
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
February 17, 2026**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, February 17, 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
Donald Barger, Jr.
Kevin Mele
Michael Moldenhauer
John Sharp

Members Absent: Jay Gray, Vice Chair
Steve Rush

Staff & Counsel Present: . Brian Key – Executive Director
Rhonda English – Deputy Director
Roger Blankenship – Director of Engineering
Megan Pittman – Director of Administration
Jill Underwood – Director of Finance
Kyle Draper – Communications Manager

1. Call to Order

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

2. Review of Agenda

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

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: January 20, 2026 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end January 2026
6. Administration Report: Presented by Megan Pittman
 - a. Public Relations Media
 - b. Rebranding presentation by Kyle Draper
7. Deputy Director Report: Presented by Rhonda English
 - a. Operations Report
 - b. Projects Report
8. Executive Report: Presented by Brian Key
 - a. Summary of Policies and Projects Committee Meeting
 - b. Resolution 2026-02.01: Mandatory Connection Policy
 - c. Resolution 2026-02.02: Reservoir Property

- d. Montvale Water Update
- 9. Other business not covered on the above agenda
- 10. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: January 20, 2026 – Regular Board Meeting

The regular Board Meeting Minutes from January 20, 2026, were reviewed.

Member Moldenhauer made a motion to approve the minutes.

Member Barger seconded the motion.

- Board member votes: 5 Aye; 0 Nay; 0 Abstain. The motion carried.

5. Financial Report: Presented by Jill Underwood

a. Financial Statements through month end January 2026

The Customer Service statistical report was included in the packet. The budget goal for January was 58%, with operating revenues at 62% and operating expenses for the month totaling 53%. Capital Recovery fees received this FY are 55% of the total budgeted amount; water is at 52%, and sewer is at 61%. The account 3904-3317 had two redemptions for both water and sewer capital recovery fees (totaling \$21,800) from WHM Corporation's prepayment account. The last activity for this developer was in FY 2019. Disconnections were low in January due to the inclement weather pushing many back to February. The FY 2027 budget schedule was included in the board packets.

6. Administration Report: Presented by Megan Pittman

a. Public Relations Media

The packet included a press release about the grant received for the Western Hills sewer project and recent social media posts.

b. Rebranding presentation by Kyle Draper

Mr. Draper presented on the rebranding the Communications Team has developed and the positive impact it can have on the BRWA. The Board commented on the name Bedford Water, and Mr. Draper answered the board's questions about the concept of rebranding.

7. Deputy Director Report: Presented by Rhonda English

a. Operations Report

No significant issues or outages occurred during the inclement weather. Operators did have to stay overnight at the plants to keep them running. A notice of violation was received for Lake Vista and several Central pump stations. The 2010 consent order issued to the City of Bedford will be terminated, as it was intended to have run only through 2014. A new one will be issued and will include an updated list of facilities, incorporating those with recent violations. There will be an associated penalty of around \$5,000-\$8,000.

Pavement patches have cost around \$120,000, and there are still about 40 more to complete. The CIP generator projects are hopefully going to be moved in-house, as an electrician is starting on staff shortly, which will keep the projects within budget. The Winoa project started last week and will take four weeks. However, the project is still waiting on the electric to be completed. Thomas Builders has inquired about prepayments for their project on Everett Road; they are looking at three phases for the project.

The preliminary CIP list has been sent to managers, and without getting any new requests, there are approximately \$2 million requests for the upcoming fiscal year.

b. Projects Report

Mr. Blankenship reported that construction has been slow in the past month due to inclement weather. Engineering staff hosted a preconstruction meeting for the Central Water Phase I electric project, construction will begin in mid to late March. A preconstruction meeting for the the Smith Mountain Lake Water Treatment Facility GAC building project was held onsite in January. An existing waterline that conflicts with proposed construction is being moved now by BRWA crews. Once the waterline has been relocated a notice to proceed will be given to the Contractor for erection of the proposed building. Ivy Creek Sewer progress is slow due to weather conditions. The Turkey Mountain Booster Station is still working through electrical issues. The general contractor has one more opportunity to fix the problem, and a backup contractor is ready to step in if the original contractor cannot resolve the issue. The Engineering Department has also hired a Civil Engineer I.

