



BOARD OF DIRECTORS

June 16th, 2026

Providing quality service to everyone.



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
www.brwa.com

MEETING NOTES

To: BRWA Board of Directors
From: Brian M. Key, Executive Director
Date: June 9, 2026
Re: Notes for the June 16, 2026, Board of Directors Meeting

Thankfully, this June meeting has a less complicated agenda than that of the May meeting last month.

Below are a few notes corresponding to the agenda numbers:

5. Jill has some good news concerning the financial reports; our revenues picked up quite a bit in May.
7. We had a good amount of press this month; some of this was due to the DEQ consent order, and some was due to the drought. For the television news reports, there is a link in the board packets (click inside the light blue box of the printed article) that directs to the web pages where the video can be viewed.
- 9.a We are holding a public meeting in Montvale on Monday June 15th to welcome our new customers into the Bedford Water System; enclosed is the press release for that event. I will report on the status of the Montvale Water Transfer at the board meeting.
- 9.b. Enclosed is a list of goals that I drafted per the Board's request after the April meeting; I am seeking the board's input on these goals at this meeting.
- 9.c. Following my evaluation at the April board meeting, the board requested a list of Goals for FY 2026-2027; this list is enclosed for discussion at this June 16th meeting.
- 9.d. The Board often cancels the July meeting each year as the agenda would be very light due to the beginning of the fiscal year. If the board is interested in doing so again this year, please make this known at this June 16th meeting.

Please note that Jay Gray will be attending 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: June 9, 2026
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, June 16, 2026, 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 way:

- Join the Zoom meeting with **audio/video** by electronic device (computer, phone, tablet):
<https://us02web.zoom.us/j/88070042976?pwd=F7wtFdmD1VpOiBq7fUVLKirS4f8WCz.1>
 - Meeting ID: 880 7004 2976
 - Passcode: AjUj8y

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: May 19, 2026 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end May 2026
6. Operations Report: Presented by Thomas Cherro
7. Administration Report: Presented by Megan Pittman (remote)
8. Projects Report: Presented by Rhonda English
9. Executive Report: Presented by Brian Key
 - a. **Resolution 2026-06.01** Policies
 - b. Montvale Water Status Report
 - c. Discussion about Goals
 - d. July 21, 2026 Board Meeting
10. Other business not covered on the above agenda
11. Motion to Adjourn

MINUTES

**Bedford Water – Board of Directors
Regular Board Meeting – Minutes
May 19, 2026**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, May 19, 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
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 Hearing for Rate Adjustments
 - a. Open Public Hearing
 - b. Presentation about Rates: Presented by Jill Underwood
 - c. Public Comments about Rates
 - d. Close Public Hearing
4. Public Comments for all issues other than the public hearing
5. Budget and Rates
 - a. Presentation of the Operation Budget: Jill Underwood
 - i. Summary of April 29, 2026 Finance Committee Meeting
 - b. Presentation of the Capital Improvement Projects Budget: Rhonda English
 - c. **Resolution 2026-05.01**: Rate Policy 2.00
 - d. **Resolution 2026-05.02**: Rate Information Policy 2.01
 - e. **Resolution 2026-05.03**: FY 2026-2027 Operating Budget
 - f. **Resolution 2026-05.04**: FY 2026-2027 Capital Improvement Projects
6. Approval of Minutes: April 21, 2026 – Regular Board Meeting

7. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end April 2026
8. Administration Report: Presented by Megan Pittman
9. Projects and Operations Report: Presented by Rhonda English and Roger Blankenship
 - a. Review of Reports
 - b. **Resolution 2026-05.05**: Engineering Term Contract Agreements
10. Executive Report: Presented by Brian Key
11. Other business not covered on the above agenda
12. Motion to Adjourn

3. Public Hearing for Rate Adjustments

a. Open Public Hearing

The public hearing opened at 7:01 pm.

b. Presentation about Rates: Presented by Jill Underwood

The presentation was focused on the rates and the changes made based on the feedback from the last board meeting. Details of this recommendation are in item 5.a.i.

c. Public Comments about Rates

Spencer Bobbitt, a resident on Mountain Water Drive and a local business owner and developer, asked questions about the capital recovery fees and the specific rates. He said he understands that costs are rising and yet wanted to express that the capital fees are not actually passed along to the homeowner but rather borne by the developer.

Ms. Leighton said that the price increases are grim and all prices are going up.

Mr. Flynn shared that Bedford Water is far behind in replacement and repair costs that it is staggering. The board's approach has been to do small increases over time to avoid a large rate increase at once. Mr. Key emphasized that Bedford Water needs to replace approximately \$6 million in assets each year to be on track to replace failing assets every 100 years.

d. Close Public Hearing

The public hearing closed at 7:22 pm.

4. Public Comments for all issues other than the public hearing

Mr. Kyle Cooley, a Bedford Water CIP Technician, introduced himself and shared his work history.

5. Budget and Rates

a. Presentation of the Operation Budget: Jill Underwood

i. Summary of April 29, 2026, Finance Committee Meeting

The proposed expenditure budget was discussed, and no changes were recommended by the Committee. The focus was on revenue and proposed rate increases. They discussed increasing Board compensation and tying those increases to the total staff salary increase approved each fiscal year. The bylaws need to be updated to accommodate this change.

The Committee reviewed the impact of advertised rates vs. an alternative option that provides the requested CIP funding, with a smaller impact on the base and commodity rates. The advertised rates would yield an additional \$1M for CIP funding, however, staff and building capacity needs are not adequate for this option.

The alternative option includes the following proposed rates:

- Water and sewer base charges \$2 increase for each per month (with the exception of Paradise Point Water and Cedar Rock sewer, which have a proposed increase of \$4/month)
- Water and sewer commodity rates increase of \$0.75/1,000 gallons
- Water Capital recovery (5/8") increase of \$1,000
- Sewer Capital recovery (5/8") increase of \$1,100

This option provides \$1,935,486 available for capital funding. The Committee also discussed salary increases to retain and attract staff.

Mr. Sharp recommended that salary increases be based on the CPI, citing 3.8%, and that they not outpace inflation. He also said that he did not think the capital recovery costs should increase the amount either.

b. Presentation of the Capital Improvement Projects Budget: Rhonda English

There were two options presented to the Committee for the CIP:

1. Option 1- Infrastructure Planning & Data Visualization, totaling \$1,934,500
2. Option 2- Planning for Facility Expansion, totaling \$1,964,500

The Committee recommended Option 2. Ms. English walked through the presentation included in the packet and explained the proposed projects along with historical data.

c. **Resolution 2026-05.01: Rate Policy 2.00**

This resolution was necessary to adopt the rates and support the FY 2027 operating budget presented earlier. The rate change schedule was presented during the rate hearing portion of the meeting, including the required rate advertisements. The Finance Committee met on April 29, 2026, where they discussed the rates, including lowering the base and commodity rates from what was advertised. Documentation is included in the packets, including the advertised rates and the Finance Committee's recommendation.

At a regular meeting of the Bedford Regional Water Authority ("Bedford Water") Board of Directors, held in the Board Meeting Room at Bedford Water's Administrative Annex Building on the 19th day of May 2026, beginning at 7:00 p.m.:

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

WHEREAS, to provide sufficient revenue to cover all of the expenditures that are included in the proposed FY 2026-2027 operating budget, certain changes have been proposed to the schedule of rates and charges; and,

WHEREAS, Bedford Water has provided sufficient notice in the Bedford Bulletin on April 29, 2026 and May 6, 2026 and conducted a public hearing on Tuesday, May 19, 2026 to solicit public comments on the proposed changes to the schedule of rates; and,

WHEREAS, the Board of Directors of Bedford Water has reviewed the proposed changes to the schedule of rates and rate information and desires to implement these changes; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Bedford Regional Water Authority does hereby adopt the revised Rate Policy 2.00 as presented and further authorizes the Executive Director to proceed with implementing the rates as properly advertised. The new rates will be effective on June 1, 2026 as will be billed in the statements sent after June 30, 2026.

Member Mele made a motion to approve this Resolution.

Member Moldenhauer made a Second to approve.

Board Member Votes: 4 Aye 3 Nay 0 Abstain. The motion carried.

d. **Resolution 2026-05.02: Rate Information Policy 2.01**

With the Board approving Resolution 2026-05.01 for the rates, modifications are needed to the 2.01 Rate Information policy; some of the changes proposed include the following:

- Addition of a Cross Connection Control Program Fee: This fee is charged for the processing and administrative costs when a certified tester fails to upload their backflow test results directly with the third-party vendor and instead mails or submits them directly to Bedford Water for manual entry.
- Unauthorized Connection and Tampering fee: update fee for second and third (subsequent) events.

At a regular meeting of the Bedford Regional Water Authority (“Bedford Water”) Board of Directors, held in the Board Meeting Room at Bedford Water’s Administrative Annex Building on the 19th day of May 2026, beginning at 7:00 p.m.:

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

WHEREAS, with the approval of the Rates Policy 2.00 with Resolution 2026-05.01, changes are needed to the Rate Information Policy 2.01; and,

WHEREAS, there is considerable extra work that is performed by the wastewater department when backflow test results are submitted to Bedford Water by a certified tester instead of directly with the third-party vendor and therefore a Cross Connection Control Program Fee has been added; now,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority that the changes to the Rate Information Policy 2.01 are hereby adopted.

Member Moldenhauer made a motion to approve this Resolution.

Member Mele made a Second to approve.

Board Member Votes: 6 Aye 1 Nay 0 Abstain. The motion carried.

e. **Resolution 2026-05.03: FY 2026-2027 Operating Budget**

Discussion about the budget was held earlier in the meeting.

At a regular meeting of the Bedford Regional Water Authority (“Bedford Water”) Board of Directors, held in the Board Meeting Room at the Administrative Annex Building on the 19th day of May 2026, beginning at 7:00 p.m.:

WHEREAS, the Board of Directors of Bedford Water has been presented with the FY 2026-2027 Budget, with a summary indicating Total Revenues in the amount of \$22,999,862 and Cash Operating Expenses in the amount of \$18,644,376 and Total Expenditures (including depreciation) in the amount of \$24,344,376 (the “Operating Budget Summary”); and,

WHEREAS, in support of the Operating Budget Summary, a Detailed Report of Revenues and Expenditures for FY 2026-2027 (the “Line-Item Budget”) has been submitted to the Board indicating line-item expenditures within the categories contained in the Operating Budget Summary; and,

WHEREAS, the Finance Committee of the Board of Directors has thoroughly reviewed this information and recommends that Bedford Water approve the Operating Budget as presented; now,

THEREFORE, BE IT RESOLVED, that after careful consideration of Bedford Water’s fiscal position, its anticipated revenues, its necessary expenses, as well as its bond covenants, the Board of Directors of Bedford Water does hereby:

- 1) approve the Fiscal Year 2026-2027 Line-Item Budget, and thereby authorize and appropriate the Total Expenditures contained in the Operating Budget Summary subject to receipt of the Revenues estimated therein; and;
- 2) authorize the Executive Director to move items with discretion within the Operating Budget Summary Categories from line item to line item, consolidate or delete line items, and otherwise spend funds in the Operating Budget Summary categories without further action on the part of the Board; and,
- 3) require that the Executive Director ensure that a report of the Revenues and Expenditures be made to the Board at its regular meetings and more often if requested.

On behalf of the Finance Committee, Member Gray made a motion to approve this resolution. Being a motion from a committee, a second motion was not needed.

Board Member Votes: 5 Aye 2 Nay 0 Abstain. The motion carried.

f. **Resolution 2026-05.04: FY 2026-2027 Capital Improvement Projects**

Discussion about the CIP was held earlier in the meeting.

At a regular meeting of the Bedford Regional Water Authority (“Bedford Water”) Board of Directors, held in the Board Meeting Room at Bedford Water’s Administrative Annex Building on the 19th day of May 2026, beginning at 7:00 p.m.:

WHEREAS, the Board of Directors of Bedford Water approved the Fiscal Year 2026-2027 Operating Budget (“Operating Budget”) with resolution 2026-05.03, with Total Revenues in the amount of \$22,999,862 and Cash Operating Expenses in the amount of \$18,644,376; and,

WHEREAS, the total operating coverage minus replacement capital as of July 1, 2026 is projected to be \$ 1,935,486; and,

WHEREAS the Finance Committee has reviewed the complete listing of proposed purchases and projects expenditures, and have recommended approval to the Board of Directors; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors of Bedford Water does hereby approve of proceeding with the FY 2026-2027 Capital Improvement Projects presented in the amount of \$1,964,500 with the specific authorization given to the Executive Director to add, delete, or reprioritize the items on the presented project listing as long as the total amount of the capital expenditures does not exceed the amount listed above without further board action.

On behalf of the Finance Committee, Member Mele made a motion to approve this resolution. Being a motion from a committee, a second motion was not needed.

Board Member Votes: 4 Aye 3 Nay 0 Abstain. The motion carried.

6. **Approval of Minutes: April 21, 2026 – Regular Board Meeting**

The regular Board Meeting Minutes from April 21, 2026, were reviewed.

Member Rush made a motion to approve the minutes.

Member Moldenhauer seconded the motion.

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

7. **Financial Report: Presented by Jill Underwood**

a. Financial Statements through month end April 2026

The Customer Service statistical report was included in the packet. The budget goal for April was 83%, with operating revenues at 88% and operating expenses totaling 78%. Capital Recovery fees received this FY are 126% of the total budgeted amount;

water is at 112%, and sewer is at 153%. Work on the audit will begin in about a month.

8. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the articles in the board packet, including those on Lake Days, job fairs, and a nomination for the Bedford Chamber Excellence in Business Awards. Outreach events have continued to grow, and an Ambassador Program has been created to help others outside the Communications team support these events.

Ms. Pittman gave an update that VOSH is focusing on public utilities more and that they recently visited the Smith Mountain Lake Water Treatment Facility twice.

She also shared that a new Emerging Leaders program has begun for staff who want to improve their leadership skills and, hopefully, be better prepared for future leadership opportunities.

9. Projects and Operations Report: Presented by Rhonda English and Roger Blankenship

a. Review of Reports

Zinc issues continue at the Moneta Wastewater Plant, resulting in some violations. A capital project to replace the headworks at the Central Wastewater Plant is in progress. Restoration of pavement cuts have been mainly caught up. The Ivy Creek 30-inch sewer line has been completed; there is still one manhole to test, and they are setting up bypass pumping to complete the connections, but the project is nearing the end. Bedford Electric is working to pull the third phase of power to the Winoa lift station.

Mr. Blankenship said the Route 43 project is next in the CIP group's queue. The Turkey Mountain Booster Station is having its final SCADA troubleshooting. This project supports customers in that area and will provide a secondary water source to them if the Central Water Plant is offline. The Central Water Phase 1 electric is under construction with a September completion date. The GAC building is complete; the garage doors and electrical needs to be installed. The Western Hills Sewer Phase 1 project grant details were provided, and an initial meeting was scheduled with EPA to discuss next steps.

Mr. Key said the Montvale transfer is in the State Corporation Commission's (SCC) hands. The hope is to get approval in the last week of May or the first week of June. The goal is to take ownership on June 15th, customers would be billed for the first time on June 30th

b. Resolution 2026-05.05: Engineering Term Contract Agreements

In anticipation of the engineering term contracts expiring on May 18, 2026, a Request for Proposals (RFP) was issued on March 9, 2026, and closed on April 3, 2026.

Twelve Proposals were received in response to the RFP; the proposals were vetted and ranked, resulting in a short list of 8 consultants that were interviewed for potential contracts. The consultants interviewed are listed below:

- AH Engineering Consultants
- Blue Ridge Engineering & Construction Services
- Hazen & Sawyer
- Lumsden Associates

- Mattern & Craig
- Short, Elliott Hendrickson Inc. (SEH)
- Whitman Requardt & Associates (WRA)
- Wiley|Wilson

The new term contracts will be one-year contracts, and the contract(s) may be renewed for up to three (3) successive one-year terms, permitting a possible maximum contractual term of four (4) years. Staff is recommending issuing contracts to all eight (8) firms; this will give Bedford Water the flexibility to select the best-suited consultant for each project. Several of the firms provide more expertise in specific areas, and some are smaller firms with the potential for better cost efficiency on smaller projects.

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 of May 2026, beginning at 7:00pm

WHEREAS, the Engineering department received Proposals to Provide Engineering Services from twelve (12) engineering firms; and,

WHEREAS, a staff selection committee comprised of Rhonda English, Roger Blankenship, Thomas Cherro, and Jared Dean thoroughly reviewed and ranked each proposal based on criteria published in the Request for Proposals. The selection committee interviewed eight (8) of the highest scoring firms; and,

WHEREAS, the selection committee recommends Agreements for Engineering Services under a Term Contract be entered with all eight (8) firms interviewed; now,

THEREFORE, BE IT RESOLVED that the Board of Directors does hereby authorize the Director of Engineering to enter into Agreements and to renew annually for up to three (3) successive one-year terms, permitting a possible maximum contractual term of four (4) years, with AH Environmental Consultants, Blue Ridge Engineering & Construction Services, Hazen & Sawyer, Lumsden Associates, Mattern & Craig, Short Elliott Hendrickson Inc., Whitman Requardt & Associates, and Wiley|Wilson for Engineering Services under a Term Contract.

This resolution shall take effect immediately.

Member Gray made a motion to approve this Resolution.

Member Mele made a Second to approve.

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

10. Executive Report: Presented by Brian Key

An article from the American Water Works Association (AWWA) was included in the board packets discussing the cost and the need for extensive infrastructure replacement nationwide.

Mr. Key said he would have his goals for the board next month. Most likely, they will be five-year goals to best plan for the future.

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, Moldenhauer made a motion to adjourn and Mele seconded the motion.

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

The meeting adjourned at approximately 8:45 pm.

Prepared by Megan Pittman – Director of Administration
Approved: _____ 2026

FINANCIAL REPORT

MEMORANDUM

To: BRWA Board of Directors
From: Jill W. Underwood, Director of Finance
Date: June 3, 2026
Re: Financial Highlights for May 2026

Customer Service Statistical Report:

The report for May is included.

Balance Sheet:

The report for May is included.

Summary of Revenues & Expenses:

- 1) Budget goal is 92% for May, operating revenues are at 97% and operating expenses at 85%.
- 2) Capital Recovery fees received this FY are 188% of the total budgeted amount, water is at 159% and sewer is 246%. We received \$1,053,700 more than the budgeted amount for the fiscal year. During the last week of May, there were 59 connections paid.
- 3) All debt service for the fiscal year has been paid.

Cash Flow Summary:

The summary is included in your packets.

Tracking Data for Customer Service Department

Description	June '25	July '25	August '25	September '25	October '25	November '25	December '25	January '26	February '26	March '26	April '26	May '26	Running 12 Month Totals
1 Statements Generated	14,925	14,923	14,913	14,938	14,930	14,920	14,917	14,928	14,928	14,953	15,043	15,069	179,387
2 Total \$ Amount of Statements Generated	\$1,983,201.22	\$1,655,389.88	\$1,654,536.28	\$1,864,375.97	\$1,663,420.42	\$1,512,592.45	\$1,477,375.06	\$1,777,912.37	\$1,645,799.56	\$1,566,410.02	\$1,519,360.60	\$2,346,248.11	\$20,666,621.94
3 Total \$ Payments Received	\$1,634,476.51	\$1,557,454.76	\$1,777,449.77	\$1,855,545.11	\$1,924,067.62	\$1,488,471.20	\$1,756,974.93	\$1,566,147.15	\$1,813,635.00	\$1,999,244.72	\$1,785,623.33	\$1,784,530.94	\$20,943,621.04
4 Account Transfers	279	352	492	257	236	201	228	142	193	271	247	326	3,224
5 New Customers - Forest	10	1	7	10	18	7	3	8	17	25	20	9	135
6 New Customers - SML	9	2	1	4	5	-	-	4	1	4	1	52	83
7 Res Disconnected Customers/Still Off	36 / 6	57 / 13	33 / 10	49 / 11	42 / 9	35 / 27	50 / 10	21 / 3	60 / 11	46 / 9	49 / 12	54 / 8	N/A
8 Residential Disconnected Customers (\$)	\$7,479.65	\$19,901.14	\$8,976.25	\$9,963.02	\$8,499.27	\$9,732.76	\$10,228.90	\$5,508.40	\$13,542.34	\$13,110.24	\$12,363.66	\$12,739.27	N/A
9 Normal Readings	15,398	15,406	15,519	15,598	15,706	15,708	15,724	15,739	15,754	15,789	15,668	15,864	187,873
10 Tower Read Meters	-	2,300	4,178	3,989	4,091	3,845	4,601	4,550	4,620	4,408	4,303	4,297	45,182
11 New Meter Installs	8	18	11	19	15	12	8	12	26	24	41	16	210
12 Meters Changed - Program	47	34	9	15	15	5	6	10	36	139	384	117	817
13 Meters Changed - Montvale		23	96	46	75	-	-	-	-	-	-	-	240
14 Remaining Developer's Credits	\$534,753.25	\$534,753.25	\$534,753.25	\$534,753.25	\$534,753.25	\$534,753.25	\$534,753.25	\$512,953.25	\$512,953.25	\$512,953.25	\$512,953.25	\$512,953.25	N/A
15 Bulk Water Sales - New London (Gallons)	224,064	117,128	50,364	48,844	27,293	36,454	25,314	54,796	8,290	39,109	75,500	126,530	833,686
16 Bulk Water Sales - Moneta (Gallons)	98,543	74,965	23,118	63,022	56,404	21,105	13,451	16,554	10,045	35,008	76,374	116,909	605,498
17 Bulk Water Sales - Central Distr (Gallons)	118,800	226,200	70,200	25,550	14,600	1,900	2,700	13,100	-	18,800	56,800	22,300	570,950
18 Total Bulk Water Sales	\$5,296.88	\$5,019.52	\$1,724.18	\$1,648.99	\$1,179.56	\$713.51	\$497.58	\$1,013.40	\$220.02	\$1,115.00	\$2,504.09	\$3,188.87	\$24,121.61

