
Bedford Regional Water Authority – Board of Directors

Regular Board Meeting – Minutes

December 16, 2025

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, December 16, 2025, in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

Members Present:..... Bob Flynn, Chair
Jay Gray, Vice Chair
Donald Barger, Jr.
Kevin Mele
Michael Moldenhauer
Steve Rush
John Sharp

Members Absent:..... none

Staff & Counsel Present: . Brian Key – Executive Director
Rhonda English – Deputy Director
Roger Blankenship – Director of Engineering
Megan Pittman – Director of Administration (virtually)
Jill Underwood – Director of Finance

1. Call to Order

The meeting was called to order by the Chair at approximately 7:00 p.m. The Pledge of Allegiance and a moment of silence were conducted.

2. Review of Agenda

The following agenda was reviewed as shown. Revisions are shown in ***bold italics***.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: November 18, 2025 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end November 2025
 - b. FY 2024-2025 Audit Presentation
6. Administration Report: Presented by Megan Pittman
 - a. Public Relations Report
 - b. **Resolution 2025-12.01** – Whistleblower Policy
7. Projects Report: Presented by Roger Blankenship
8. Operations Report: Presented by Rhonda English
9. Executive Report: Presented by Brian Key
 - a. Montvale Water Update
 - b. **Resolution 2025-12.02** - Election of Officers
 - c. ***Year in Review***

10. Other business not covered on the above agenda

11. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: November 18, 2025 – Regular Board Meeting

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

Member Rush made a motion to approve the minutes.

Member Gray seconded the motion.

- Board member votes: 7 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

a. Financial Statements through month end November 2025

The Customer Service statistical report was included in the packet. The budget goal for November was 42%, with operating revenues at 46% and operating expenses for the month totaling 36%. Capital Recovery fees received this FY are 43% of the total budgeted amount; water is at 41%, and sewer is at 46%. The Forest Sewer account grouping (4290) for fuel and contracted services is running over budget due to the bypass pump at Lake Vista.

The final audited report for FY 2025 was included in the packets. Revenues were 105% of the budget, and expenses were 100% of the budget. Capital recovery fees were 91% of the budget, or a total of \$110,300 less was received than budgeted.

b. FY 2024-2025 Audit Presentation

Mr. Travis Gilmer with Brown Edwards summarized the ACFR, governance letter, and management letter. The board asked clarifying questions, which were answered.

6. Administration Report: Presented by Megan Pittman

a. Public Relations Report

Ms. Pittman reviewed the articles included in the packet, highlighting the Grease Campaign. She also mentioned that Winter Luncheon took place last week, which is a celebration of the accomplishments of its staff and features an annual awards ceremony. Thank you to the board for supporting these initiatives and for Mr. Rush's attendance at the event.

b. Resolution 2025-12.01 – Whistleblower Policy

There is one policy that staff are recommending for approval with this resolution:

- 1) Policy 20.47 Whistleblower: This was revised to allow concerns to be brought to any Directors. It was also updated to direct employees to resources for anonymous reporting. The third-party used for reporting underwent a name change, and the policy was updated to be more generic, accounting for possible future name changes. Information is also available on the intranet and in common areas for reporting.

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 December 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 Whistleblower Policy 20.47, 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 policy listed above.

Member Mele made a motion to approve this resolution.

Member Barger seconded the motion.

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

7. Projects Report: Presented by Roger Blankenship

The Central Water Treatment Plant Electrical Phase 1 Project raised a few structural questions; staff worked with Wiley Wilson to finalize structural drawings, and are working with the contractor to obtain revised pricing with all value engineering options included for the contract. The D-Day Hotel has an 8-inch water service line. This was a challenging connection due to several circumstances, but it has now been established and is awaiting the vault for service. The BRWA is assisting the County with the plan review for a new pump station on Falling Creek Road, to be owned and operated by the County. The station will support the new Social Services building and existing County buildings such as the Sheriff's Office, animal shelter, and their Maintenance building. The Turkey Mountain booster station had a few electrical challenges. The Smith Mountain Lake GAC construction project was sent out for bid; one quote was received for \$204,500. Mr. Blankenship is working to try to reduce that cost. At the Eastyn Crossing project, electrical boxes were covering utility lines, and the BRWA is working with the Town to relocate them and prevent this issue in the future. The Shady Knoll sewer project has about 140 feet of sewer main to extend and one more manhole to install.

8. Operations Report: Presented by Rhonda English

Ms. English met with the Operations and Maintenance Managers; they are juggling a huge number of projects between the departments. A new Facilities Maintenance Technician has been hired to assist with projects that would have previously required hiring a contractor.

The Wastewater Operations team had to perform additional work over the holiday weekend due to a failure of the clarifier at the Moneta Wastewater Plant. They were able to get a train running within 2-3 days. Two notices of violations were received; one is for Central Wastewater and the other is for the Lake Vista Pump Station.

The Ivy Creek project will start blasting on the Johnston property after the holidays. They are working on getting a vehicular crossing across the creek. There is also a change order that will have the substantial completion date of May 2026. The Winoa Lift Station had to reschedule the third phase of the electrical to January. The Town requested feedback on its comprehensive plan.

9. Executive Director Report: Presented by Brian Key

a. Montvale Water Update

Mr. Key shared that there is a signed agreement with Montvale Water Company. It still needs the BRWA's legal counsel's signature, and then they will mail it to the State Corporation Commission (SCC). The SCC typically takes 30-90 days to review. The BRWA will continue to operate as it has been and make improvements. The pump house has been added to SCADA, and the meter reading radio system still needs to be brought online.

Mr. Key stated that the Montvale Community meeting drew approximately 35-50 people and was well-received. The attendees were very interested in billing and wanted to learn more about the BRWA.

b. Resolution 2025-12.02: Election of Officers

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 December 2025, beginning at 7:00pm:

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

THEREFORE BE IT RESOLVED, the following nominations and motions were made for Calendar Year 2026:

Chair:

A motion was made by Member Moldenhauer to nominate Member Flynn for the position of Chair.

The motion was seconded by Member Gray.

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

Vice-Chair:

A motion was made by Member Moldenhauer to nominate Member Gray for the position of Vice-Chair.

The motion was seconded by Member Barger.

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

Secretary / Treasurer:

A motion was made by Member Gray to nominate Brian Key for the position of Secretary / Treasurer.

The motion was seconded by Member Moldenhauer.

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

c. Year in Review

Mr. Key shared a highlight video of the year that was put together by the Communications department. He also shared two items that each department manager was proud of accomplishing in 2025.

Mr. Key received a question at Winter Luncheon to understand the board's role. Mr. Key replied that the board provides overall guidance for the organization, sets the governance for the budget, and serves as a great liaison between the community and politicians for the organization. Another question was about the meter reader's new electric vehicle and whether more vehicles will be converted. The one truck is a test to determine how it will work and to identify any other vehicles that would be suitable replacements for electric vehicles.

10. Other Business not covered on the above agenda

Mr. Moldenhauer gave an update about tariffs.

Mr. Flynn expressed the gratitude from the board to the entire staff for everything they do.

11. Motion to Adjourn:

There being no further business to discuss, Member Moldenhauer 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 8:26 pm.

Prepared by Megan Pittman – Director of Administration
Approved: January 20, 2026