\$ -	\$ -											\$ -
Transfers in Deposit Refund Program Fund	\$ -	\$ -											\$ -
Transfers from Economic Dev. Fund	\$ -	\$ -											\$ -
Transfers In Debt Service Fund	\$ -	\$ -											\$ -
Total Cash from Non Operating:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Debits (Oper. and Non-Oper.)	\$ 1,847,918.44	\$ 1,743,442.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,591,360.95
CREDITS													
Credits for Operating Expenditures	\$ 1,099,178.74	\$ 1,254,206.15											\$ 2,353,384.89
Credits for Non-Operating Expenditures													
Payments on Capital Projects	\$ 824,474.39	\$ 904,068.31											\$ 1,728,542.70
Payments on Debt Service	\$ -	\$ 305,056.37											\$ 305,056.37
Transfers to Debt Service Account	\$ 200,000.00	\$ 200,000.00											\$ 400,000.00
Transfers to Capital Account	\$ -	\$ 160,167.00											\$ 160,167.00
Transfers to Replacement Fund	\$ 160,167.00	\$ -											\$ 160,167.00
Transfers to Deposit Refund Program	\$ -	\$ -											\$ -
Transfers to Investment Account	\$ -	\$ -											\$ -
Transfers to Escrow Account	\$ -	\$ -											\$ -
Transfers to SML WTF Depreciation Fund	\$ -	\$ -											\$ -
Payments/Transfers to Economic Development Fund	\$ 4,593.64	\$ 4,593.64											\$ 9,187.28
Total Non-Operating Expenditures:	\$ 1,189,235.03	\$ 1,573,885.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,763,120.35
Total Credits (Oper. and Non-Oper.)	\$ 2,288,413.77	\$ 2,828,091.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,116,505.24
Ending Cash Balance	\$ 4,336,022.00	\$ 3,251,373.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



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RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Jill Underwood; Director of Finance
Date: September 8, 2025
Re: Resolution 2025-09.01 –Policies

Attached is the above stated resolution for your consideration.

There are four polices that staff are recommending for approval with this resolution; these policies have been reviewed by the Finance Committee:

- 1) Policy 2.11 Billing and Payments: as a result of an adjustment that was processed and resulted in a credit on an account- revised language was needed in this policy.
- 2) Policy 10.10 Purchasing: as we have procured term contractors, language was needed to clarify this practice while still adhering to purchase limits. There was also some additional guidance needed related to contracts and the option of using escrow accounts
- 3) Policy 10.12 Purchasing Cards: there have been some position title changes, as well as procedure changes with how receipts are submitted to Finance.
- 4) Policy 10.50 Grant Administration: this is a new policy as an audit recommendation based on compliance with the Uniform Guidance.

BILLING AND PAYMENTS

Section 1. PURPOSE

The purpose of this policy is to state the billing, collections, and disconnection practices that the Bedford Regional Water Authority (“Authority”) has for its customers. This policy establishes a consistent set of collection procedures that are fair and equitable to all of the Authority customers, while ensuring that the bills are paid to the Authority by the customers.

Section 2. BILLING

- A. The normal billing cycle calls for the meters to be read every month and statements generated for each customer one time per month; special circumstances may require a different reading and/or billing schedule.
- B. Statements will be generated twice a month; statements are generated around the middle of the month for some of the billing cycles, and ~~around the end-~~ the last business day of the month for the other billing cycles.
- C. Statements may be sent as hard copies by mail service or electronically by email, depending on the stated preference of the customer.
- D. Statements will show the meter readings, usage, and the amounts due.
- E. Sub-Metering Billing is defined in the Sub-Metering Policy 2.73.

Section 3. PAYMENTS

- A. Payment Process:
 - 1. The customer is required to pay the amount due, as indicated on the statement, on or before the due date shown on the statement. The Authority does not apply payments to accounts until the funds have actually been received by the Authority. Postmarked dates from payments sent to the Authority, or delays from bill paying agencies, will not be considered when determining if payments have been received on time.
 - 2. If payment is received after the due date, Late Payment Charges will be added to the amount due in accordance with the Rate Policy.
 - 3. Failure to receive a statement does not excuse the customer from making the payment, nor does it mean that the Late Payment Charges will be waived; if a statement is not received by the customer, it is their responsibility to contact the Authority to get a duplicate statement issued.
 - 4. If payment is not received in accordance with this policy, service to the customer will be disconnected. The customer will be required to pay the full account balance, which will include ~~a~~ Late Payment Charges and ~~the a~~ Processing Fee according to the current adopted Rate policy, before services will be restored.

BILLING AND PAYMENTS

B. Past Due:

1. The past due amount will be reflected on the normal billing statements; the billing statements serve as the past due notices, and additional notices will not be sent.
2. Owners that rent or lease properties will be held responsible for any nonpayment by the renter or lessee and a lien may be placed on the property if the tenant fails to pay any fees. Service will be disconnected until payment has been made in full, including the current Processing Fee.

C. Adjustments: Adjustments are credited to an active account per the Adjustments policy 2.40.~~C.D.~~ D. Good Standing:

1. Customers are considered in good standing when:
 - a. Payments have been made on time; and,
 - b. When no late payment charges have been assessed; and,
 - c. When accounts have not been disconnected for non-payment at any time over a period of twelve (12) months.

~~D.E.~~ E. Waivers:

1. The Late Payment Charges may be waived one time per customer every three (3) years if their account is in good standing. Such a waiver must be requested of the Authority by the customer; it will not be issued automatically. A record of the waiver will be kept and attached to the customer's account.

~~E.F.~~ F. Collection Agency & Credit Reporting:

1. The Authority uses a collection agency to collect payment from accounts that are not in good standing.
2. The Authority may report any customers with two (2) or more non-payments to a credit reporting agency.

Section 4. INSUFFICIENT PAYMENTS

- A. The following guidelines have been developed to provide for a uniform procedure for handling dishonored checks, insufficient funds, reversed electronic payments, closed accounts, stop payments, or other situations where the payment to the Authority was not transacted successfully by the financial institution:
 1. The Authority will attempt to notify the customer that the payment was not successfully made to their account. Full payment must be made via cash, credit card or money order, including the payment of the insufficient payment fee, to cover the payment that did not previously successfully transact with the financial institution.
 2. After two (2) ~~unsuccessful~~ returned payments are made on an account, only cash, money order, or credit card payments will be accepted for the next twelve (12) months.
 3. If the customer does not successfully make payment to the Authority, the service will be disconnected without further notice. In order to have service restored, the customer must

BILLING AND PAYMENTS

follow the requirements above, in addition to paying the Processing Fee via cash, money order, or credit card.

BILLING AND PAYMENTS

Section 5. DISCONNECTION PROCEDURE

- A. Failure to pay the bill once a past due amount has been created may result in disconnection of service.
- B. The Authority will attempt to leave a door hanger indicating when service has been disconnected. Payments are not accepted in the field from customers at the time of disconnection, nor will Authority field personnel make any payment arrangements with the customers.
- C. The Authority has the right to lock or remove the meter due to nonpayment.
- D. Once the full balance has been paid, including any ~~penalties,~~ Late Fees, and Processing Fees, water service will be restored within one (1) business day.
- E. If disconnected water service is restored without prior authorization from the Authority, the customer may be subject to a tampering fee as indicated in the Rate policy.

Section 6. DISPUTES, EXTENSIONS, AND PAYMENT ARRANGEMENTS

- A. If a customer believes there to be an error on the statement, the customer should address any disputed statement with the Authority within 10 days of the billing date. The Authority will investigate the disputed amount and correct any errors and explain to the customer the situation.
- B. Refunds of payments due to inaccurate records or payments made in error or by mistake are limited to a three-year period preceding the discovery of the error or mistake or the life of the account, whichever is the shortest period. The credit will be applied to the customer's account.
- C. When the Authority has been made aware that a customer has been receiving free water and/or sewer service due to inaccurate records, billing for these services will be limited to a three-year period preceding the discovery of the unbilled services.
- D. The Customer Service Manager is authorized to make payment arrangements for customers with extenuating circumstances in order to avoid disconnection; when arrangements are made, full payment will be required but with an altered payment schedule.
- E. If a customer disputes the Customer Service Manager's determination on payment arrangements or any charges, they may appeal the decision and state their objection in writing to the Director of Finance.

BILLING AND PAYMENTS

Section 7. REVISIONS

- A. This policy was approved by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 - 1. Approved April 21, 2015, effective July 1, 2015:
 - a. Section 3 was amended to include the definition of Good Standing.
 - b. Section 4 was modified to no longer allow payment arrangement on accounts.
 - c. Section 5 was amended to require guaranteed payment after 2 insufficient fund payments are made
 - 2. Approved August 18, 2015, effective August 19, 2015:
 - a. Reworked the entire policy to make it easier to read. Moved language between the sections for clarity.
 - b. Section 6 was added to discuss disputes and arrangements.
 - 3. Approved February 21, 2017, effective February 22, 2017:
 - a. Section 2 was modified to include more information on Budget Billing and to reference the sub-meter policy.
 - 4. Approved June 19, 2018, effective July 1, 2018:
 - a. The entire policy was changed to reflect the transition from bi-monthly to monthly billing. Additional minor grammatical changes were made throughout the policy.
 - 5. Approved October 18, 2022; effective October 19, 2022
 - a. Section 2.B. was removed as budget billing is no longer offered.
 - b. Section 3.C. was modified to provide clarity for customers in good standing.
 - c. Section 6 was clarified regarding the timeframe to correct billing errors, as well as modifying the positions allowed to review an appeal.
 - 6. Approved May 21, 2024; effective June 1, 2024:
 - a. Section 5.E was added to discuss unauthorized connections
 - 7. Approved September 16, 2025; effective September 17, 2025
 - a. Section 3.C. was added to refer to the Adjustments policy.
 - ~~a.~~ b. Clarifications and grammatical corrections were made throughout the policy.

PURCHASING

Section 1. PURPOSE

This policy is to define the methods by which the employees of the Bedford Regional Water Authority (“Authority”) make purchases of goods and services from non-governmental sources. All purchases made by the Authority shall conform to the terms and conditions contained in this policy, as well as the requirements in the Code of Virginia [§2.2-43](#) known as the Virginia Procurement Act (the “Act”). The Act requires that goods and services be procured at a reasonable price in a competitive process that is fair, impartial, and accessible to all qualified vendors. Factors to be considered in determining whether competitive principles are being satisfied include cost, quality, and capability, but does not include non-work related factors.

Section 2. POLICY

- A. Procurement: For goods and/or services exceeding two hundred thousand dollars (\$200,000), the following process shall be followed:
 - 1. All public contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction, shall be awarded after competitive sealed bidding, or competitive negotiation, unless otherwise authorized by law. Details of these procedures are contained in this policy.
 - 2. The competitive sealed bid and/or the competitive negotiation policies may be used on purchases regardless of the estimated cost, when it is felt that the best interest of the Authority would be served by doing so.
 - 3. Professional services shall be procured by competitive negotiation. Goods, services other than professional services, and insurance may be procured by competitive sealed bidding or competitive negotiation.
 - 4. The Board of Directors (“Board”) must approve of the award of all procurement purchases.
 - a. If the Board approves of a purchase through establishing and approving the funds for the purchase, including the adoption of a budget containing provisions for the purchase of such items, the Executive Director is then authorized to proceed with awarding the procured purchase contingent on the provisions in the resolution for the adopted budget.
 - b. If, when procuring the purchase, the costs are found to exceed the total budget approved by resolution by the Board, the Executive Director must then get Board authorization prior to awarding the purchase.
- B. Small Purchases: All purchases of supplies, materials, equipment, and contracted services that are expected to be equal to or less than two hundred thousand dollars (\$200,000) shall follow the Small Purchases Procedure that is documented in this policy.
- C. Sole Source: This purchasing method may be used when it is determined that there is only a single source for the item(s) or service(s) that can properly perform the intended function or task. In this situation, the procedure in Section 6 of this policy shall be utilized.
- D. Emergency Purchases: In case of emergency, as described in this policy, an exception to the above conditions of this policy may be made.

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- E. Public-Private Education Facilities and Infrastructure and Alternative Delivery: The Authority may utilize the alternative delivery methods contained in the Public-Private Education Facilities and Infrastructure Guidelines policy and/or Alternative Delivery policy as adopted by the Authority. See Operating Policy Manual 10.45 and 10.40.
- F. The Authority may also utilize eVa, Virginia's total e-Procurement Solution at www.eva.virginia.gov. With eVa participants may order from vendor catalogs which include state and local contracts. Also, bid openings may be posted to the eVa site, serving as public bid announcement.
- G. Cooperative Procurement:—In accordance with the provisions of [§2.2-4304](#) of the Code of Virginia; the Authority may utilize a joint procurement agreement for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods, services, or construction. In addition, the Authority may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies. Cooperative procurement may not be used for:
 - 1. Contracts for architectural or engineering services; or,
 - 2. Contracts for construction projects

Section 3. COMPETITIVE SEALED BIDS PROCEDURE

- A. Competitive Sealed bidding can be utilized if the aggregate or the sum of all phases of the goods, nonprofessional services, construction, or insurance is expected to exceed \$200,000.
- B. Construction may be procured only by competitive sealed bidding, except as outlined in the competitive negotiation section of this policy.
- C. Bidding process: The following steps are required in the competitive sealed bid process as well as the requirements outlined in 2 CFR 200.319 and 200.320 of the Code of Federal Regulations :
 - 1. Develop specifications for the goods or construction services to be procured. These specifications should be clear and detailed. In addition, contractual terms and general conditions must be included. Pre-qualification requirements may also be included.
 - 2. An invitation to bid must be issued. It is recommended that a work statement be prepared; this statement identifies the required goods or services to be procured in a logical sequence, establish a realistic milestones or delivery schedules, and help determine supplier cost realism. The invitations to bid must include, at a minimum: the specifications, the contractual terms and conditions applicable to this procurement, and a statement of any requisite qualifications of the potential vendors. A minimum of ten (10) days public notice is required between the initial invitation and the bid due date. Public notice is defined as posting in a designated public area, or publication in a newspaper of general circulation, or both. Public notice may also be published on the Virginia Department of General Services' central electronic procurement website and other appropriate websites.
 - 3. If warranted, pre-bid conferences or site visits may be conducted.

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4. Following receipt of bids, a public opening of bids at a publicly stated time and place is required.
5. Once bids are opened, they must be evaluated with regard to the specifications and cost.

Section 4. COMPETITIVE NEGOTIATION PROCEDURE

- A. This procedure must be in accordance with, and with priority being given to, [§2.2-4302.2](#) and [§2.2-4303](#) of the Code of Virginia.
- B. Competitive negotiation is the standard procedure for professional services and engineering contracts.
- C. Construction may be procured only by competitive sealed bidding, except that competitive negotiation may be used by the Authority in the following instances:
 1. Fixed price design-build or construction management basis as provided in [Chapter 43.1](#) of the Code of Virginia (beginning at [§2.2-4378](#) et seq); or
 2. For excavation, grading or similar work upon real property upon a determination made in advance by the Authority and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, which writing shall document the basis for this determination.
- D. Small Contracts: Single or term contracts for professional services may be procured under the small purchase procedures, as defined in this policy, without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000.
- E. Large Contracts: All professional services with an aggregate or the sum of all phases that is expected to exceed \$80,000 shall be made on the basis of the competitive negotiation procedure. The following steps are necessary in competitive negotiation:
 1. Prepare a Request for Proposal (RFP) in accordance with §2.2-4302.2 of the Code. This document should describe the desired services and outline general conditions that will affect the services. A minimum of ten (10) days public notice must be given before the due date specified in the RFP.
 2. The proposals will be reviewed once responses are received.
 3. The public body shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services.
 4. Following these discussions, offers should be ranked in order of preference based on the consultant's ability to fulfill the requirements explained in the RFP.
 5. An attempt is then made to negotiate a contract with the first ranked bid. If an agreement cannot be reached, an attempt to negotiate a contract with the second ranked bid must be made and so on in this manner until an acceptable agreement is reached.
 6. The Executive Director must approve the contract prior to the commencement of the work being performed.