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2026

		<u>7/1/2025</u> <u>Beginning</u>	<u>May 2026</u> <u>Actual</u>
ASSETS			
1000:1000	Cash	\$13,341,045.30	\$10,237,369.07
1001	Restricted Investments	11,776,685.97	13,410,214.61
1002:1002	Prepaid Expenses	445,881.20	332,824.25
1101:1101	Accounts Receivable	4,021,708.28	4,217,445.68
1102	Accounts Receivable Other	39,037.39	66,234.39
1200	Inventory	552,952.39	1,352,408.97
1202	Loan Related Assets	3,934.66	3,934.66
1250	Construction In Progress	18,133,934.68	23,112,431.12
1301	Tangible Assets- Office	5,859,682.12	5,878,133.91
1302	Tangible Assets - Vehicles	5,416,576.50	5,419,664.48
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		440,547.21
1900	Depreciation	<u>(89,336,795.55)</u>	<u>(90,755,599.70)</u>
	Total assets	155,678,430.12	159,139,395.83
LIABILITIES			
2000	Accounts Payable	(2,162,122.09)	(1,524,302.65)
2001	Customer Liabilities	(27,558.36)	(602.45)
2100	Employee Liabilities	(1,132,128.28)	(891,167.63)
2200	Notes Payable	(44,398,838.08)	(42,721,665.71)
2300	Developer Revenues and Inflows	(3,085,010.35)	(2,671,166.63)
2999	Retained Earnings	<u>(103,365,772.20)</u>	<u>(103,365,772.20)</u>
	Total liabilities	(154,171,429.36)	(151,174,677.27)
	Operating Surplus/ (Loss)	1,507,000.76	7,964,718.56

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2026

		<i>7/1/2025</i> <i>Beginning</i>	<i>May 2026</i> <i>Actual</i>
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	5,248,280.61
1000-0004	Cash Drawer	225.00	225.00
1000-0007	Due from Town of Bedford	392,204.10	
1000-0011	LGIP Operating Reserves Fund	376,421.82	391,485.32
1000-0012	Due from VRA- DEQ Ivy Creek Construction Fund	4,117,499.51	992,931.14
1000-0013	Due from VDH- Grant Proceeds	170,375.00	49,625.00
1000-1000	VA Investment Pool-Capital Projects Reserve	2,317,532.45	2,405,184.38
1000-2000	VA Investment Pool- Operating Reserves	1,198,833.02	1,244,174.44
1000-0005	Cash Suspense Account (for F.A.)		(94,903.39)
	Total Cash	13,341,045.30	10,237,369.07
Restricted Investments:			
1001-0001	Deposit Refund Program Fund	359,661.65	359,661.65
1001-0010	Debt Service Accumulation Fund	1,305,170.48	1,456,133.61
1001-0020	Reserve for future capital projects	881,467.79	1,012,827.34
1001-0021	County Funds for New Projects	250,506.21	319,216.25
1001-0022	SML WTF Depreciation Fund WVWA	1,202,944.25	1,459,591.98
1001-0023	BRWA Cell Tower Funds	335,913.55	335,913.55
1001-0024	SML WTF Depreciation Fund- BRWA portion	1,202,944.25	1,459,591.97
1001-0025	Vehicle and Equipment Replacement Fund	353,914.23	690,533.66
1001-0030	Information Systems Replacement Fund	328,771.82	229,172.36
1001-0035	Meter Replacement Fund	375,617.58	104,016.48
1001-0040	Sewerline Replacement Fund	1,283,765.20	1,483,832.13
1001-0045	Waterline Replacement Fund	643,796.06	927,955.92
1001-0050	Tank Rehab	567,003.76	640,340.76
1001-0060	Water Facilities Set Aside Fund	170,004.00	307,504.00
1001-0065	Sewer Facilities Set Asides	170,004.00	307,504.00
1001-1010	VA Investment Pool- Reserve Fund	480,590.61	494,000.14
1001-1020	LGIP Repairs & Maintenance Reserve	24,085.63	24,085.63
1001-1025	VRA Debt Service Reserve Fund	1,805,183.18	1,765,091.46
1001-1100	Escrow Account	35,341.72	33,241.72
	Total Restricted Investments	11,776,685.97	13,410,214.61
Prepaid Expenses:			
1002-1000	Prepaid Insurance	126,709.77	15,054.43
1002-1001	Prepaid Dues/Service Contracts	19,934.43	18,532.82
1002-1002	Deferred Outflows of Resources (Pensions)	355,859.00	355,859.00
1002-1003	VRS OPEB Deferred Outflow	73,524.00	73,524.00
1002-1004	VRS OPEB Deferred Outflow	(38,896.00)	(38,896.00)
1002-1005	Local OPEB Deferred Outflows	3,192.00	3,192.00
1002-1006	Local OPEB Deferred Inflows	(94,442.00)	(94,442.00)
	Total Prepaid Expenses	445,881.20	332,824.25
Accounts Receivable:			
1101-1000	Billings Receivable Water	1,163,814.66	827,520.40
1101-3000	Billings Receivable Sewer	1,191,518.17	1,675,530.42
1101-4000	Allowance for Doubtful Accounts	(252,468.34)	(252,468.34)
1101-4001	Water Penalties- A/R		5,270.89
1101-4003	Sewer Penalties A/R		979.40
1101-5001	Water Capital Recovery Fees A/R		3,000.00
1101-5002	Returned Check A/R	(30.28)	837.14
1101-5003	Sewer Capital Recovery Fees A/R		3,700.00
1101-5005	Reconnect Fee A/R		4,515.17
1101-6000	Water Account Charge A/R		634.13
1101-6003	Sewer Account Charges A/R		20,150.00

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2026

		<u>7/1/2025</u> <u>Beginning</u>	<u>May 2026</u> <u>Actual</u>
1101-7001	Water Deposits A/R	0.01	(158,871.98)
1101-7502	A/R- Sewer Clean-Out Insallation Fee		23,100.00
1101-7503	Sewer Extensions A/R		350.06
1101-7504	Sewer Pump Maintenance A/R	12,159.69	15,050.73
1101-7507	Meter Fee A/R		(4,925.00)
1101-7508	A/R- Industrial Pretreatment	(7,007.26)	(6,813.51)
1101-7510	SGP Review and Inpections A/R	(2,334.58)	(3,413.88)
1101-8006	Unauthorized Service A/R	6,000.00	16,000.00
1101-8008	Cellular Rental AR	1,910,056.21	1,910,056.21
1101-8009	Pending Electronic Payments		137,243.84
	Total Accounts Receivable	4,021,708.28	4,217,445.68
Accounts Receivable Other:			
1102-0001	Miscellaneous Accounts Receivable	39,037.39	66,234.39
	Total Accounts Receivable Other	39,037.39	66,234.39
Inventory:			
1200-0001	Maintenance Inventory	98,195.85	360,613.19
1200-0002	Meter Inventory	454,756.54	991,795.78
	Total Inventory	552,952.39	1,352,408.97
Loan Related Assets:			
1202-0009	VRA 2014 Cash Account (per docs)	3,934.66	3,934.66
	Total Loan Related Assets	3,934.66	3,934.66
Construction In Progress:			
1250-0001	CIP Inventory	54,658.81	54,313.56
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	231,910.29
1250-0304	CIP- Central PS 1&2 Replacements	636,853.21	664,057.21
1250-0305	CIP- Winoa Pump Station Repairs	30,081.46	319,267.52
1250-0306	CIP- SML Facility Capital Projects	563,201.26	1,149,485.79
1250-0307	CIP- Baltimore WATER project	13,272.54	111,175.06
1250-0310	CIP- Lead Service Line Inventory Project	177,905.00	250,000.00
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	193,338.84
1250-0337	FY24-25 CIP Projects	53,644.05	57,644.05
1250-0355	CIP- Route 43 Sewer Replacement Project	153.75	153.75
1250-0378	Helm Street Tank Project (ARPA)	3,531,176.26	3,650,825.28
1250-0383	CIP- Ivy Creek Sewer	12,180,287.39	15,506,517.55
1250-0391	CIP- Turkey Mtn Booster Station	543,873.46	607,668.15
1250-0315	CIP- Central Water Electrical Study		68,745.57
1250-0327	CIP- FY2026 CIP Projects		25,676.27
1250-0335	CIP- Mariners Landing projects		12,760.01
1250-0381	CIP- Moneta WWTP/PS projects		62,842.22
1250-0382	CIP- Galax St Sewer Project		1,200.00
	Total Construction In Progress	18,133,934.68	23,112,431.12
Tangible Assets- Office:			
1301-0001	Office Facilities	3,818,136.02	3,818,136.02
1301-0002	Information Systems	2,041,546.10	2,059,997.89
	Total Tangible Assets- Office	5,859,682.12	5,878,133.91
Tangible Assets - Vehicles:			

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2026

		<u>7/1/2025</u> <u>Beginning</u>	<u>May 2026</u> <u>Actual</u>
1302-0001	Vehicles and Equipment	5,416,576.50	5,419,664.48
	Total Tangible Assets - Vehicles	5,416,576.50	5,419,664.48
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		440,547.21
	Total Fixed Asset Clearing Account		440,547.21
Depreciation:			
1900-0000	Accumulated Depreciation	(89,336,795.55)	(90,755,599.70)
	Total Depreciation	(89,336,795.55)	(90,755,599.70)
	Total assets	155,678,430.12	159,139,395.83
LIABILITIES			
Accounts Payable:			
2000-1000	Accounts Payable	(1,484,491.33)	(815,801.55)
2000-1005	Retainage Payable	(677,630.76)	(708,501.10)
	Total Accounts Payable	(2,162,122.09)	(1,524,302.65)
Customer Liabilities:			
2001-0000	Customer Credit- Budget Billing accounts	3,009.22	3,009.22
2001-0003	Customer Refunds Payable		53,198.91
2001-0004	Liability for Sureties Held	(2,100.00)	
2001-0005	Liability for Easement Condemnations	(4,394.72)	(4,394.72)
2001-1000	Water Deposits	(4,513.25)	(32,856.25)
2001-1555	Fireline Assembly Deposits	(16,308.86)	(16,308.86)
2001-3000	Sewer Deposits	(3,250.75)	(3,250.75)
	Total Customer Liabilities	(27,558.36)	(602.45)
Employee Liabilities:			
2100-0050	Compensated Absences Liability	(352,014.86)	(352,014.86)

Bedford Regional Water Auth.
Balance Sheet
For the Eleven Months Ending Sunday, May 31, 2026

		<u>7/1/2025</u>	<u>May 2026</u>
		<u>Beginning</u>	<u>Actual</u>
2100-0060	Accrued Payroll	(262,590.43)	(0.01)
2100-0250	VRS Employee Contribution Payable	962.68	(17,897.23)
2100-0400	Net Pension Liability	(143,633.00)	(143,633.00)
2100-0450	Flexible Spending Account Payable	19.23	
2100-0500	VRS OPEB Liability	(203,209.00)	(203,209.00)
2100-0510	Local OPEB Liability	(174,853.00)	(174,853.00)
2100-0550	Health Insurance Payable- Employee Share	870.71	(1,799.32)
2100-0600	VRS Mandatory Cash Match- Hybrid	1.34	1.34
2100-0625	Hybrid Voluntary Contributions	(0.01)	(0.01)
2100-0750	Optional Life Insurance Payable	767.81	687.22
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)
	Total Employee Liabilities	<u>(1,132,128.28)</u>	<u>(891,167.63)</u>
Notes Payable:			
2200-0115	Current Maturities Long-Term Debt	0.40	
2200-2001	Accrued Interest Payable	(292,775.21)	(292,775.21)
2200-2020	VRA 2015 Loan	(25,655,000.00)	(24,815,000.00)
2200-2021	VRA 2015 Premium	(220,531.69)	(220,531.69)
2200-2240	VRA 2020 Loan (ESCO)	(2,970,000.00)	(2,755,000.00)
2200-2241	VRA 2020 Premium	(391,339.65)	(391,339.65)
2200-2250	2022 VA Water Facilities Revolving Fund	(14,051,975.00)	(13,490,238.08)
2200-3000	Lynchburg Sewer System Loan Payable	(817,216.93)	(756,781.08)
	Total Notes Payable	<u>(44,398,838.08)</u>	<u>(42,721,665.71)</u>
Developer Revenues and Inflows:			
2300-0000	Deferred Revenue Liability	(534,753.25)	(512,953.25)
2300-0001	Deferred Revenue- Principal Forgiveness	(122,125.19)	(0.01)
2300-0003	Deferred Revenue- Capital Projects	(269,918.54)	
2300-0004	Deferred Revenue- VDH	(73,695.00)	(73,695.00)
2300-1000	Deferred Inflows of Resources	(259,976.00)	(259,976.00)
2300-1001	Deferred Inflow of Resources- Leases	(1,824,542.37)	(1,824,542.37)
	Total Developer Revenues and Inflows	<u>(3,085,010.35)</u>	<u>(2,671,166.63)</u>
Retained Earnings:			
2999-0000	Retained Earnings	(103,365,772.20)	(103,365,772.20)
	Total Retained Earnings	<u>(103,365,772.20)</u>	<u>(103,365,772.20)</u>
	Total liabilities	<u>(154,171,429.36)</u>	<u>(151,174,677.27)</u>
	 Operating Surplus/ (Loss)	 1,507,000.76	 7,964,718.56

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>	
OPERATING REVENUE						
3000-3000	Water Sales	(\$973,860.31)	(\$10,719,374.61)	(\$11,415,256.00)	(\$695,881.39)	94%
3100-	Sewer Sales	(624,295.21)	(6,267,118.80)	(6,629,948.00)	(362,829.20)	95%
3902	Penalties	(14,797.16)	(171,916.46)	(100,000.00)	71,916.46	172%
3903-	Account Charges	(7,625.00)	(55,425.00)	(55,000.00)	425.00	101%
3903-	Review Fees	(44,295.89)	(141,794.39)	(55,500.00)	86,294.39	255%
3900-	Interest Earned	(14,926.46)	(299,429.71)	(100,000.00)	199,429.71	299%
3903-	Sewer Clean Outs			(7,000.00)	(7,000.00)	0%
3903-3250	Meter Installation Revenues	(36,750.00)	(187,310.00)	(120,000.00)	67,310.00	156%
3903-3255	Industrial Pretreatment Revenue	(1,185.45)	(13,583.80)	(20,000.00)	(6,416.20)	68%
3903-3261	Rent/Meter Charges		(12,667.15)	(15,000.00)	(2,332.85)	84%
3903-	Misc	(26,975.62)	(265,420.89)	(206,338.00)	59,082.89	129%
3903-	Fixed Asset Disposals	(84.00)	(7,369.00)		7,369.00	0%
3901-	Account Default Fees	(3,385.00)	(48,965.00)	(31,000.00)	17,965.00	158%
3201-3275	Contract Reimbursements	(12,984.46)	(118,632.15)	(100,000.00)	18,632.15	119%
	Revenue from BRWA Operations	<u>(1,761,164.56)</u>	<u>(18,309,006.96)</u>	<u>(18,855,042.00)</u>	<u>(546,035.04)</u>	<u>97%</u>
3000-3220	Capital Recovery Fees	(746,700.00)	(2,253,700.00)	(1,200,000.00)	1,053,700.00	188%
3903-3265	Cellular Antenna Site Rental-County portion	(6,411.64)	(79,592.69)	(64,692.00)	14,900.69	123%
3904-3310	BOS Capital Contributions		(1,000,000.00)	(1,000,000.00)		100%
3904-3315	Developer Line Contributions			(200,000.00)	(200,000.00)	0%
3904-3316	Contributions from WVWA		(210,000.00)		210,000.00	0%
3904:3904-	ARPA Funding		(148,442.12)		148,442.12	0%
3904-3335	Contributions from Outside agencies	(28,513.14)	(527,245.56)		527,245.56	0%
3903-3330	SML WTF Revenue	(9,287.14)	(93,295.45)	(20,000.00)	73,295.45	466%
3904-3317	Developer Prepayments Redemption Revenue		(21,800.00)	(20,000.00)	1,800.00	109%
3904-3320	Customer Line Contributions		(22,500.00)		22,500.00	0%
3903-3266	Cell Tower Inspection Revenue		(7,306.48)		7,306.48	0%
3903-3290	Insurance Proceeds		(620.00)		620.00	0%
	Revenue from Other Sources	<u>(790,911.92)</u>	<u>(4,364,502.30)</u>	<u>(2,504,692.00)</u>	<u>1,859,810.30</u>	<u>174%</u>
	Total Revenue	<u>(2,552,076.48)</u>	<u>(22,673,509.26)</u>	<u>(21,359,734.00)</u>	<u>1,313,775.26</u>	<u>106%</u>
OPERATING EXPENSES						
4000 + 4002	Salaries	434,023.53	5,009,310.77	6,392,949.97	1,383,639.20	78%
4010	General Office Expenses	15,934.21	259,618.79	323,844.00	64,225.21	80%
4100	Employee Benefit & Related Expenses	165,198.66	1,828,105.59	2,336,453.16	508,347.57	78%
4110	Billing Expenses	9,906.03	262,449.19	277,354.00	14,904.81	95%
4120	Information Systems Expenses	22,876.15	318,294.99	303,475.00	(14,819.99)	105%
4130	Administration Supplies		241.75	2,160.00	1,918.25	11%
4140	Customer Service Supplies	40.90	5,404.98	5,396.00	(8.98)	100%
4210	Engineering Expenses	13,565.68	56,785.90	115,551.00	58,765.10	49%
4220 + 4223	Operations Expenses	123.83	10,612.36	13,600.00	2,987.64	78%
4221	Compliance Program Supplies		2,756.25	6,000.00	3,243.75	46%
4222	Pretreatment Expenses	478.00	31,410.66	41,000.00	9,589.34	77%
4225-0100	Lab Supplies	4,343.41	14,908.25	18,000.00	3,091.75	83%
4230	Maintenance Expenses	6,326.14	41,911.34	69,612.00	27,700.66	60%
4240	Vehicles & Equipment Expenses	14,515.70	314,912.68	342,107.00	27,194.32	92%
4250	Forest Water Expenses	56,843.97	865,244.69	930,779.00	65,534.31	93%
4260	Well Systems Expenses	4,762.60	55,446.16	51,284.00	(4,162.16)	108%
4265	SML Central Distribution Water System Expenses	4,164.35	44,231.30	49,583.00	5,351.70	89%
4270	Highpoint Facility Expenses	2,455.34	37,414.09	51,059.00	13,644.91	73%
4330	SMLWTF Water Treatment Expenses	45,526.82	497,269.40	626,785.00	129,515.60	79%
4275	Central Water Distribution Expenses	21,293.19	272,542.61	203,761.00	(68,781.61)	134%
4276	Central Water Treatment Expenses	21,651.92	217,628.29	173,433.00	(44,195.29)	125%
4280	Stewartsville Water Expenses	1,432.90	17,404.00	55,088.00	37,684.00	32%
4285	Montvale Water Expenses	9,268.14	133,634.61		(133,634.61)	0%
4290	Forest Sewer Expenses	61,514.06	765,170.69	643,222.00	(121,948.69)	119%
4291	Central Sewer Collection System Expenses	15,886.37	239,233.44	203,300.00	(35,933.44)	118%
4293	Central Sewer Treatment Expenses	34,809.49	435,532.90	556,893.00	121,360.10	78%
4292	Moneta Sewer Collection System Expenses	2,456.26	56,583.44	85,900.00	29,316.56	66%
4294	Moneta Sewer Treatment Expenses	19,468.44	197,232.33	158,581.00	(38,651.33)	124%
4295	Montvale Sewer Expenses	2,428.29	43,647.04	29,261.00	(14,386.04)	149%
4296	Montvale Sewer Collection System Expenses	100.00	700.00	2,000.00	1,300.00	35%

Bedford Regional Water Auth.
 Summary of Revenue & Expenditures
 For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>	
4340	Mariners Landing Sewer Expenses	24,749.06	107,403.59	103,300.00	(4,103.59)	104%
4350	Cedar Rock Sewer Expenses	1,833.39	34,931.40	43,900.00	8,968.60	80%
4360	Paradise Point Water Expenses	280.43	5,500.44	27,025.00	21,524.56	20%
4300 + 4310	Schools Sewer Expenses	903.38	18,106.44	48,000.00	29,893.56	38%
	Total Operating Expenditures	<u>1,019,160.64</u>	<u>12,201,580.36</u>	<u>14,290,656.13</u>	<u>2,089,075.77</u>	<u>85%</u>
4400	Depreciation		1,418,804.15	4,587,600.00	3,168,795.85	31%
4500-0640	Lynchburg Debt Service Paid	1,482.33	1,482.33	1,482.00	(0.33)	100%
4500-0615	VRA 2005 Trustee Fees		0.40		(0.40)	0%
4500-0660	2014 VRA Interest		19,706.25	19,706.00	(0.25)	100%
4500-0665	2015 VRA Interest		897,281.26	897,281.00	(0.26)	100%
4500-0650	Assumed Debt from City		18,200.74	18,202.00	1.26	100%
4500-0675	VRA 2020 Interest (ESCO project)		103,359.39	103,359.00	(0.39)	100%
4500-0680	VA Water Facilities Revolving Loan Interest		48,375.82	69,585.00	21,209.18	70%
	Total Interest on Debt Service	<u>1,482.33</u>	<u>1,088,406.19</u>	<u>1,109,615.00</u>	<u>21,208.81</u>	<u>98%</u>
	Total Exp., Depr. and Interest	<u>1,020,642.97</u>	<u>14,708,790.70</u>	<u>19,987,871.13</u>	<u>5,279,080.43</u>	<u>74%</u>
	Total Revenues Less Oper Expense	(1,531,433.51)	(7,964,718.56)	(1,371,862.87)	6,592,855.69	581%
	Gross Cash Before Capital Exp	<u>(1,531,433.51)</u>	<u>(7,964,718.56)</u>	<u>(1,371,862.87)</u>	<u>6,592,855.69</u>	<u>581%</u>
	Less non-debt Capital Contributions	(37,800.28)	(1,023,283.13)	(240,000.00)	783,283.13	426%
	(Earnings)/loss before BRWA Capital Outlays	<u>(1,493,633.23)</u>	<u>(6,941,435.43)</u>	<u>(1,131,862.87)</u>	<u>5,809,572.56</u>	<u>613%</u>

