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Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
January 20, 2026

A regular meeting of the Board of Directors of the Bedford Regional Water Authority ("Bedford Water") was held on Tuesday, January 20, 2026, 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
6. Administration Report: Presented by Megan Pittman
7. Operations Report: Presented by Rhonda English
8. Projects Report: Presented by Roger Blankenship
9. Executive Report: Presented by Brian Key
   a. Request for mandatory connection waiver
   b. **Resolution 2026-01.01** – Mandatory Connection Policy
10. Committee Assignments: Presented by Chairman Bob Flynn
11. Other business not covered on the above agenda
12. Motion to Adjourn

3. Public Comments

Mr. Clay Chastain spoke; he owns a two-acre lot that is adjacent to public water and sewer lines; the water line in front of the property is 1-inch in diameter and it is at capacity. There is a waterline with adequate capacity that is located about 400 feet from the property that he could run a private line to, and it would cost $10,000-$12,000. Drilling a well costs $13,000-$18,000. Mr. Chastain suggested dividing the cost of running the new waterline between the BRWA, Mr. Chastain, the Town, and the County.

Mr. Flynn remanded this issue to the Policies and Projects Committee to discuss and bring further information and possible recommendations to the Board at a future board meeting.

4. Approval of Minutes: December 16, 2025 – Regular Board Meeting

The regular Board Meeting Minutes from December 16, 2025, were reviewed.

Member Gray made a motion to approve the minutes.

Member Moldenhauer seconded the motion.

- Board member votes: __7__Aye; __0__Nay; __0__Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

The Customer Service statistical report was included in the packet. The budget goal for December was 50%, with operating revenues at 54% and operating expenses for the month totaling 44%. Capital Recovery fees received this FY are 47% of the total budgeted amount; water is at 46%, and sewer is at 51%. The account series 4260 increased due to well and pump repairs at Mountain View Shores. A fraudulent $80,000 check was caught by the bank's Positive Pay system. The last invoice for the Assumed Debt from the Town was received. The payment will be made before February 1st.

6. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the articles in the packet, which also included a social media lookback at the year. Ms. Pittman also reviewed training hours for 2025. There were 670 work-hours of safety training in 2025. This is an increase over the 562 work-hours of safety training completed in 2024. The organization implemented the Toolbox Safety Sessions in 2025, resulting in 197 sessions. Four training sessions for Directors and Managers on Emergency Action Plans were completed.

7. Operations Report: Presented by Rhonda English

Ms. English said that the Montvale labor hours listed are for the Maintenance Department and are probably due to the power failure on New Year's Eve. These numbers may increase as Water Operations labor hours start getting added to this count. A contractor is working on pavement patches as they have time; Maintenance is using cold patch when they can. The Wastewater Department had two Notices of Violation, mainly due to overflows. This is the reason the Ivy Creek Sewer Project is essential.

The Ivy Creek Sewer Project had another complaint on the Johnston property, where a contractor entered the property after hours. If it happens again, the landowner might take legal action. The City of Lynchburg will request the purchase of capacity on the Ivy Creek Sewer line. The Thomas Builders project, which began in 2020, is moving forward on Everett Road; they are planning to request prepayment for oversizing the water line to their development.

8. Projects Report: Presented by Roger Blankenship

The Central Water Electrical Phase 1 project received notice to proceed. The Smith Mountain Lake Granular Active Carbon building award was given in December, an agreement was signed in January, and a preconstruction meeting will be completed soon. The Ivy Creek Sewer Project is still slow due to rock. The Lead Service Line Inventory VDH grant has been extended to May. The Turkey Mountain Booster Station is still ongoing; there is an issue with the power. Sewer Pump Station #4 has been contributing to Notices of Violation; staff are working with engineers to develop a design proposal for its replacement. The Winoa Lift Station Replacement Project is ready to start; they are waiting on Bedford Electric. The Shady Knoll sewer project is complete, and restoration is underway.

9. Executive Director Report: Presented by Brian Key

a. Request for mandatory connection waiver

Chairman Flynn remanded the review of the request from Mr. Chastain to the Policies and Projects committee.

b. **Resolution 2026-01.01**: Mandatory Connection Policy

This item was also remanded to the Policies and Projects Committee.

10. Committee Assignments: Presented by Chairman Bob Flynn

Mr. Flynn has been in contact with all the members, and all have agreed to stay on the same Committees from calendar year 2025.

11. Other Business not covered on the above agenda

No other business was discussed.

12. Motion to Adjourn:

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

Board Member Votes: __7__Aye, __0__Nay, __0__Abstain. The motion carried.

The meeting adjourned at approximately 8:03 pm.

Prepared by Megan Pittman – Director of Administration
Approved: February 17, 2026