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- F. For Architectural and professional engineering term contracts, per Virginia Code [§ 2.2-4303.1](#), the term contracts shall be limited to a one-year terms, and may be renewable for up to four additional one-year terms. The sum for all projects performed in a one-year contract shall not exceed \$750,000.
- G. Competitive negotiation may be used in procuring non-professional services, goods, and insurance if the department shows in writing that sealed bidding would not be practicable or fiscally advantageous to the public. Non-professional services are defined as services that are not specifically identified as professional services as listed above. When competitive negotiation is used for non-professional services, the following steps must be followed:
1. Prepare a Request for Proposal (RFP) in accordance with §2.2-4302.2 of the Code. This document should describe the desired services and outline general conditions that will affect the services. A minimum of ten (10) days public notice must be given before the due date specified in the RFP. This can be done by posting to the Department of General Services' central electronic procurement website or other appropriate websites. Public bodies may also publish in a newspaper of general circulation in the area in which the contract is to be performed so as to provide reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to the particular request.
 2. Once responses are received, the proposals must be reviewed.
 3. Negotiations with qualified offerors begin. Cost must be considered, but it does not need to be the sole determining factor in selection.
 4. The contract is awarded to the offeror with the best proposal.
 5. The Executive Director must approve the contract prior to the commencement of the work being performed.
- H. Job order contracting may be awarded by a public body for multiple jobs, provided (i) the jobs require similar experience and expertise, (ii) the nature of the jobs is clearly identified in the solicitation, and (iii) the contract is limited to a term of one year or when the cumulative total project fees reach the maximum authorized, whichever occurs first. Contractors may be selected through either competitive sealed bidding or competitive negotiation.
1. Such contracts may be renewable for three (3) additional one-year terms at the option of the public body Authority. The fair and reasonable price as negotiated shall be used in determining the cost of each job performed, and the sum of all jobs performed in a one-year contract term cannot exceed the maximum threshold amount.
 2. Beginning on July 1, 2024, the maximum threshold amount shall be \$10 million. Subject to the maximum threshold amount, no individual job order shall exceed \$1 million.
 3. Any unused amounts from one contract term shall not be carried forward to an additional term.
 4. Order splitting with the intent of keeping a job order under the maximum- dollar amounts prescribed in H.4 listed above, is prohibited.
 5. No public body shall issue or use a job order shall not be used or issued, under a job order contract, solely for the purpose of receiving professional architectural or engineering services that constitute the practice of architecture or the practice of engineering as those terms are defined in §54.1-400 of the Code. However, professional architectural or engineering services may be included on a job order where such professional services (i) are incidental

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- and directly related to the job, (ii) do not exceed \$25,000 per job order, and (iii). Do not exceed \$75,000 per contract term.
6. Job order contracting shall not be used for construction, maintenance, or asset management services for a highway, bridge, tunnel, or overpass. However, job order contracting may be used for safety improvements or traffic calming measures for individual job orders up to \$250,000, subject to the maximum annual threshold amount established above.
- ~~5.7.~~ Term contractors can be used through obtaining quotes, using the purchase amount approval thresholds in Sections 3, 4, and 5 within the policy.

Section 5. SMALL PURCHASE PROCEDURE

- A. Small purchase procedures shall provide for competition wherever practicable.
- B. The Executive Director, Deputy Director, and Department Managers are authorized to approve all small purchases as detailed below, provided that they are consistent with the expenditures planned in the budget that is approved by the Board.
- C. Purchases Not Exceeding \$10,000:
1. Purchases may be made upon receipt of a minimum of one (1) written or one (1) verbal quotation. Additional sources may also be solicited.
 2. If more than one quote is received, the award shall be made to the lowest responsive and responsible bidder.
 3. If the lowest priced item is not the best option for the Authority, a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by a Department Manager.
 4. A record of the quotation must be maintained. If a verbal quote is obtained, a record shall be kept of the name and address of the vendor(s) contacted, the item description or service offered, price quoted, delivery dates and terms, names of persons giving and receiving the prices and the date the information was obtained.
 5. Department Managers may authorize employees to make purchases in order to complete a job in progress or to make small repairs.
 6. An invoice or sales ticket must be submitted to the Department Manager along with a proper account code and description within 1 week of the purchase being made.
 7. Small purchases may be:
 - a. Charged to an open account at local vendors where the Authority has established an account for that purpose.
 - b. Purchased with the use of an Authority purchasing card for businesses where the Authority does not have an established account.
- D. Purchases Over \$10,000 But Less Than \$50,000:
1. Three (3) written or three (3) verbal quotes shall be solicited from vendors that are known to normally handle the items or service needed. Documentation of the verbal quotes must be prepared by Authority personnel, and submitted to the Executive Director or the Deputy Director for review prior to the purchase being made; the minimum documentation should

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- include the names of the vendors, the name of the representative for each vendor, the date of the quote, and the amount of the quote.
2. Verbal requests for quotations are generally the most expedient means for acquiring low-value items in a relatively short period of time. Bidders must be specifically informed that competitive quotations are being sought. A thorough description should be given of the item or service desired, the quantity, and the time frame in which delivery is expected to be made.
 3. Bids shall be evaluated and the responsive and responsible bidder offering the products and/or services that will provide the Authority with the lowest total cost will be awarded the contract. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making the award.
 4. If the lowest priced item is not the best option for the Authority a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by the Executive Director or the Deputy Director.
 5. The Authority may purchase used equipment and used material up to twenty thousand dollars (\$20,000) without obtaining quotes. The department manager requesting the purchase must submit documentation justifying the purchase to the Executive Director or Deputy Director prior to the purchase being made.
- E. Purchases Over \$50,000 But Less Than \$200,000:
1. A minimum of four (4) written quotations shall be solicited through a written request for quotation ("RFQ") from vendors that are known to normally handle the items or service needed. A formal advertisement is not required. Documentation of the solicitation and written quotes must be prepared by Authority personnel, and submitted to the Executive Director for review prior to the purchase being made; the minimum documentation should include the names of the vendors, the name of the representative for each vendor, the date of the quote, the amount of the quote, and any documentation provided by the vendor.
 - a. The RFQ shall be prepared with clear and detailed specifications for the goods or services needed
 - b. A specific time and place must be indicated in the RFQ for the receipt of the quotations. No quotations will be considered for approval when received after the specified time.
 - c. Confidentiality is vital to the informal written quotation procedure. No vendor shall be permitted to have access to information or quotations offered from other vendors until after the stated deadline. After the due date, such records shall be open to public inspection.
 2. A bid tally will normally be sent to bidders with a notice of award, or upon request.
 3. A file of documents related to each bid must be maintained in accordance with the Locality Record Retention Schedule available at the Library of Virginia's website.
 4. If the lowest priced item is not the best option for the Authority a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by the Executive Director.
 5. Bids shall be evaluated and the responsive and responsible bidder offering the products and/or services that will provide the Authority with the lowest total cost will be awarded the contract. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making the award.

PURCHASING**Section 6. SOLE SOURCE PROCEDURE**

- A. Justification that there is only a single source practically available to purchase an item or service must be well documented in writing prior to the purchase being made or the contract being issued. The writing shall document the basis for this determination.
- B. Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation.
- C. Approval and documentation for any sole source purchase must be approved as follows:
 - 1. For contracts or purchases less than or equal to fifty thousand dollars (\$50,000), the expenditure(s) must be documented and approved in the same manner as in the Small Purchases section of this policy.
 - 2. For contract or purchases exceeding fifty thousand dollars (\$50,000), the expenditure(s) must be approved by the Board of Directors of the Authority and documentation shall be provided as necessary to obtain the approval of the board.
- D. The Authority shall issue a public written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the Authority awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the Department of General Services' central electronic procurement website and other appropriate websites.
- E. Generally, no practical purpose is served by soliciting bids for an item or service which is available only from a single source.
- F. Sole source items are usually purchased at a higher cost due to not permitting competition. It is important to search out competing products or services which functionally perform as well or better than those sometimes considered to be sole source. Sole source shall only be used after all other procurement or purchasing methods have been fully evaluated and exhausted.

Section 7. EMERGENCY PURCHASES PROCEDURE

- A. An emergency exists when a breakdown in an essential service occurs or under any other circumstances when supplies are needed for immediate use in work which may virtually affect the safety, health, or welfare of the public. Emergency purchases shall be limited to materials and/or services for which delivery will commence within 24 hours after the placement of an order.
- B. A true emergency will almost always occur as a result of needing parts or labor for repairs to equipment which must be kept in operating order. The use of emergency purchases for failure to anticipate normal needs must be avoided. The following examples indicate poor planning on the part of the department concerned:

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1. Depletion of stock due to lack of foresight in anticipating needs.
 2. Repairs that have been needed for some time on buildings or equipment becoming an emergency overnight.
 3. The ordering of materials for projects on a last minute basis when those materials should have been ordered weeks or months prior to time of use.
- C. Before a contract may be awarded in the event of an emergency without competitive seal bidding or competitive negotiation, such procurement shall be made with such competition as is practicable under the circumstances and a written determination shall be made by the Executive Director of the basis for the emergency and for the selection of the particular contractor. This determination shall be included in the contract file. The Authority shall also issue a written notice stating that the contract is being awarded on an emergency basis and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the Authority's website and may be published in a newspaper of general circulation on the day the Authority awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as practicable. The public notice of determination shall be posted for at least ten (10) days.

Section 8. DEBARMENT PROCEDURE

- A. Prospective contractors may be debarred from contracting for particular types of supplies, services, insurance, or construction for specified periods of time.
1. A detailed written report must be submitted to the Executive Director by the department in charge of the bid or quote stating what the violations or omissions are and what harm they have or may have caused the Authority.
 2. The Executive Director will examine the complaint and may contact the contractor in an effort to settle the dispute under the terms and conditions of the contract.
 3. Should the contractor be unwilling or unable to meet the terms and conditions as specified in the contract, the responsible department may recommend to the Executive Director to begin legal proceedings or debar the contractor from future bids for a stated period of time, depending on the seriousness of the violation or omission.
 4. The debarment period may be one (1) year or more for the first violation. Subsequent violations may result in permanent debarment.
 5. The responsible department will notify the contractor in writing of a debarment decision and its time period. After the contractor has received the written notice of debarment, he or she may make a written request to the Executive Director to present any additional facts pertinent to the debarment decision.

Section 9. RESPONSIBILITIES AND FUNCTIONS

- A. All correspondence with suppliers regarding bids or quotations shall be directed to the department or authorized employee handling that bid or quote.
- B. The responsible department, or authorized employee, under the direction of the Executive Director shall be responsible for the following purchase and supply functions:

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1. The purchase or lease for use by the Authority: all supplies, materials, equipment, and contractual services.
2. Provision for competitive bids for all purchases or contracts whenever practical.
3. Consolidating purchases of like or common items or services to obtain maximum economic benefits.
4. Follow up orders with vendors if delivery is not made within a specified time period.

Section 10. ETHICS IN PUBLIC CONTRACTING

- A. Each Authority officer or employee who has official responsibility for the procurement of goods, services, insurance, or construction must be familiar with Virginia Code [§2.2-4367](#) through [§2.2-4377](#) (Ethics in Public Contracting).
- B. No employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a vendor or subcontractor any payment, loan, subscription, advance, deposit of money, services,
- C. Kickbacks are prohibited as follows:
 1. No contractor or subcontractor shall demand or receive from any of their suppliers or contractors, as an inducement for the award of a subcontract or order, any payment loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
 2. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this section.
 3. No person shall demand or receive any payment, loan, subscription, advance, and deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
 4. If a subcontractor or supplier makes a kickback or other prohibited payment as described herein, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the Authority and will be recoverable from both the maker and recipient. Recovery from one offending party shall not preclude recovery from the other offending parties.
- D. No person who, for compensation prepares an invitation for bids or request for proposals for or on behalf of the Authority shall: (1) submit a bid or proposal for that procurement or any portion thereof; or (2) disclose to any vendor information concerning the procurement which is not available to the public. However, the purchasing agent, with concurrence of the Authority attorney, may permit the person to submit a bid or proposal for that procurement or any part thereof, if it is determined that exclusion of the person would limit the number of potential vendors in a manner contrary to the best interests of the Authority.
- E. No building materials, supplies or equipment for any building or structure constructed by or for the Authority shall be sold by or purchased from any person employed as an independent contractor by the Authority to furnish architectural or engineering services, but not construction, for such building or structure or from any partnership, association or corporation in which the

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architect or engineer has a personal interest as defined in Section 12. No building materials, supplies or equipment for any building or structure constructed by or for the Authority shall be sold by or purchased from any person which has provided or is currently providing design services specifying a sole source for such materials, supplies or equipment to be used in such building or structure to the independent contractor, employed by the Authority to furnish architectural or engineering services in which such person has a personal interest as defined in Section 12.

- F. No employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious, or fraudulent statements or representations; or make or use any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry.

Section 11. CONDITIONS AND INSTRUCTIONS

- A. Bids and amendments thereto or withdrawal of bids submitted that are received by the Authority after the date and time specified for bid opening will not be considered. It will be the responsibility of the bidder to see that the bid is delivered to the Authority by the specified time and date. There will be no exceptions. Date of postmark will NOT be considered. Phone, email and facsimile bids are not accepted.
- B. Prices should be stated in units of quantity specified with packing and delivery to destination included, less federal, state, and local taxes.
- C. The time of proposed delivery must be stated in definite terms. If the time for differed commodities varies, the bidder shall so state.
- D. Samples, when requested, must be furnished free of expense, and if not destroyed will, upon request, be returned at the bidder's risk and expense.
- E. Quotations must show unit price, amount, and grand total or bid may be rejected. In case of error in the computation of total prices, the unit price shall govern.
- F. Unless qualified by the provision "No Substitute," the use of the name of a manufacturer, brand, make, or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make, or catalog designation identification. This is used to simply indicate the character, quality, and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality, and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting bids on a commodity other than as specified, the bidder shall furnish complete data and identification with respect to the alternate commodity proposed to be furnished.

Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the Authority. If the bidder does not indicate that

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the commodity proposed to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.

- G. The bidder declares that the bid is not made in connection with any other bidder submitting a bid for the same commodity or commodities and that the bid is bona fide and is in all respects fair and without collusion or fraud.
- H. Bids shall be evaluated and the responsive and responsible bidder offering the lowest total cost will be awarded the contract. The Authority reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making the award.
- I. Each bid is received with the understanding that the acceptance in writing by the Authority of the offer to finish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the Authority which shall bind the bidder on his part to furnish and deliver the article quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the Authority on its part to order from such contractor, except for causes beyond reasonable control; and to pay for, at the agreed prices, all articles and services specified and satisfactorily delivered.
- J. Any equipment delivered must be standard, new equipment of the latest model except as otherwise specifically stated in the bid. Where any part of nominal appurtenances of equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
- K. In event of default by the contractor, the Authority reserves the right to procure the commodities and/or services from other sources and hold the contractor liable for any excess cost occasioned thereby. If, however, public necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.
- L. All prices and notations must be in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrections typed adjacent. Corrections must be initialized and dated in ink by the person signing the quotation.
- M. All quotations must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
- N. All quotations should be verified carefully prior to submission to the Authority as they cannot be withdrawn or corrected after being opened except in strict accordance with §2.2-4330 of the Code.
- O. At the Authority's option, vendors located in the immediate area may have an advantage in case of close or tie bids. Considerations will be given on the basis of service capabilities, parts, and/or stock inventories. Previous unsatisfactory performance of delivery and/or service of similar commodities will be considered in the final determination.

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- P. For all construction contracts exceeding \$500,000 the Authority shall require the contractor to furnish (1) a performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications, and conditions of the contract, and (2) a payment bond in the sum of the contract amount for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded or to any subcontractors, in furtherance of the work provided for in the contract, and shall be conditioned upon the prompt payment of all materials furnished or labor supplied or performed in furtherance of the work.
- Q. A public body may require bid, payment, or performance bonds for contracts for goods or services if provided in the Invitation to Bid or Request for Proposal.
- R. Contracts over \$10,000 must contain the following provision: Drug free workplace to be maintained by Contractor. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- S. All bidders will normally be afforded equal opportunities to quote and to compete in public bidding. The Authority reserves the right to debar any bidder that has demonstrated unsatisfactory performance in previous contracts.
- T. Except as provided in §2.2-4342, all proceedings, records, contracts, and other public records relating to procurement transactions must be open to the inspection of any citizen or any interested person, firm, or corporation in accordance with the Virginia Freedom of Information Act (VFOIA).
- S-U. For contracts of \$200,000 or more for construction of ~~highways, roads, streets, bridges,~~ parking lots, demolition, clearing, grading, excavating, paving, ~~pile driving,~~ miscellaneous drainage structures, and the installation of water, ~~gas,~~ sewer lines and pumping stations, the bid proposal must include the option for the contractor to use an escrow account procedure for retainage.

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Section 12. DEFINITIONS

- A. This section provides specific definitions of terms frequently used in the wording or requisitions, quotations, bids, requests for proposals (RFP), and the Authority conditions and instructions.
1. *As is*: a term indicating that goods offered for sale are without warranty or guarantee. The purchaser has no recourse on the seller for the quality or condition of goods.
 2. *Bid*: an offer, as a price, whether for payment or acceptance. A quotation specifically given to a prospective purchaser upon his request, usually in competition with other vendors. An offer, by a buyer, to a vendor, as at an auction.
 3. *Bond (performance)*: a bond executed in connection with a contract and which secures the performance and fulfillment of all the undertakings, covenants, terms, conditions, and agreements contained in the contract.
 4. *Certificate of Compliance*: a supplier's certification to the effect that the supplies or services in question meet certain specified requirements.
 5. *Common Carrier*: a person or corporation, licensed by an authorized state, federal, or other government agency, engaged in the business of transporting personal property from one place to another for compensation. A common carrier is bound to carry for all who tender their goods and the price for transportation.
 6. *Consignee*: the person or organization to whom a shipper directs the carrier to deliver goods. Such person or organization is generally the buyer of goods and is called a "consignee" on a bill of lading.
 7. *Contract*: a deliberate agreement between two (2) or more competent persons to perform or not to perform a specific act or acts. A contract may be verbal or written.
 8. *Contract Carrier*: by motor vehicle, any person, or corporation, not a common carrier, who under special and individual contracts or agreements transports passengers or property by motor vehicle for compensation.
 9. *Invitation for Bids*: a request, verbal or written, which is made to prospective suppliers for their quotation on goods or services desired by the prospective purchaser.
 10. *Invoice*: a document showing the character, quantity, price, terms, nature of delivery, and other particulars of goods sold or of services rendered; a bill.
 11. *Letter of Intent*: a preliminary contractual agreement customarily used in situations where the items, quantities, price, and delivery dates are known, but where the principal contract provisions require additional time-consuming negotiations. It is used to enter into interim agreements, pending a definitive contract, so as to permit the start of construction, production, or delivery of the supplies or materials.
 12. *Personal interest*: means a financial benefit or liability accruing to an officer or employee or to a member of their immediate family. Such interest shall exist by reason of: (1) ownership in a business if the ownership interest exceeds three percent of the total equity of the business; (2) annual income that exceeds or may reasonably be anticipated to exceed \$10,000 from ownership in real or personal property or a business; (3) salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business that exceeds; or may reasonably be anticipated to exceed, \$10,000 annually; (4) ownership of real or personal property of the interest exceeds \$10,000 in value and excluding ownership in a business, income, or salary, other compensation, fringe benefits

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- or benefits from the use of property; or (5) personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business.
13. *Personal interest in a contract*: means a personal interest which an officer or employee has in a contract with a government agency, whether due to them being a party to the contract or due to a personal interest in a business which is a party to the contract.
 14. *Professional Services*: as used here, it shall be defined as contract services to include accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering.
 15. *Quotation*: a statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser; a bid. When given in response to an inquiry, is usually considered an offer to sell. The stating of the current price of a commodity; the price so stated.
 16. *Specification*: a clear, complete, and accurate statement of the technical requirements descriptive of a material, an item, or a service, and of the procedure to be followed to determine if the requirements are met.
 17. *Terms of Payment*: all purchase transactions require a payment for the goods or services received. Payment is made in negotiable funds in accordance with the terms agreed between buyer and seller.
 18. *Vendor*: any supplier of goods or services.