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

		<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
OPERATING REVENUE						
Water Sales:						
3000-3000	Water Sales	(960,315.94)	(10,562,264.29)	(11,270,218.00)	(707,953.71)	94%
3000-3050	Contract Water Sales	(12,295.13)	(142,309.76)	(130,638.00)	11,671.76	109%
3000-3100	Paradise Point Water	(1,249.24)	(14,800.56)	(14,400.00)	400.56	103%
	Total Water Sales	<u>(973,860.31)</u>	<u>(10,719,374.61)</u>	<u>(11,415,256.00)</u>	<u>(695,881.39)</u>	<u>94%</u>
Sewer Sales:						
3100-3000	Sewer Sales	(607,214.18)	(6,082,265.36)	(6,451,248.00)	(368,982.64)	94%
3100-3025	Mariners Landing Sewer	(13,054.00)	(142,223.80)	(138,310.00)	3,913.80	103%
3100-3050	Cedar Rock Revenue	(4,027.03)	(42,629.64)	(40,390.00)	2,239.64	106%
	Total Sewer Sales	<u>(624,295.21)</u>	<u>(6,267,118.80)</u>	<u>(6,629,948.00)</u>	<u>(362,829.20)</u>	<u>95%</u>
Penalties:						
3902-3211	Water Penalty Revenue	(9,300.41)	(105,328.05)	(60,000.00)	45,328.05	176%
3902-3213	Sewer Penalty Revenue	(5,496.75)	(66,588.41)	(40,000.00)	26,588.41	166%
	Total Penalties	<u>(14,797.16)</u>	<u>(171,916.46)</u>	<u>(100,000.00)</u>	<u>71,916.46</u>	<u>172%</u>
Account Charges:						
3903-3231	Water Account Charge Revenue	(4,650.00)	(35,275.00)	(35,000.00)	275.00	101%
3903-3233	Sewer Account Charge Revenue	(2,975.00)	(20,150.00)	(20,000.00)	150.00	101%
	Total Account Charges	<u>(7,625.00)</u>	<u>(55,425.00)</u>	<u>(55,000.00)</u>	<u>425.00</u>	<u>101%</u>
Review Fees:						
3903-3240	Engineering Review Fees	(40,645.89)	(127,444.39)	(50,000.00)	77,444.39	255%
3903-3242	Engineering Fire Flow Testing	(150.00)	(450.00)	(1,500.00)	(1,050.00)	30%
3903-3243	SGP Review and Inspections	(3,500.00)	(13,900.00)	(4,000.00)	9,900.00	348%
	Total Review Fees	<u>(44,295.89)</u>	<u>(141,794.39)</u>	<u>(55,500.00)</u>	<u>86,294.39</u>	<u>255%</u>
Interest Earned:						
3900-3250	Bank Interest Earned	(14,926.46)	(299,429.71)	(100,000.00)	199,429.71	299%
	Total Interest Earned	<u>(14,926.46)</u>	<u>(299,429.71)</u>	<u>(100,000.00)</u>	<u>199,429.71</u>	<u>299%</u>
Sewer Clean Outs:						
3903-3245	Sewer Clean-Out Installation Fee			(7,000.00)	(7,000.00)	0%
	Total Sewer Clean Outs			<u>(7,000.00)</u>	<u>(7,000.00)</u>	<u>0%</u>
Meter Installation Revenues:						
3903-3250	Meter Fee Revenue	(19,150.00)	(70,110.00)	(50,000.00)	20,110.00	140%
3903-3260	Meter Base Installation Revenue	(17,600.00)	(117,200.00)	(70,000.00)	47,200.00	167%
	Total Meter Installation Revenues	<u>(36,750.00)</u>	<u>(187,310.00)</u>	<u>(120,000.00)</u>	<u>67,310.00</u>	<u>156%</u>
Industrial Pretreatment Revenue:						
3903-3255	Industrial Pretreatment Revenue	(1,185.45)	(13,583.80)	(20,000.00)	(6,416.20)	68%
	Total Industrial Pretreatment Revenue	<u>(1,185.45)</u>	<u>(13,583.80)</u>	<u>(20,000.00)</u>	<u>(6,416.20)</u>	<u>68%</u>
Rent/Meter Charges:						
3903-3261	Service Repairs & Equipment Rentals		(12,667.15)	(15,000.00)	(2,332.85)	84%
	Total Rent/Meter Charges		<u>(12,667.15)</u>	<u>(15,000.00)</u>	<u>(2,332.85)</u>	<u>84%</u>
Misc:						
3903-3262	Cellular Antenna Rental- BRWA portion	(9,617.46)	(108,603.32)	(80,298.00)	28,305.32	135%
3903-3263	Sewer Extension Revenue	(5,200.00)	(35,800.00)		35,800.00	0%
3903-3264	Sewer Pump Maintenance Revenue	(8,610.00)	(93,345.00)	(105,000.00)	(11,655.00)	89%
3903-3270	Miscellaneous Revenue	(2,609.69)	(13,343.07)	(10,000.00)	3,343.07	133%
3903-3275	Revenue from Communication Towers	(938.47)	(14,329.50)	(11,040.00)	3,289.50	130%
	Total Misc	<u>(26,975.62)</u>	<u>(265,420.89)</u>	<u>(206,338.00)</u>	<u>59,082.89</u>	<u>129%</u>

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
Fixed Asset Disposals:					
3903-3280 Sales and Disposals	(84.00)	(7,369.00)		7,369.00	0%
Total Fixed Asset Disposals	(84.00)	(7,369.00)		7,369.00	0%
Account Default Fees:					
3901-3211 Reconnect Fee Revenue	(2,650.00)	(22,400.00)	(25,000.00)	(2,600.00)	90%
3901-3212 Return Check Revenue	(735.00)	(5,565.00)	(3,000.00)	2,565.00	186%
3901-3213 Unauthorized Service Revenue		(21,000.00)	(3,000.00)	18,000.00	700%
Total Account Default Fees	(3,385.00)	(48,965.00)	(31,000.00)	17,965.00	158%
Contract Reimbursements:					
3201-3275 School System Operations	(12,984.46)	(118,632.15)	(100,000.00)	18,632.15	119%
Total Contract Reimbursements	(12,984.46)	(118,632.15)	(100,000.00)	18,632.15	119%
Revenue from BRWA Operations	(1,761,164.56)	(18,309,006.96)	(18,855,042.00)	(546,035.04)	97%
Capital Recovery Fees:					
3000-3220 Water Capital Recovery Fees	(375,000.00)	(1,271,000.00)	(800,000.00)	471,000.00	159%
3100-3220 Sewer Capital Recovery Fees	(371,700.00)	(982,700.00)	(400,000.00)	582,700.00	246%
Total Capital Recovery Fees	(746,700.00)	(2,253,700.00)	(1,200,000.00)	1,053,700.00	188%
Cellular Antenna Site Rental-County portion:					
3903-3265 Cellular Antenna Revenue- Co. portion	(6,411.64)	(69,068.88)	(53,532.00)	15,536.88	129%
3903-3285 Bedford County Broadband Revenue		(10,523.81)	(11,160.00)	(636.19)	94%
Total Cellular Antenna Site Rental-County portion	(6,411.64)	(79,592.69)	(64,692.00)	14,900.69	123%
BOS Capital Contributions:					
3904-3310 Bedford County Debt Support		(1,000,000.00)	(1,000,000.00)		100%
Total BOS Capital Contributions		(1,000,000.00)	(1,000,000.00)		100%
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%
Contributions from WVWA:					
3904-3316 Contributions from WVWA		(210,000.00)		210,000.00	0%
Total Contributions from WVWA		(210,000.00)		210,000.00	0%
ARPA Funding:					
3904-3325 Bedford ARPA Projects		(148,442.12)		148,442.12	0%
Total ARPA Funding		(148,442.12)		148,442.12	0%
Contributions from Outside agencies:					
3904-3335 Contributions from Outside Agencies		(405,120.38)		405,120.38	0%
3904-3350 VA Revolving Loan- Principal Forgiveness	(28,513.14)	(122,125.18)		122,125.18	0%
Total Contributions from Outside agencies	(28,513.14)	(527,245.56)		527,245.56	0%
SML WTF Revenue:					
3903-3330 SML WTF Revenue	(9,287.14)	(93,295.45)	(20,000.00)	73,295.45	466%
Total SML WTF Revenue	(9,287.14)	(93,295.45)	(20,000.00)	73,295.45	466%
Developer Prepayments Redemption Revenue:					
3904-3317 Developer Capital Recovery Fee Redemption Revenue		(21,800.00)	(20,000.00)	1,800.00	109%
Total Developer Prepayments Redemption Revenue		(21,800.00)	(20,000.00)	1,800.00	109%
Customer Line Contributions:					

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
3904-3320	Customer contributions for Line Extensions	(22,500.00)		22,500.00	0%
	Total Customer Line Contributions	(22,500.00)		22,500.00	0%
Cell Tower Inspection Revenue:					
3903-3266	Cell Tower Inspection Revenue	(7,306.48)		7,306.48	0%
	Total Cell Tower Inspection Revenue	(7,306.48)		7,306.48	0%
Insurance Proceeds:					
3903-3290	Insurance Proceeds	(620.00)		620.00	0%
	Total Insurance Proceeds	(620.00)		620.00	0%
	Revenue from Other Sources	(790,911.92)	(4,364,502.30)	1,859,810.30	174%
	Total Revenue	(2,552,076.48)	(22,673,509.26)	1,313,775.26	106%

OPERATING EXPENSES

Salaries:					
4000-0010	Administration Salaries	128,093.22	1,422,597.21	1,493,397.84	70,800.63 95%
4000-0019	IT Oncall Stipend	800.00	9,171.43	10,400.00	1,228.57 88%
4000-0020	Administration Overtime		2,887.22	15,342.63	12,455.41 19%
4002-0010	Customer Service Salaries	32,846.79	376,097.87	427,180.60	51,082.73 88%
4002-0020	Customer Service Overtime	1,648.20	7,543.94	5,377.99	(2,165.95) 140%
4003-0010	Engineering Department Salaries	60,686.40	687,289.34	922,947.28	235,657.94 74%
4003-0019	Engineering OnCall Stipend	800.00	9,171.43	10,400.00	1,228.57 88%
4003-0020	Engineering Department Overtime	3,098.16	35,406.22	64,312.81	28,906.59 55%
4004-0010	Maintenance Department Salaries	93,846.86	1,087,018.75	1,544,985.40	457,966.65 70%
4004-0019	Maintenance Oncall Stipend Expense	2,200.00	27,484.29	49,400.00	21,915.71 56%
4004-0020	Maintenance Department Overtime	10,698.50	132,105.00	224,044.43	91,939.43 59%
4005-0010	Operations Department Salaries	93,220.31	1,106,544.71	1,462,071.60	355,526.89 76%
4005-0019	Operations Oncall Stipend	800.00	10,171.43	10,400.00	228.57 98%
4005-0020	Operations Department Overtime	5,285.09	95,821.93	152,689.39	56,867.46 63%
	Total Salaries	434,023.53	5,009,310.77	6,392,949.97	1,383,639.20 78%

General Office Expenses:

4010-0075	Board & Committee Meetings		568.91	1,000.00	431.09 57%
4010-0085	Long Range Planning		17,616.00	37,500.00	19,884.00 47%
4010-0100	Office Supplies		2,521.51	8,000.00	5,478.49 32%
4010-0103	Public Outreach Expenses	323.75	6,261.26	14,000.00	7,738.74 45%
4010-0110	Building Maintenance Expense	4,160.71	56,908.05	52,000.00	(4,908.05) 109%
4010-0130	Postage and Shipping Expense	231.08	2,886.90	8,500.00	5,613.10 34%
4010-0140	Commercial Phone Charges	1,131.99	12,350.40	14,400.00	2,049.60 86%
4010-0142	Cellular Phone Service	1,569.90	17,715.74	20,480.00	2,764.26 87%
4010-0150	Building Power and Utilities	1,994.01	25,499.01	24,000.00	(1,499.01) 106%
4010-0155	Building Fuel Costs		5,791.98	6,000.00	208.02 97%
4010-0160	Employee Bond	42.33	465.63	748.00	282.37 62%
4010-0161	Building Insurance	381.92	4,201.12	3,328.00	(873.12) 126%
4010-0170	Advertising	3,563.44	23,585.76	20,000.00	(3,585.76) 118%
4010-0175	Bank Service charges		5,357.95	16,800.00	11,442.05 32%
4010-0200	Accounting Services		44,258.00	50,000.00	5,742.00 89%
4010-0220	Legal Expenses	126.00	7,048.65	18,000.00	10,951.35 39%
4010-0400	Board of Directors Fees	2,375.00	26,125.00	28,500.00	2,375.00 92%
4010-0401	Board Mileage Reimbursements	34.08	456.92	588.00	131.08 78%
	Total General Office Expenses	15,934.21	259,618.79	323,844.00	64,225.21 80%

Employee Benefit & Related Expenses:

4100-0030	Payroll Taxes	31,517.64	365,866.42	482,895.00	117,028.58 76%
4100-0040	VRS Retirement and Group Life	31,362.25	319,949.24	360,518.00	40,568.76 89%
4100-0041	VRS Hybrid Disability Program	1,236.84	12,637.16	16,273.00	3,635.84 78%
4100-0045	Unemployment Payments		738.50		(738.50) 0%
4100-0050	Health Insurance	75,116.16	912,208.44	1,088,505.00	176,296.56 84%
4100-0055	Flexible Spending Account		1,984.03	2,500.00	515.97 79%
4100-0060	Worker's Compensation	3,449.17	33,950.87	55,178.00	21,227.13 62%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
4100-0065	Employee Testing	1,665.00	11,939.90	8,605.00	(3,334.90) 139%
4100-0075	Meetings	677.86	3,488.84	23,820.00	20,331.16 15%
4100-0080	Professional Dues	168.00	8,285.64	14,111.00	5,825.36 59%
4100-0085	Training and Education	4,111.04	55,762.05	102,493.00	46,730.95 54%
4100-0090	Whistle Blower Hotline		714.31	500.00	(214.31) 143%
4100-0101	Admin Clothing and Uniforms	206.48	315.96	1,450.00	1,134.04 22%
4100-0102	Employee & Incentive Fund	2,668.90	25,037.55	34,750.00	9,712.45 72%
4100-0103	Safety	10,386.59	49,492.06	68,507.00	19,014.94 72%
4100-0104	Customer Service Clothing & Uniforms		450.00	2,175.00	1,725.00 21%
4100-0105	Engineering Clothing & Uniforms	94.88	1,525.86	7,095.00	5,569.14 22%
4100-0106	Wastewater Clothing & Uniforms	473.71	5,961.97	12,149.56	6,187.59 49%
4100-0107	Water Clothing & Uniforms	1,461.21	3,759.38	12,838.60	9,079.22 29%
4100-0108	Maintenance Clothing & Uniforms	602.93	14,037.41	41,590.00	27,552.59 34%
4100-0095	Employee Referral Program			500.00	500.00 0%
	Total Employee Benefit & Related Expenses	165,198.66	1,828,105.59	2,336,453.16	508,347.57 78%
Billing Expenses:					
4110-0097	Collection Agency Expense		49.80	3,000.00	2,950.20 2%
4110-0110	Bill Processing Services	4,186.41	133,667.65	101,726.00	(31,941.65) 131%
4110-0112	Customer Notification Expenses	250.00	1,756.10	5,000.00	3,243.90 35%
4110-0120	Customer Service Software Maintenance	496.00	78,929.06	74,540.00	(4,389.06) 106%
4110-0125	Credit Card Processing Fees	4,571.30	44,687.00	56,550.00	11,863.00 79%
4110-0175	Courier Service	402.32	3,359.58	11,388.00	8,028.42 30%
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%
4110-0115	Meter Testing			150.00	150.00 0%
	Total Billing Expenses	9,906.03	262,449.19	277,354.00	14,904.81 95%
Information Systems Expenses:					
4120-0100	Information Systems Supplies	9.19	7,336.62	8,000.00	663.38 92%
4120-0110	Contracted Services (Network)	9,681.15	107,283.64	71,660.00	(35,623.64) 150%
4120-0115	Continuing Support (Software)	11,722.46	187,644.45	205,245.00	17,600.55 91%
4120-0145	Internet and WAN Communications	1,463.35	16,030.28	18,570.00	2,539.72 86%
	Total Information Systems Expenses	22,876.15	318,294.99	303,475.00	(14,819.99) 105%
Administration Supplies:					
4130-0100	Administration Supplies		241.75	2,160.00	1,918.25 11%
	Total Administration Supplies		241.75	2,160.00	1,918.25 11%
Customer Service Supplies:					
4140-0100	Customer Service Supplies	40.90	5,404.98	5,396.00	(8.98) 100%
	Total Customer Service Supplies	40.90	5,404.98	5,396.00	(8.98) 100%
Engineering Expenses:					
4210-0100	Engineering Supplies	4,186.86	20,516.39	35,111.00	14,594.61 58%
4210-0110	Engineering Reviews	9,091.82	25,575.21	61,800.00	36,224.79 41%
4210-0141	Locating Notification Tickets		9,052.80	14,400.00	5,347.20 63%
4210-0240	Construction testing	287.00	1,641.50	4,240.00	2,598.50 39%
	Total Engineering Expenses	13,565.68	56,785.90	115,551.00	58,765.10 49%
Operations Expenses:					
4220-0100	Wastewater Operations Supplies		1,010.68	1,600.00	589.32 63%
4223-0100	Water Operations Supplies	123.83	9,601.68	12,000.00	2,398.32 80%
	Total Operations Expenses	123.83	10,612.36	13,600.00	2,987.64 78%
Compliance Program Supplies:					
4221-0100	FROG Program Supplies		2,756.25	6,000.00	3,243.75 46%
	Total Compliance Program Supplies		2,756.25	6,000.00	3,243.75 46%
Pretreatment Expenses:					

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
4222-0100 Pretreatment Supplies/Expenses	478.00	19,556.52	31,000.00	11,443.48	63%
4222-0200 Backflow Supplies		11,854.14	10,000.00	(1,854.14)	119%
Total Pretreatment Expenses	478.00	31,410.66	41,000.00	9,589.34	77%
Lab Supplies:					
4225-0100 Lab Supplies	4,343.41	14,908.25	18,000.00	3,091.75	83%
Total Lab Supplies	4,343.41	14,908.25	18,000.00	3,091.75	83%
Maintenance Expenses:					
4230-0100 Maintenance Supplies	6,326.14	41,911.34	69,612.00	27,700.66	60%
Total Maintenance Expenses	6,326.14	41,911.34	69,612.00	27,700.66	60%
Vehicles & Equipment Expenses:					
4240-0100 Vehicles and Equipment Supplies	2,307.74	38,661.15	46,350.00	7,688.85	83%
4240-0110 Vehicles and Equipment Contracted Services	7,735.82	149,717.43	125,000.00	(24,717.43)	120%
4240-0155 Vehicles & Equipment Fuel Costs	754.72	85,642.48	125,000.00	39,357.52	69%
4240-0162 Vehicles and Equipment Insurance	3,717.42	40,891.62	45,757.00	4,865.38	89%
Total Vehicles & Equipment Expenses	14,515.70	314,912.68	342,107.00	27,194.32	92%
Forest Water Expenses:					
4250-0100 Forest Water Supplies	828.34	50,342.91	45,000.00	(5,342.91)	112%
4250-0110 Forest Water Contracted Services	1,365.00	47,540.56	35,000.00	(12,540.56)	136%
4250-0140 Forest Water Communications	155.34	229.22	1,320.00	1,090.78	17%
4250-0150 Forest Water Power	74.12	4,486.56	6,000.00	1,513.44	75%
4250-0161 Forest Water Insurance	2,046.65	22,513.15	24,308.00	1,794.85	93%
4250-0240 Forest Water Sampling and Testing	2,426.00	8,973.85	10,000.00	1,026.15	90%
4250-0300 Forest Water Purchased	49,948.52	703,855.44	721,266.00	17,410.56	98%
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%
Total Forest Water Expenses	56,843.97	865,244.69	930,779.00	65,534.31	93%
Well Systems Expenses:					
4260-0100 Well Systems Supplies	575.33	2,586.05	9,000.00	6,413.95	29%
4260-0105 Well Systems Chemicals	2,083.59	7,251.36	9,000.00	1,748.64	81%
4260-0110 Well Systems Contracted Services	685.00	33,922.31	15,000.00	(18,922.31)	226%
4260-0140 Wells Systems Communications	26.63	380.23	500.00	119.77	76%
4260-0150 Well Systems Power	541.29	5,599.25	7,000.00	1,400.75	80%
4260-0161 Well Systems Insurance	102.76	1,130.36	1,047.00	(83.36)	108%
4260-0240 Well Systems Sampling and Testing	748.00	3,850.60	7,500.00	3,649.40	51%
4260-0410 Well Systems VDH Fees		726.00	737.00	11.00	99%
4260-0101 Well Systems Meter Installations			500.00	500.00	0%
4260-0115 Well Systems Repairs & Improvements			1,000.00	1,000.00	0%
Total Well Systems Expenses	4,762.60	55,446.16	51,284.00	(4,162.16)	108%
SML Central Distribution Water System Expenses:					
4265-0100 SML Central Water Distribution Supplies	2,350.21	9,549.94	13,000.00	3,450.06	73%
4265-0110 SML Central Water Distribution Contracted Services	1,260.00	25,874.88	12,000.00	(13,874.88)	216%
4265-0150 SML Central Electric	76.54	834.55	840.00	5.45	99%
4265-0240 SML Central Water Distribution Sampling & Testing	477.60	2,922.93	5,000.00	2,077.07	58%
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	4,164.35	44,231.30	49,583.00	5,351.70	89%
Highpoint Facility Expenses:					
4270-0100 Highpoint Facility Supplies		876.46	4,000.00	3,123.54	22%
4270-0105 Highpoint Facility Chemicals		7,698.08	7,500.00	(198.08)	103%
4270-0110 Highpoint Facility Contracted Services	570.00	5,713.75	14,000.00	8,286.25	41%
4270-0150 Highpoint Facility Power	1,177.57	11,453.56	14,500.00	3,046.44	79%
4270-0155 Highpoint Facility Fuel Costs		2,354.77	2,000.00	(354.77)	118%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>	
4270-0161	Highpoint Facility Insurance	707.77	7,785.47	7,640.00	(145.47)	102%
4270-0371	Highpoint Facility Road Maintenance Fees		1,532.00	1,419.00	(113.00)	108%
	Total Highpoint Facility Expenses	2,455.34	37,414.09	51,059.00	13,644.91	73%
SMLWTF Water Treatment Expenses:						
4330-0100	SMLWTF Water Treatment Supplies	1,206.58	97,554.49	70,000.00	(27,554.49)	139%
4330-0105	SMLWTF Water Treatment Chemicals	13,112.00	86,512.66	115,000.00	28,487.34	75%
4330-0110	SMLWTF Water Treatment Contracted Services	3,013.52	43,271.84	160,000.00	116,728.16	27%
4330-0140	SMLWTF Water Treatment Communications	316.44	940.81	1,640.00	699.19	57%
4330-0150	SMLWTF Water Treatment Power	24,186.54	240,877.05	240,000.00	(877.05)	100%
4330-0155	SMLWTF Water Treatment Fuel Costs	2,182.41	3,032.42	2,500.00	(532.42)	121%
4330-0161	SMLWTF Water Treatment Property Insurance	1,462.33	16,085.63	11,345.00	(4,740.63)	142%
4330-0240	SMLWTF Water Treatment Sampling & Testing	47.00	1,494.50	10,000.00	8,505.50	15%
4330-0300	SML Water Quality Monitoring		7,500.00	7,500.00		100%
4330-0370	SMLWTF Water Treatment Raw Water Fee			8,800.00	8,800.00	0%
	Total SMLWTF Water Treatment Expenses	45,526.82	497,269.40	626,785.00	129,515.60	79%
Central Water Distribution Expenses:						
4275-0100	Central Water Supplies		58,439.26	45,000.00	(13,439.26)	130%
4275-0101	Central Water Meter Installations		20,362.74	3,750.00	(16,612.74)	543%
4275-0110	Central Water Contracted Services	20,192.50	159,976.32	100,000.00	(59,976.32)	160%
4275-0115	Central Water Repairs & Improvements		16,153.02	30,000.00	13,846.98	54%
4275-0140	Central Water Communications	94.29	94.29		(94.29)	0%
4275-0150	Central Water Power		623.06		(623.06)	0%
4275-0240	Central Water Sampling & Testing	1,006.40	5,400.92	12,750.00	7,349.08	42%
4275-0410	Central Water VDH Fees		11,493.00	11,761.00	268.00	98%
4275-0155	Central Water Fuel Purchases			500.00	500.00	0%
	Total Central Water Distribution Expenses	21,293.19	272,542.61	203,761.00	(68,781.61)	134%
Central Water Treatment Expenses:						
4276-0100	Central Water Treatment Supplies	1,982.83	39,029.53	40,000.00	970.47	98%
4276-0105	Central Water Treatment Chemicals	2,443.39	45,996.97	45,000.00	(996.97)	102%
4276-0110	Central Water Treatment Contracted Services	10,200.00	50,289.80	20,000.00	(30,289.80)	251%
4276-0140	Central Water Treatment Communications	129.47	988.85	1,020.00	31.15	97%
4276-0150	Central Water Treatment Power	4,834.83	57,113.71	38,000.00	(19,113.71)	150%
4276-0155	Central Water Treatment Fuel	400.00	803.23	2,000.00	1,196.77	40%
4276-0161	Central Water Treatment Property Insurance	1,635.40	17,989.40	25,913.00	7,923.60	69%
4276-0240	Central Water Treatment Sampling & Testing	26.00	5,416.80	1,500.00	(3,916.80)	361%
	Total Central Water Treatment Expenses	21,651.92	217,628.29	173,433.00	(44,195.29)	125%
Stewartsville Water Expenses:						
4280-0100	Stewartsville Water Supplies		539.74	3,000.00	2,460.26	18%
4280-0110	Stewartsville Water Contracted Services	300.00	3,715.27	2,700.00	(1,015.27)	138%
4280-0140	Stewartsville Water Communications	25.25	580.88	600.00	19.12	97%
4280-0150	Stewartsville Water Power	17.16	258.75	400.00	141.25	65%
4280-0161	Stewartsville Water Insurance	63.34	696.74	959.00	262.26	73%
4280-0240	Stewartsville Water Sampling and Testing	264.00	1,242.00	5,500.00	4,258.00	23%
4280-0300	Stewartsville Water Purchased	763.15	9,941.62	38,500.00	28,558.38	26%
4280-0410	Stewartsville Water VDH Fees		429.00	429.00		100%
4280-0101	Stewartsville Meter Installations			500.00	500.00	0%
4280-0115	Stewartsville Water Repairs & Improvements			2,500.00	2,500.00	0%
	Total Stewartsville Water Expenses	1,432.90	17,404.00	55,088.00	37,684.00	32%
Montvale Water Expenses:						
4285-0100	Montvale Water Supplies	165.01	17,039.50		(17,039.50)	0%
4285-0101	Montvale Water Meter Installations		405.01		(405.01)	0%
4285-0110	Montvale Water Contracted Services	8,014.50	106,431.63		(106,431.63)	0%
4285-0115	Montvale Water Repairs & Improvements		7,309.45		(7,309.45)	0%
4285-0140	Montvale Water Communications	26.63	66.62		(66.62)	0%
4285-0240	Montvale Water Sampling & Testing	1,062.00	2,382.40		(2,382.40)	0%
	Total Montvale Water Expenses	9,268.14	133,634.61		(133,634.61)	0%

