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

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, March 17, 2026, in the Board Meeting Room in Bedford Water’s Annex building located at 1723 Falling Creek Road in Bedford County.

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

Members Absent:..... Bob Flynn, Chair

Staff & Counsel Present: . Brian Key – Executive Director  
Rhonda English – Deputy Director  
Thomas Cherro – Director of Operations  
Megan Pittman – Director of Administration  
Jill Underwood – Director of Finance  
Kyle Draper – Communications Manager  
Jason Michaels – Human Resources 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: February 17, 2026 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
  - a. Financial Statements through month end February 2026
  - b. Tariffs discussion
6. Operations Report: Presented by Thomas Cherro
  - a. OpenGov Tasks Report
  - b. Dashboard for Vehicle Setasides
7. Administration Report: Presented by Megan Pittman
  - a. Public Relations Media
  - b. Rebranding presentation by Kyle Draper
  - c. Resolution 2026-03.01: Rebranding
  - d. Resolution 2026-03.02: Health Insurance
8. Projects Report: Presented by Rhonda English

9. Closed Session Pursuant to Section 2.2-3711 A. 1 of the Code of Virginia, specifically for discussions related to the annual evaluation of the Executive Director.
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:** February 17, 2026 – Regular Board Meeting

The regular Board Meeting Minutes from February 17, 2026, were reviewed.

Member Mele made a motion to approve the minutes.

Member Moldenhauer seconded the motion.

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

### **5. Financial Report: Presented by Jill Underwood**

#### **a. Financial Statements through month end February 2026**

The Customer Service statistical report was included in the packet. The budget goal for February was 67%, with operating revenues at 71% and operating expenses for the month totaling 62%. Capital Recovery fees received this FY are 76% of the total budgeted amount; water is at 69%, and sewer is at 91%. The FY 25 single audit is included in the packet. The comments included revenue recognition about Winoa payment timing and segregation of duties, which was reduced to a control weakness. A corrective action plan must be submitted within 30 days.

#### **b. Tariffs discussion**

Finance received notice that the Supreme Court struck down the tariffs and how to recover funding for the paid tariffs. Bedford Water paid 10 invoices with tariffs; one was \$21,000, and the other 9 totaled about \$1,000. A letter needs to be sent to the vendor to obtain proof of the tariff and start the process of receiving the payment back. Finance will focus on the largest tariffs paid.

### **6. Operations Report: Presented by Thomas Cherro**

#### **a. OpenGov Tasks Report**

The report was included in the packet. Asphalt patches continue to be completed as the weather allows; the goal is to have them all done by the end of March. Sanitary overflows have occurred at different places throughout the service area. The board asked various questions about the overflows, consent orders, and funding.

Maintenance has hired two facility technicians; one is highly trained on pump maintenance, and the other is an electrician. These two staff members can complete many projects that were previously contracted out.

The EQ and headworks repairs are contracted out and should be done by the end of the fiscal year. Multiple line repairs are underway as well.

The board discussed the CIP budget and the need to expand the budget allocated to these projects.

#### **b. Dashboard for Vehicle Setasides**

Mr. Cherro has been working with the Asset Management Team to create a vehicle dashboard for replacements. He shared the dashboard and its capabilities for forecasting and planning vehicle replacement costs.

## 7. Administration Report: Presented by Megan Pittman

### a. Public Relations Media

Mrs. Pittman reviewed the articles in the board packet. Articles included another mention of the sewer funding received, Bedford Water's partnership with the SMLA Water Quality Monitoring Program, and a Region 5 Newsletter that highlighted Bedford Water.

She also reviewed the upcoming outreach events. The team is headed to the Career and Technical Education (CTE) event at Susie G. Gibson on Wednesday with the Water Operations team to give interactive presentations to Bedford County Schools' 8th graders. In two weeks, the 9th-grade students will be invited to Lake Days in conjunction with SMLA to learn more about science at the lake. She also mentioned that Bedford Water won an award from the Public Relations Society of America, Blue Ridge Chapter, for the Helm Street community event.

### b. Rebranding presentation by Kyle Draper

Mr. Draper gave a presentation about the rebranding effort and addressed the questions and comments that were received during and after the last board meeting.

### c. Resolution 2026-03.01: Rebranding

As discussed at the February 17, 2026 Board meeting, the Authority is considering a brand refresh; to that effect, the resolution is for the Board's consideration.