Section 13. REFERENCES

- A. Virginia Procurement Act: The Virginia Procurement Act may be accessed by the following web address: <https://law.lis.virginia.gov/vacode/title2.2/chapter43/>.
- B. Uniform Guidance for Federal awards: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>, and <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.319>

Section 14. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 1. Approved July 15, 2014, effective July 16, 2014:
 - a. Section 2.E-F was added to explain Used Equipment and Material and to clarify contract usage.
 - b. Section 5.A.4 and Section 5.C.1 were added to provide clarification.
 2. Approved April 21, 2015, effective April 22, 2015:
 - a. Section 4 was modified to explain procedure for less than \$60,000
 - b. Section 5 was modified to provide clarification, and to update the maximum purchase to \$100,000 to match state code.
 - c. Section 7 was amended to include the process for justification for emergency procurement.
 3. Approved September 18, 2018, effective September 19, 2018:
 - a. Numerous changes were made throughout the policy to reflect changes to the Code of

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- Virginia.
- b. Section 10 was added to cover the Ethics in Public Contracting.
- 4. Approved June 16, 2020, effective June 17, 2020:
 - a. Changes were made to Section 4 to reflect updates to the Code of Virginia.
 - 5. Approved October 18, 2022, effective October 19, 2022:
 - a. Changes were made to revise the dollar limits under Section 3, Section 4 and Section 5.
 - b. Assistant Executive Director position was changed to Deputy Director.
 - 6. Approved May 21, 2024, effective May 22, 2024:
 - a. Clarified Section 1 for federal awards and added Uniform Guidance reference to Section 13.
 - 7. Approved September 16, 2025, effective September 17, 2025:
 - ~~a. Section 11 T-U was added to address requirements in contract documents.~~
 - a. Section 4.H. was added to include job order contracting and limitations
 - b. Section 11 T through Section 11.-U was were added to address requirements in contract documents.

PURCHASING CARDS

Section 1. PURPOSE

The purpose of this policy is to ensure the proper use of purchasing cards issued to the Bedford Regional Water Authority (“Authority”).

Section 2. ACCOUNTS

Each user will have a separate purchasing card issued to them, and each card will have a separate credit limit associated with it. The ~~Executive Director and the~~ Director of Finance and Finance Manager are responsible for the management of the cards, with each user being responsible for the proper use of the card that is issued to them.

Section 3. AUTHORIZED USERS AND CREDIT LIMITS

- A. Authorized Users may be issued a Purchasing Card, as determined by ~~the Executive Director and the~~ Director of Finance and the Finance Manager. Credit limits can be temporarily adjusted ~~via the internet~~ by the ~~Executive Director,~~ Director of Finance, Finance Manager, or Accounting Technician, should the need arise. ~~The Executive Director must make any adjustments to the Director of Finance’s credit limit, as well as approve any purchases made using the card.~~
- B. The following is a list of the each of the positions held by Authorized Users with an individual credit limit of five thousand dollars (\$5,000):
1. All Directors
 2. Human Resources Manager
 3. Information Systems Manager
 4. ~~Safety Coordinator~~ Risk and Safety Manager
- C. The following is a list of the each of the positions held by Authorized Users with an individual credit limit of three thousand dollars (\$3,000):
1. All Managers, unless noted in the category above
 2. Assistant Maintenance Managers
 - 2.3. Senior Supervisors
 - 3.4. Accounting Technician
 - 4.5. ~~Marketing Coordinator~~ Communications Supervisor ~~Manager~~
- D. The following is a list of ~~each~~ of the positions held by Authorized Users with an individual credit limit of one thousand dollars (\$1,000):
1. All Supervisors, unless noted in the category above
 2. Administrative Support Technician
 3. Engineering Assistant
 4. Compliance Specialist
 - 4.5. Safety Coordinator

PURCHASING CARDS

~~E. The Accounting Technician is an Authorized User. This position has a credit limit of three thousand dollars (\$3,000), and their limit will be adjusted via the internet by the Executive Director should the need arise.~~

E. All other Authority employees, not listed above, will be authorized users. The credit limit for these employees will be zero (\$0.00) and will be adjusted ~~via the internet~~ by the ~~Executive Director~~, Director of Finance, Finance Manager or Accounting Technician, should the need arise.

F. The Executive Director or Deputy Director must make any adjustments to the Director of Finance's credit limit, as well as approve any purchases made on the card held by the Director of Finance.

Section 4. ACCOUNT BALANCE

The outstanding balance on each card shall be paid off monthly; no interest shall be paid for any of the card accounts.

Section 5. DOCUMENTATION OF PURCHASING CARD

Each cardholder shall sign a log upon issuance of a card, with the ~~Executive Director~~, Director of Finance, or their respective Manager verifying the receipt of the card. For any purchasing card use, a receipt for each purchase and a completed Purchasing Card Request Form shall be generated submitted by the authorized user. Each receipt should be electronically coded to include the phrase word PCard, the name of the authorized user of the PCard's name, a brief description of the transaction, the general ledger account code the expense is being applied to, and the amount of the transaction. The receipt must be signed by a member of the management team. All receipts and other documentation relating to purchases, reservations, or online support shall be submitted provided to invoices@brwa.com the Director of Finance within three business days of the purchase, or Accounting Technician as soon as practical. The Director of Finance or Accounting Technician shall be responsible for verifying each charge on the monthly bill with the documentation provided by the authorized users; when the Director of Finance or Accounting Technician make purchases using a purchasing card, the documentation shall be approved by the Executive Director. As part of the final review, the Executive Director or Deputy Director will reviews the monthly statement and all PCard receipts. Failure by an authorized user or cardholder to provide sufficient documentation may limit future use of the card.

Section 6. AUTHORIZED USE OF PURCHASING CARD

A. Purposes for which the cards may be used include:

1. Making reservations for conferences, travel arrangements, or classes, as coordinated through Human Resources
2. Payment for lodging, ~~meals (excluding alcoholic beverages)~~, transportation, and other related charges associated with attendance of professional conferences and meetings, as coordinated through Human Resources.

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Approved By: Board of Directors

PURCHASING CARDS

3. Purchases from suppliers for routine supplies and materials. The purchasing card is designed to be used in place of open accounts with vendors, thus eliminating numerous invoices to multiple vendors.
4. Purchases of computer software support by the Information Systems Manager for the correction of problems or restoration of failed systems.

- B. The Executive Director or Director of Finance may revoke card privileges at any time as deemed necessary.

Section 7. UNAUTHORIZED USE OF PURCHASING CARD

No purchase of any personal items may be made on the Authority's card account for later reimbursement.

PURCHASING CARDS**Section 8. REVISIONS**

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified with the following amendments:
 - 1. Approved July 23, 2013, effective July 24, 2013:
 - a. Policy revised to include additional positions that routinely make purchases.
 - 2. Approved April 21, 2015, effective April 22, 2015:
 - a. Section 3A modified to include the Financial Assistant as an authorized individual to make changes to credit limits.
 - b. Section 3B was modified to include additional positions.
 - c. Section 3D and 3E were modified to reflect changes made to 3A and 3B.
 - d. Section 5 was modified to include the Financial Assistant, and provide for review by the Executive Director.
 - 3. Approved May 16, 2017, effective May 17, 2017:
 - a. Section 3B was modified to increase the credit limit from \$2,500 to \$5,000 and to revise Communications Coordinator position to Public Information Office position.
 - b. Section 3C was added to maintain a level of \$2,500 for those positions listed therein.
 - c. Section 3E was modified to add 2 positions
 - d. Revised Financial Assistant position to Financial Technician position
 - 4. Approved June 18, 2019, effective June 19, 2019:
 - a. Sections 3 and 5 were modified to update position titles
 - 5. Approved June 16, 2020, effective June 17, 2020:
 - a. Section 3C was modified to add 2 positions.
 - b. Section 3D was modified in order to move the position to 3C.
 - c. Section 3E was modified to reflect the changes made in 3C.
 - 6. Approved October 18, 2022, effective October 19, 2022:
 - a. Section 3 was modified to add and categorize positions, as well as revise credit limits
 - 7. Approved September 16, 2025 effective September 17, 2025:
 - a. Various sections of the policy were modified to align with a change of processes within the Finance department.

GRANTS ADMINISTRATION POLICY**Section 1. PURPOSE**

The purpose of this policy is to ensure that the Bedford Regional Water Authority (“Authority”) has proper oversight of all funds appropriated to the Authority, to minimize the risk of non-compliance with grant requirements, and to ensure proper administration and accounting of all grants.

For the purpose of this policy, a grant is defined as follows: An award of financial assistance in the form of money or property by a funding source outside of the Authority to include the federal government, state government, other local governments, non-profit agencies, private business, and/ or citizens that the Authority has the ability to accept or reject.

Section 2. RESPONSIBILITY

The Director of Finance and/or Finance Manager is responsible for developing and adhering to any procedures that minimize the Authority’s risk for non-compliance with grant requirements and for providing support to the requesting departments. The Finance Department will maintain a back-up file for all grants in order to facilitate management reporting and overall grant monitoring. The required central grant file will be maintained by the department seeking grant funds and must be retained in accordance with Library of Virginia retention standards.

For federal grants, the department managing the grant should ensure compliance with the Federal Office of Management and Budget (OMB) general requirements and any other requirements specified by the grant conditions or funding source. The Finance Department will review expenditures for obvious non-compliance and will act as a liaison with independent auditors, but may direct questions regarding grant compliance to the department contact. Unless otherwise directed by the granting authority, departments shall utilize Title 2, Subtitle A, Chapter II, Part 200 (2 CFR §200 et seq.) for federal grant compliance.

Section 3. GRANT PROCEDURES**A. Grant Application Procedure**

1. The department manager will notify the Finance Department before a grant application is submitted. For any grants to purchase information technology systems, the application must be reviewed by the Authority’s IT Department to confirm the feasibility of the requested system. The Executive Director and/or Board of Directors will approve the grant application to be submitted, as required.
2. A grant award notification or letter will be forwarded to the Finance Department within 5 business days of receiving the notice.
3. All grant award acceptances must have approval from the Executive Director and/or the Board of Directors, as required.
4. In the event that a grant application is denied by the grantor, a copy of the letter of denial shall be forwarded to the Finance Department for its records.

GRANTS ADMINISTRATION POLICY**B. Grant Acceptance Procedure**

1. The grant award letter/acceptance agreement will be forwarded to the Finance Department. If deemed necessary, the Finance Department may forward the grant award letter/agreement to legal counsel for legal review of any clauses or special grant conditions to ensure compliance with particular federal or state laws and regulations.
2. Upon receiving notification of award acceptance, the Finance Department will assign the next available general ledger codes and the department managing the grant will be notified of the codes.
3. For reimbursable grants, all reimbursement requests should be copied and forwarded to the Finance Department, noting the applicable account code for the receipting of funds.
4. Departments must immediately notify the Finance Department if:
 - a. There is a subsequent alteration in the funding configurations;
 - b. There is a subsequent alteration in the Authority's financial obligation;
 - c. Grant funds will be carried forward into the next fiscal year;
 - d. There is any notification that the grant will be terminated.
5. Departments are responsible for ensuring that all funds are expended or encumbered prior to the end of the grant period in order for funds to be used adequately and not lost in future award periods. For further information, see Section 5.

C. Grant Monitoring and Reporting

1. Monitoring of Grants
 - a. Departments are responsible for the continuous monitoring of the financial status of grants. Departments must review the monthly financial reports and notify the Finance Department promptly of any discrepancies noted and/or additional reports needed.
 - b. The Finance Department must also monitor grants for compliance with all applicable federal, state, and local regulations and ensure that grant expenditures are compliant with grant procurement policies and procedures. For example, equipment procured with grant funds must be disposed of in accordance with the terms of the grant. Federal grants must meet the requirements set out in OMB Circulars A-87, A-102, and A-133 or the Uniform Grant Guidance, as applicable.
2. Grant Reporting
 - a. The requesting department is responsible for providing the financial reports to grantors, unless required differently by the granting agency.
 - b. Departments handling grant reporting are responsible for complying by the due dates with all reporting requirements of the grant, including financial reporting and reimbursement requests. All reimbursement requests should be copied and forwarded to the Finance Department, with applicable general ledger number to code the receipt of revenue.
 - c. Timely requests for reimbursements are crucial to maximize the financial benefits of the grants to the Authority. Grant reimbursements should be completed in a timely manner and in accordance with the requirements of the grant.

GRANTS ADMINISTRATION POLICY**Section 4. INDIRECT COSTS**

All federal, state and local grant revenue should be receipted as revenue as opposed to as expenditure refunds in order to be compliant with approved grant policies. Budgets of expenditures for revenues received are obtained through Council Action as described above.

Section 5. YEAR-END PROCEDURES

During the accrual period (July & August, annually), indicate clearly on the expenditure record which fiscal year the item belongs to. Only goods and services received or performed prior to June 30th will be posted back to the prior year. Reconcile July and August expenditures promptly since these adjustments need to be made by August 15th, due to audit timing and materiality of expenditures. Ensure all funds are correctly expended or encumbered prior to the end of the grant period in order for funds to be adequately used and not lost in future award periods.

Section 6. FINANCIAL MANAGEMENT STANDARDS (§200.300 - §200.309)

The standards for financial management are found at 2 CFR §200.302. Among other mandates, a selection of the required standards provide for the following:

- A. Identification: Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they are received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of Federal agency, and, if applicable, name of pass-through entity.
- B. Financial Reporting & Accounting Records: Accurate, current and complete disclosure of the financial results of each federal award programs must be made in accordance with the requirements of 2 CFR § 200.328 and 200.329, the financial reporting requirements set forth in the Government Accounting Standards Board (GASB) on the Schedule of Federal Awards (SEFA), and with Generally Accepted Accounting Principles (GAAP). The Authority complies with this standard in the preparation of its Annual Report.

Section 7. PROCUREMENT (§200.318 - §200.326)

The Authority maintains a local Procurement Policy that complies with the Virginia Public Procurement Act (VPPA). In addition to the Authority's procurement policy and State code, purchasing with federal funds shall comply with the applicable subsections of Subpart D of Part 200, including the following limited selection:

- A. §200.318 General Procurement Standards
 - 1. The Authority must use its own documented procurement procedures, consistent with applicable State and local regulations, for the acquisition of property or services, which

GRANTS ADMINISTRATION POLICY

- procurement procedures must conform to applicable Federal law and the standards identified in 2 CFR §200.317 through §200.327.
2. The Authority must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
 3. The Authority maintains written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.
 - a. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - b. The officers, employees, and agents of the Authority may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the Authority may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
 - c. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Authority .
 - d. The current Standards of Employee Conduct are documented in the Authority's Personnel Policy Manual and in the State and Local Government Conflicts of Interests Act, Va. Code §2.2-3100 through §2.2-3132.
 4. The Authority's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
 5. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the Authority is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods or services.
 6. The Authority is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
 7. The Authority is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lowest cost.
 8. The Authority must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also 2 CFR §200.214 Suspension and debarment.

GRANTS ADMINISTRATION POLICY

9. A copy of the required certification related to the suspension and debarment of the vendor **MUST** be obtained before any funds are spent. This copy must be kept in the grant central file for auditor inspection, if requested. This information is available on the System for Award Management web page and can be accessed at the following address: <http://www.sam.gov/>. You will see a message showing whether or not your vendor is excluded. Please print this screen and save in your file or to show compliance with this requirement. If the vendor is excluded, you may **NOT** purchase from that source.
10. The Authority must maintain documentation sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejections, and the basis for the contract price.
11. The Authority may use a time and materials type contract only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
12. The Authority alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

B. §200.319 Competition

1. All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320. The Authority shall eliminate unfair and competitive advantage. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations to bid or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experience and excessive bonding;
 - c. Noncompetitive pricing practices between firms or between affiliated companies;
 - d. Noncompetitive contracts to consultants that are on retainer contractors;
 - e. Organizational conflicts of interest;
 - f. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - g. Any arbitrary action in the procurement process.
2. The Authority must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographical preference. Nothing in this section preempts state licensing laws. When contracting for architectural/engineering (A/E) services, geographic location may be a selection criterion providing its application leave an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
3. The Authority must have written procedures for procurement transactions.