Forest Sewer Expenses:

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>	
4290-0100	Forest Sewer Supplies		14,892.05	65,000.00	50,107.95	23%
4290-0105	Forest Sewer Chemicals	6,404.51	53,216.79	64,000.00	10,783.21	83%
4290-0110	Forest Sewer Contracted Services	21,468.62	274,345.51	64,000.00	(210,345.51)	429%
4290-0115	Forest Sewer Repairs & Improvements		1,324.50	15,000.00	13,675.50	9%
4290-0140	Forest Sewer Communications	224.59	1,199.67	3,600.00	2,400.33	33%
4290-0150	Forest Sewer Power	1,693.88	19,731.46	37,200.00	17,468.54	53%
4290-0155	Forest Sewer Fuel Expense	8,438.16	83,493.41	3,000.00	(80,493.41)	2,783%
4290-0161	Forest Sewer Insurance	568.30	6,251.30	6,922.00	670.70	90%
4290-0350	Forest Sewer Treatment Costs	22,716.00	310,716.00	384,000.00	73,284.00	81%
4290-0240	Forest Sewer Testing			500.00	500.00	0%
	Total Forest Sewer Expenses	61,514.06	765,170.69	643,222.00	(121,948.69)	119%
Central Sewer Collection System Expenses:						
4291-0100	Central Sewer Supplies	2,913.18	24,750.50	50,000.00	25,249.50	50%
4291-0110	Central Sewer Coll System Contracted Services	7,395.50	158,973.79	75,000.00	(83,973.79)	212%
4291-0140	Central Sewer Communications	252.00	344.00		(344.00)	0%
4291-0150	Central Sewer Power	5,325.69	54,202.71	50,000.00	(4,202.71)	108%
4291-0155	Central Sewer Fuel Costs		962.44	3,000.00	2,037.56	32%
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	15,886.37	239,233.44	203,300.00	(35,933.44)	118%
Central Sewer Treatment Expenses:						
4293-0100	Center Sewer Treatment Supplies	538.10	29,129.03	85,000.00	55,870.97	34%
4293-0105	Center Sewer Treatment Chemicals	9,781.25	122,167.35	130,000.00	7,832.65	94%
4293-0110	Center Sewer Treatment Contracted Services	2,816.66	74,681.02	80,000.00	5,318.98	93%
4293-0115	Center Sewer Sludge Tipping Fees	5,696.00	35,635.00	35,000.00	(635.00)	102%
4293-0140	Center Sewer Treatment Communications	693.64	5,515.15	12,000.00	6,484.85	46%
4293-0150	Center Sewer Treatment Power	11,062.29	105,260.70	120,000.00	14,739.30	88%
4293-0155	Central Sewer Fuel		697.64	2,000.00	1,302.36	35%
4293-0161	Center Sewer Treatment Property Insurance	1,561.55	17,177.05	21,893.00	4,715.95	78%
4293-0240	Center Sewer Treatment Sampling & Testing	2,660.00	34,051.96	60,000.00	25,948.04	57%
4293-0411	Center Sewer DEQ Charges		11,218.00	11,000.00	(218.00)	102%
	Total Central Sewer Treatment Expenses	34,809.49	435,532.90	556,893.00	121,360.10	78%
Moneta Sewer Collection System Expenses:						
4292-0100	Moneta Sewer Supplies	135.00	6,715.83	15,000.00	8,284.17	45%
4292-0110	Moneta Sewer Contracted Services	380.00	29,932.70	35,000.00	5,067.30	86%
4292-0140	Moneta Communications		597.44	400.00	(197.44)	149%
4292-0150	Moneta Sewer Power	1,941.26	19,337.47	18,500.00	(837.47)	105%
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	2,456.26	56,583.44	85,900.00	29,316.56	66%
Moneta Sewer Treatment Expenses:						
4294-0100	Moneta Sewer Treatment Supplies	1,306.32	31,323.01	15,000.00	(16,323.01)	209%
4294-0105	Moneta Sewer Treatment Chemicals	1,676.70	7,386.48	10,000.00	2,613.52	74%
4294-0110	Moneta Sewer Contracted Services	8,292.54	70,316.76	25,000.00	(45,316.76)	281%
4294-0115	Moneta Sewer Sludge Tipping Fees	1,100.00	5,779.00	6,500.00	721.00	89%
4294-0140	Moneta Sewer Treatment Communications	151.38	971.38	1,800.00	828.62	54%
4294-0150	Moneta Sewer Treatment Power	4,674.07	42,891.38	60,000.00	17,108.62	71%
4294-0155	Moneta Sewer Fuel		2,188.79	1,200.00	(988.79)	182%
4294-0161	Moneta Sewer Treatment Property Insurance	721.43	7,935.73	8,581.00	645.27	92%
4294-0240	Moneta Sewer Treatment Sampling & Testing	1,546.00	24,916.80	27,000.00	2,083.20	92%
4294-0411	Moneta Sewer DEQ Charges		3,523.00	3,500.00	(23.00)	101%
	Total Moneta Sewer Treatment Expenses	19,468.44	197,232.33	158,581.00	(38,651.33)	124%
Montvale Sewer Expenses:						
4295-0100	Montvale Sewer Supplies		4,727.71	7,000.00	2,272.29	68%
4295-0105	Montvale Sewer Chemicals		1,013.33	2,000.00	986.67	51%
4295-0110	Montvale Sewer Contracted Services	230.00	9,178.08	8,000.00	(1,178.08)	115%
4295-0115	Montvale Sewer Repairs & Improvements		180.72		(180.72)	0%
4295-0140	Montvale Communications	25.25	273.28	300.00	26.72	91%
4295-0150	Montvale Sewer Power	1,322.74	15,777.03	500.00	(15,277.03)	3,155%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>	
4295-0155	Montvale Sewer Fuel Costs		450.19	250.00	(200.19)	180%
4295-0161	Montvale Sewer Insurance	77.30	850.30	1,211.00	360.70	70%
4295-0240	Montvale Sewer Sampling & Testing	773.00	8,377.40	7,000.00	(1,377.40)	120%
4295-0411	Montvale Sewer DEQ charges		2,819.00	3,000.00	181.00	94%
	Total Montvale Sewer Expenses	2,428.29	43,647.04	29,261.00	(14,386.04)	149%
Montvale Sewer Collection System Expenses:						
4296-0110	Montvale Sewer Collection Contracted Services	100.00	700.00	1,000.00	300.00	70%
4296-0100	Montvale Sewer Collection Supplies			1,000.00	1,000.00	0%
	Total Montvale Sewer Collection System Expenses	100.00	700.00	2,000.00	1,300.00	35%
Mariners Landing Sewer Expenses:						
4340-0100	Mariners Landing Sewer Supplies	15,238.59	24,698.28	22,000.00	(2,698.28)	112%
4340-0105	Mariners Landing Sewer Chemicals		265.50	1,500.00	1,234.50	18%
4340-0110	Mariners Landing Sewer Contracted Services	6,747.38	49,128.17	40,000.00	(9,128.17)	123%
4340-0140	Mariners Landing Sewer Communication	105.21	812.49	2,400.00	1,587.51	34%
4340-0150	Mariners Landing Sewer Power	2,558.46	26,380.50	28,000.00	1,619.50	94%
4340-0155	Mariners Landing Sewer Fuel Costs		786.93	2,000.00	1,213.07	39%
4340-0161	Mariners Landing Sewer Property Insurance	83.42	917.62	2,400.00	1,482.38	38%
4340-0240	Mariners Landing Sewer Sampling & Testing	16.00	4,414.10	5,000.00	585.90	88%
	Total Mariners Landing Sewer Expenses	24,749.06	107,403.59	103,300.00	(4,103.59)	104%
Cedar Rock Sewer Expenses:						
4350-0100	Cedar Rock Sewer Supplies	564.65	3,132.43	10,000.00	6,867.57	31%
4350-0105	Cedar Rock Sewer Chemicals		132.75	1,000.00	867.25	13%
4350-0110	Cedar Rock Sewer Contracted Services	160.00	15,078.38	15,000.00	(78.38)	101%
4350-0140	Cedar Rock Sewer Communication		353.60	400.00	46.40	88%
4350-0150	Cedar Rock Sewer Power	862.49	9,698.19	9,500.00	(198.19)	102%
4350-0161	Cedar Rock Sewer Property Insurance	17.25	189.75	100.00	(89.75)	190%
4350-0240	Cedar Rock Sewer Sampling & Testing	229.00	3,527.30	4,500.00	972.70	78%
4350-0411	Cedar Rock Sewer DEQ Permit Fees		2,819.00	2,900.00	81.00	97%
4350-0155	Cedar Rock Sewer Fuel Costs			500.00	500.00	0%
	Total Cedar Rock Sewer Expenses	1,833.39	34,931.40	43,900.00	8,968.60	80%
Paradise Point Water Expenses:						
4360-0100	Paradise Point Supplies	29.63	1,301.13	5,000.00	3,698.87	26%
4360-0105	Paradise Point Chemicals		547.21	3,500.00	2,952.79	16%
4360-0110	Paradise Point Contracted Services	100.00	1,912.96	12,000.00	10,087.04	16%
4360-0140	Paradise Point Communications	26.63	26.63	350.00	323.37	8%
4360-0150	Paradise Point electric	97.92	1,012.56	5,000.00	3,987.44	20%
4360-0161	Paradise Point Property Insurance	3.25	35.75		(35.75)	0%
4360-0240	Paradise Point Sampling and Testing	23.00	592.20	1,000.00	407.80	59%
4360-0410	Paradise Point VDH Fees		72.00	75.00	3.00	96%
4360-0155	Paradise Point Fuel Costs			100.00	100.00	0%
	Total Paradise Point Water Expenses	280.43	5,500.44	27,025.00	21,524.56	20%
Schools Sewer Expenses:						
4300-0100	Schools Operations Supplies	82.38	6,865.78	12,000.00	5,134.22	57%
4300-0105	Schools Chemicals		4,470.87	12,000.00	7,529.13	37%
4300-0240	Schools Sampling and Testing	821.00	6,769.79	9,000.00	2,230.21	75%
4300-0110	Schools Contracted Services			15,000.00	15,000.00	0%
	Total Schools Sewer Expenses	903.38	18,106.44	48,000.00	29,893.56	38%
	Total Operating Expenditures	1,019,160.64	12,201,580.36	14,290,656.13	2,089,075.77	85%
Depreciation:						
4400-0810	Office Depreciation		49,256.20	13,000.00	(36,256.20)	379%
4400-0811	Information Systems Depreciation		16,974.31	51,000.00	34,025.69	33%
4400-0812	Vehicles and Equipment Depreciation		141,933.43	300,000.00	158,066.57	47%
4400-0813	Forest Water Depreciation		196,303.23	760,000.00	563,696.77	26%
4400-0814	Lakes Water Depreciation		5,438.70	35,000.00	29,561.30	16%
4400-0815	SML Central Depreciation		94,607.13	410,000.00	315,392.87	23%
4400-0816	Stewartsville Water Depreciation		12,223.80	50,000.00	37,776.20	24%

Bedford Regional Water Auth.
Summary of Revenue & Expenditures
For the Eleven Months Ending Sunday, May 31, 2026

	<u>Month</u>	<u>FY -25-26 YTD</u>	<u>FY 25-26 Budget</u>	<u>Remaining On Budget</u>	<u>Goal: 92%</u>
4400-0817	Forest Sewer Depreciation	165,964.92	575,000.00	409,035.08	29%
4400-0818	Montvale Sewer Depreciation	20,035.86	83,000.00	62,964.14	24%
4400-0819	Amortization Expense	125.01	600.00	474.99	21%
4400-0820	Studies Depreciation Expense	2,206.71	27,000.00	24,793.29	8%
4400-0821	Moneta Sewer Depreciation	112,625.85	451,000.00	338,374.15	25%
4400-0822	Central Sewer Depreciation	237,147.02	510,000.00	272,852.98	46%
4400-0823	Center Water Depreciation	135,037.95	440,000.00	304,962.05	31%
4400-0824	SML Water Treatment Facility Depreciation	206,306.07	820,000.00	613,693.93	25%
4400-0825	Mariners Landing Sewer Depreciation	22,617.96	62,000.00	39,382.04	36%
	Total Depreciation	<u>1,418,804.15</u>	<u>4,587,600.00</u>	<u>3,168,795.85</u>	<u>31%</u>
Lynchburg Debt Service Paid:					
4500-0640	Lynchburg Sewer Interest	1,482.33	1,482.33	(0.33)	100%
	Total Lynchburg Debt Service Paid	<u>1,482.33</u>	<u>1,482.33</u>	<u>(0.33)</u>	<u>100%</u>
VRA 2005 Trustee Fees:					
4500-0615	VRA Trustee Fees	0.40		(0.40)	0%
	Total VRA 2005 Trustee Fees	<u>0.40</u>		<u>(0.40)</u>	<u>0%</u>
2014 VRA Interest:					
4500-0660	VRA 2014 Interest (2005 Refunding)	19,706.25	19,706.00	(0.25)	100%
	Total 2014 VRA Interest	<u>19,706.25</u>	<u>19,706.00</u>	<u>(0.25)</u>	<u>100%</u>
2015 VRA Interest:					
4500-0665	VRA 2015 Interest	897,281.26	897,281.00	(0.26)	100%
	Total 2015 VRA Interest	<u>897,281.26</u>	<u>897,281.00</u>	<u>(0.26)</u>	<u>100%</u>
Assumed Debt from City:					
4500-0650	Assumed Debt from Town- Interest	18,200.74	18,202.00	1.26	100%
	Total Assumed Debt from City	<u>18,200.74</u>	<u>18,202.00</u>	<u>1.26</u>	<u>100%</u>
VRA 2020 Interest (ESCO project):					
4500-0675	VRA 2020 Interest (ESCO)	103,359.39	103,359.00	(0.39)	100%
	Total VRA 2020 Interest (ESCO project)	<u>103,359.39</u>	<u>103,359.00</u>	<u>(0.39)</u>	<u>100%</u>
VA Water Facilities Revolving Loan Interest:					
4500-0680	VA Water Facilities Revolving Fund Interest	48,375.82	69,585.00	21,209.18	70%
	Total VA Water Facilities Revolving Loan Interest	<u>48,375.82</u>	<u>69,585.00</u>	<u>21,209.18</u>	<u>70%</u>
	Total Interest on Debt Service	1,482.33	1,088,406.19	21,208.81	98%
	Total Exp., Depr. and Interest	1,020,642.97	14,708,790.70	5,279,080.43	74%
	Total Revenues Less Oper Expense	<u>(1,531,433.51)</u>	<u>(7,964,718.56)</u>	<u>(1,371,862.87)</u>	<u>581%</u>
	Gross Cash Before Capital Exp	<u>(1,531,433.51)</u>	<u>(7,964,718.56)</u>	<u>(1,371,862.87)</u>	<u>581%</u>
	Less non-debt Capital Contributions	(37,800.28)	(1,023,283.13)	783,283.13	426%
	(Earnings)/loss before BRWA Capital Outlays	<u><u>(1,493,633.23)</u></u>	<u><u>(6,941,435.43)</u></u>	<u><u>5,809,572.56</u></u>	<u><u>613%</u></u>

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	\$ 3,863,566.51	\$ 2,925,378.48	\$ 2,712,505.22	\$ 3,547,022.81	\$ 3,384,785.44	\$ 2,963,646.14	\$ 2,658,951.47	\$ 2,777,162.67	\$ 2,833,856.65	\$ 3,126,942.51		
DEBITS													
Debits from Operations													
Capital Contributions/Asset Sales and Dispos	\$ 21,200.00	\$ 10,809.00	\$ -	\$ 11,300.00	\$ 135,201.84	\$ -	\$ -	\$ -	\$ 11,250.00	\$ 227,475.00	\$ 84.00		\$ 417,319.84
Cash From Operations	\$ 1,862,244.70	\$ 1,732,633.51	\$ 1,755,114.12	\$ 1,848,105.90	\$ 1,475,268.58	\$ 2,045,419.17	\$ 1,439,924.97	\$ 1,601,878.08	\$ 1,914,105.03	\$ 1,744,780.59	\$ 2,298,775.33		\$ 19,718,249.98
Total Cash from Operations:	\$ 1,883,444.70	\$ 1,743,442.51	\$ 1,755,114.12	\$ 1,859,405.90	\$ 1,610,470.42	\$ 2,045,419.17	\$ 1,439,924.97	\$ 1,601,878.08	\$ 1,925,355.03	\$ 1,972,255.59	\$ 2,298,859.33	\$ -	\$ 20,135,569.82
Debits from Non-Operating Sources													
County CIP & Debt Service	\$ -	\$ -	\$ 909,706.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,293.75	\$ -		\$ 1,000,000.00
Transfers from Reserve Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Transfers from VRA Project Fund & Other age	\$ -	\$ -	\$ -	\$ 1,276,109.19	\$ -	\$ -	\$ 625,106.46	\$ 392,437.08	\$ -	\$ -	\$ 951,665.64		\$ 3,245,318.37
Transfers from Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,100.00
Transfers from Capital & Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,103.96	\$ -	\$ -	\$ -	\$ 690,660.91		\$ 726,764.87
Transfers in Deposit Refund Program Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Transfers from Economic Dev. Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Transfers In Debt Service Fund	\$ -	\$ -	\$ 1,368,837.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 486,803.14	\$ -	\$ -		\$ 1,855,640.65
Total Cash from Non Operating:	\$ -	\$ -	\$ 2,278,543.76	\$ 1,276,109.19	\$ 2,100.00	\$ -	\$ 661,210.42	\$ 392,437.08	\$ 486,803.14	\$ 90,293.75	\$ 1,642,326.55	\$ -	\$ 6,829,823.89
Total Debits (Oper. and Non-Oper.)	\$ 1,883,444.70	\$ 1,743,442.51	\$ 4,033,657.88	\$ 3,135,515.09	\$ 1,612,570.42	\$ 2,045,419.17	\$ 2,101,135.39	\$ 1,994,315.16	\$ 2,412,158.17	\$ 2,062,549.34	\$ 3,941,185.88	\$ -	\$ 26,965,393.71
CREDITS													
Credits for Operating Expenditures													
	\$ 1,302,104.12	\$ 1,412,801.59	\$ 1,025,680.84	\$ 1,333,075.16	\$ 1,213,827.05	\$ 1,417,105.49	\$ 1,229,832.55	\$ 992,931.16	\$ 1,138,890.47	\$ 871,501.92	\$ 969,925.51		\$ 12,907,675.86
Credits for Non-Operating Expenditures													
Payments on Capital Projects	\$ 824,474.39	\$ 904,068.31	\$ 564,480.76	\$ 967,922.34	\$ 189,808.46	\$ 673,103.95	\$ 38,428.75	\$ 516,594.16	\$ 362,366.94	\$ 78,028.92	\$ 581,592.45		\$ 5,700,869.43
Payments on Debt Service	\$ 305,056.37		\$ 2,478,543.76	\$ -	\$ -	\$ -	\$ 931,157.12	\$ -	\$ 486,803.14	\$ -	\$ 61,918.18		\$ 4,263,478.57
Transfers to Debt Service Account	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00		\$ 1,800,000.00
Transfers to Capital Account	\$ -		\$ 173,232.14	\$ -	\$ -	\$ 169,937.39	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 343,169.53
Transfers to Replacement Fund	\$ 160,167.00	\$ 160,167.00	\$ -	\$ -	\$ 160,167.00	\$ -	\$ -	\$ 160,167.00	\$ 160,992.00	\$ 188,067.00	\$ -		\$ 989,727.00
Transfers to Deposit Refund Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Transfers to Investment Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Transfers to Escrow Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Transfers to SML WTF Depreciation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000.00	\$ -		\$ -
Payments/Transfers to Economic Development Fund	\$ 4,593.64	\$ 4,593.64	\$ 4,593.64	\$ -	\$ 11,005.28	\$ 6,411.64	\$ 6,411.64	\$ 6,411.64	\$ 6,411.64	\$ 11,865.64	\$ 6,411.64		\$ 68,710.04
Total Non-Operating Expenditures:	\$ 1,494,291.40	\$ 1,268,828.95	\$ 3,220,850.30	\$ 967,922.34	\$ 560,980.74	\$ 1,049,452.98	\$ 1,175,997.51	\$ 883,172.80	\$ 1,216,573.72	\$ 897,961.56	\$ 849,922.27	\$ -	\$ 13,585,954.57
Total Credits (Oper. and Non-Oper.)	\$ 2,796,395.52	\$ 2,681,630.54	\$ 4,246,531.14	\$ 2,300,997.50	\$ 1,774,807.79	\$ 2,466,558.47	\$ 2,405,830.06	\$ 1,876,103.96	\$ 2,355,464.19	\$ 1,769,463.48	\$ 1,819,847.78	\$ -	\$ 26,493,630.43
Ending Cash Balance	\$ 3,863,566.51	\$ 2,925,378.48	\$ 2,712,505.22	\$ 3,547,022.81	\$ 3,384,785.44	\$ 2,963,646.14	\$ 2,658,951.47	\$ 2,777,162.67	\$ 2,833,856.65	\$ 3,126,942.51	\$ 5,248,280.61	\$ -	

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: June 5, 2026
Re: May 2026 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 May.