At a regular meeting of the Bedford Regional Water Authority ("Authority") Board of Directors ("Board"), held in the Board Meeting Room at the Authority's Administrative Annex Building on the 17<sup>th</sup> of March 2026, beginning at 7:00 pm

**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 formed on July 1, 2013, the decision was made by Bedford City (now Town of Bedford) and Bedford County to make the official legal name of the Authority be the Bedford Regional Water Authority. No changes are being proposed to the legal name of the Authority, and all legal documents will continue to use this full name; and,

**WHEREAS**, in order to create a brand that is considerably easier to remember and easier to recite, the staff of the Authority have created a new logo with the text simply being "Bedford Water" and the icon being refreshed to show a more accurate version of the Peaks of Otter and the water looking more like a representation of Smith Mountain Lake; and,

**WHEREAS**, if approved by the Board, the new brand would be implemented over time in order to significantly reduce costs; the new brand would be used when signs are being repaired, when new vehicles are purchase, and when new items are printed; there would be a period of time when both the old logo and new logo would be seen in the public in order to control costs; and,

**WHEREAS**, the Authority Board of Directors has reviewed the proposed brand through presentations being made at the February 17, 2026 and March 17, 2026 board meetings; now,

**THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bedford Regional Water Authority that the Executive Director is authorized to proceed with implementing the use of the new branding containing the name "Bedford Water".

This resolution shall take effect immediately.

Member Moldenhauer made a motion to approve this resolution.

Member Mele seconded the motion.

Board Member Votes: 5 Aye, 1 Nay, 0 Abstain. The motion carried.

d. Resolution 2026-03.02: Health Insurance

In the board packet was the resolution and the proposed health insurance rates for fiscal year 2026-2027. The rates proposed reflect an average increase of 7.13% in the premium for continuation of coverage. This resolution is required by the Local Choice to be submitted before April 1<sup>st</sup> to allow the Authority to sign up for Health Insurance as an employee benefit.

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 17<sup>th</sup> day of March 2026, beginning at 7:00pm:  
**WHEREAS**, it is recognized by the Board that the provision of quality and affordable health insurance is a very important benefit to Authority employees; and,  
**WHEREAS**, the Authority received the health insurance program renewal documentation from The Local Choice on February 23, 2026 and included in the renewal are the proposed rates for Fiscal Year 2026-2027; and,  
**WHEREAS**, attached to this resolution is the data showing the proposed rates which indicate the costs to the Authority to provide health insurance coverage in FY 2026-2027; and,  
**WHEREAS**, if the Authority is going to proceed with renewing the health insurance coverage with the Local Choice for the next fiscal year, action needs to be taken by the Board before April 1, 2026; now,  
**THEREFORE, BE IT RESOLVED**, that the Director of Administration of the Authority is authorized to execute the necessary documents to renew the health insurance contract with The Local Choice program.

Member Moldenhauer made a motion to approve this resolution.

Member Barger seconded the motion.

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

**8. Projects Report: Presented by Rhonda English**

The concrete for the SML GAC building is being poured on Wednesday. The Central Water electrical project contractor should be on site this week to begin work on the generator. The booster station electrical issue has been corrected, but a valve issue is being addressed before testing can begin. The Ivy Creek Sewer project has about 100 feet of pipe left to install in the City of Lynchburg, and testing will begin afterward as the remaining 1400 feet of pipe is installed in the County to complete the project. The Winoa station will have the bypass pump setup by next week, so the final work for that installation can be completed. The CIP requests were around \$3.5 million for FY27-28 and will have to be reduced. Thankfully, set-aside accounts can cover replacements that are needed and do not need to be included in the CIP.

**9. Closed Session Pursuant to Section 2.2-3711 A. 1 of the Code of Virginia, specifically for discussions related to the annual evaluation of the Executive Director.**

Member Rush moved that the Board of Directors go into Closed Meeting pursuant to Section 2.2-3711 A.1 of the Code of Virginia (1950), as amended. Member Moldenhauer seconded the motion.

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

- The board entered into closed session at approximately 8:19 pm.

At approximately 8:55pm Member Moldenhauer moved that the board exit closed session and return to open session. Member Mele seconded the motion.

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

- Member Sharp moved that the Board of Directors take a roll call vote certifying that to the best of the member's knowledge only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

- Board member votes:

- Aye: Jay Gray, Donald Barger, Jr., Kevin Mele, Michael Moldenhauer, Steve Rush, John Sharp
- Nay: None
- The motion passed.

**10. Other Business not covered on the above agenda**

None

**11. Motion to Adjourn:**

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

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

The meeting adjourned at approximately 8:58 pm.