GRANTS ADMINISTRATION POLICY

4. The Authority must ensure that all prequalified lists of persons, firms, or products which are used in acquiring good and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the Authority must not preclude potential bidders from qualifying during the solicitation period.
 5. Noncompetitive procurements can only be awarded in accordance with §200.320(c). See below for more information.
- C. §200.320 Methods of procurement: The Authority must use one of the following methods of procurement:
1. Informal Procedures
 - a. Small Purchase Thresholds: The Authority has established small purchase thresholds in its written procurement policy. The Authority may use informal purchase procedures up to the maximum amount established in those written procurement policies, consistent with State law. The maximum amount for which the Authority may use small purchase procedures shall be known as the Simplified Acquisition Threshold for the purposes of this policy. The Authority's small purchase procedures also shall establish the micro-purchase threshold, below which the Authority need not solicit competitive price or rate quotations.
 - b. Micro-Purchases: Procurement by micro-purchases is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the extent practicable, the Authority must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Authority considers the price to be reasonable.
 - c. Procurement by Small Purchase Procedures: For purchases above the micro-purchase threshold, the Authority shall obtain the number of informal quotes required under the Authority's written purchase procedures. A copy of these quotes must be kept with the grant master or in the Munis software. Procedures must be consistent with the Authority's procurement policy for purchases not to exceed the Simplified Acquisitions Threshold. Purchases over the Simplified Acquisitions Threshold must follow formal procedures.
 2. Formal Procedures
 - a. Competitive Sealed Bidding: Competitive sealed bidding may be used consistent with the Authority's procurement policy.
 - b. Competitive Negotiation (Competitive Proposals):
 - i. Competitive negotiation may be used consistent with the Authority's procurement policy.
 - ii. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
 - iii. Proposals must be solicited from an adequate number of qualified sources.
 - iv. The Authority must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
 - v. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with the price and other factors considered.

GRANTS ADMINISTRATION POLICY

- vi. The Authority may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms.
- c. Noncompetitive Procurement: Noncompetitive Procurement can be used in the following situations:
 - i. The item is available only from a single source;
 - ii. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - iii. The federal awarding agency or pass-through entity expressly authorized noncompetitive proposals in response to a written request from the Authority; or
 - iv. After solicitation of several sources, competition is determined inadequate.
- D. §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms
 - 1. The Authority must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:
 - a. Placing qualified small and minority businesses, and women's business enterprises on solicitation lists;
 - b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - c. Dividing total requirements; when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - e. Using the services and assistance, as appropriate, or such organizations as the Small Business Administration and the Minority Business Development Agency or the Department of Commerce; and
 - f. Requiring the prime contractor, if subcontracts are to be let, to make the affirmative steps listed above.
- E. §200.322 Domestic Preferences for procurements. As appropriate and to the extent consistent with law, the Authority should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

GRANTS ADMINISTRATION POLICY

- F. §200.323 Procurement of recovered materials: The Authority must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. Please see 2 CFR §200.323 for further information.
- G. §200.324 Contract cost and price
1. The Authority must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the Authority must make independent estimates before receiving bids or proposals.
 2. The Authority must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
 3. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the Authority under Subpart E – Cost Principles of this part. The Authority may reference its own cost principles that comply with the Federal cost principles.
 4. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
- H. §200.325 Federal Awarding agency or pass-through entity review. Records and documentation must be made available to the Federal awarding agency or the pass-through entity, upon request. Please see 2 CFR §200.325 for further information.
- I. §200.326 Bonding Requirements: For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisitions Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the Authority provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements for bid bonds, performance bonds, and payment bonds are those set out in 2 CFR §200.325(a) through 200.325(c).
- J. §200.327 Contract Provisions: Authority contracts must contain the applicable provisions described in Appendix II to Part 200 – Contract Provisions for non-Federal Entity Under Federal Awards.

Section 8. REVISIONS

- A. ~~This policy was approved and adopted by the Authority's Board of Directors on September 16, 2025, effective September 17, 2025.~~



RESOLUTION
2025-09.01
Policy Revisions

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 16th day of September 2025, beginning at 7:00 p.m.:

WHEREAS, the Bedford Regional Water Authority (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, the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5159 (the "Act"); and,

WHEREAS, the Authority desires to have a comprehensive set of policies governing the manner in which the Authority conducts its regular business, and the Authority directs that these policies be grouped together into an operating policy manual; and,

WHEREAS, staff are recommending minor changes to the Billing and Payments Policy 2.11, Purchasing Policy 10.10 and to the Purchasing Card Policy 10.12. In addition, staff are recommending a new policy for Grant Administration Policy 10.50; and,

WHEREAS, the Finance Committee of the Board of Directors has reviewed the proposed changes and additions to the policies stated above, and concur with the recommendation to make the changes and additions; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Bedford Regional Water Authority does hereby approve of the changes and additions presented to the Board for the policies listed above.

On behalf of the Finance Committee, Member _____ made a motion to approve this resolution.

Being a motion from the committee, no second motion was needed.

Board Member Votes: ____ Aye ____ Nay ____ Abstain

CERTIFICATION

The undersigned secretary of the Bedford Regional Water Authority does hereby certify that the foregoing is a true, complete, and correct Resolution adopted by a vote of a majority of the Directors of the Bedford Regional Water Authority, present at a regular meeting of the Board of Directors of the Bedford Regional Water Authority duly called and held **September 16, 2025** at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of the above mentioned meeting.

(SEAL)

Brian M. Key, Secretary,
Bedford Regional Water Authority

OPERATIONS REPORT

MEMORANDUM

To: BRWA Board of Directors
From: Anthony Browning, Asset Management Specialist
CC: Brian Key, Executive Director, Rhonda English, Deputy Director,
Thomas Cherro, Director of Operations
Date: September 5, 2025
Re: August 2025 OpenGov Tasks Report

Completed Tasks Summary

Below is a map showing the distribution of the OpenGov tasks worked on across our Service Areas during the month of August.



Figure 1: Map Showing Distribution of August Tasks

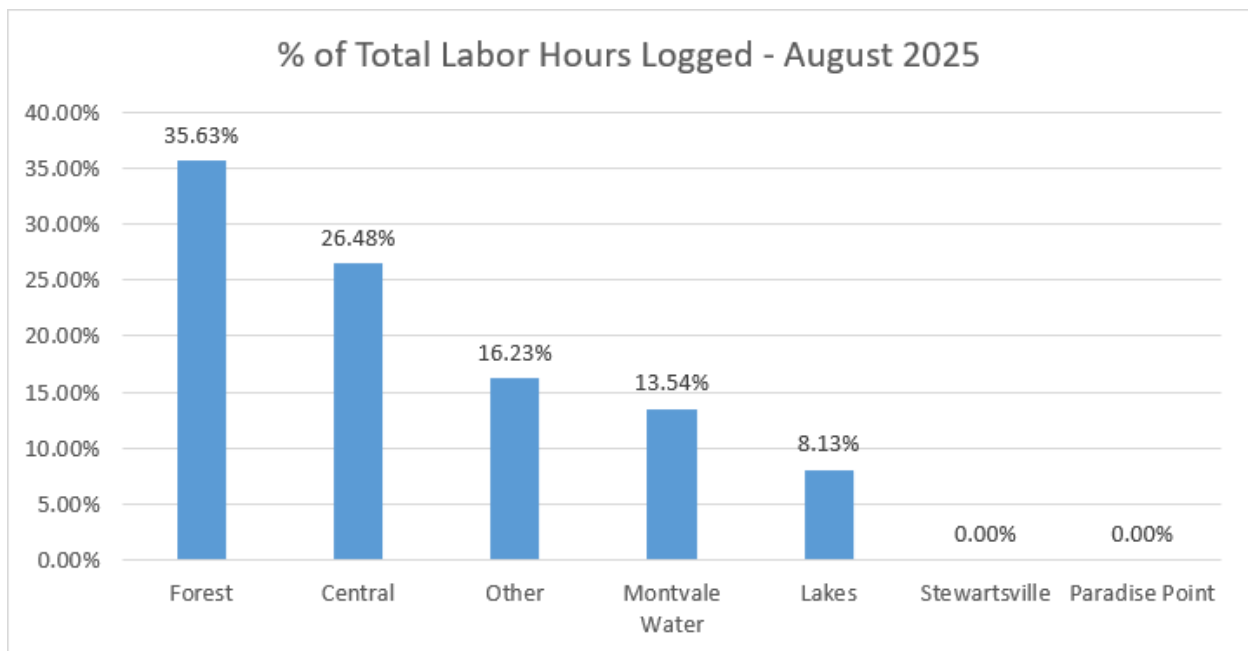
Labor Hours Invested by General Service Area

Below is a chart containing the percentage of labor hours logged by General Service Area. The “General Service Area” groupings of the actual Service Areas are described below.

The non-specific service area noted as “Other” led the way in August with our Engineering Development projects, equipment maintenance and other tasks at our office complex.

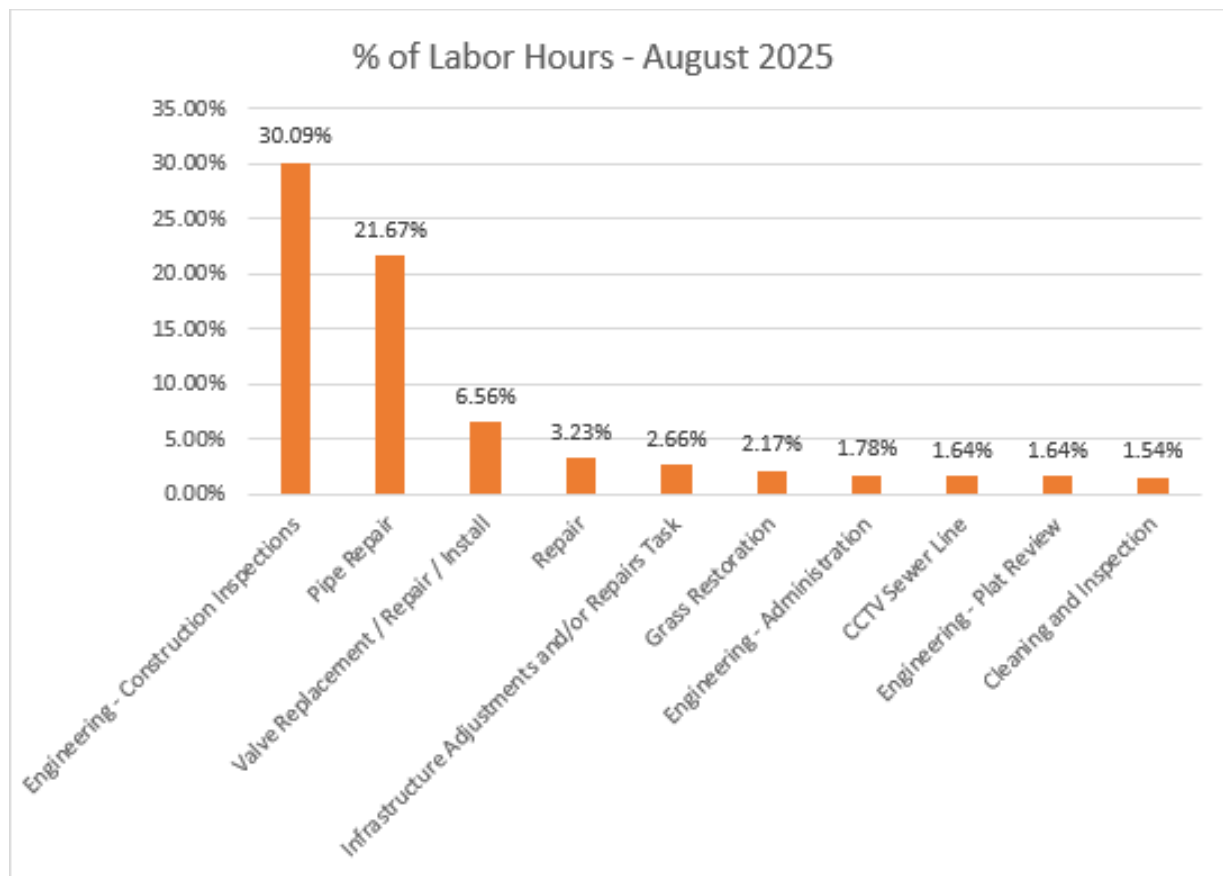
General Service Areas:

- **Central:** Central Water and Sewer, including Treatment, Distribution, and Collection systems
- **Forest:** Forest Water, Forest Sewer, Cedar Rock Sewer
- **Lakes:** Well Systems, SML Treatment and Water Distribution, SMLWTF, Moneta Sewer Treatment and Collection, Mariner’s Landing Water and Sewer
- **Montvale:** Montvale Water and Montvale Sewer Treatment and Collection
- **Paradise Point:** **Paradise Point Water Treatment Facility**
- **Stewartsville:** Stewartsville Water
- **Other:** Labor not assigned to a particular service area such as meetings, Engineering Development, vehicle maintenance and BRWA Offices



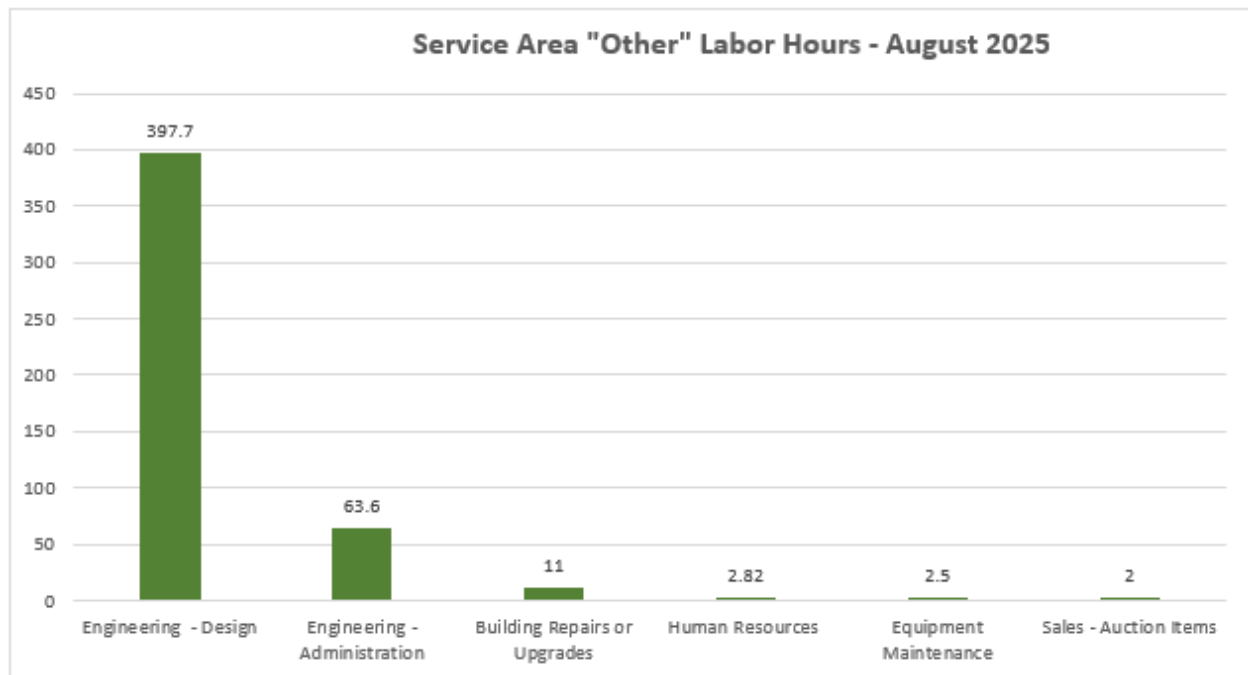
Labor Hours by Task Type

Just under 73% of the total labor hours logged in August are represented in the chart below of the top ten types of tasks performed.