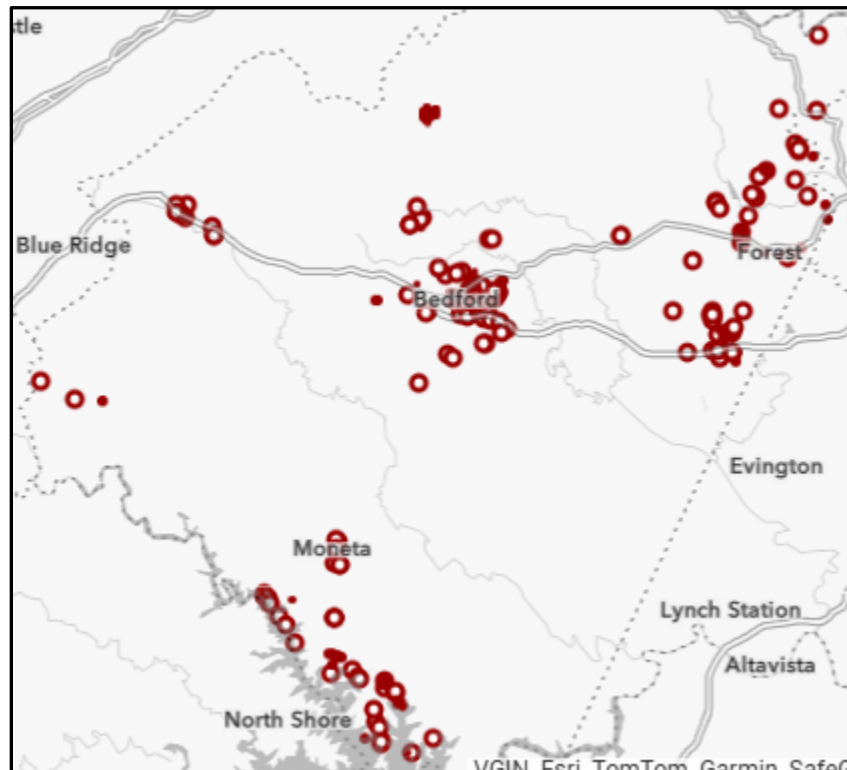


Figure 1: Map Showing Distribution of May Tasks

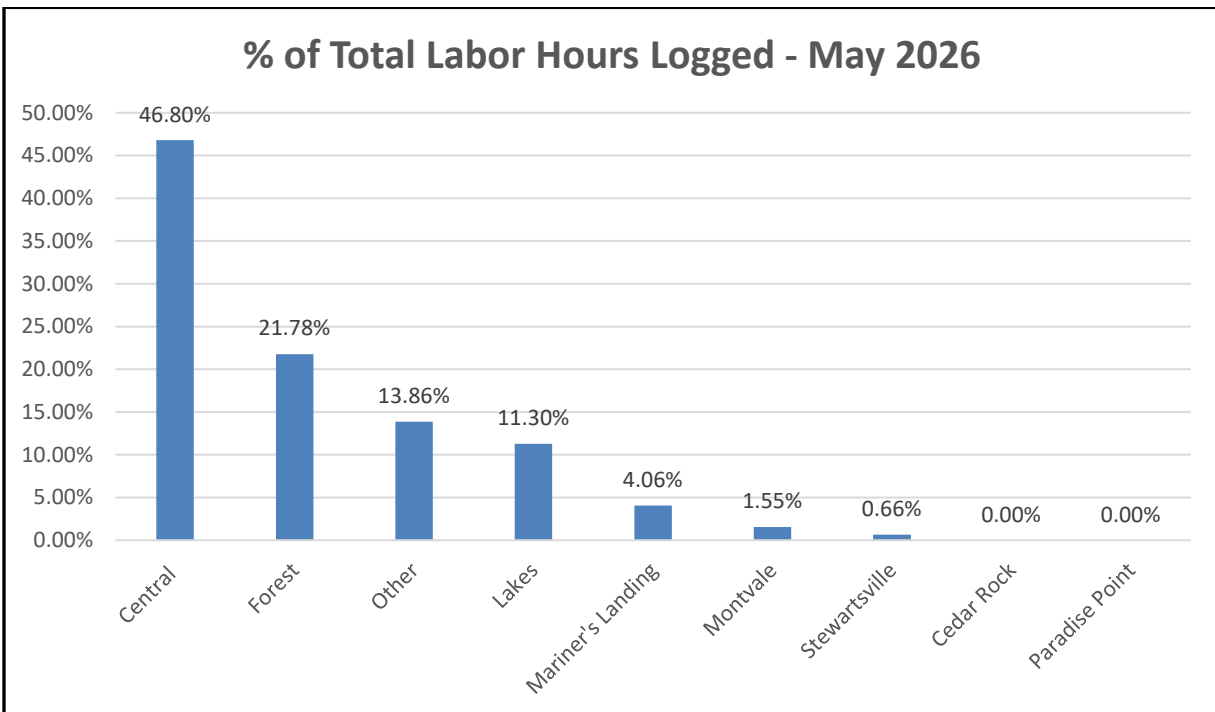
Labor Hours Invested by General Service Area

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 May with our Engineering Development projects, equipment maintenance and other tasks at our office complex.

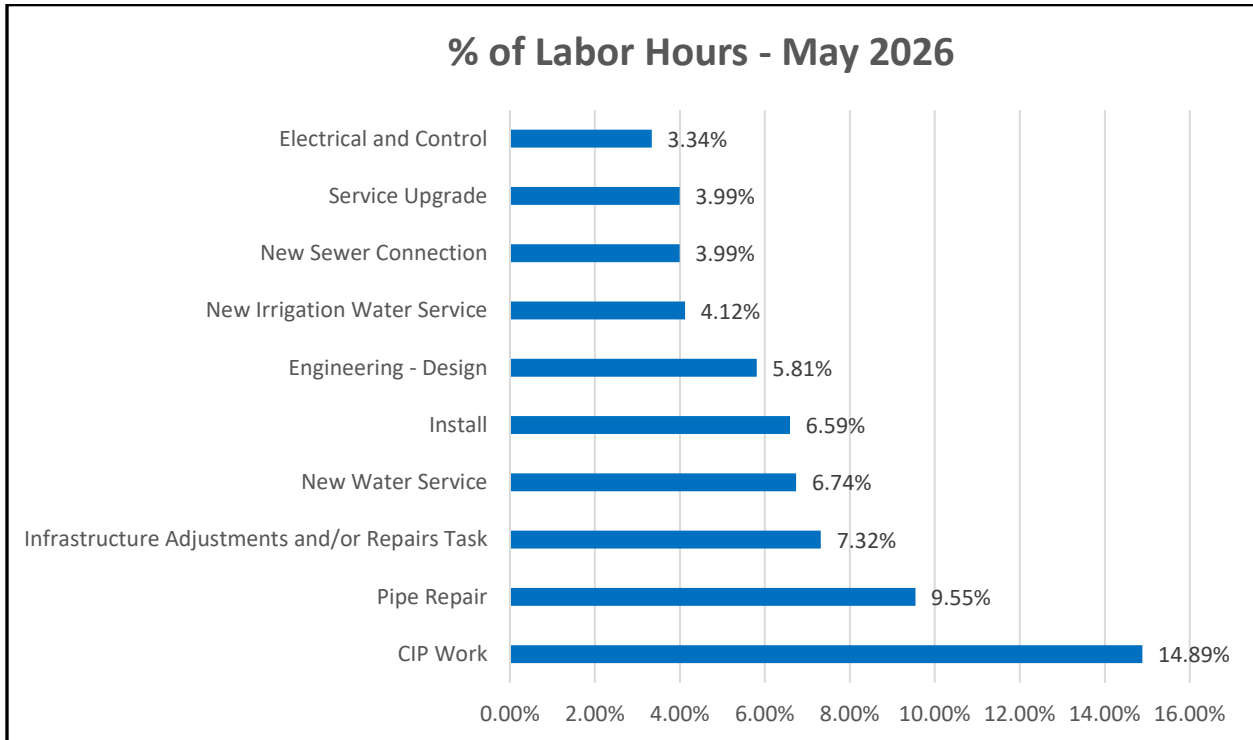
General Service Areas:

- **Cedar Rock:** Cedar Rock Sewer Treatment and Collection
- **Central:** Central Water and Sewer, including Treatment, Distribution, and Collection systems
- **Forest:** Forest Water, Forest Sewer
- **Lakes:** Well Systems, SML Treatment and Water Distribution, SMLWTF, Moneta Sewer Treatment and Collection, Mariner’s Landing Water
- **Mariner’s Landing:** Mariner’s Landing Sewer Treatment and Collection
- **Montvale:** Montvale Sewer Treatment and Collection and Montvale Water
- **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



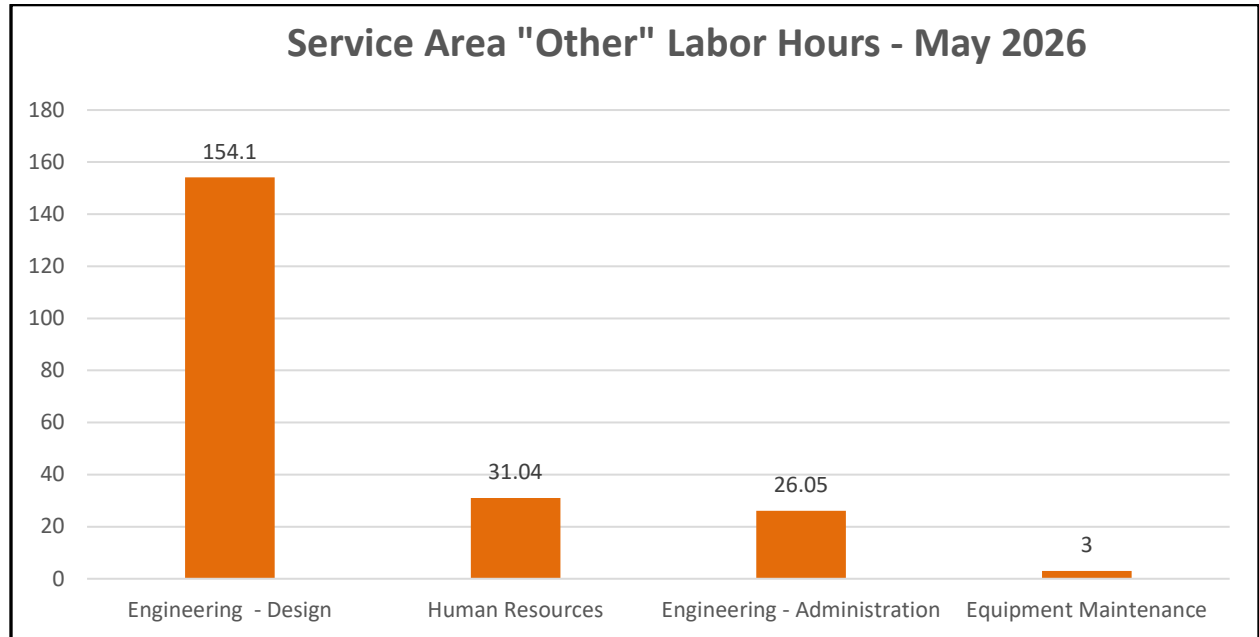
Labor Hours by Task Type

Just over 66% of the total labor hours logged in May are represented in the chart below of the top ten types of tasks performed.



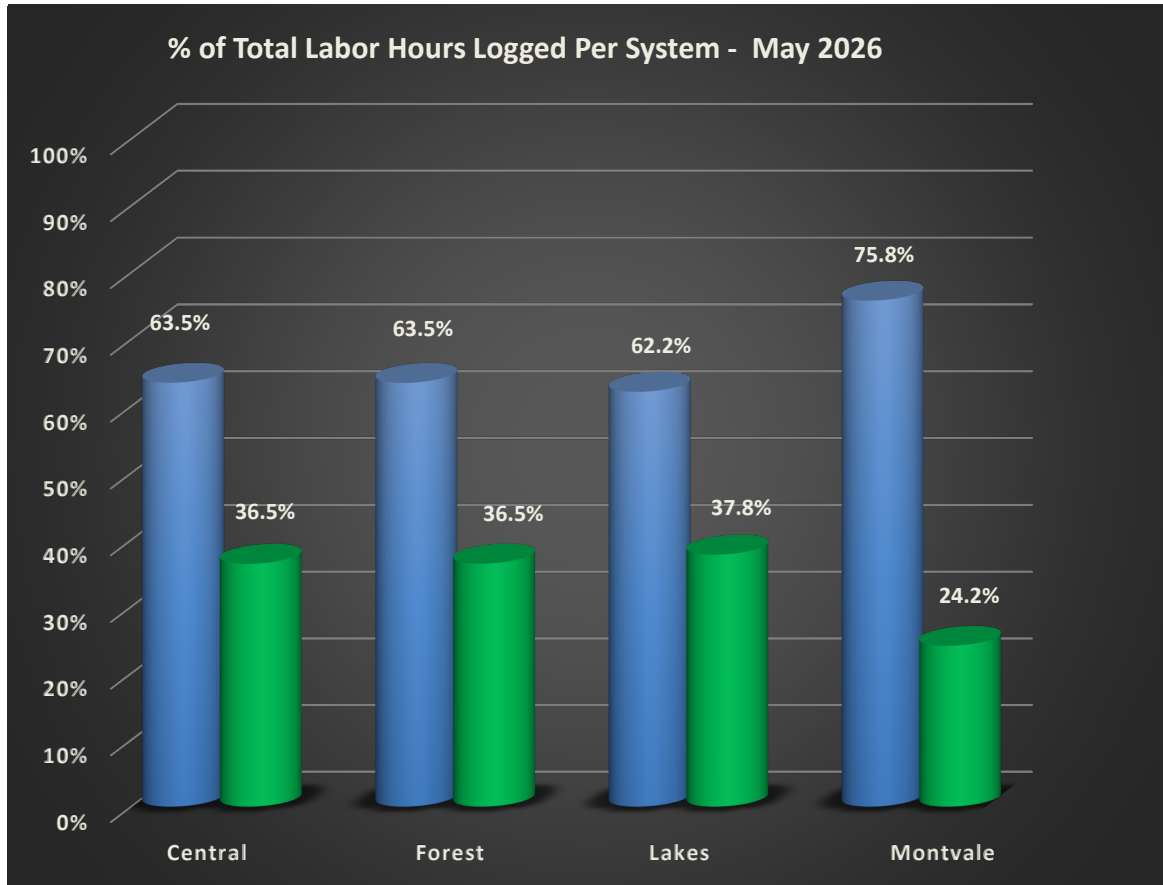
Labor Hours in "Other" Service Area

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 May 2026.



Service Area with both Water and Wastewater

This graph displays the percentage of labor hours spent last month working on water and wastewater per service area.



ADMINISTRATION REPORT

ADVERTISEMENT

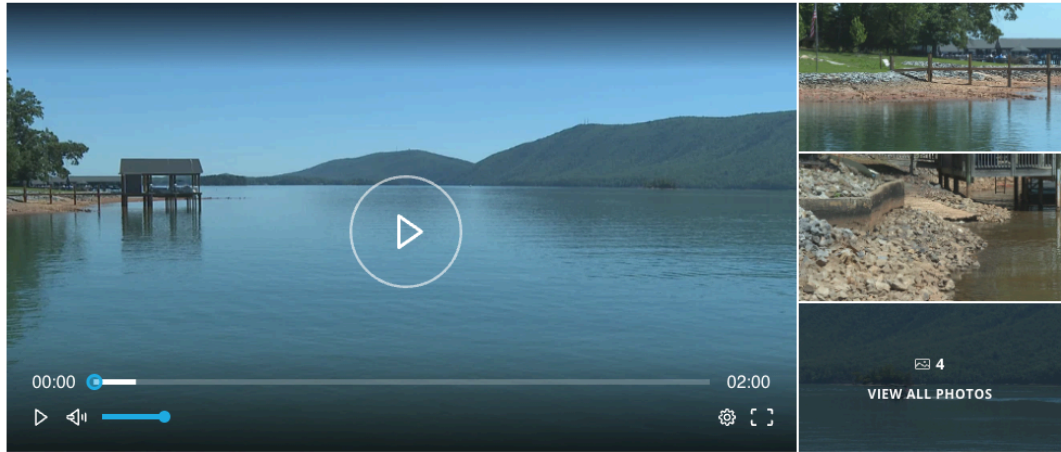
CLOROX POOL Save \$5 on new XtraBlue+™ Easy Liquid Stabilizer. Shop now



available at LOWE'S

Water shortage alert issued at Smith Mountain Lake as levels drop

by Charley Vicario | Thu, June 4, 2026 at 7:12 PM



Water shortage alert issued at Smith Mountain Lake as levels drop (WSET/Charley Vicario)



Comment

TOPICS: [WATER SHORTAGE](#) [SMITH MOUNTAIN LAKE](#) [BEDFORD WATER](#) [WATER CONSERVATION](#) [DROUGHT](#) [LOW WATER LEVELS](#) [DRY SUMMER](#) [WATER RES](#) >



Share

SMITH MOUNTAIN LAKE, Va. (WSET) — A water shortage alert is in effect at Smith Mountain Lake due to low water levels. Bedford Water is now asking customers to cut back on everyday water use.

The low lake levels at Smith Mountain Lake are hard to miss. While recent rain has brought some relief, Bedford Water is still counting on customers to conserve – especially during drought conditions.

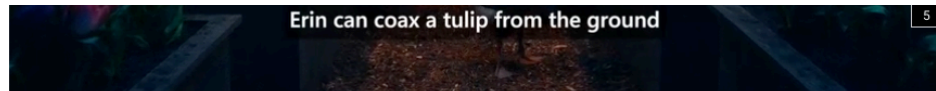
It may not be something you think about every day, but officials say everyday habits can add up, whether it's running the dishwasher, doing laundry or watering plants.

Bedford Water says cutting back on water use now could go a long way toward helping lake levels recover.

SEE ALSO: [Lynchburg-area gas prices drop, but expert says they will remain volatile through summer](#)

ADVERTISEMENT





Kyle Draper, communications manager with Bedford Water, said they're aiming for a 5 to 10 percent reduction in overall consumption. "When you think about, we're down 5 feet right now across the lake," said Draper.

And for people who live along Smith Mountain Lake, those five feet make a big difference.

Homeowner Russ Miller said he has never seen the lake levels this low for such an extended period of time.

For nearly 20 years, he has watched the water levels at Smith Mountain Lake, but said this year's conditions have forced him to make changes he never expected.

"There's not enough water underneath to float the boat. Hence the requirement to buy a low lake level boat," said Russ.

He has also extended the steps on his floating dock to make it more accessible.

"In the peak summertime period, this floating dock is literally right up here next to the fixed dock," Russ said.

Russ is waiting for higher water levels in the weeks ahead.

Bedford Water said they are preparing for the possibility of a dry summer, and they want to get ahead of worsening conditions.

"We're also hearing this could be a dry summer as well, so we want to be proactive and try to get ahead of it so it doesn't get into dire situations," said Draper.

 [JOIN THE CONVERSATION \(2\)](#)

Every gallon saved helps protect the region's water supply and could help prevent tougher restrictions later this summer.