8. Executive Director Report: Presented by Brian Key

a. Summary of Policies and Projects Committee Meeting

The committee discussed Clay Chastain's requests. Six options were presented to the committee:

1. Drill a well or wells
2. Owner extends a private service line(s) to existing 8-inch line
3. Cost Sharing of service line(s) to existing 8-inch waterline
4. Replace waterline along Ridge Street
5. Replace 2-inch waterline from 8-inch waterline to Ridge Street
6. Allow connection to 2-inch waterline at southeast corner of parcel

After considerable discussion of all the options, the committee recommended that the BRWA proceed with the sixth option; this would follow existing policies and procedures and would not require any board action. It would allow Mr. Chastain access to public water service at the BRWA's standard rates, with minimal easement work needed by Mr. Chastain.

The other item discussed was the Mandatory Connection Policy. The committee agreed with the changes made to the policy as presented in the January board packets. Before the policy returned to the board for approval, they requested that more information be included in the description of what constitutes capacity limitations.

b. Resolution 2026-02.01: Mandatory Connection Policy

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 17th day of February 2026, 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 Mandatory Connection Policy 3.10; and,

WHEREAS, exemptions were added for water and/or sewer services when the Authority does not have the capacity to provide adequate service; and,

WHEREAS, the Policies and Projects Committee met on February 2, 2026 where they discussed the policy changes and they are in agreement with recommending approval of the changes to Policy 3.10; 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.

Policies and Projects Committee Member / Board Member Barger made a motion to approve this resolution, as amended.

Being a motion from a Committee, no second was required.

Board Member Votes: 5 Aye 0 Nay 0 Abstain. The motion carried.

c. Resolution 2026-02.02: Reservoir Property

As discussed at the November 18, 2025, Board meeting, the board packet included the Deed of Confirmation and Release (“Deed”) and the resolution.

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 17th of February 2026, beginning at 7:00pm

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, when the Authority was formed on July 1, 2013, the consolidation agreement included the transfer of real property from the City of Bedford to the Authority related to the Stony Creek reservoir located adjacent to east side of Wheats Valley Road (the “Reservoir Property”); and,

WHEREAS, in order to provide clarity of which parcels are included in the Reservoir Property owned by the Authority, and to release the restrictive covenants on the adjacent parcels owned by the Town of Bedford (“Town”), a Deed of Confirmation and Release (“Deed”) has been prepared for consideration of approval by the Town and Authority; and,

WHEREAS, the Authority Board of Directors has reviewed the attached Deed as drafted; now,
THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority that the Executive Director is authorized to execute the Deed of Confirmation and Release in a form substantially similar to the attached draft Deed.

Member Mele made a motion to approve this resolution.

Member Sharp seconded the motion.

Board Member Votes: 5 Aye 0 Nay 0 Abstain. The motion carried.

d. Montvale Water Update

The SCC has responded to the BRWA regarding the transfer of Montvale Water to the BRWA. They have given the BRWA the process to be followed before the transfer to ensure the best interests of the community are served. The anticipated transfer date is May 15th.

9. Other Business not covered on the above agenda

Verizon Wireless has inquired about building a tower at the Central Water Treatment Plant. This would generate \$1,500 in revenue per month. Mr. Sharp suggested ways to increase revenue from the contract.

The VWWAA has a legislative meeting once a week and shares important news and updates with authorities. PFAS legislation about land application of sludge is imminent, and this may affect the rate the City of Lynchburg charges the BRWA for wastewater

costs. There are also proposed bills that would allow authorities to enter private property for potholing under the Lead and Copper Rule.

The governor is preparing to sign legislation to increase the minimum wage to \$13.75 in January 2027, then to \$15.00 in January 2028. The BRWA will need to adjust salaries to remain competitive within the industry and the community.

10. Motion to Adjourn:

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

Board Member Votes: 5 Aye, 0 Nay, 0 Abstain. The motion carried.

The meeting adjourned at approximately 8:40 pm.

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