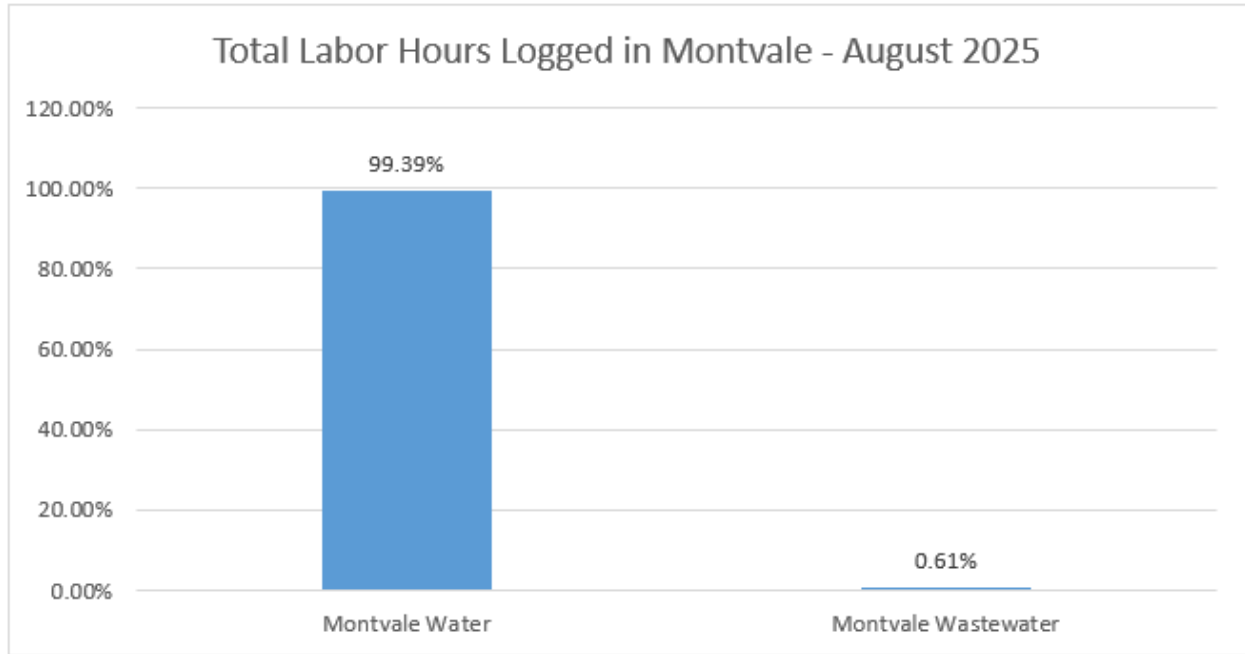
Labor Hours in "Other" Service Area

Labor hours not assigned to a particular service area such as meetings, Engineering Administration, Equipment Maintenance and BRWA Offices. This chart is a breakdown of the hours that was defined in the Other service area for August 2025.



Labor Hours in Montvale Service Area

Labor hours for the Montvale Service Area are split in to two areas, Water and Wastewater. This chart displays the amount of time the BRWA has spent working in August on the different types of services. In August, the BRWA spent 397.57 hours working on the water system and 2.46 hours working on the wastewater system.



ADMINISTRATION REPORT

1/1

PROJECTS REPORT

CAPITAL IMPROVEMENT PROGRAM

Projects Listing

Line ID	Project Map / JN	Service Area	Water or Sewer	Project	Funding Source	Funding Year	Project Costs	Project Costs (Committed / Expected)	Spent to Date	Remaining to Spend	Department	Responsible Manager	Current Status	Current Status Date	Status Notes	Scheduled Start Date	Scheduled Completion Date
1	2020-043.4	Central	Water	Forest to Lakes Booster Station & SCADA	Other	SML Residual	\$2,300,000	\$2,217,403	\$ 2,217,403	\$ 82,597	Water	William	In Progress	9/5/25	Ron Davis of Dorsett completed totalization integration within the last 2 weeks. We are still awaiting quotes for flow meters, and advisement from John Kesler, of Core and Main, for best flow meters for our application.	12/18/20	2/28/23
2	2020-043.3	Forest	Sewer	Ivy Creek 5 & 6 Design, Construction & Capacity	Other	Debt Service / County	\$16,184,610	\$16,184,610	\$ 12,880,656	\$ 3,303,954	Engineering	Rhonda	In Progress	9/5/25	Materials were received to complete adjustments to the flow metering manhole. Two more creek crossings completed with one major and 2 minor crossings remaining. Revised Johnston easement remains outstanding.	12/18/20	12/26/25
3	2021-111	Central	Water	Helm Street Tank Replacement	Other	ARPA / Escrow/ Cash Reserves	\$3,850,000	\$3,678,214	\$ 3,454,333	\$ 395,667	Engineering	Rhonda	In Progress	9/5/25	Most punch list items from BRWA and WRA have been addressed. Will begin filling tank week of 9/8/2025.	3/2/22	10/1/25
4	2024-087	Central	Sewer	Winoa Lift Station Replacement	Other	Town/EDA/ Winoa/ Ascent	\$300,000	\$179,622	\$ 29,316	\$ 270,684	Wastewater	Jennifer	In Progress	9/4/25	SCADA panel was awarded to Fairwinds on 9/4/25 with a 90 day completion date. Installation quotes are due by 9/12/25.	6/5/24	12/31/25
5	2023-022	Central	Sewer	Central Pump Stations 1 & 2 Upgrades	Other	2024 CIP / Town / County	\$690,000	\$689,580	\$ 635,953	\$ 54,047	Wastewater	Jennifer	In Progress	8/28/25	PS #1-WGK installed the surge valve and removed the old control cabinet. PS #2- Third rebuilt pump was installed. Old pump #1 was removed and one of the last rebuilt pumps was also removed to be assessed. Both will be picked up by ESP on 9/3/25.	12/10/24	9/30/25
6		Cedar Rock WWTP	Sewer	Cedar Rock WWTP - Restructure influent valve	CIP	2026	\$10,000			\$10,000	Wastewater	Jennifer	Not Started		The influent valve needs to be restructured for safer access.	1/1/26	5/30/26
7		Central	Sewer	Pump Stations 1, 2, 3 - Security Cameras	CIP	2022	\$5,000			\$ 5,000	Information Systems	Therron	In Progress	8/15/24	Will be getting quotes from different vendor. No response from Security Lock& Key.		
8	2023-106	Central	Sewer	Sewer Flow Meter - Bedford Weaving	CIP	2024	\$25,000	\$6,728	\$ 6,728	\$ 18,272	Engineering	Rhonda	In Progress	9/5/25	Tim is working with Weavers to use their current flow meter after calibration and connection. Awaiting an integration proposal from Dorsett.	12/2/24	12/1/25
9		Central WTP	Water	Central WTP - Basin Valves replacement Phase 1	CIP	2026	\$75,000			\$75,000	Water	William	Not Started	9/5/25	Waiting on a date from Anderson Construction to come on-site to evaluate project. WGK submitted a quote of \$256,349.00 to do all 19 valves, for a cost of \$13, 500 per valve replacement (replacing 5 valves at \$67,500).	8/1/25	3/31/26
10	2020-008	Central WTP	Water	Central WTP - Booster station for customers directly served (Construction)	CIP	2025	\$473,353	\$473,353	\$388,308	\$ 85,045	Engineering	Rhonda	In Progress	9/5/25	Lines flushed and sampled. PLC and soft starts delivered 9/4 for installation in coming weeks.	7/1/24	9/30/25
11		Central WTP	Water	Central WTP - Inside filter system valves replacement Phase 1	CIP	2025	\$170,000			\$ 170,000	Water	William	In Progress	9/5/25	Waiting on a date from Anderson Construction to come on-site to evaluate project. WGK submitted a quote of \$169,841 to do both influent valves at Turkey Mtn.	10/4/24	12/31/25
12	2023-025	Central WTP	Water	Central WTP - Phase 1 Electrical Upgrades	CIP	2025	\$375,000	\$140,760	\$1,005	\$ 373,995	Water	William	In Progress	9/4/25	Still waiting on the generator and ATS to be delivered. Bids to complete Phase 1 are due 9/12/25.	9/14/25	12/27/25
13		Central WTP	Water	Central WTP - Relocation of Hypochlorite Design	CIP	2025	\$75,000			\$ 75,000	Water	William	In Progress	9/5/25	Wiley and Wilson recommended establishing a budget of \$156,165 for design. This does not include GAC. Meeting with Wiley and Wilson 9/17 to go over scope of work including GAC and see how costs can be significantly reduced.	3/31/25	12/31/25
14		Central WTP	Water	Central WTP - Upgrade Chemical Feeders (PaCl)	CIP	2022	\$17,000			\$ 17,000	Water	William	In Progress	9/5/25	Amended bid quote paperwork to be submitted to award bid to lowest turn-key bidder, CEC.	3/17/25	9/30/25
15		Central WTP	Water	Central WTP - Re-piping Domestic Pump to Hydropneumatic Tank	CIP	2024	\$60,000			\$ 60,000	Water	William	In Progress	9/5/25	Waiting on a date from Anderson Construction to come on-site to evaluate project. WGK submitted a quote of \$56,189.00 to complete this work.	3/21/25	9/30/25
16		Central WWTP	Sewer	Central WWTP - Electric Pallet Lift	CIP	2026	\$10,000			\$10,000	Wastewater	Jennifer	In Progress	9/4/25	Waiting for a corrected invoice from Tory Carrier and then purchase will be made.	9/4/25	10/31/25
17		Central WWTP	Sewer	Central WWTP - Filter feed pump	CIP	2026	\$15,000			\$15,000	Wastewater	Jennifer	Not Started		We have 3 of these pumps. Two have been replaced. Under normal operating circumstances, one is all that is needed. During high flow events, two is needed to keep flow moving. If one of the current pumps go out, we have to turn back the flow through the plant which could lead to overflowing when we shouldn't have, or overflowing longer than needed.	11/1/25	4/30/26
18		Central WWTP	Sewer	Central WWTP - Install new raw grinder	CIP	2026	\$15,000	\$10,484		\$15,000	Wastewater	Jennifer	In Progress	8/14/25	Project awarded to WGK. Grinder will be installed when the new Monster Auger and grit collectors are installed.	12/29/25	1/31/26
19		Central WWTP	Sewer	Central WWTP - Repair Primary Clarifier #2	CIP	2026	\$50,000			\$50,000	Wastewater	Jennifer	In Progress	8/28/25	Motion Industries was back again with a second parts manufacturer, Maxco. They will be providing a list of parts needed for the primary clarifier.	12/1/25	4/30/26
20		Central WWTP	Sewer	Central WWTP - Replace grit collector #1	CIP	2026	\$130,000	\$146,121		\$130,000	Wastewater	Jennifer	In Progress	8/14/25	Project awarded to WGK. Estimated 20 weeks to arrive.	12/29/25	1/31/26
21		Central WWTP	Sewer	Central WWTP - Replace grit collector #2	CIP	2025	\$147,000	\$146,121		\$ 147,000	Wastewater	Jennifer	In Progress	8/14/25	Project awarded to WGK. Estimated 20 weeks to arrive.	12/29/25	1/31/26
22		Central WWTP	Sewer	Central WWTP - Replace Monster Auger	CIP	2025	\$151,000	\$157,719		\$ 151,000	Wastewater	Jennifer	In Progress	8/14/25	Project awarded to WGK. Estimated 20 weeks to arrive.	12/29/25	1/31/26
23		Central WWTP	Sewer	Central WWTP - Secondary clarifier 1 repair.	CIP	2026	\$60,000			\$60,000	Wastewater	Jennifer	In Progress	8/8/25	Maintenance is working to rebuild/replace valve in order to pump clarifier down and assess the problem.	8/1/25	2/28/26
24		Mariners WWTP	Sewer	Mariners WWTP - Replace chains and sprockets on both Bio-wheels	CIP	2026	\$40,000	\$12,386		\$40,000	Wastewater	Jennifer	In Progress	9/4/25	Chains and Sprockets have been ordered.	11/1/25	3/31/26
25		Moneta	Sewer	Moneta LS #1 - Wet Well Wizard / Blower System	CIP	2026	\$40,000	\$34,797		\$40,000	Wastewater	Jennifer	In Progress	9/4/25	Wet Well Wizard has been ordered.	10/1/25	2/28/26
26		Moneta WWTP	Sewer	Moneta WWTP - Replace chains and sprockets on Train A Biowheels	CIP	2026	\$60,000	\$21,702		\$60,000	Wastewater	Jennifer	In Progress	9/4/25	Chains and Sprockets have been ordered.	11/1/25	1/31/26
27	2025-024	Montvale WWTP	Sewer	Montvale WWTP Biowheel & plant repairs	CIP	2025	\$187,000		\$124,161	\$ 62,839	Wastewater	Jennifer	In Progress	8/26/25	All material and equipment are accounted for. Waiting on Falwell to schedule the repair to the bio-wheel.	3/18/25	10/31/25
28		MVS	Water	Generators for Mountain View Shores	CIP	2026	\$75,000			\$75,000	Water	William	Not Started	9/5/25	Emailled Troy Kincer, of Carter-Cat. Awaiting a time to schedule site visit this month.	10/15/25	12/17/25
29		MVS	Water	Mountain View Shores Filter Replacement Ph. 1	CIP	2022	\$100,000		\$ 31,222	\$ 68,778	Water	William	In Progress	9/5/25	Awaiting site visit from Wiley and Wilson.	6/27/25	12/31/25
30		Paradise Point	Water	Generator for Paradise Point	CIP	2026	\$15,000			\$15,000	Water	William	Not Started	9/5/25	Emailled Troy Kincer, of Carter-Cat. Awaiting a time to schedule site visit this month.	10/1/25	12/30/25
31		Paradise Point	Water	Paradise Point - Pipe and pump replacements	CIP	2026	\$22,000			\$22,000	Water	William	Not Started	9/5/25	Starting the process of seeking bids for project.	8/1/25	1/31/26
32		Purchases	Other	I/I sewer flow meters	CIP	2025	\$30,000	\$30,000		\$ 30,000	Maintenance	Phil	In Progress	9/5/25	Stephen has reached out to TJ Johnson at Delta Systems to trade in one unit for a credit reducing the cost when the new units are purchased.	10/4/24	6/30/25
33	2023-015	Purchases	Other	Phase 1 of Data Visualization	CIP	2025	\$60,000	\$60,000	\$23,000	\$ 37,000	Administration	Brian	In Progress	9/5/25	Draft report is under review, comments being sent to consultant. Need to review the status of accountability dashboard.	8/1/24	8/31/25

CAPITAL IMPROVEMENT PROGRAM

Projects Listing

Line ID	Project Map / JN	Service Area	Water or Sewer	Project	Funding Source	Funding Year	Project Costs	Project Costs (Committed / Expected)	Spent to Date	Remaining to Spend	Department	Responsible Manager	Current Status	Current Status Date	Status Notes	Scheduled Start Date	Scheduled Completion Date
34		SML (w/ WVWA)	Water	*GAC Heated Building	CIP	2024	\$400,000		\$ 75,674	\$ 324,326	Water	Thomas	In Progress	9/4/25	Design Phase completed. Approved two change orders for the building - one for roll up doors to be provided by US Patriot Steel and the other for foundation plans. Bill received from BRECS for their review of the station. Per BRECS	1/15/24	3/27/26
35		SML (w/ WVWA)	Water	*Moneta Pump Station 4 Upgrades Ph 1 (EQ)	CIP	2023	\$40,000		\$ 9,548	\$ 30,452	Wastewater	Jennifer	In Progress	8/8/25	recommendation, will replace manhole and pipe next to station, and send underperforming pump for testing and rebuild.	3/20/23	10/30/25
36		SML (w/ WVWA)	Water	*Raw Water intake valves	CIP	2025	\$28,000	\$13,516		\$ 28,000	Water	William	In Progress	9/5/25	Waiting for SML Raw Intake Pump Replacement project to be completed.	10/4/24	9/30/25
37		SML (w/ WVWA)	Water	*Sodium hypochlorite day tank & pipe wall	CIP	2025	\$50,000			\$ 50,000	Water	William	In Progress	9/5/25	Wiley and Wilson recommended establishing a budget of \$96,775.00 for the design. Meeting scheduled 9/17 with Wiley and Wilson to go over scope of work and ways to reduce costs significantly.	3/28/25	12/31/25
38		Valley Mills	Water	Generator for Valley Mills	CIP	2026	\$15,000			\$15,000	Water	William	Not Started	9/5/25	Emailed Troy Kincer, of Carter-Cat. Awaiting a time to schedule site visit this month.	10/15/25	12/15/25
39		Valley Mills	Water	Valley Mills - SCADA	CIP	2026	\$30,000			\$30,000	Water	William	In Progress	9/5/25	Awaiting bid quote from Dorsett Controls.	7/22/25	2/28/26
Total							\$26,379,963	\$24,203,116	\$19,877,307	\$6,502,655							

Current Capital and Internal Projects Report

Bedford Regional Water Authority

Job #: 2013037.2	Job Type: Internal	Service Area: Town	Last Updated:
Job Name: Route 43 Sewer Phase 2		Funding/Budget:	5/9/2025
		Funding Source:	Department Contact:
Engineer:		Design Contract Amt:	J Dean
Contractor:		Construction Contract Amt:	
Description: Sewer line replacement from Nichols Road to Forestview Circle.			
Status: Construction anticipated to begin in 2026 by CIP crew.			
Job #: 2019098	Job Type: Water	Service Area: Town of Bedford	Last Updated:
Job Name: Baltimore Ave. & Walnut St. Waterline Replacement		Funding/Budget:	4/29/2025
		Funding Source:	Department Contact:
Engineer: BRWA		Design Contract Amt:	T Hale
Contractor:		Construction Contract Amt:	
Description: Waterline replacment for Baltimore Ave from Park to Walnut St and waterline replacement for Walnut St from Longwood Ave to Baltimore.			
Status: Research and design 10/2/2019. Design put on hold for higher priority internal projects. Project will resume after design approval of 2020-086 & 2020-048 projects 4/6/2020. Shop Dwg 01 rec'd 4/29/25. CIP Crew to move to this project around 10/2025.			
Job #: 2020008	Job Type: Water	Service Area: Bedford Central	Last Updated:
Job Name: Turkey Mountain Booster Station - Design		Funding/Budget: \$460,000.00	9/5/2025
		Funding Source: CIP	Department Contact:
Engineer: Hurt & Proffitt		Design Contract Amt: \$68,545.00	English / Ward / Cherro / Cox
Contractor: F&B		Construction Contract Amt: \$465,040.54	
Description: Booster station and distribution lines to serve customers currently directly connected to WTP and dependent upon the plant being in operation. Part of FY 19-20 CIP			
Status: Site reviewed with H&P on 1/21/20; proposal received 2/6. VDH to require full review and approval. Survey to begin week of 3/9/20. In design with H&P. WR&A provided min/max pressures utilizing water model - sent to H&P on 4/21. First draft of Design Report rec'd from H&P on 6/3 and was distributed internally for review/comments. Comments were provided to H&P on 6/10. H&P submitted the second submittal of the design report on 6/29 and 30% drawings on 6/30. BRWA comments were sent to H&P on 7/7. Public Hearing for Special Review Project on 9/15/2020. SRP approved. Reviewing third plan submittal. Plans finalized and sent to VDH for review as of 12/2020. Approval letter from VDH received on 4/30/2021. Funding not available for construction by Annual Contractor. CIP Shop Drawings rec'd 4/23/24. The CIP Crew is preparing for installation of the 4-inch distribution system beginning in September 2024. A construction cost proposal has been requested from F&B Contractors and work may begin as early as July 1, 2024 pending funding approval. CIP began laying pipe 8/9/24. F&B began construction 8/28/24 Shop Dwg 01 rec'd 9/20/24. Applied for RLD and foundation permits on 11/7/24. Dsng 05 rec'd from County routed to other agencies 11/14/24. BRWA comments sent to Planning 11/15/2024. LDP approval received 1/10/25. Foundation inspections completed and approved 1/28/25. Foundation poured and finished 1/29/25. Building set. JB Moore working on electrical installation. Doors installed 7/15, with adjustments at end of July. SCADA panel to be delivered 8/8 for installation. Flushing and sampling week of 8/11. The door was installed 7/16/2025. The PLC panel and 2 soft start panels arrived 9/4/2025. The PLC panels are scheduled to be installed the week of 9/8/2025.			