10 NEWS WORKING FOR YOU

Join Insider Sign In

NEWS WATCH LIVE WEATHER SPORTS FEATURES COMMUNITY PIN IT CONTACT US NEWSLETTERS

TRENDING British royals gather as King Charles' nephew marries nurse Harriet Sperling | 'Now it's happening': Virginia's first onshore wind farm rises after years of delays

CLOROX POOL Save \$5 on new XtraBlue+™ Easy Liquid Stabilizer. Shop now available at LOWES

LOCAL NEWS

Isa Gonzalez-Montilla, Community Journalist, WSLS 10

Published: June 5, 2026 at 6:00 PM

Tags: Smith Mountain Lake, Water Levels, Bedford, Bedford County

Sign up for our Newsletters

Enter your email

Sign Up

Advertisement

Miracle-Gro Save \$2.50 on Miracle-Gro® 50-quart Outdoor Potting Mix Plus, get FREE shipping.* Shop now available at LOWES

Drought pushes Smith Mountain Lake 4 feet below normal, Bedford Water issued voluntarily conservation alert

Bedford Water urges voluntary conservation as drought deepens



BEDFORD, Va. – Smith Mountain Lake is sitting about four feet below its normal level, and the drop is visible — rocks that were once submerged are now exposed along the shoreline.

Severe drought conditions are to blame, and Bedford Water is now asking customers to be more mindful of their water use.

The utility issued a voluntary conservation alert after lake levels fell below a key benchmark.

“A full pond is 795 feet. As of a couple days ago when I checked, we’re right around 791 right now. So, we’re four feet down from a full pond,” said Communications Manager for Bedford Water, Kyle Draper.

Draper said the drop is highly unusual — it’s been about 20 years since the lake has been this low.

What Bedford Water is asking customers to do

Bedford Water is asking residents to cut back on their water usage wherever they can.

“We are just asking people to cut back on watering their lawns, washing their cars — and then other things that they can do voluntarily as well, like making sure they’re washing a full load of clothes, a full load of

LATEST NEWS

A hot and muggy Monday ahead!



Patchwork 250: A love story from Virginia's Revolutionary Past



Downtown favorite Fork in the Market under new ownership after 15 years



Virginia Department of Agriculture and Consumer Services encourage farmer.



Advertisement



dishes, that type of thing," Draper said.

Residents already feeling the impact

For people who live along the lake, the water level drop is more than just a visual change — it's affecting daily life. Paula Wilder, who owns a home on the lake, said her property's water pump has stopped working because of how low the water has gotten.

Advertisement



"We used to water it from the lake, you know, with our pump. That pump no longer works because the water's so low," Wilder said.

A dry spring driving the decline

Draper pointed to an unusually dry spring as the primary driver behind the low water levels.

"Normally we have a nice wet spring, and this year we haven't had that," he said.

When levels fall this low, the impact extends beyond the shoreline. Declining water levels put added pressure on the region's water supply system, raising concerns about sustainability if dry conditions persist.

"We wanna make sure we have a sustainable water supply," Draper said.

Voluntary now, but mandatory restrictions possible

For now, Bedford Water is not requiring customers to change their habits — but that could change.

"We're not requiring people to do it. We're just asking them to cooperate now. If it goes any further down, then we may be putting in some mandatory things in place," Draper said.

The goal is straightforward: reduce water use now to avoid mandatory restrictions if the drought continues.

How to conserve water at home

Whether the drought continues or not, Bedford Water says using water wisely is always important. Here are several practical ways to reduce water use at home:

Advertisement



Fix leaks right away. A faucet dripping at just one drip per second can waste up to 3,000 gallons of water per year. Outside spigots should be checked regularly as well. If there's a leak, Bedford Water asks

customers to fix it and report it promptly.

Check toilets for leaks. Toilet leaks are one of the most common — and costly — sources of indoor water waste. A leaky toilet can waste up to 200 gallons per day, or 6,000 gallons per month. To test for a leak, add a few drops of food coloring to the toilet tank. If color appears in the bowl the next morning without flushing, there's a leak. Bedford Water recommends checking toilets every six months — a good reminder is to do it when clocks are reset for daylight saving time.

Water the lawn at cooler times of day. Watering before 10 a.m. or after 7 p.m. reduces evaporation and helps water soak into the ground instead of disappearing into the air. Lawns and outdoor plants generally need only 1 to 1.5 inches of water every week or two. An easy way to measure is to place an empty tuna can in the sprinkler zone — when it's full, one inch has been applied.

Advertisement



Turn off the faucet while brushing teeth. Leaving the water running while brushing can waste up to 2 gallons per session. Turning it off during brushing is a simple habit that adds up quickly.

Shorten showers. Cutting shower time down to five minutes saves both water and the energy used to heat it. Installing a flow-restricting showerhead can further reduce overall consumption.

Consider a rain barrel. A rain barrel can collect rainwater or air conditioning condensate for use in gardens and on plants during dry stretches. Barrels can be purchased with a faucet already attached or built at home.

For more information on how to conserve water, [click here](#).

Copyright 2026 by WSL5 10 - All rights reserved.

cracks. Here's what clearly stands out right now.

High-priority opportunity that needs attention

[The Capestand Restaurant - Grand Opening!](#)

From Evan Shibata

The Capestand Restau...

This is a strong, time-sensitive lead:

- Evan is opening and helps Erin draft a reply with a proposal. Capestand Restaurant, and Erin wants to work with you again as the...

[LEARN MORE](#)



NEWS

Bedford Water Authority asks Smith Mountain Lake residents to conserve water amid drought

Published: June 5, 2026 at 5:26 PM

Bedford Water Authority asks Smith Mountain Lake residents to conserve water amid drought

Conversation

FOLLOW

LOG IN | SIGN UP



Start the conversation

Advertisement



☰ 🔍 🌤️ 66°

Join Insider Sign In ?

NEWS WATCH LIVE WEATHER SPORTS FEATURES COMMUNITY PIN IT CONTACT US NEWSLETTERS

TRENDING hospitals at risk of closure | 18-year-old injured in Roanoke shooting incident, investigation underway | Roanoke's Eureka Recreation Center set to reopen after ma



LOCAL NEWS

10 News Digital Team

Published: June 4, 2026 at 2:59 PM

Tags: Western Virginia Water Authority, Smith Mountain Lake, Water Levels, Conservation, Water Conservation

Sign up for our Newsletters

Sign Up



Advertisement



LATEST NEWS

Angels of Assisi and Roanoke Police Department to host...

Western Virginia Water Authority asking customers in Westlake area to voluntarily conserve water

The request comes as Smith Mountain Lake water levels have fallen below 791.5 feet



Drought conditions are pushing Smith Mountain Lake to some of its lowest water levels in years — and for those who live, work and play on the water, the impact is hard to ignore. (WVLS)

BEDFORD CO., Va. – The Western Virginia Water Authority announced that due to dry conditions, water levels at Smith Mountain Lake have fallen below 791.5 feet, and as a result, they are asking Westlake area customers to voluntarily conserve water.

The water authority issued the following statement:

Recommended Videos



mobile pet nearn clinic jun..

Roanoke's Eureka Recreation Center set to reopen after major renovation



City of Lynchburg announces next fire chief



Pulaski County launches inaugural free Camp Ignite for local students



Advertisement



Annotate Image



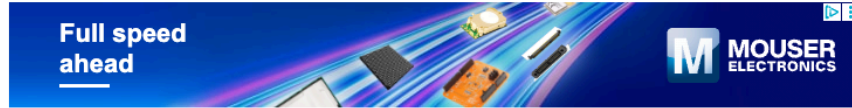
As dry conditions have continued, Smith Mountain Lake water levels have fallen below 791.5 feet. As a result, Bedford Water is asking its customers to voluntarily conserve water.

As Western Virginia Water Authority customers in the Westlake Area are served by the Smith Mountain Lake Water Treatment Plant, we are asking our customers in that area to support this effort. To see the Bedford Water Drought Response and Water Conservation Plan or to learn water-wise tips, please visit brwa.com.

The Authority's Drought Contingency Plan is based on the water level in Carvins Cove Reservoir. Based on that established plan, our service area is not under Voluntary Water Conservation at this time. However, we always encourage all our customers to use water wisely. Tips on how to are available at www.westernvawater.org/waterwise.

— Western Virginia Water Authority

Copyright 2026 by WSL5 10 - All rights reserved.



LOCAL NEWS

Jalen Stubbs, Community Journalist

Published: June 2, 2026 at 7:06 PM

Tags: Bedford, Bedford Water, DEQ

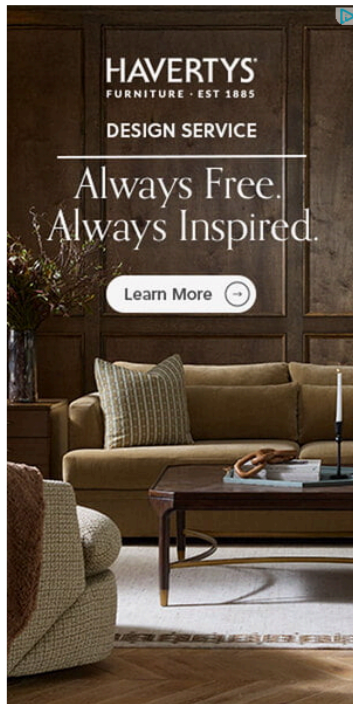
Sign up for our Newsletters

Enter your email

Sign Up



Advertisement



LATEST NEWS

Angels of Assisi and Roanoke Police Department to host mobile pet health clinic Jun..



Roanoke's Eureka Recreation Center set to reopen after major renovation



Bedford Water violates wastewater guidelines at multiple facilities, DEQ says

Bedford water quality



BEDFORD, Va. – The Virginia Department of Environmental Quality says Bedford Water violated wastewater guidelines at multiple facilities, including the Bedford Treatment Plant, Pump Stations 1 through 5, and the Lake Vista Pump Station.

Bedford Water's agency says the problems occurred when heavy rain caused overflows, and that the agency is working with the DEQ to address them.

Kyle Draper, communications manager for Bedford Water, said the violations stem from a specific construction zone.

"The violation, basically with central wastewater, is just that we've had some overflows happen when we have heavy rain events," Draper said.

Draper says the overflows occurred at the site of the Ivy Creek Sewer project, which is still under construction. DEQ tells 10 News that a consent order requires the project to be completed by July 1, and that the water authority must also replace Pump Station 5 by 2029.

Advertisement

**City of Lynchburg announces
next fire chief**



**Pulaski County launches
inaugural free Camp Ignite
for local students**



Advertisement



Construction challenges contributed to the delays, Draper said.

“We had a lot of rock that we had to clear and that slowed us down. We had to have a closure at Cotton Town Road one time, in order to make the repairs and build the sewer line we needed to do,” Draper said.

Public comment on these issues will be available until June 3.

Copyright 2026 by WSLS 10 - All rights reserved.

KitchenAid

Customization made easy with KitchenAid.

Discover appliances designed to integrate seamlessly into your home.

[Shop now](#)



available at




NEWS

Bedford Water violates wastewater guidelines at multiple facilities, DEQ says

Published: June 2, 2026 at 7:05 PM

The Virginia Department of Environmental Quality says Bedford Water violated wastewater guidelines at multiple facilities, including the Bedford Treatment Plant, Pump Stations 1 through 5, and the Lake Vista Pump Station.

Conversation

[FOLLOW](#)

[LOG IN](#) | [SIGN UP](#)



Start the conversation

Advertisement





Search...



Home > News Flash > June News from the Department of Water Resources

June News from the Department of Water Resources

City Source *Posted on June 09, 2025*

Rain Barrel Workshop, Thursday, July 17, 6:00 p.m., Miller Center: Attend this free workshop to learn about rain barrel construction, maintenance and the impact installing a rain barrel has on our environment. If you would like to construct and take a rain barrel home, the cost is \$40. Register here. (<https://valynchburgweb.myvscloud.com/webtrac/web/iteminfo.html?Module=AR&FMID=748864>)

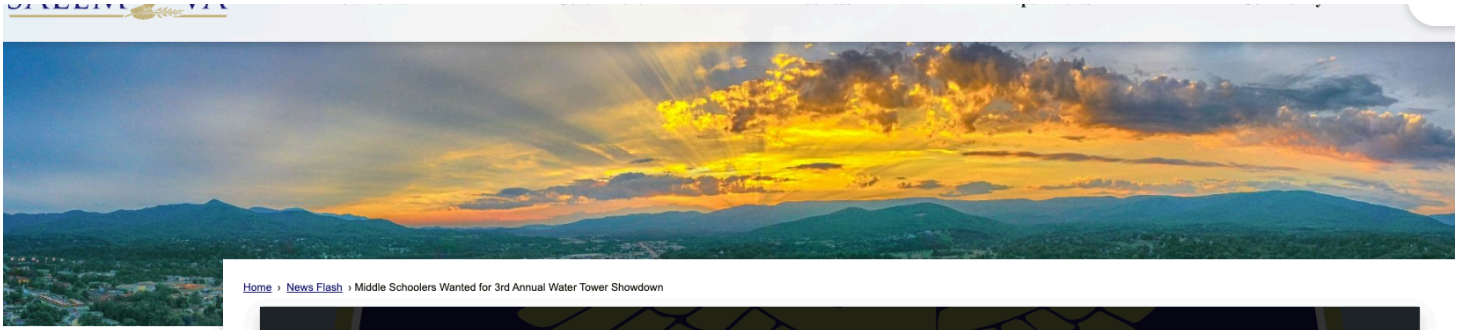
Third Annual Model Water Tower Showdown, Saturday, July 26, 9:30 a.m. to 12 p.m., Green Ridge Recreation Center, Roanoke: Add STEAM to your summer planning list! Compete in the regional Model Water Tower Showdown hosted by Lynchburg Water Resources, Bedford Regional Water Authority, Western Virginia Water Authority and Salem Water Department for a chance to win a cash prize! Teams of up to four students in rising 6th-8th grade from any school, group or organization are invited to build a model water tower with as little cost as possible which will be judged by experts in the field. Registration and the competition are FREE! Click here for more information. Reach out to lyhwaterresources@gmail.com for more details about the competition, guidance and support.

Waterbugs Camp, Monday-Friday, August 4-8, 9:00 a.m. to 12 p.m., Ivy Creek Park and Hollins Mill Park: Calling all girls ages 9-13 interested in a hands-on, minds-on watershed experience that combines STEAM (science, technology, engineering, art and math) with recreation (fishing)! Join us for an exciting adventure where you will learn to fish (and hopefully catch something!), learn about ecosystems, run science experiments, and explore the habitat and organisms that supports recreational fishing. Register here.

Watch for upcoming LWR Events on our website at www.lynchburgva.gov/944/upcoming-events

WATERSOURCE

LWR's quarterly email newsletter, "WaterSource" is designed to keep customers and the community informed about major projects, environmental initiatives, outreach events, customer tips and more. Sign up for WaterSource here. www.lynchburgva.gov/WaterSource



[Home](#) > [News Flash](#) > Middle Schoolers Wanted for 3rd Annual Water Tower Showdown

Middle Schoolers Wanted for 3rd Annual Water Tower Showdown

[Home](#) Posted on May 07, 2025

Middle school students across the Bedford, Lynchburg, Roanoke, and Salem areas are invited to dive into design and innovation at the third annual Water Tower Showdown, jointly hosted by the Virginia Section of the American Water Works Association (VAAWWA), the Bedford Regional Water Authority, Lynchburg Water Resources, Salem Water Department, and the Western Virginia Water Authority.

Scheduled for Saturday, July 26, 2025, this fun and educational competition challenges students in grades 6–8 to design and build a model water tower that is not only structurally sound and efficient, but also creative and visually striking. Participants will compete for cash prizes — and bragging rights — by demonstrating their engineering skills and imagination.



Students are encouraged to think outside the box: towers can be constructed from any materials, and bonus points will be awarded for creativity and innovation. Whether it's repurposing an old broom handle or inventing a tower shape no one has seen before, unique designs are highly encouraged.

"The Water Tower Showdown, now its third year, is a great example of utilities breaking down barriers with the public and trying to make education fun and engaging," said Mark Titcomb, who has served as a judge for the event with VAAWWA for multiple years. "Western VA Water Authority, Bedford Regional Water Authority, Lynchburg Water Resources, and Salem Water Department are working together to challenge local schools with a STEM competition while pulling back the curtain on the water infrastructure that surrounds and supports their communities."

- When: Saturday, July 26, 2025, from 9:30 a.m. to 12:00 p.m.
- Where: Green Ridge Recreation Center 7415 Wood Haven Road, Roanoke, VA 24019
- Who: Middle school students (grades 6–8) from the Bedford, Lynchburg, Roanoke, and Salem regions
- First Place: \$75 Visa gift card per team member
- Second Place: \$50 Visa gift card per team member
- Third Place: \$25 Visa gift card per team member

Participation is free and open to middle school students from public, private, or homeschool settings, either individually or in teams of up to four students.

How to Register:


Registration is open until Thursday, July 3, 2025. Space is limited to the first 30 individuals or teams, with a maximum of five teams per school. Register online at this [LINK](#). Don't miss your chance to build, innovate, and compete in this exciting event!



 **VIRGINIA**



 **va_awwa and 3 others**
Alex MakeMusic • Feel This Way

 **va_awwa** 💧 Do you have a middle schooler who is ready to build, compete, and win?


Join us for the 4th Annual Water Tower Showdown in the Roanoke/Lynchburg/Bedford area!

💧 Middle school students (rising 6th-8th graders) from public, private, or home schools are invited to take on the challenge of designing and building a functional model water tower according to competition specifications.

👥 Teams bring their completed towers to a competition for evaluation and a chance to win a cash prize! See full rules and register a team today! [Link in bio](#)

Edited · 1w

👍 💬 ↻ 🗑️ 📌

 Liked by **lynchburgh2o and 9 others**
May 27

Save

😊 Add a comment...

Post

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	Start Date	Completion Date
1	2020-043.4	Central	Water	Forest to Lakes Booster Station & SCADA	Other	SML Residual	\$2,300,000	\$2,227,303	\$ 2,227,303	\$ 72,697	Water	William	In Progress	6/5/26	Sent pictures of the High Point generator to FM. Waiting for fluids to be drained and disconnected before relocation to the 460 Booster station.	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	\$ 15,009,402	\$ 1,175,207	Engineering	Rhonda	In Progress	6/8/26	All 30-inch pipe installed and tested. Installation of the 12-inch and 24-inch lines around the lift station is underway, with substantial completion anticipated by mid-June. A change order for a time extension will be issued related to the continued issues and delays caused by rock excavation.	12/18/20	6/14/26
4	2024-087	Central	Sewer	Winoa Lift Station Replacement	Other	Town/EDA/Winoa/Ascent	\$300,000	\$322,953	\$ 319,268	\$ (19,268)	Wastewater Information Systems	Rhonda	In Progress	6/5/26	Received notice from the Town on 6/3 stating their work to pull the third phase is complete. An electric account application was submitted to Bedford Electric on 6/5, as required before the meter will be set.	6/5/24	4/15/26
7		Central	Sewer	Pump Stations 1, 2, 3 - Security Cameras	CIP	2022	\$5,000		\$ 3,766	\$ 1,234		Therron	In Progress	6/1/26	Physical hardware installations are being scheduled currently while Internet connections are being upgraded.		6/30/26
9		Central WTP	Water	Central WTP - Basin Valves replacement Phase 1	CIP	2026	\$75,000	\$76,505		\$ 75,000	Water	William	In Progress	5/26/26	Materials from Trumbull arrived at the main office on Friday, May 22, 2026.	8/1/25	6/30/26
10	2020-008	Central WTP	Water	Central WTP - Booster station for customers directly served (Construction)	CIP	2025	\$473,353	\$461,963	\$436,797	\$ 36,555	Engineering	Roger	In Progress	6/1/26	Start up pending final completion by Dorsett Controls.	8/28/24	6/30/26
11		Central WTP	Water	Central WTP - Inside filter system valves replacement Phase 1	CIP	2025	\$170,000	\$125,900		\$ 170,000	Water	William	In Progress	5/26/26	Received an update from Anderson Construction on 5/26/26. All information has been sent to Hydro Gate, but they are still awaiting approval of shop drawings. Hydro Gate confirmed that the sluice gates are non-stock size, and expect delivery time is 24 wks after shop drawings are approved.	10/4/24	6/30/26
12	2023-025.1	Central WTP	Water	Central WTP - Phase 1 Electrical Upgrades	CIP	2025	\$375,000	\$421,055	\$68,746	\$ 306,254	Water	Roger	In Progress	6/1/26	Work on concrete generator pad and electrical conduit is underway.	3/23/26	9/15/26
13	2026-057	Central WTP	Water	Central WTP - Relocation of Hypochlorite Design	CIP	2025	\$75,000			\$ 75,000	Water	Rhonda	In Progress	5/28/26	Meeting held with Wiley/Wilson on 5/28 to review project scope; design will include containment area inside building to house new tanks, span tank weight across larger area of floor, and include hypo skid system to replace corroded supports of existing system.	5/18/26	9/16/26
14		Central WTP	Water	Central WTP - Upgrade Chemical Feeders (PaCl)	CIP	2022	\$17,000	\$16,985	\$ 10,800	\$ 6,200	Water	William	Project Complete	6/5/26	Still awaiting separate invoice for installation labor.	3/16/26	3/17/26
15		Central WTP	Water	Central WTP - Re-piping Domestic Pump to Hydropneumatic Tank	CIP	2024	\$60,000			\$ 60,000	Water	William	In Progress	6/5/26	It is projected that the current Turkey Mountain Booster Pumps will be of inadequate size to also serve the plant. Need to revisit bidding out replacement work for the domestic piping.	3/21/25	6/30/26
17		Central WWTP	Sewer	Central WWTP - Filter feed pump	CIP	2026	\$15,000	\$11,323	\$ 11,323	\$ 3,677	Wastewater	Jennifer	In Progress	6/3/26	Filter feed pump was installed on 5/28/26. Current issue is with VFD for the pump. There is a fault that can not be cleared. Fairwinds Automation was contacted on 6/2/26 to come assess the issue and determine if it can be fixed.	2/12/26	6/30/26
18		Central WWTP	Sewer	Central WWTP - Install new raw grinder	CIP	2026	\$15,000	\$10,484		\$ 15,000	Wastewater	Jennifer	In Progress	6/5/26	Will be installed once WGK arrives to start the project.	5/11/26	6/30/26
19	2025-071	Central WWTP	Sewer	Central WWTP - Repair Primary Clarifier #2	CIP	2026	\$50,000		\$ 2,599	\$ 47,401	Wastewater	Jennifer	In Progress	6/5/26	Sprockets arrived the last week of April/first week of May, and were shipped to the office. FM began working 6/1 to get the primary going. Work continues as the shaft holding the sprockets may need to be replaced.	4/1/26	6/30/26
20	2025-071	Central WWTP	Sewer	Central WWTP - Replace grit collector #1	CIP	2026	\$130,000	\$146,121		\$ 130,000	Wastewater	Jennifer	In Progress	6/3/26	Control panel for grit augers arrived 5/13/26. Augers arrived on 5/26/26. WGK is scheduling the work upon completion of other projects and crew availability, with the reminder given of the 6/30/26 goal completion date.	5/11/26	6/30/26
21	2025-071	Central WWTP	Sewer	Central WWTP - Replace grit collector #2	CIP	2025	\$147,000	\$146,121		\$ 147,000	Wastewater	Jennifer	In Progress	6/3/26	Control panel for grit augers arrived 5/13/26. Augers arrived on 5/26/26. WGK is scheduling the work upon completion of other projects and crew availability, with the reminder given of the 6/30/26 goal completion date.	5/11/26	6/30/26
22	2025-071	Central WWTP	Sewer	Central WWTP - Replace Monster Auger	CIP	2025	\$151,000	\$157,719		\$ 151,000	Wastewater	Jennifer	In Progress	6/3/26	Only one large box arrived on 5/26/26. Upon inquiring about the Monster Auger, it was determined that while the PO has been out for 7 months, JWC was bought out. WGK is working now with the supplier to resurrect this, and will get back with a delivery date.	5/11/26	6/30/26
23		Central WWTP	Sewer	Central WWTP - Secondary clarifier 1 repair.	CIP	2026	\$60,000			\$ 60,000	Wastewater	Jennifer	In Progress	6/5/26	Facilities maintenance needs to take some measurements and establish a list of materials needed.	3/23/26	6/30/26
25		Moneta	Sewer	Moneta LS #1 - Wet Well Wizard / Blower System	CIP	2026	\$40,000	\$34,797	\$ 37,750	\$ 2,250	Wastewater	Jennifer	In Progress	6/5/26	Facilities maintenance is still working to run conduit and wiring to the unit. The Wet Well Wizard itself has been installed.	2/12/26	6/30/26
26		Moneta WWTP	Sewer	Moneta WWTP - Replace chains and sprockets on Train A Biowheels	CIP	2026	\$60,000	\$21,702	\$ 24,890	\$ 35,110	Wastewater	Jennifer	In Progress	5/1/26	Chains and sprockets arrived on 2/19/26. Train A wheels still functioning with old Train B chains. More work will need to be done before Train B is back up and running.	1/26/26	1/31/26
28		MVS	Water	Generators for Mountain View Shores	CIP	2026	\$75,000			\$ 75,000	Water	William	In Progress	6/5/26	Awaiting final report from FM. Once required wattages are established, generator, pad, and fuel tank can be ordered.	10/15/25	6/30/26
29		MVS	Water	Mountain View Shores Filter Replacement Ph. 1	CIP	2022	\$100,000		\$ 31,222	\$ 68,778	Water	Rhonda	In Progress	4/13/26	Scheduling a visit to review a skid-mounted greensand filter system in Franklin County to determine if it would be viable for this plant.	6/27/25	6/30/26
30		Paradise Point	Water	Generator for Paradise Point	CIP	2026	\$15,000			\$ 15,000	Water	William	In Progress	6/5/26	Awaiting final report from FM. Once required wattages are established, generator, pad, and fuel tank can be ordered.	10/1/25	6/30/26
31		Paradise Point	Water	Paradise Point - Pipe and pressure pump replacements	CIP	2026	\$22,000			\$ 22,000	Water	William	In Progress	6/5/26	FM has started assembling the replacement plumbing. Once FM is ready, a water outage will be scheduled while work is performed. FM is also looking at adding shut-off valves and re-piping with schedule 80 PVC for better corrosion resistance.	8/1/25	6/30/26