Job #: 2020043.3	Job Type: Sewer	Service Area: Forest	Last Updated:
Job Name: Ivy Creek Divisions 5 & 6 Interceptors		Funding/Budget: \$16,184,609.71	8/8/2025
		Funding Source: DEQ - VCWRLF	Department Contact:
Engineer: CHA / E.C. Pace		Design Contract Amt: \$1,042,711.99	English \ Dade \ Cox
Contractor: E.C. Pace		Construction Contract Amt: \$14,635,659.42	
Description: Design and construction of Ivy Creek sewer extension from Lake Vista to Lynchburg; includes temporary capacity measures at Lake Vista Pump Station until project completion.			
Status: Meeting held 1/11/21 at LVPS to review station for temporary capacity measures needed. SRP application submitted in May for 6/15/21 Planning Commission meeting. DB Team working on plans for temporary capacity increase at LVPS. Comments returned on 30% drawings on 5/24 and reviewed with DB on 5/27. Reviewed temporary LVPS solutions with DB on 8/11/21. Esmts #210012980 & 210012981 recorded 9/8/21. 10/5: Pipe materials difficult to find, significant cost increase. Esmts #210015229, #210015230, #210015231 & #210015232 recorded 10/26/21. 60% drawings rec'd 11/4/21 - Review completed by SWF 11/16/21, with final review by RBE and comments returned on 12/2/21. Esmt #210016351 recorded 11/17/21. Esmt #210016549, #210016550 & 210016569 recorded 11/22/21. Esmt #210018045 recorded 12/22/21. Public hearing to be scheduled to review Environmental Assessment per DEQ. ESMT's #220000674 & 220000675 recorded 1/14/22. #220000834 & #220000835 recorded 1/20/22. Working with Lynchburg on special requirements needed for easements providing benefit to Lynchburg; Lynchburg requiring deed with title search and plats. Continued discussions with 2 property owners for sewer line easements (Green, Johnston). VMRC permit advertised. Dsgn 03 rec'd 2/10/22. Reviewed to Sheet C-316. Stopped review & issued comments thus far on 2/24/22. Outstanding sewer line easements presented to the Board in March; sewer meter access easements to be addressed at a later date if needed. ESMT's #220002973 & 220002974 recorded 3/14/22. ESMT's #220003144 & 220003145 recorded 3/17/22. ESMT #220003779 recorded 3/31/22. All linework easements obtained; access easements pending. 2 line easements to be corrected with Lynchburg as Grantee. Updated construction cost estimate received 5/3/22 reflecting significant price escalations; Dsgn 04 rec'd 6/10/22. Draft construction contract amendment rec'd 7/6/22 and reviewed by legal counsel; presented for approval at August Board meeting. Design plans being finalized. Access easements being obtained, as well as updated and/or widened easements where applicable. Construction Amendment signed 8/19/22. Dsgn 05 rec'd 8/23/22. Dsgn 05 review completed 9/8/22. Awaiting review comments from Lynchburg for final plan updates. 10/20: approximately 4000 LF of pipe is on site; due to environmental restrictions for endangered bat species, tree removal not permitted until 11/15. Due to delay in Lynchburg approvals, clearing to begin around week of 12/12 on Bedford County side. Lynchburg not permitting work until plans have final approvals. 1/6: Clearing underway and several temporary stream crossings installed on Bedford County side. Pay App 1 with stored materials rec'd 1/6/23. ESMT #230000186; 230000187; & 230000188 recorded 1/10/23. ESMT 23000546 recorded 1/26/23. Preconstruction meeting with DEQ on 2/3/23. Surface blasting for easement clearing began late January. Agreement executed 2/8 to allow use of City easements. Meter access easements mailed to Lynchburg for execution on 2/17/23. Preconstruction with Lynchburg held on 2/23/23. RLD permits received from both County and City. Blasting underway. Shop Dwg 01 rec'd 3/21/23. ESMT #230002218 recorded 3/21/23. Shop Dwg 02 rec'd 3/23/23. ESMT #230000188 recorded 4/10/23. Bypass Pumping tested 5/22/23 Blasting caused damage to COL Chemical Storage building. Contractor to repair roof. H2S was found in bedrock; considering smaller blasts with relief holes (5/26/2023). 7/7: City line to be replaced to existing alignment, costs shared between EC Pace, BRWA, and COL. New alignment in design for interceptor. Change Order 1 executed 7/28/2023 for time and reallocation of Ph 1 funds related to delayed DEQ closing and Lynchburg sewer replacement. Sewer replacement to begin 8/14. Sanitary sewer installation began at manhole 121. 30-inch sewer installation has been completed to manhole 128. Manhole 129 (metering manhole) is still being fabricated and due to arrive onsite the middle to end of January 2024. The crew set manhole 130 11/9/2023. ESMT #230010277 recorded 12/12/23. ESMT #240000817 & #240000820 recorded 2/5/24. ESMT #240001400 recorded 2/28/24. Dsgn 10 rec'd 5/6/24. Dsgn 10 Review Completed by JD 5/16/2024. Change Order 2 executed to shift funding to lower portion of project; Change Order 3 for \$713k pending Board approval for funding. DEQ finalizing loan terms for additional funding, which will include \$3500 closing costs. Esmt #24000013537 recorded 8/6/24. Esmt #240004884 recorded 8/13/24. Change Order 3 approved at 9/2024 Board meeting and executed 9/23/24 for \$713k; additional funding approved through DEQ; Board approved DEQ funding at 10/2024 Board meeting. Sanitary sewer installation is completed from manhole 121 - 155. DEQ completed an onsite inspection 1/8/25, no major issues cited. ESMT #250000561 recorded 1/24/25. ESMT #250000878 recorded 2/4/25. Completion date to be extended to 11/2025 due to delays caused by rock, H2S, and extreme winter temperatures affecting creek crossings. 5/9/25: Connection to City line complete with cleanup of City property underway. Cottontown Road bore to begin late May / June. Easement complaints being addressed for Judy (rocks), Warner (seeding), Green (pump fumes), Boling (meter access, manhole vent), and Wade (stormwater runoff). FOIA request responded to 7/29 for Johnston property. Revised Johnston easement remains outstanding.			

Job #: 2021093	Job Type: Sewer	Service Area: Forest Central	Last Updated:
Job Name: Lake Vista Sewer Line Rehabilitation Study		Funding/Budget:	9/8/2025
		Funding Source: Operating	Department Contact:
Engineer: BRWA Preventative Maintenance		Design Contract Amt:	P Alexander
Contractor:		Construction Contract Amt:	
Description: Analysis of 24" and 18" sewer line flowing into LVPS to identify any large sources of I&I and plan for rehabilitation as appropriate to limit peak flows into LVPS.			
Status: PM Crew to perform condition assessment, CCTV survey, and easement clearing. All manholes and cleanouts have been located. PM will work on clearing easements beginning February 2025 upon bat restrictions being lifted. 1/13/25: PM purchased new camera and will check 18" and 24" lines and manholes prior to May 2025. 6/6/25: PM working with contractor for select manhole rehab; delays due to contractor availability. Field research has begun to address I&I.			

Job #: 2021111	Job Type: Water	Service Area: Bedford Central	Last Updated: 9/5/2025
Job Name: Helm Street Tank Replacement		Funding/Budget: \$3,850,000.00	
		Funding Source: ARPA-Town, Escrow, Ca	Department Contact: English / Dade / Cox
Engineer: Whitman, Requardt & Associates (WRA)		Design Contract Amt: \$218,203	
Contractor: WGK		Construction Contract Amt: \$3,360,000	
Description: Replacement of existing deteriorated round tank at Helm Street with a new tank to serve the system.			
Status: Scoping meeting held with WRA and BRWA on 11/9 to review design options prior to design proposal. On-site meeting held 12/9 with WRA to review field conditions prior to preparing proposal. Proposal received 12/20 and under review to reduce scope where feasible. Scope revisions requested to reduce level of analysis. Revised proposal received 2/14/22 and executed 3/2/2022. Preliminary budget estimate from WRA indicates total project cost of approx. \$3.5M. Kickoff meeting held 4/12. Survey began 5/4; and is complete; soil borings completed 5/9. Meeting held 6/22 to review waterline functions and connectivity on site. Preliminary Design Report and geotech report rec'd 7/26, 2 weeks behind schedule. Comments returned 8/17; revisions rec'd 9/20. Preliminary engineering conference held with VDH and PER approved on 11/1. 60% plans and estimate rec'd 12/21/22 and submitted to VDH (12/21/22) and Town (12/22/22). Current cost estimate of \$3.6M including \$573k contingency. 60% plan comments sent on 2/9/23. BRWA verified pipe depths at 3 locations. ARPA funding redistributed between Town & Country and Helm Street tank. 90% plans & specs received 5/22/23. Design reviewed with Water Ops on 7/13/23. Comments returned 7/20. Final documents to be submitted for permitting at end of August. Working with Schools to relocate communication equipment. 100% drawings rec'd 8/22; reviewed with Town TRC on 9/6 and submitted to County E&S for LDP review. VDH Waterworks Construction Permit rec'd 10/4; awaiting SWM and building permit approvals prior to bidding. IFB was advertised on 11/5. Bid Opening date is December 19, 2023. Pre-Bid meeting was held on site on 11/29. Addendum #1 was issued on 12/8. No bids were received. Project will be advertised again in January 2024. Second bid opening will be held on March 5th, 2024. One bid was received totaling \$3.885M submitted by WGK Construction. Contractor provided value engineered proposal for \$3.36M; contract awarded 3/20/24. Water Ops and Maintenance testing impact of 10" line being temporarily down during construction; bypass materials ordered to limit impact. Demolition began 7/26/2024. WGK beginning foundation construction 10/7/24. Tank walls complete. as of the week of 1/6/25; the roof to the tank is being constructed. Fisher Tank has demobilized 2/8/25. Tank painting complete with inspection scheduled 5/14/25. Vaults delivered 5/12. Ribbon cutting ceremony held July 16. Substantial completion inspection completed by WRA and BRWA. Hydro seeding completed 9/5/2025. Disinfection of tank scheduled for week of 9/8/2025. Filling and leak testing scheduled for week of 9/8/2025.			

Job #: 2022018	Job Type: Internal	Service Area: Countywide	Last Updated: 8/8/2025
Job Name: Lead Compliance Planning & Implementation		Funding/Budget: \$250,000.00	
		Funding Source: VDH Grant	Department Contact: R English \ S Taylor \ K Draper
Engineer: CHA (120 Water as subconsultant)		Design Contract Amt:	
Contractor:		Construction Contract Amt:	
Description: Lead Compliance Regulations (LCR) requires Lead Service Line (LSL) inventory, replacement, and other details for a compliance plan.			
Status: Requested information from consultants on scope of assistance they could provide along with anticipated budget. Preliminary information and budgets received from various consultants ranging from \$50k to \$265k for consultant assistance. \$50k proposed in FY22-23 CIP. CHA assisting with grant funding application through DWSRF, LEAP funding application was submitted to VDH on 5/5 for \$60k assistance towards Town LSL Inventory. BRWA listed as a grant recipient; DEO offer letter received 11/9/22. Preliminary proposal rec'd and scoping meeting held with CHA and 120Water on 12/21/22. Revised proposal rec'd 1/11; comments returned 1/24 & request sent to VDH to use grant toward both County & Town. Awaiting final grant award from VDH. BRWA requested additional funding through existing grant per VDH communication to CHA regarding additional 2022 funding available; awaiting response. VDH initial meeting on 4/11/23 with all funding recipients. Kickoff meeting with CHA held on 4/27/23. GIS data provided to consultant. 7/7. Notice of revised grant award of \$250k rec'd 8/14/23. Inventory methods and schedule submitted to VDH on 10/3; VDH approval received 10/25 and funding agreement executed with VRS on 10/31. Amended proposal approved 12/4/23. 1/12: 57% identified as non-lead; still reviewing asbuilt records. Progress meeting scheduled 2/22/24. Inventory is 75% complete. Accounts were created for employees to access 120water's GIS platform to view inventory updates. Public outreach is underway. 9/6/24: 9220 public services verified as non-lead and 10,480 private services verified as non-lead; physical verification to be performed on 1% representative sample from select building timeframes. Mailings were sent to all customers with unknown or lead lines on 11/15/24 to meet EPA requirements. 120Water no longer working with CHA as of October 2024. BRWA Communications sent out electronic LSL e-mail to unknown customers in March 2025 upon email program issues being addressed. VDH approved statistical methods for determining lead/non-lead for Stewartsville, MVS, Lakes, and Forest service areas. BRWA Maintenance to perform potholing for Stewartsville, MVS, Lakes, and Paradise Point. Applications submitted for additional VDH LEAP funding and EPA GLO (Get the Lead Out) assistance. EPA GLO consultant contacted BRWA and will assist with written communication planning and coordinated meeting with SERCAP. Feedback and outreach examples received from EPA consultant 8/7. Email blast sent to 1200 customers 8/5. Approval received for statistical method in Central with exception of downtown.			

Job #: 2023015	Job Type: Internal	Service Area: Countywide	Last Updated: 5/7/2025
Job Name: Integrated Billing and Asset Dashboard		Funding/Budget:	
		Funding Source:	Department Contact: Brian Key
Engineer: Phase 1: Burns & McDonnell		Design Contract Amt: \$60,000	
Contractor:		Construction Contract Amt:	
Description: Integration of billing data, asset management data, operational spreadsheets and other data to streamline access to information.			
Status: Proposal received from Streams Tech 1/2022. Directors met with Burns-McDonnell for presentation on 2/1/23. Project proposed for future CIP; unable to fund in 2023-2024. Met with Burns-McDonnell 5/30/23 to review more specific dashboard needs. 7/7: Instructions prepared for Accountability report with references of data sources needed; data sources will be reviewed for possible consolidation. 12/7: Working on an initial phase to utilize Customer Service information. 2/9: identified as a goal in Strategic Planning. Added to CIP list in 4 phases. Phase 1 agreement with BurnsMac executed on 5/31/24. Met with B&M on 10/29/24 to review the project status, and to start developing the scope for phase 2. Developing master plan scope for current and future budgeting. 5/5/25: Two dashboards complete; CIP and Customer Service. Draft report received for review.			
Job #: 2023021	Job Type: Sewer	Service Area: Central Sewer	Last Updated: 8/11/2025
Job Name: Galax Sewer		Funding/Budget:	
		Funding Source: Setasides - Sewer	Department Contact: C Ward / S Dade
Engineer:		Design Contract Amt:	
Contractor: CIP Crew		Construction Contract Amt:	
Description: Replace sanitary sewer along Galax Drive.			
Status: Dsgn 01 rec'd 4/10/23. Comments 01 sent to CLW 5/3/23. Dsgn 02 rec'd 5/2/23. Comments 02 sent to CLW 5/9/23. Approved plans sent out 5/30/2023 Shop Dwg 01 rec'd 1/25/24. Manhole was received to complete project 8/9/24. Construction for paper street anticipated to begin in November, Construction on paper street began 12/16/24. Pipe installation is complete. Outstanding paving.			
Job #: 2023022	Job Type: Internal	Service Area: Central Sewer	Last Updated: 9/5/2025
Job Name: Central Pump Station 1 & 2		Funding/Budget: \$660,000.00	
		Funding Source: CIP	Department Contact: English/Cherro/Mitchell/Taylor
Engineer: Blue Ridge Engineering (C Fewster)		Design Contract Amt: \$16,000	
Contractor: WGK, Fairwinds		Construction Contract Amt: \$229,918	
Description: Replacement of pumps, installation of VFD's, and installation of magmeters at Central Pump Stations 1& 2.			
Reference: 2023-022.1 & 2023-022.2			
Status: A design proposal has been requested from WRA 4/3/23. A Teams meeting was held with WRA on 4/14/2023 to review and discuss the scope of the project. WRA met with Wastewater Operators on site to review standard operating procedures and equipment on 5/9/2023. Upon receiving WRA's proposal for \$170k, a proposal was received from Blue Ridge Engineering Services for \$11k. 4/5/24: Pump pricing rec'd from 3 vendors; piping modifications will be required for pump connections. Will request contractor pricing for installation of pumps and control panels. Pricing received for most materials and installation; WGK low bid at \$184,375, and Fairwinds low bid for SCADA at \$15k. Portable pump has been ordered and delivered. WGK to begin work in early December. 1/13/25: WGK work complete pending troubleshooting issues with 2 pumps. Old pumps being rebuilt for placement and spares in PS #2. 6/6: PS #1 work complete; awaiting rebuilt pumps for PS #2. 8/8: Rebuilt pumps installed in PS #2 with issues; working with contractor and supplier to address. WGK replaced surge valve at PS #1. WGK's work complete at PS #1; staff will address removal of old material from the site. Addressing issues with rebuilt pump at PS #2.			
Job #: 2023051	Job Type: Internal	Service Area:	Last Updated: 9/8/2025
Job Name: Shady Knoll Sewer Replacement		Funding/Budget:	
		Funding Source: Setasides - Sewer	Department Contact: S Taylor / J Dean
Engineer:		Design Contract Amt:	
Contractor:		Construction Contract Amt:	
Description:			
Status: Dsgn 01 rec'd 8/5/24. Design comments routed 08/12/2024. Dsgn 02 rec'd 9/19/24. Design 02 approved for CIP use 09/23/2024. ESMT #240008353 10/21/24. Construction Notification Letters mailed 1/17/25. Construction has started. 6 manholes and 900' ft of pipe installed 6/9/25. Waiting for bypass pump from PS 1 & 2. By-Pass pump onsite; planning to start back week of 9/8/25.			

Job #: 2023106	Job Type: Internal	Service Area: Central	Last Updated: 8/11/2025
Job Name: Bedford Weaving Mill Sewer Flow Meter		Funding/Budget: \$25,000.00	
		Funding Source: CIP	Department Contact: Alexander \ T Hale
Engineer:		Design Contract Amt:	
Contractor:		Construction Contract Amt:	
Description: Sewer Flow Meter Installation			
Status: A quote was received from the vendor to purchase the flow meter. Maintenance is coordinating rehab of the existing manhole and installation of the flume prior to installing the flow meter. Flow metering equipment was purchased. Manhole rehab and flume installation scheduled for May. Installation of meter anticipated July 2024. Easement to be prepared 9/3/2024. Esmt sent to property owner 12/30/24. Continued work with property owners to obtain easement for flow meter. Requested quote from Dorsett for metering manhole.			
Job #: 2024087	Job Type: Internal	Service Area: Bedford Central	Last Updated: 9/5/2025
Job Name: Winoa Lift Station Replacement		Funding/Budget: \$300,000.00	
		Funding Source:	Department Contact: R English \ T Cherro
Engineer: AH Environmental Consultants, Inc.		Design Contract Amt: \$20,529	
Contractor:		Construction Contract Amt:	
Description:			
Status: Proposal with AH Environmental accepted 6/27/24. Design meeting held 8/15/24 to review station options. Pump specification package received and will be used for procuring the pump station equipment. Equipment ordered 10/22/24 with 7-9 months lead time. Will wait until 2 months out from delivery prior to procuring installation quotes. Material submittals received in 1/2025; AH approved submittals ~1/17/25 and creating bid package for installation. Lead time for manufacture began at time of submittal approval. CIP crew installed bypass system in March. S&L updated pump lead time to late September 2025. 6/6: Draft installation specs received with comments noted; submitted to Dorsett for any additional comments before returning to AH. 8/8: Comments returned to AH at end of July. Procurement scope sent to contractors with bids due 9/12. Addendum 1 issued 9/5.			
Job #: 2024121	Job Type: Internal	Service Area:	Last Updated: 4/4/2025
Job Name: BRWA Solar Farm at SMLWTF		Funding/Budget:	
		Funding Source:	Department Contact: Brian Key
Engineer: Schnieder Electric		Design Contract Amt:	
Contractor:		Construction Contract Amt:	
Description:			
Status: Discussed with Schneider Electric during a meeting on 10/29/2024. Requested a proposal to evaluate this as an ESCO project. Grant funding is being requested through FEMA related to power loss during Helene storm.			
Job #: 2025018	Job Type: Internal	Service Area: Town	Last Updated: 8/6/2025
Job Name: Bedford Area Fire Training Center - FFMV		Funding/Budget:	
		Funding Source:	Department Contact:
Engineer:		Design Contract Amt:	
Contractor:		Construction Contract Amt:	
Description: Proposed FFMV for the training facility.			
Status: Engineering to work with CIP crew to establish easement needed for proposed meter vault. Performing further field research. Requested. vault quotes.			
Job #: 2025024	Job Type: Sewer	Service Area: Montvale	Last Updated: 9/5/2025
Job Name: Montvale WWTP Improvements		Funding/Budget: \$187,000.00	
		Funding Source: CIP	Department Contact: J Mitchell / English / Dean
Engineer: Blue Ridge Engineering and Construction Services (BRECS) - Chr		Design Contract Amt: \$3,250	
Contractor: Falwell		Construction Contract Amt: \$183,437.01	
Description: Emergency replacement of failed Biowheel.			
Status: Sole source of Biowheel equipment approved at March 2025 Board meeting. Falwell and Biowheel representative performed full inspection week of 4/14/25 to verify parts for ordering. Maintenance cleared the site of broken items to be discarded. Falwell completed Phase 1 work. Biowheel materials received. Falwell's construction timeframe is 9/8 to 9/26/2025.			

Current Engineering Projects

Bedford Regional Water Authority

Job #: 2012015	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 9/5/2025
Job Name: Jefferson Commons Commercial Lot 1			Department Contact: S Dade & L Cox
Description: Rezoning entrance for Gables of Jefferson Commons - Lot 1.			
Status: TRC 5/24/12. Site Plan 01 rec'd 9/19/12. Site Plan 02 rec'd 11/27/12. Fees & Agmnt rec'd 12/7/12. Site Plan 03 rec'd 1/10/13. Site Plan 03 rec'd 1/15/13 for our records only. FF Test Fee rec'd 1/28/13. Site Plan 04 rec'd 3/26/13. Site Plan 05 rec'd 4/18/13. Rec'd Revised Site Plan from Planning "For Your Records" 8/13/13. Shop Drawings 01 rec'd 3/21/19. Site Plan 06 (slip sheet) rec'd 4/1/24. Comments emailed to Planning & uploaded to Bluebeam 4/2/24. Site/Dsgn 07 rec'd 6/3/2024. Base Review Fee needed 6/3/24. Base Fee rec'd 6/4/24. Comments sent to Consultant 6/7/2024. Site/Dsgn Plan 08 rec'd 8/2/24. Comments sent to Planning 8/8/2024. Site/Dsgn 09 rec'd 8/19/24. Site Plan Approved 8/21/2024. Awaiting Developer Items for C2C. Signed Developer Agmt rec'd 8/23/24. Shop Dwg 01 rec'd 9/5/24. Shop Dwg 02 9/13/24. Bond #B3283867 rec'd 9/13/24. Shop Dwg approved 10/10/24. Awaiting hard copies of shop drawings in order to issue C2C 12/9/24. C2C issued 12/12/24. FFT fee rec'd 12/17/24. Manhole Core completed 2/25/25. FFMV set 3/27/24. FFMV installation complete with testing to follow 6/9/25. Installation complete. Testing of the main and bypass conducted and passed 6/11/2025. Punchlist issued 7/21/2025.			
Job #: 2019050	Job Type: Water	Service Area: Forest	Last updated on: 6/9/2025
Job Name: Country Club Meadows Phase 1 Waterline Extension - Design			Department Contact: J Dean
Description: Waterline extension along Everett Road to serve future Country Club Meadows.			
Status: Dsgn 01 rec'd 4/2/19. Awaiting \$400.00 Base Review Fee 4/2/19. Base Review Fee rec'd 4/4/19. Comments emailed to engineer 5/6/2019 Developer package issued 5/6/2019. Dsgn 02 rec'd 6/5/19. Review completed 7/2/19 and comments will be released upon receipt of Agreement & Fees. Met w/ Engineer to discuss Dsgn 02 comments 7/3/19. Review & Inspection Fees rec'd 9/16/19. Dsgn 03 rec'd 10/3/19. Comments issued 10/21/19. Signed Dev Agmt rec'd 11/22/19. Dsgn 04 & Re-review fee rec'd 11/25/19. Plans are ok (12/10) - Requested 2 additional copies rec'd 12/20/19. Pre-payment has been requested. Per 6/8/20 e-mail - awaiting contractor's cost estimates from Developer before processing pre-payment request and resolution to the BRWA Board. Dsgn 05 rec'd 2/3/25. Extended Review Fee rec'd 3/21/25. Comments sent to Consultant 3/21/2025. Signed Dev Agmt rec'd 4/9/25. VDOT approved plans; awaiting developer document items.			
Job #: 2019069	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 8/26/2025
Job Name: Impact Church Rezoning - Site/Design			Department Contact: S Dade
Description: Rezoning Application #RZ190003 for Impact Church site layout master plan. Proposed church, sports fields and recreational facilities.			
Status: TRC 6/25/19. Concept 01 rec'd 6/19/19. Site Plan 01 rec'd 2/17/22. Comments sent to planning on 3/10/22. Signed Developer Agreement, Review & Inspection Fees rec'd 4/19/22. Site Plan 02 rec'd 5/31/22. Comments issued 6/21. Site Plan 03 rec'd 8/17/22. Comments sent 8/31/2022 Punchlist Issued 9/16/24. Developer Items remaining for C2C. Site Plan 04 rec'd 11/22/22 (needs Extended Review Fee). Slip sheet rec'd 9/20/23 in relation to submittal #4. Extended Plan Review fee rec'd 10/23/23 for future revised slip sheet review. Slip sheet rec'd 9/20/23 in relation to submittal #5. Slip sheet rec'd & Extended Plan Review fee 11/2/23 in relation to submittal #6. ESMT #230009194 & 230009195 recorded 11/3/23. Site Plan Approved 11/3/2023. Surety #380 rec'd 11/29/23. Shop Dwg 01 rec'd 2/1/24. Shop Dwg 02 rec'd 2/2/24. Shop Dwg 03 rec'd 2/6/24. C2C Issued 2/14/24. Sanitary sewer installed 5/13/24. 1 1/2" service remains. Wateline will not be installed at this time. Punchlist issued 9/16/24. Revised punchlist issued 1/10/25. awaiting outstanding punchlist items & close out documents. As-Built 01 rec'd 7/28/25. Comment Issued 7/30/25. As-built 02 rec'd 8/26/25.			
Job #: 2020020	Job Type: Water	Service Area: Forest	Last updated on: 7/17/2025
Job Name: Cambridge Manor Phase 1 - Site/Design			Department Contact: J Dean
Description: Road & waterline plan & profile for Country Club Meadows Phase 1 (59 lot single family development). Previously known as "Country Club Meadows Phase 1 - Design".			
Status: Dsgn 01 rec'd 2/03/20. (Need \$400.00 base review fee). Dsgn 01 Comments & Dev Pkg issued 2/28/20. Dsgn 02 rec'd 6/30/20. Fees & Agmt have not yet been rec'd. 2nd Review Comments issued and due to Project name change & design changes a revised Dev Pkg was issued 7/31/20. Please do not accept 3rd submittal w/o Agmnt, Base Fee, Review Fees & Re-Review Fee. Dsgn 03 rec'd 11/30/20 (need Signed Agmnt, Base Fee, Review Fees & Re-Review Fee before review completed/comments released). Review complete & Developer notified 12/31/20 via e-mail of outstanding items needed prior to release of comments. Base fee, Review fees & Re-review fee rec'd 2/2/21; Agmnt rec'd via e-mail 2/17/21 & Review 03 comments issued 2/19/21. Dsgn 04 rec'd 3/16/21 (need Re-review fee) 3/16/21. Dsgn 04 review complete (4/19) and notified Developer need Original signed Agmnt & re-review fees prior to release of comments. Water Calcs 01 comments issued 4/28/21. Re-review fee rec'd 5/4/21. Signed Dev Agmt rec'd 5/6/21, DSGN 04 Comments released 5/17/21. Approval rescinded due to length of time. Dsgn 06 rec'd 7/3/25. Comments sent to Planning (Planning to withhold until fee is rec'd) 7/15/2025. Extended Review Fee rec'd 7/17/25 & Comments Issued.			

Job #: 2020107	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 9/4/2025
Job Name: Boonsboro Meadows Section 5 Roadway & Water - Design			Department Contact: T Hale
Description: Proposed Section 5 (Proposed 16 Lots). Consisting of Water and LPFM. Wild Doe Drive			
Status: Desgn 01 rec'd 9/28/20. Comments & Dev Pkg issued 10/26/20. Need \$400 Base Fee, Review Fees and Agmnt w/ 2nd submittal. Base Review fee rec'd 11/5/20. Design 02 rec'd 10/6/21. Review fee & Signed Developer Agmt rec'd 10/7/21. Dsgn 02 and Water Calcs 02 Review Comments issued 10/15/21. Sewer FM Calcs 01 Comments issued 10/20/21. Re-review fee rec'd 11/22/21 (forthcoming 3rd submittal). Dsgn 03 rec'd 12/15/21. Plan review comments issued to Planning and Engineer notified 12/30/21. Water Calcs Submittal 03 Reviewed and comments issued 1/3/22. Sewer FM Calcs Submittal 02 review complete & comments issued. Dsgn 04 (need \$200.00 re-review fee & Water Calcs 04 rec'd 5/24/22. Re-review Fee rec'd 6/29/22.). Dsgn 05 rec'd 12/22/22. Comments sent 1/22/2023 Dsgn 06 rec'd 10/23/2023 (Need Extended Plan Review Fee). Extended Plan Review Fee rec'd 10/25/23. Comments sent to planning on 11/06/2023. Revised developer package sent to Earl Dickerson on 12/7/2023. Dsgn 07 rec'd 3/25/24. Extended Plan Review Fee rec'd 3/27/24. Comments 07 sent to planning 4/5/2024. Dsgn 08 rec'd 5/5/25. Extended Review Fee rec'd 5/12/25. Comments 08 sent to planning 5/16/2025. Dsgn 09 rec'd 8/18/25. Extended Review Fee rec'd 8/29/25. Comments 09 sent to planning 09/04/2025.			
Job #: 2021018	Job Type: Site Plan w/ Existing Utilities	Service Area: Smith Mountain Lake	Last updated on: 7/31/2024
Job Name: Eastlake Community Church Sport - Site Plan			Department Contact: J Dean
Description: Proposed construction of 2 baseball fields and one track and field with associated grading, utilities, landscaping & stormwater management.			
Status: TRC 2/23/21. Concept 01 rec'd 2/17/21. Comments 01 emailed to Planning & Surveyor 2/22/21. Site Plan 01 rec'd 6/21/21. Comments 01 emailed to Planning 6/25/21. Site Plan 02 rec'd 9/14/21. Comments 02 emailed to Planning 9/21/21. Site Plan 03 rec'd 12/29/22. Comments 03 emailed to Planning 3/21/23. Site Plan 04 rec'd 5/22/23 (need \$200.00 re-review fee). Approval emailed to Planning 6/14/23. Extended re-review fee rec'd 6/14/23. Approval rec'd Site Plan 05 rec'd (Need Extended Review Fee) 7/22/24. Comments Completed, waiting on fees 7/31/2024.			
Job #: 2021024	Job Type: Internal	Service Area: Central	Last updated on: 5/9/2025
Job Name: Big Otter Well Abandonments			Department Contact: J Dean \ R English
Description: Abandonment of wells formerly used as part of the Central water system, located behind sewer pump station 6 and within the property boundaries of 4920 Peaks Road.			
Status: Bob met with property owner of 4920 Peaks Rd, Rita Ragland, who requested consideration be made to abandon or maintain the well sites within her property. Information gathered on existing easements for the wells and raw waterlines. 5/9/25: Per Consolidation Agreement, unused property is to be returned to the Town of Bedford for their use or disposal.			
Job #: 2021114	Job Type: Internal	Service Area: Countywide	Last updated on:
Job Name: Program for Low Water Pressure Customers			Department Contact: R English
Description: Establishing program or policy for addressing customers with pressures at the water meter that are regularly or intermittently less than 20 psi.			
Status:			
Job #: 2022095	Job Type: Water & Sewer	Service Area: Forset	Last updated on: 8/21/2025
Job Name: Corporate Park Drive Townhomes - Design			Department Contact: J Dean
Description: Proposed 40 unit townhome development.			
Status: TRC 11/9/22. Concept 01 rec'd 11/2/22. Comments issued 11/9/22. Dsgn 01 rec'd 11/3/23 (Need Base Review Fee), Base Review Fee rec'd 11/6/23. Comments sent to Planning 11/17/2023. Dsgn 02, Water & Sewer Calculations 01 rec'd 3/19/24. Comments sent to Planning 4/2/2024. Dsgn 03 rec'd 4/8/25. Extended Review fee rec'd 4/8/2025. Comments sent to Planning 4/21/2025. Dsgn 04 rec'd 8/1/25. Extended Review Fee rec'd 8/4/25. Awaiting Constructibility Review 8/13/2025. Sent Comments to CP 8/21/2025.			
Job #: 2023087	Job Type: Water & Sewer	Service Area: New London	Last updated on: 8/29/2025
Job Name: New London Commercial Development - Design			Department Contact: S Taylor
Description: Proposed public water & sewer extension.			
Status: Dsgn 01 rec'd 10/6/23. \$400.00 Base Review Fee rec'd 10/16/23. Dev Pkg & Comments 01 mailed to Developer & emailed to Engineer 12/1/23. Dsgn 02 rec'd 5/29/2024. Review Fees rec'd 5/30/24. Comments sent to Consultant 6/3/2024. Developer Agmt sent out 6/5/24. Dsgn 03 rec'd (Extended Review Fee needed) 9/13/24. Extended Review Fee & FFT Fee rec'd 9/17/24. Comments prepared, waiting for FF test and subs. Design calculations 09/23/2024. Dsgn 03 rec'd with resubmittal forthcoming 9/27/24. Dsgn 03 rec'd 8/29/25.			