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	Start Date	Completion Date
34	2025-063	SML (w/ WWA)	Water	*GAC Heated Building	CIP	2024	\$400,000	\$356,078	\$ 160,577	\$ 239,423	Water	Roger	In Progress	6/1/26	Roll up door installation is pending.	3/4/26	6/30/26
36		SML (w/ WWA)	Water	*Raw Water intake valves	CIP	2025	\$28,000	\$13,516		\$ 28,000	Water	William	In Progress	4/30/26	Project is complete. Still awaiting a delivery date on security locks from Perkinson Company.	10/4/24	12/1/25
37		SML (w/ WWA)	Water	*Sodium hypochlorite day tank & pipe wall	CIP	2025	\$50,000	\$47,962		\$ 50,000	Water	William	In Progress	6/5/26	Skid is scheduled to be delivered 06/05/2026.	3/28/25	6/30/26
38		Valley Mills	Water	Generator for Valley Mills	CIP	2026	\$15,000			\$ 15,000	Water	William	In Progress	6/5/26	Awaiting final report from FM. Once required wattages are established, generator, pad, and fuel tank can be ordered.	10/15/25	6/30/26
39		Valley Mills	Water	Valley Mills - SCADA	CIP	2026	\$30,000			\$ 30,000	Water	William	In Progress	6/5/26	Fairwinds submitted a quote for \$25,000.00 on 4/23/26. Need to put together bid quote information for approval.	7/22/25	6/30/26
3	2021-111	Central	Water	Helm Street Tank Replacement	Other	ARPA / Escrow/ Cash Reserves	\$3,850,000	\$3,656,368	\$ 3,656,368	\$ -	Engineering	Rhonda	Complete	6/2/26	Asbuilts approved and posted to GIS mapping. Final invoice processed 6/2.	3/2/22	6/2/26
5	2023-022	Central	Sewer	Central Pump Stations 1 & 2 Upgrades	Other	2024 CIP / Town / County	\$690,000	\$663,157	\$ 663,157	\$ 26,843	Wastewater	Jennifer	Complete	10/2/25	Remaining improvements at PS #2 outside of project scope and being addressed through operating budget.	12/10/24	9/30/25
6		Cedar Rock WWTP	Sewer	Cedar Rock WWTP - Restructure influent valve	CIP	2026	\$10,000	\$1,135	\$ 1,135	\$8,865	Wastewater	Jennifer	Complete	10/9/25	Falwell completed this work on 10/9/2025	1/1/26	5/30/26
8	2023-106	Central	Sewer	Sewer Flow Meter - Bedford Weaving	CIP	2024	\$25,000	\$10,698	\$ 10,698	\$ 14,302	Engineering	Rhonda	Complete	10/31/25	Fairwinds completed the installation and integration on 10/30/25.	12/2/24	12/1/25
16		Central WWTP	Sewer	Central WWTP - Electric Pallet Lift	CIP	2026	\$10,000	\$9,600	\$9,600	\$400	Wastewater	Jennifer	Complete	10/6/25	Purchased on 9/05/25 and received on 9/11/25.	9/4/25	10/31/25
24		Mariners WWTP	Sewer	Mariners WWTP - Replace chains and sprockets on both Bio-wheels	CIP	2026	\$40,000	\$12,386	\$ 12,760	\$ 27,240	Wastewater	Jennifer	Complete	5/18/26	Extra section of chain arrived and coded to Moneta. After talking with Rodney (FM), the current chains and sprockets are functional. It is recommended not to replace them until there is an issue. With materials onsite and 2 working trains, flow could be routed through one train for treatment if something were to break. There would be minimal downtime since FM can replace them.	3/2/26	5/31/26
27	2025-024	Montvale WWTP	Sewer	Montvale WWTP Biowheel & plant repairs	CIP	2025	\$187,000	\$195,464	\$193,339	\$ (6,339)	Wastewater	Jennifer	Complete	10/6/25	Project is completed. Falwell completed biowheel installation on 9/19; needed to install new VFD (not in project scope, but needed). Final invoices received and coded.	3/18/25	10/31/25
32		Purchases	Other	I/I sewer flow meters	CIP	2025	\$30,000	\$29,456	\$29,456	\$ 544	Maintenance	Phil	Complete	7/18/26	Four units purchased and in use.	10/4/24	1/30/26
33	2023-015	Purchases	Other	Phase 1 of Data Visualization	CIP	2025	\$60,000	\$60,000	\$23,000	\$ 37,000	Administration	Brian	Complete	6/8/26	All draft dashboards have been submitted as part of the proof-of-concept phase.	8/1/24	8/31/25
35	2025-062	SML (w/ WWA)	Water	*Moneta Pump Station 4 Upgrades Ph 1 (EQ)	CIP	2023	\$40,000	\$9,548	\$ 11,963	\$ 28,037	Wastewater	Jennifer	Complete	11/18/25	Maintenance completed the work to upgrade discharge line to lift station from 6" to 8".	3/20/23	10/30/25
Total							\$26,379,963	\$25,430,909	\$22,955,920	\$3,230,411							

Job #: 2013037.2	Job Type: Internal	Service Area: Town	Last Updated:
Job Name: Route 43 Sewer Phase 2		Funding/Budget:	4/15/2026
		Funding Source:	Department Contact:
Engineer: Hurt & Proffitt		Design Contract Amt: 97,880.00	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. Working with consultant on negotiating proposal cost 1/12/26. H&P proposal accepted 4/15/26.			

Job #: 2019098	Job Type: Water	Service Area: Town of Bedford	Last Updated:
Job Name: Baltimore Ave. & Walnut St. Waterline Replacement		Funding/Budget:	4/23/2026
		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. Shop Dwg 02 rec'd 12/4/25. Construction notification letters mailed 1/16/26. Construction for Baltimore portion nearly complete with testing underway. Testing complete for Baltimore.			

Job #: 2020008	Job Type: Water	Service Area: Bedford Central	Last Updated:
Job Name: Turkey Mountain Booster Station - Design		Funding/Budget: \$460,000.00	4/1/2026
		Funding Source: CIP	Department Contact:
Engineer: Hurt & Proffitt		Design Contract Amt: \$68,545.00	English/Cherro/Dade/Blankenship
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. Building Certificate of Occupancy (CO) received 10/3/25. Station startup attempted twice during week of 10/6 with faults due to soft starts and wiring. Soft starts to be replaced. Final punchlist sent to F&B. Asbuilts, O&M, and Engineers Certificate requested from H&P. BRWA rep, BRWA Director met with Contractor about wiring not shown on Hurt & Proffitt plans and ongoing issue with soft start. Dorsett (SCADA) is reaching out to other resources to assist w/resolution. CO issued 11/6 for additional wiring not included in plans. 1/9/26: Heater replaced and JB Moore confirmed wiring is correct. Dorsett continuing troubleshooting. Flushing and testing underway.			

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	6/1/2026
		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 sited. 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. Johnston esmt recorded #250008186 9/23/25. 11/7: Bat restrictions ended 11/1. LVPS operating solely on bypass pump; ECP assisted with pump failure 10/31 and involved with ongoing coordination of station operation. 12/1: Johnston approved tree clearing 11/13, work began 11/17. Substantial completion delayed to 5/14/26 due to easement delays and extensive rock. Second backup pump installed for LVPS on 12/11/25 to ensure continued operation at station. CO #5 issued 1/7 to extend substantial completion to May 14, 2026. Pipe installation to begin on Johnston property 2/9/26. 3/6/26: Pipe installation in City to be complete mid-March and final creek crossing on Johnston property underway; approximately 2100 feet remaining to be installed from Johnston property to lift station. 4/10: Pipe installation complete in City with testing underway. Laydown yard permission in City expires 4/30/26. Johnston easement requires completion by 5/5. 5/4: Work through Johnston home property complete, with 300' of 30" pipe remaining for installation on vacant parcel. Testing underway to enable use of new line for bypass pumping during final pipe installations. 6/1: Testing complete of all 30" & 36" lines an manholes except MH176. Additional CO to be submitted for time extension of approximately 4-6 weeks, with substantial to be in June and final in July.

Job #: 2021093	Job Type: Sewer	Service Area: Forest Central	Last Updated:
Job Name: Lake Vista Sewer Line Rehabilitation Study		Funding/Budget:	6/1/2026
		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. Forest & Lake Vista area, 60 Manholes have been identified with I&I with rehabilitation and sealing underway. Approximately 30-40% of SL RAT investigation is complete as of 1/12/26. 6/1/26: Approximately 2% of SL-RAT investigations remaining in Forest. Some manholes rehabbed in May 2026 to address I&I.

Job #: 2021111	Job Type: Water	Service Area: Town	Last Updated:
Job Name: Helm Street Tank Replacement		Funding/Budget: \$3,850,000.00	4/29/2026
		Funding Source: ARPA-Town, Escrow, Ca	Department Contact:
Engineer: Whitman, Requardt & Associates (WRA)		Design Contract Amt: \$218,203	English / Dade / Cox
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. Punch list issued 9/23/25 and Substantial Completion issued 9/30. Tank filling and disinfection complete. Asbuilts, O&M, and Engineers Certification requested from WRA. As-built 01 rec'd 10/14/25. Final payment requested 10/28, pending remaining punch list items. Will contract with H&P for asbuilts as WRA does not have local surveyors. LDP completion notice received 12/1/25. VDH Completion certificate issued by BRWA on 11/17/25. Proposal requested of H&P in 11/2025 and on 1/9/26 for preparing asbuilts. 2/6/26: H&P willing to perform survey, not drawings. WRA will complete as-builts. Field survey work completed by Lumsden on 3/4/26. As-Built 01 rec'd 4/29/26.

Job #: 2022018	Job Type: Internal	Service Area: Countywide	Last Updated:
Job Name: Lead Compliance Planning & Implementation		Funding/Budget: \$250,000.00	6/1/2026
		Funding Source: VDH Grant	Department Contact:
Engineer: CHA (120 Water as subconsultant)		Design Contract Amt:	Fogus\English\Taylor\Draper
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; DEQ 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. CHA began door-to-door efforts in town of Bedford 10/20; Communications printed door hangers and maintaining updates on social media. Annual mailings sent in December 2025 to all customers noting private lead service lines, or with unknown service materials for the public or customer portion. Maintenance potholing is complete for MVS, and underway for the Lakes and Stewartsville areas. 4/10/26: CHA updating LEAP grant application for additional Town LSL funding. 5/4: Updated grant application submitted 4/17 requesting \$700k. Invoice deadline for current funding is 5/29/26. 6/1: Final funding invoice submitted. Award notice was received for requested \$700k, but only \$250k in grant and remaining in loan; funding will be declined.			

Job #: 2023015	Job Type: Internal	Service Area: Countywide	Last Updated:
Job Name: Integrated Billing and Asset Dashboard		Funding/Budget:	5/7/2025
		Funding Source:	Department Contact:
Engineer: Phase 1: Burns & McDonnell		Design Contract Amt: \$60,000	Brian Key
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 #: 2023025.1	Job Type: Other	Service Area: Central	Last Updated:
Job Name: Central WTP Electrical - Phase 1		Funding/Budget: \$375,000.00	5/11/2026
		Funding Source: CIP	Department Contact:
Engineer: Wiley Wilson		Design Contract Amt: 23,080.00	Cherro/Dean/R Blankenship
Contractor: A & L Electrical		Construction Contract Amt: \$278,025	
Description: Relocation of generator to exterior of building with a new generator and automatic transfer switch.			
Status: Single quote received when quotes were solicited that exceeded \$200k. Bid documents to be published 10/12 for bid opening 10/30. 11/7: Only 1 bid received for \$305k, with \$220k available budget for installation; negotiating cost reductions. Proposal accepted and preconstruction meeting to be held 2/12/26. Onsite Meeting with Contractor 5/7/26. Pad construction scheduled for 5/18/26.			

Job #: 2024087	Job Type: Internal	Service Area: Bedford Central	Last Updated:
Job Name: Winoa Lift Station Replacement		Funding/Budget: \$300,000.00	6/1/2026
		Funding Source: CIP	Department Contact:
Engineer: AH Environmental Consultants, Inc.		Design Contract Amt: \$20,529	R English \ T Cherro
Contractor: WGK		Construction Contract Amt: \$298,424	

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. Installation project awarded to WGK as low bidder at \$158k. Total construction amount of \$298,424 with equipment and SCADA, excluding bypass pumping. 12/1: S&L pump package delivered 11/17. WGK to begin installation mid-January. Bedford Electric anticipates 3rd electric phase installation by 12/9; this was delayed due to inclement weather with revised expectation of January. S&L installation, O&M manuals received November 2025. WGK beginning work 2/9/26; no schedule for Bedford Electric work. 3/6/26: Concrete pad is poured; station will be temporarily connected to Winoa electric service through generator connection until such time as Bedford Electric energizes the transformer. 4/10: Package station is in place. 5/4: Station startup held 4/15; running on Winoa power until transformer is energized, scheduled 5/18. Record sketches received 4/29 and submitted to AH for closeout. 6/1: 3rd electric phase pulled across RR on 5/18; awaiting Bedford Electric to bring phase to transformer and energize it.

Job #: 2024121	Job Type: Internal	Service Area:	Last Updated:
Job Name: BRWA Solar Farm at SMLWTF		Funding/Budget:	10/10/2025
		Funding Source:	Department Contact:
Engineer: Schnieder Electric		Design Contract Amt:	Brian Key
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. Benefit Cost Analysis (BCA) received 10/9/25 indicating project to be cost-effective.

Job #: 2025063	Job Type: Other	Service Area: Lakes	Last Updated:
Job Name: SMLWTF GAC Building		Funding/Budget: \$400,000.00	5/11/2026
		Funding Source: CIP	Department Contact:
Engineer:		Design Contract Amt:	T Cherro \ R Blankenship
Contractor: G&H Contracting		Construction Contract Amt: 119,427	

Description:

Status: Preconstruction meeting held 2/4/26. Onsite Meeting to review electrical work 5/7/26. Received the final building inspection from the County 5/11/26.

Job #: 2026057	Job Type: Other	Service Area: Central Bedford	Last Updated:
Job Name: Central WTP Hypo Upgrades		Funding/Budget: \$75,000.00	5/28/2026
		Funding Source: CIP	Department Contact:
Engineer: Wiley Wilson		Design Contract Amt:	R English
Contractor:		Construction Contract Amt:	

Description: Replacement and modifications to chlorine storage at the plant due to failed hypo tanks and need for containment.

Status: 5/28/26: Meeting held with W|W to review scope of project.

Current Engineering Projects

Bedford Regional Water Authority

Job #: 2019050	Job Type: Water	Service Area: Forest	Last updated on:
Job Name: Country Club Meadows Phase 1 Waterline Extension - Design			5/28/2026
Description: Waterline extension along Everett Road to serve future Country Club Meadows.			Department Contact: J Dean
Status: Dsgn 01 rec'd 4/2/19. Awaiting \$400.00 Base Review Fee 4/2/19. Base Review Fee red' 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 9. 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. Dsgn 06 rec'd 5/19/26. Comments sent to Consultant, VDOT, & Planning 5/28/2026.			
Job #: 2020020	Job Type: Water	Service Area: Forest	Last updated on:
Job Name: Cambridge Manor Phase 1 - Site/Design			5/14/2026
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".			Department Contact: J Dean
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 & Agment 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 outstandign tems 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 recinded 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.,Dsgn 07 rec'd 1/21/26. Comments sent to Planning 2/2/26. Dsgn 08 rec'd 4/21/26. Comments sent to Planning 5/5/2026. Water Calcs 04 rec'd 5/14/26.			
Job #: 2020107	Job Type: Water & Sewer	Service Area: Forest	Last updated on:
Job Name: Boonsboro Meadows Section 5 Roadway & Water - Design			6/2/2026
Description: Proposed Section 5 (Proposed 16 Lots). Consisting of Water and LPFM. Wild Doe Drive			Department Contact: T Hale
Status: Dsgn 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. Dsgn 10 rec'd 12/18/25 . Extended Review Fee rec'd 12/22/25. Comments 10 sent to planning 12/30/25. Dsgn 11 rec'd 2/10/26. Extended Review Fee rec'd 2/18/26. Comments 11 routed to planning 2/27/2026. Dsgn 12, & Water/Sewer clacs 05 rec'd 5/11/26. Comments Issued 5/22/26. FFT fee rec'd 6/2/26.			
Job #: 2021018	Job Type: Site Plan w/ Existing Utilities	Service Area: Smith Mountain Lake	Last updated on:
Job Name: Eastlake Community Church Sport - Site Plan			7/31/2024
Description: Proposed construction of 2 baseball fields and one track and field with associated grading, utilities, landscaping & stormwater management.			Department Contact: J Dean
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-reviwefee rec'd 6/14/23. Approval recended 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:
Job Name: Big Otter Well Abandonments			5/9/2025
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.			Department Contact: J Dean \ R English
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 #: 2021067	Job Type: Site Plan w/Proposed Utilities	Service Area: Town	Last updated on: 2/11/2026
Job Name: D-Day Memorial Amphitheater - Site Plan			Department Contact: G Bokmiller
Description: Proposed Amphitheater at the D-Day Memorial.			
Status: Concept meeting 7/15. Concept 01 rec'd 7/2/21. Site Plan 01 rec'd 2/3/26. Comments sent to planner 2/11/2026.			
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: Forest	Last updated on: 4/1/2026
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. Dsgn 05 rec'd 1/22/26. Extended Review Fee rec'd 2/29/26. Comments sent to Planning 3/3/2026. Dsgn 06 rec'd 3/18/26. Comments sent to Planning 4/1/2026.			
Job #: 2023035	Job Type: Site Plan w/Proposed Utilities	Service Area: Moneta	Last updated on: 3/12/2026
Job Name: Halesford Harbor Resort Site - Design			Department Contact: J Dean
Description: Proposed 132 RV sites.			
Status: On site TRC 4/18/22. Concept 01 rec'd 4/11/23. Comments sent to Whitney for TRC Meeting on 4/18/2023. Site Plan 01 rec'd 12/2/24 Site Plan comments 01 routed to CP, no design w/ rev 01 - 12/30/2024. Site Plan 02 rec'd 3/3/26. Comments sent to Planning 3/12/2026.			
Job #: 2023094	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 6/3/2026
Job Name: 140 Vista Centre Warehouse Addition - Site/Design			Department Contact: T Hale
Description: Proposed 96,800 SF building addition			
Status: TRC 11/8/23. Concept 01 rec'd 11/2/23. Comments sent to Planning & Consultant 11/8/2023. Site/Dsgn 01 rec'd 12/8/23. Base Review Fee rec'd 12/13/23. Comments posted in Revu and sent to planning on 1/5/2023. Site/Dsgn 02 rec'd 3/14/24. Comments sent to planning on 3/20/2024. Site/Dsgn 03 rec'd 6/28/24 & Need Extended Plan Review Fee. Comments ready to send to planning, waiting on extended review fee 7/12/2024. Extended Plan Review Fee rec'd 7/17/24. Comments 03 sent to planning 7/17/24. Developer Packet sent to Daniel Cyrus on 8/19/2024. Signed Developer Agmt, Review & Inspection Fees rec'd 8/23/24. Site/Dsgn 04 rec'd 6/1/2026 (Need Extended Review Fee).			
Job #: 2023102	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 3/11/2026
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. Site/Dsgn 02 rec'd 1/23/26. Comments 02 sent to planning 2/6/2026. Sewer calcs 01 rec'd 2/12/26. Sewer calcs 01 sent to engineer 3/11/2026.			
Job #: 2024010	Job Type: Water	Service Area:	Last updated on: 4/10/2026
Job Name: VDOT Blackwater 460 - Design			Department Contact: T Hale
Description: Proposed road work.			
Status: Dsgn 01 rec'd 1/9/24. Waiting for VDOT Resubmittal on 1/10/24 Dsgn 02 rec'd 2/13/24. Comments sent to Richard Sealey Prior to meeting 2/28/2024. Design plan submittal rec'd 12/30/2024. Design comments sent to Brad Craig on 1/13/2025. Dsgn 03 rec'd 5/9/25. Comments 03 sent to engineer 5/12/2025. Dsgn 04 rec'd 5/14/25. Approval Comment sent to VDOT 5/14/2025. Shop Dwg 01 rec'd 12/18/25. Shop Dwg 02 rec'd 1/15/16. Construction Complete with testing underway.			