Job #: 2023102	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 8/18/2025
Job Name: 17605 Forest Road Multi-Family - Site/Design			Department Contact: T Hale
Description: Proposed Townhomes (54 Units).			
Status: TRC 12/5/23. Concept 01 rec'd 12/1/23. Comments to sent to planning and addressed at TRC. Site/Dsgn 01 & Base Fee rec' d 7/23/25. Comments 01 sent to planning 8/18/2025.			
Job #: 2024016.1	Job Type: Water & Sewer	Service Area: Town	Last updated on: 9/2/2025
Job Name: Eastyn Crossing Phase 1 - Design			Department Contact: J Dean
Description: Project has been phased. Reference 2024-016.			
Status: Dsgn 01 rec'd 3/19/25. Base Fee redc'd 3/24/25. Dsgn 02 rec'd 4/24/25. Comment sent to Developer 4/24/2025. Signed Developer Agmt rec'd 4/25/25. Bond Rider for amended bond rec'd 5/12/25. C2C issued 5/15/25. As-Built 01 rec'd 7/3/25. BOSQC rec'd 8/5/25. Warranty Letter & As-built 02 rec'd 8/18/25. As-built 03 rec'd 9/2/25.			
Job #: 2024016.2	Job Type: Water & Sewer	Service Area: Town	Last updated on: 9/8/2025
Job Name: Eastyn Crossing Phase 2 - Design			Department Contact: S Dade & L Cox
Description: Proposed 124 lot subdivision.			
Project is phased - referecned 2024-016.1 for Phase 1 and 2024-016.2 for Phase 2.			
Status: Review & inspection Fees rec;d 9/3/24. Dsgn 01 rec'd 6/17/25. Base fee rec'd 6/20/25. Signed Dev Agmt rec'd 6/24/25. Comments sent to Dev 6/27/2025. Bond #41K237862 rec'd & C2C Issued 7/29/25. C2C issued. Sanitary sewer testing complete.			
Job #: 2024027	Job Type: Water & Sewer	Service Area: Town of Bedford	Last updated on: 8/13/2025
Job Name: Harmony Mixed Use Residential - Design			Department Contact: T Hale
Description: Proposed mixed residential development; single family homes, townhomes & patio homes.			
Status: Dsgn 01 rec'd 2/20/24 (Need Base Review Fee). Base Review Fee rec'd 2/21/24. Comments sent to engineering and planning on 2/28/2024. Dsgn 02 rec'd 6/13/24. Comments sent to planning and engineer 6/26/2024. Extended Review Fee rec'd for forthcoming 3rd submittel (recinded). Dsgn 03 rec'd 11/6/24. Dsgn 03 rec'd 12/17/24. Comments sent to Enginner 12/31/2024. Dsgn 04 rec'd 1/28/25 Extended Review Fee 1/30/25. Comments 04 sent to Norm and planning on 2/1/2025. Meeting held with developer and engineer on the projects design 4/9/25. Dsgn 05 rec;d 7/30/25. .Extended Review Fee rec'd 8/4/25. Comments sent to planning on 8/13/2025.			
Job #: 2024045	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 9/8/2025
Job Name: Parkland Direct Rear Expansion - Site Plan			Department Contact: J Dean
Description: Proposed 36,750 sqft building addition.			
Status: Site Plan 01 rec'd 4/9/24. Comments sent 4/10/24. Site Plan 02 rec'd 6/4/24. Comments sent to Planning 6/5/2024. Site Plan 03 & Extended Review Fee rec'd 6/20/2024. Comments sent to Planning 6/26/2024. Extended Review Fee rec'd for forthcoming 4th submittal 8/14/24. Site Plan 04 rec'd 8/20/24. Approval Comment sent to Planning 8/23/2024. FFT fee rec'd 9/25/24. Site Plan 05 (Need Extended Review Fee) 11/1/2024. Extended Review Fee rec'd 11/4/24. Comments sent to Planning 11/12/2024. Site Plan 06 rec'd 12/2/24 (Extended Review Fee Needed). Extended Review Fee rec'd 12/6/24. Slip Sheet rec'd 12/17/24. Site Plan Approved 12/19/2024. Approval recended, Site Plan 07 rec'd 5/7/25 (Need Extended Review Fee) Still awaiting Extended Review Fee 6/30/25. Site Plan 08 rec'd 9/8/25.			
Job #: 2024058	Job Type: Fire Flow Meter	Service Area: Central	Last updated on: 7/31/2025
Job Name: D-Day Hotel - Design			Department Contact: T Hale
Description: Proposed Hampton Inn Hotel.			
Status: FFT fee rec'd 4/29/24. Town TRC 5/9/24. Concept 01 rec'd 5/2/24. Delivered and discussed comments at TRC on 5/9/2024. FFT Fee rec'd 5/14/24. Dsgn 01 rec'd 6/13/24; Need Base Fee. Base Fee & Partial Review/Inspection fee rec'd 6/25/24. Comments and Developer Packet sent to Engineer and Developer 6/25/2024. Dsgn 02 rec'd 7/31/24. Comments sent to Engineer and Planning 8/2/2024. Dsgn 03 rec'd. Slip sheet received 8/20/24. Plan is ready for approval, waiting on signed developer agreement and project review fee to release approval. Review & Inspection Fees rec'd 9/16/24. Signed Developer Agmt rec'd 9/26/24. Hard copies of approved plans received 2/6/24. Awaiting revised design plans for changed vault location. Dsgn 05 rec'd 5/20/25. Extended Review Fee rec'd 5/21/25. Comments 05 sent to planning and engineer 5/28/2025. Dsgn 06 rec'd 7/21/25. Comments sent to Engineer 7/23/2025. Dsgn 07 rec'd 7/23/25. Extended Review Fee rec'd 7/29/25. ESMT #250006319 recorded 7/30/25. Comments 07 sent to engineer and developer 2025/07/31.			

Job #: 2024071	Job Type: Sewer	Service Area: Forest	Last updated on: 8/26/2025
Job Name: BRAAC Sewer Extension - Design			Department Contact: S Dade
Description: Proposed public sanitary sewer extension.			
Status: Dsgn 01 rec'd 6/21/24 Base Fee Needed. Base Fee rec'd 7/9/24. Comments sent to planning, CTC form and developer packet sent to Engineer 7/10/2024. Dsgn 02 rec'd 8/12/24. Dsgn 03 rec'd 9/24/24. Approval comment sent to Kyle Mitchell on 9/26/2024. Easement Agreement and DEQ application sent to Kyle Mitchell on 10/1/2024. Shop Dwg 01 rec'd 1/31/25. Developer Agmt, Review & Inspection Fees rec'd 1/31/25. ESMT #250000809 recorded 2/3/25. Shop Dwg 02 rec'd 2/20/25. Shop Dwg 03 rec'd 2/25/25. Shop Dwg Approved 2/26/25. Awaiting surety prior to issuance of the C2C. Bond #800193286 rec'd 5/28/25. C2C issued 5/29/2025. As-Built 01 rec'd 8/4/25. Comments issued 8/7/25. As-Built 02 rec'd 8/19/25. As-Built comments issued 8/26/25. As-Built 03 rec'd 8/26/25.			
Job #: 2024092	Job Type: Water & Sewer	Service Area: New London	Last updated on: 9/8/2025
Job Name: The Links at New London Phase 1 - Site/Design			Department Contact: S Dade & L Cox
Description: Proposed 58 townhome development.			
Status: Site/Dsgn 01 rec'd 8/27/24 (Need Base Fee), Base Fee rec'd 9/26/24. Comments sent to Planning 9/27/2024. Site/Dsgn 02 rec'd 1/23/25. Comments sent to Planning 2/6/2025. Dsgn 03 rec'd 4/24/25. Extended Review Fee rec'd 4/28/25. Dsgn 04 comments routed to CP 05/01/2025. Review & Inspection Fees rec'd 5/9/25. Shop Dwg 01 rec'd 6/18/25. Signed Dev Agmt rec'd 6/24/25. Dsgn 04 rec'd 6/26/25. Extended Review Fee & Bond #CIC1963513 rec'd 6/27/25. Dsgn 04 comments routed to CP 07/08/2025. Shop Dwg 03 rec'd 7/15/25. Dsgn 05 rec'd 7/25/25. C2C Issued (sewer only) 7/30/25. C2C Issued (wateronly) 9/8/25.			
Job #: 2024098	Job Type: Site Plan w/Proposed Utilities	Service Area: Forest	Last updated on: 9/5/2025
Job Name: Terry Volkswagen Dealership - Site/Design			Department Contact: S Dade & L Cox
Description: Proposed Terry VW Dealership.			
Status: TRC 9/10/24. Concept 01 rec'd 9/6/24. Met with county planning, routed comments to appropriate channels 09/10/2024. Site/Dsgn 01 rec'd 11/14/14. Base Fee rec'd 11/15/24. Review Comments routed 12/2/24. Dev Packet Issued 1/23/25. Developer Agreement, Review & Inspection Fees rec'd 1/29/25. Site/Dsgn 02 rec'd 2/14/25. Site/design comments 02 routed to CP 02/27/2025. Site/Dsgn 03 rec'd and approved 4/8/25. Signed DEQ CTC rec'd 4/10/25. Bond #S342780 rec'd 4/14/25. VDOI LUP #216-128179 rec'd 4/25/25. Awaiting shop drawings and hard copy plans 05/05/2025. Shop Dwg 01 rec'd 5/6/25. Shop Dwg 02 rec'd 6/24/25. Shop Dwg 03 rec'd 7/15/25. Shop Dwg Approved 7/23/25. C2C Issued 7/29/25. Preconstruction meeting held 9/2/2025.			
Job #: 2024104	Job Type: Water	Service Area: Forest	Last updated on: 9/5/2025
Job Name: Talbots Crossing Phase 1 - Design			Department Contact: S Dade & L Cox
Description: Proposed waterline extension.			
Status: Dsgn 01& Base Review Fee rec'd 9/19/24. Comments sent to Engineer on 10/26/2024. Dsgn 02 rec'd 12/2/24. Comments routed to base engineer 12/10/2024. Dsgn 03 rec'd 12/20/24. Extended Review Fee rec'd 1/2/25. Calculations reviewed and approved, design plan comments 03 sent to CP 01/02/2025. Dev Packet Issued 01/09/2025. Dsgn 04 rec'd 1/14/25. Waterline design submittal 04 comments routed to engineers & CP 01/16/2024. Dsgn 05 rec'd 2/20/25. Extended Review Fee rec'd 2/26/25. Review 05 approved, waiting for plat. Review comments routed to consultant 02/26/2025. Shop Dwg 01 rec'd 4/8/25. Shop Dwg rec'd 4/17/25. Shop Dwg approved 4/18/25. Review & Inspection Fees, Developer Agmt & Bond #101447453 rec'd 5/28/25. C2C Issued 6/25/25. Work began in August, but due to rock work stopped and a blasting crew was hired to blast rock. Stop work order placed on jobsite by Bedford Natural Resources.			
Job #: 2024110	Job Type: Site Plan w/Proposed Utilities	Service Area: Huddleston	Last updated on: 8/13/2025
Job Name: Mariners Landing Residential Development - Design			Department Contact: S Taylor
Description: Proposed 19 lot residential subdivision.			
Status: TRC 10/8/24. Concept 01 rec'd 10/2/24. Review completed, meeting notes routed to County CP 10/08/2024. Site/Dsgn 01 Rec'd 04/10/2025. Base Fee Req'd 04/10/2025. Base Fee rec'd 4/21/25. Comments 01 routed to CP. Site/Dsgn 02, Water & Sewer Calcs rec'd 8/4/25. Dsgn 02, calc, plat 02 comments routed to CP 08/13/2025			
Job #: 2024129	Job Type: Internal	Service Area: Bedford Central	Last updated on: 3/7/2025
Job Name: Town of Bedford Performance Bond Policy			Department Contact: R English
Description: Bonding policy for the Town of Bedford related to developments.			
Status: Bonding policy received through legal counsel on 12/3/24 that incorporates the Authority and County into the Town's development bonding process and agreements. Process provides greater restrictions on developers than BRWA's current processes. Meeting held with Mary Zirkle & Jordan Mitchell to discuss. BRWA does not have surety authority under subdivision infrastructure bonding, but does have authority for the developer agreement surety processes in place. 1/13/25: Per legal counsel discussion, Town will designate BRWA as an agent for bonds in their bonding policy. Awaiting final policy.			

Job #: 2025007	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 8/14/2025
Job Name: Readmore Landing Development - Design			Department Contact: J Dean
Description: Proposed water and sewer extension to serve 86 lot subdivision,			
Status: Dsgn 01 rec'd 1/15/24. Base Fee rec'd 1/21/25. Comments sent to Planning 2/13/2025. Dsgn 02 rec'd 6/25/25. Comments sent to Planning 7/8/2025. Dev Agmt, Review & Inspection Fees, Extended review fee for forthcoming submittal rec'd 8/14/25.			
Job #: 2025023	Job Type: Internal	Service Area: Forest	Last updated on: 4/4/2025
Job Name: Forest Flow Testing			Department Contact: Ward / Dade
Description: Flow testing to verify improvements from air release valve replacements.			
Status: Initial baseline testing completed prior to and during initial air release valve (ARV) replacements. Will retest areas after more replacements are completed.			
Job #: 2025027	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 8/5/2025
Job Name: Forest Baptist Building Addition - Site Plan			Department Contact: S Taylor
Description: Proposed parking lot.			
Status: TRC 3/24/25. Concept 01 rec'd 3/20/25. Comments presented at TRC on 3/25/2025. Comments routed to planning after TRC. Site Plan 01 rec'd 8/1/25. SP comments 01 routed to CP 08/05/2025			
Job #: 2025047	Job Type: Water & Sewer	Service Area: Moneta	Last updated on: 6/13/2025
Job Name: Bridgewater Bay Villas Roadway Improvements - Design			Department Contact: S Taylor
Description: Proposed roadway improvements for forthcoming Villas at Bridgewater Bay.			
Status: Dsgn 01 rec'd 6/4/25. Dsgn 01 Comments routed to CP 06/13/2025			
Job #: 2025053	Job Type: Site Plan w/ Existing Utilities	Service Area: Bedford	Last updated on: 7/3/2025
Job Name: Stoney Creek Campground - Site Plan			Department Contact: T Hale
Description: Proposed campground.			
Status: Site Plan 01 rec'd 6/26/25. Comments 01 and connection quotes sent to planning 07/03/2025.			
Job #: 2025054	Job Type: Water	Service Area: Montvale	Last updated on: 8/8/2025
Job Name: Montvale Water Company Transfer			Department Contact: B Key
Description: Ownership transfer from the Montvale Water Company to the BRWA			
Status: Bob Karnes and Betty visited the BRWA's office on 6/26/25 to start the process of ownership transfer. Letter of Intent to transfer executed on 7/3/25. VDH funding approval received 7/23 for up to \$200k reimbursement for work during the transition. Repairs, well operation, and locating services being performed and isolation valves added to reduce outage areas during repairs. Materials of poor quality, with some non-pressure materials found (Sch 30). Information sent to USDA 7/29 regarding transfer of debt service.			
Job #: 2025059	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 7/28/2025
Job Name: River Technologies Addition - Site Plan			Department Contact: S Taylor
Description: Proposed 30x40 commercial accessory structure.			
Status: Site Plan 01 rec'd 7/25/25. Comments 01 routed to CP 07/28/2025			
Job #: 2025060	Job Type: Site Plan w/ Existing Utilities	Service Area: Moneta	Last updated on: 8/6/2025
Job Name: 14807 Moneta Road Suite J&K COU - Site Plan			Department Contact: T Hale
Description: Proposed change of use from coffee shop to doctors office.			
Status: Site Plan 01 rec'd 7/25/25. Comments 01 sent to planning on 8/6/2025.			

Job #: 2025067	Job Type: Concept	Service Area: Goode	Last updated on: 8/12/2025
Job Name: Design Center Commercial Building - Concept			Department Contact: T Hale
Description: Proposed new commercial building and parking lot improvements,			
Status: TRC 8/12/25. Concept 01 rec'd 8/11/25. Concept comments presented are TRC and sent to planning 8/12/2025.			
Job #: 2025079	Job Type: Preliminary Plan	Service Area: Lynchburg	Last updated on: 9/3/2025
Job Name: Stables on Coffee 2, 3 & 4 - Master Plan			Department Contact: J Dean
Description: Proposed master plan for phases 2, 3 & 4.			
Status: Prelim Plan rec'd 9/3/25. TRC 9/30/25.			