Job #: 2024016.2	Job Type: Water & Sewer	Service Area: Town	Last updated on: 5/11/2026
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. Walk-thru scheduled for this week 5/11/26.			
Job #: 2024024	Job Type: Preliminary Plan	Service Area: Forest	Last updated on: 5/28/2026
Job Name: The Links at New London - Preliminary			Department Contact: J Dean
Description: Proposed 217 town home units.			
Status: Prelim 01 (concept) rec'd 2/13/24 (comments to be addressed at TRC 3/12/24),Comments presented at TRC meeting 3/12/2024. Prelim 02 rec'd 6/11/24 Prelim 03 rec'd 7/12/24. Prelim 04 rec'd 5/28/26.			
Job #: 2024027	Job Type: Water & Sewer	Service Area: Town of Bedford	Last updated on: 5/14/2026
Job Name: Harmony Phase 1 Mixed Use Residential - Design			Department Contact: T Hale
Description: Proposed mixed residential development; single family homes, townhomes & patio homes.			
Project has been phased. This is Phase 1.			
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. Dsgn 06.Comments 06 sent to planning and on 9/22/2025.Comments sent to planning 11/24/2025. Shop Dwg 01 rec'd 12/1/25. Slip Sheet rec'd 1/19/26.Slip Sheet Comments sent to Engineer and planning 2/2/26. Slip Sheet 02 rec'd 3/4/256. Sgop Dwg 01 rec'd 5/6/26. Bond #GM263286, Signed Dev Agmt, Review & Inspection Fees rec'd 5/14/26.			
Job #: 2024058	Job Type: Fire Flow Meter	Service Area: Town	Last updated on: 5/11/2026
Job Name: D-Day Hotel - Design			Department Contact: S Dade & L Cox
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. Shop Dwg 01 rec'd 9/12/25. Shop Dwg 02 rec'd 9/19/25. Bond #3002272 rec'd 9/19/25. Shop Dwg 03 rec'd 9/24/25. Shop Dwg 04 rec'd 10/7/25. Shop Dwg approved 10/9/25. C2C issued 10/14/25. Work postponed until a date that the elementary school will not be disrupted. Work may need to be completed on a weekend. FFT rec'd 1/13/26. Construction on-going 5/11/26.			
Job #: 2024069	Job Type: Water & Sewer	Service Area: Huddleston	Last updated on: 5/8/2026
Job Name: 608 East Townhomes - Design			Department Contact: S Dade/ K Witt
Description: Proposed 47 townhouse units with common area.			
Status: Dsgn 01 rec'd 6/12/24. Base Fee rec'd 6/14/24.Comments sent to Planning 6/28/2024. Dsgn 02 rec'd 2/14/25. Comments 02 sent to planning 02/25/2025. FFT Fee rec'd 3/5/25. Dsgn 03 rec'd 4/2/25. Extended Review Fee rec'd 4/9/25.Comments 03 sent to planning. Developer Agreement sent to developer 4/16/25. Dsgn 04 rec'd 4/24/25.Comments 04 sent to planning 4/25/2025. Dsgn 05 (slip sheets) rec'd 4/28/25. Site Plan 06 and Water/Sewer Calculations approved on 5/1/2025. Approval recinded due 6 mouths of prevous approval. Dsgn 07 rec'd 1/22/26. Extended Revire fee rec'd 1/23/26. Dsgn 07 comments sent to planning 1/29/26. Dsgn 08 rec'd 2/11/26. Shop dwg 01 rec'd 2/13/26.Conditional approval comment sent to planning 02/13/2026. Signed Dev Agmt rec'd 2/17/26. Shop Dwg 02 rec'd 2/24/26. Signed Developer Agmt rec'd 4/13/26. Review & Inspection Fee rec'd 5/4/26. Bond #3318816 rec'd 5/5/26. C2C Issued 5/8/26.			

Job #: 2024072	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 6/4/2026
Job Name: Berglund Kia FFMV - Site/Design			Department Contact: J Dean
Description: Proposed new dealership.			
Status: Site/Dsgn 01 rec'd (Need Base Fee) 6/24/24. Review & Inspection Fees rec'd 7/18/24. Comments sent to Planning 7/22/2024. Signed Dev Agmt rec'd 8/16/24. Site/Dsgn 02 rec'd 8/20/24. Comments sent to Planning 8/29/2024. Site/Dsgn 03 rec'd 10/3/24. Extended Review Fee rec'd 10/8/24. Comments sent to Planning 10/8/2024. Surety #IS000592394U rec'd 2/2/26. Approval Recinded revised Site Plan 04 & Extended Review Fee rec'd 3/23/26. Comments sent to Planning 4/1/2026. Shop Dwg 01 rec'd 4/7/26. Shop Dwg 02 rec'd 4/23/26. Site/Dsgn Plan 05 rec'd 5/28/26. Comments sent to Planning 6/2/2026. Site/Dsgn 06 rec'd 6/4/26.			
Job #: 2024075	Job Type: Water & Sewer	Service Area: Central	Last updated on: 5/19/2026
Job Name: Governor's Reserve Section 1 - Design			Department Contact: T Hale
Description: Proposed 178 single family lot subdivision. *Project has been phased, this now is section 1.*			
Status: Town TRC 7/17/24. Concept 01 rec'd 7/10/24. Comments presented at Town Meeting 7/17/2024. TRC 1/15/25. Concept 02 rec'd 1/14/25. Attended TRC on 1/15/2025. Emailed comments to planning and presented comments to engineer at TRC on 1/15/2025. Base Fee rec'd 10/10/25. Dsgn 01 rec'd 10/14/25. Comments routed to consultant 10/23/2025. Dsgn 02 rec'd 2/9/26. Comments 02 routed to planning 02/23/2026 Dsgn 03 rec'd 5/13/15. Extended Review Fee & FFT fee rec'd 5/19/26.			
Job #: 2024092	Job Type: Water & Sewer	Service Area: New London	Last updated on: 5/22/2026
Job Name: The Links at New London Phase 1 - Site/Design			Department Contact: S Dade
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/Desgn 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. Shop Dwg approved 7/21/25. Dsgn 05 rec'd 7/25/25. C2C Issued (sewer only) 7/30/25. C2C Issued (water only) 9/8/25. Sewer installation complete; testing 80% complete. Waterline installation continue. Water is being hauled to the site for waterline testing of completed main. Waterline testing complete 1/12/26. Due to developer change mid project, revised Dev Agmt rec'd 4/21/26. Due to developer change mid project, revised bond #CIC1972868 rec'd 4/22/26. Previous bond released. Dsgn 06 (slip sheets) rec'd 5/15/26. Comments sent to Consultant 5/22/2026.			
Job #: 2024098.1	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 5/28/2026
Job Name: Terry Volkswagon Dealership Parking Lot - Site Plan			Department Contact: G Bokmiller
Description: Proposed parking lot extension.			
Status: Site Plan 01 rec'd 5/28/26. No comments were needed. Approval sent to planning 06/03/2026.			
Job #: 2024104	Job Type: Water	Service Area: Forest	Last updated on: 5/11/2026
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. Construction to resume this week 5/11/26.			
Job #: 2024110	Job Type: Site Plan w/Proposed Utilities	Service Area: Huddleston	Last updated on: 5/11/2026
Job Name: Mariners Landing Residential Development - Design			Department Contact: J Dean
Description: Proposed 19 lot residential subdivison.			
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/Dsng 02 , Water & Sewer Calcs ec'd 8/4/25. Dsgn 02, calc, plat 02 comments routed to CP 08/13/2025. Dsgn 03 rec'd 10/20/25 . Extended Review Fee rec'd 10/29/25. Comments 03 routed to CP 10/31/2025. Slip sheet & Water & Sewer Calcs 03 rec'd 11/19/25. Dsgn 04 (Slip Sheets) & Cacls 04 rec'd 1/15/26. Comments sent to consultant 1/30/26. Dsgn 05 (slip sheets) rec'd 2/4/26. Awaiting developer docuements 5/11/26.			

Job #: 2024129	Job Type: Internal	Service Area: Bedford Central	Last updated on: 1/9/2026
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. Legal counsel followed up 1/9/26 to obtain final copy of policy.			
Job #: 2025004	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 2/23/2026
Job Name: Boonsboro Meadows Section 6 - Design			Department Contact: T Hale
Description:			
Status: Design 01 rec'd 12/31/2024. Base Review fee rec'd 1/8/25. Comments 01 sent to planning 1/29/2025. Section 6 & 7 voided; project has been phased. Dsgn 01 rec'd 10/6/25. Comments 01 sent to planning 10/8/25. Dsgn 02 rec'd 2/9/26. Comments 02 sent to planning 02/23/2026.			
Job #: 2025007.1	Job Type: Water & Sewer	Service Area: Forest	Last updated on: 5/11/2026
Job Name: Readmore Landing Phase 1 Section 1 - Design			Department Contact: S Dade
Description: Project has been phased. Proposed water and sewer extension.			
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. Dsgn 03 rec'd 9/29/25. Comments sent to planning 10/22/25. Shop Dwg 01 rec'd 11/20/25. Dsgn 04 rec'd 12/30/25. Extended Review Fee rec'd 1/5/26. Signed Dev Agmt, Review & Inspection Fees rec'd 1/20/26. Dsgn 05 rec'd 2/2/26. Shop Dwg 02 rec'd 2/11/26. Comments sent to Planning 2/13/2026. shop dwg aprvd 2/23/26. DEQ CTC rec'd 2/26/25. Revised Dev Agmt signed 3/4/26. Dsgn 06 rec'd 3/5/26. Comments sent to Planning 3/6/2026. Bond #L268512-2173 rec'd 3/10/26. C2C Issued 3/12/26. Construction on-going 5/11/26.			
Job #: 2025009	Job Type: Sewer	Service Area: Forest	Last updated on: 2/11/2026
Job Name: Sundance Design Townhomes - Site/Design			Department Contact: S Dade
Description: Proposed 7 townhomes and public sewer extension.			
Status: Site/Dsgn 01 rec'd 1/16/25. Base Fee rec'd 1/31/25. Comments routed to CP 02/03/2025. Site/Dsgn 02 rec'd 3/24/25. Dsgn/site/calc comments to CP 03/28/2025. Site/Dsgn 03 rec'd. Extended Review Fee rec'd for forthcoming 3rd submittal. Dsgn 03 rec'd 8/26/25. Dsgn 03 comments routed to CP 08/28/2025. Bond #S342784 rec'd 10/7/25. Dsgn 03 rec'd 10/23/25. Dsgn 03 rec'd 10/23/2025. Dsgn 03 apprd 10/28/2025. Dsgn 04 rec'd 11/24/2025. Comments 04 sent to planning 12/1/25. Dsgn 05 rec'd 12/2/25. Approval comment sent to planning. Reached out to developer on outstanding items for C2C 12/2/25. Review & Inspection Fees rec'd 1/9/26. Shop Dwg 01 rec'd 1/13/26. Shop Dwg 02 rec'd 1/30/26. Shop Dwg approved 2/9/26. C2C issued 2/11/26.			
Job #: 2025027	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 5/12/2026
Job Name: Forest Baptist Building Addition - Site Plan			Department Contact: G Bokmiller
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. FFT fees rec'd 2/11/26. Site/Dsgn 02 rec'd 3/3/26. Base Fee rec'd 4/6/26. Comments routed to planning 4/6/26. Site/Dsgn 03 and Water Calcs 02 rec'd 5/12/26.			
Job #: 2025043	Job Type: Fire Flow Meter	Service Area: Moneta	Last updated on: 5/27/2026
Job Name: Moneta Tractor Supply - Site/Design			Department Contact: S Dade & K Witt
Description: Proposed Tractor Supply with public sewer extension and FFMV. Reference 2025-043.1 for sewer COC purposes.			
Status: TRC 5/13/25. Concept 01 rec'd 5/7/25. TRC attended, possible sewer extension, FFMV 05/13/2025. Site/Dsgn 01 rec'd 9/12/25. Base Fee rec'd 9/19/25. Comments 02 routed to CP 10/07/2025 Site/Dsgn 02 rec'd 1/7/26. (Recinded per county 1/8/26). Site/Dsgn 02 rec'd 1/26/26. Comments 02 sent to planning 2/6/2026. Site/Dsgn 03 rec'd 3/3/26. Comments 03 sent to planning 03/12/2026. Site/Dsgn 04 rec'd 3/26/26. Comments 05 sent to planning 3/30/2026. Received the signed developer agreement 4/13/26. Review & Inspection Fees rec'd 4/14/26. Shop Dwg 01 rec'd 4/30/2026. FFT fee rec'd 5/4/26. Shop Dwg 02 rec'd 5/15/26. Bond #21BCSJL9118 rec'd 5/18/26. Shop Dwg approved 5/19/26. C2C Issued 5/27/26.			

Job #: 2025054	Job Type: Water	Service Area: Montvale	Last updated on: 6/1/2026
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. Public meeting held 12/4/25. Documents signed by MWC in December and submitted to SCC in January. Closing scheduled 6/15/26 at Montvale Library with the community invited.			
Job #: 2025076	Job Type: Site Plan w/Proposed Utilities	Service Area: Montvale	Last updated on: 6/2/2026
Job Name: Colonial Fort Flex Space - Site Plan			Department Contact: T Hale
Description: Proposed New Warehouse 12,000 square feet (Warehouse and Distribution use)			
Status: TRC 8/26/25. Concept 01 rec'd 8/20/25. Comments routed to CP, meeting attended 08/26/2025 Site Plan 01 rec'd 9/24/25. Comments 01 & waiver routed to CP 10/02/2025. Site Plan 02 rec'd 12/12/25. Comments 02 sent to planning 12/22/25. Site Plan 03 rec'd 1/15/2026. Extended Review fee rec'd 1/22/26. Site Plan 04 rec'd 06/01/2026. Comments 04 sent to planning 06/02/2026.			
Job #: 2025083	Job Type: Water	Service Area: Forest	Last updated on: 1/15/2026
Job Name: EDA New London Meade Road Waterline Extension - Design			Department Contact: S Dade & L Cox
Description: Proposed waterline extension.			
Status: Dsgn 01 rec'd 9/15/25. Base Fee rec'd 9/18/25. Comments 01 routed to CP 09/18/2025. Shop Dwg 02 rec'd 8/19/25. FFT rec'd 9/25/25. Shop Dwg approved 9/25/25. Signed Dev Agmt rec'd 9/26/25. Dsgn 02 rec'd 9/26/25. Dsgn comments 02 routed and exhibit aprvrd & Esmt #250008452 recorded 10/01/25. Slip sheets approved 10/06/2025. Review & Inspection Fees rec'd 10/6/25. C2C Issued 10/14/2025. Construction began and 140 feet into construction the Contractor pulled an unmarked electrical line in front of substation. Southside Electric to make repairs. The crew began installing the 12" waterline installation 100 feet from damaged utility and has completed the waterline installation to the end of the project. The crew will return to the area of the damaged utility the week of 11/10/2025. Waterline installation and testing complete; with punchlist being generated 1/12/26. Punchlist issued 1/15/26.			
Job #: 2025092	Job Type: Fire Flow Meter	Service Area: Forest	Last updated on: 2/13/2026
Job Name: Ivy Hills Golf Club - FFMV			Department Contact: T Hale
Description: Proposed FFMV.			
Status: Dsgn 01 rec'd 9/29/25. Base Fee rec'd 9/30/25. Comments 01 sent to engineer 10/10/2025. ESMT exhibit under review. Dsgn 02 rec'd 2/4/26. Comments 02 sent to engineer on 2/13/2026.			
Job #: 2025094	Job Type: Site Plan w/ Existing Utilities	Service Area: Bedford	Last updated on: 3/12/2026
Job Name: 8161 Automotive Repair - Site Plan			Department Contact: T Hale
Description: Proposed Automobile Repair Services.			
Status: TRC 10/14/25. Concept 01 rec'd 10/9/25. Attended TRC and comments were sent to planning 10/14/25. Site Plan 01 rec'd 3/3/26. Comments 01 sent to planning 3/12/2026.			
Job #: 2025095	Job Type: Preliminary Plan	Service Area: Forest	Last updated on: 3/11/2026
Job Name: 17605 Forest Road Multi-Family - Preliminary			Department Contact: T Hale
Description: Proposed 54 unit townhomes.			
Status: Prelim 01 rec'd 10/16/25. TRC 10/28/25. Comments presented in TRC meeting 10/28/2025; Sewer calcs sent to Jamie White for neighboring lot. Prelim 02 rec'd 3/3/6. Comments 02 sent to planning 3/11/2026.			
Job #: 2025096	Job Type: Site Plan w/Proposed Utilities	Service Area: Forest	Last updated on: 5/22/2026
Job Name: Blaze Construction - Site Plan			Department Contact: T Hale
Description: Proposed contractor yard and storage.			
Status: TRC 11/6/25. Concept 01 rec'd 10/27/25. Comments presented at TRC and sent to town planning on 11/6/2025. Site Plan 01 rec'd 1/28/26. Comments 01 sent to planning on 2/9/2026. Site Plan 02 3/23/26. Comments 02 sent to Town Planning 3/26/2026. Site Plan 03 rec'd 5/14/26 (Need Extended Review Fee). Site Plan 03 recinded by engineer 5/19/26. Extended Review Fee for forthcoming 03 submittal rec'd 5/22/26.			

Job #: 2025104	Job Type: Internal	Service Area: Bedford Central	Last updated on: 3/6/2026
Job Name: Central WWTP PCB Pollutant Minimization Plan (PMP)			Department Contact: J Mitchell \ English
Description: Pollutant Minimization Plan due 11/28/2025.			
Status: Plan submitted to DEQ on 11/24/25. Revisions to plan submitted 12/31/25. Annual update submitted 2/5/26. Assistance from Engineering will be needed to identify possible PCB sources. Sources are likely within the gravity drainage system adjacent to the plant along the railroad, including former Rubatex facilities.			
Job #: 2025105	Job Type: Other	Service Area: Bedford	Last updated on: 4/17/2026
Job Name: Falling Creek Lift Station - Design			Department Contact: J Dean
Description: Private lift station to serve the existing animal shelter, sheriff's office, maintenance building and future social services building.			
Status: Dsgn 01 (cursory review) rec'd 12/2/25. Official Dsgn 01 rec'd 3/26/26.Comments 01 routed to planning on 4/17/2026.			
Job #: 2025106	Job Type: Other	Service Area: Bedford Central	Last updated on: 12/2/2025
Job Name: Town Comprehensive Plan Update			Department Contact: R English
Description:			
Status: Town's consultant held stakeholder meeting 2/7/25 including BRWA. Draft report sections related to water and sewer received for review on 12/2/2025.			
Job #: 2026015	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 4/10/2026
Job Name: Lake Manor Road Stub Out - Site Plan			Department Contact: G Bokmiller
Description: Proposed road stub out ot serve forthcoming development.			
Status: Site Plan 01 rec'd 2/4/25. Comments sent to planning 2/10/2026. Plat 02 rec'd 3/27/26. Comments routed to planning 4/10/26;			
Job #: 2026019	Job Type: Water	Service Area: Forest	Last updated on: 2/13/2026
Job Name: Talbots Crossing Phase 2 - Design			Department Contact: G Bokmiller
Description: Proposed waterline extension.			
Status: Dsng 01 rec'd 2/13/26 (Need Base Fee).			
Job #: 2026022	Job Type: Site Plan w/Proposed Utilities	Service Area: Moneta	Last updated on: 5/13/2026
Job Name: Bridgewater Bay Villas Section 2 Phase 1 - Site/Design Plan			Department Contact: G Bokmiller
Description: Proposed condominiums			
Status: Site/ Dsgn Plan 01 rec'd 2/18/26. Base Fee rec'd 3/12/26. Comments routed to planning 03/16/2026. Site/Dsgn 02 rec'd 4/30/26. Signed Dev Agmt, Review 7 Inspection Fees rec'd 5/4/26. Comments 02 routed to planning 05/13/2026.			
Job #: 2026027	Job Type: Site Plan w/Proposed Utilities	Service Area: Forest	Last updated on: 5/28/2026
Job Name: Wawa Gas Station - Site Plan			Department Contact: J Dean
Description: Proposed gas station & convenience store.			
Status: Site Plan 01 rec'd 2/23/26.Comments sent to Planning 3/16/2026. Site Plan 02 rec'd 5/12/26. Comments sent to Planning 5/28/26.			
Job #: 2026035	Job Type: Site Plan w/Proposed Utilities	Service Area: Moneta	Last updated on: 4/8/2026
Job Name: Halesford Harbor Resort East			Department Contact: J Dean
Description: Proposed campground, access roads and structures.			
Status: Site Plan 01 rec'd 3/26/26.Comments sent to Planning 4/8/2026.			

Job #: 2026039	Job Type: Sewer	Service Area: Forest	Last updated on: 4/10/2026
Job Name: County Line Café Sewer Extension			Department Contact:
Description: Proposed extension of sewer to serve County Line Café, located in Campbell County at the Bedford County line.			
Status: Dale Hull working with BRECS and Sentry Equipment to determine sewer options and feasibility to serve County Line Café while also providing benefit to Bedford County businesses / parcels.			
Job #: 2026045	Job Type: Water & Sewer	Service Area: Town	Last updated on: 5/19/2026
Job Name: Governors Reserve Section 2 - Design			Department Contact: T Hale
Description: Proposed 139 lot subdivision.			
Status: Dsgn 01 rec'd 4/21/26. Recinded 5/19/26. Base Fee rec'd 5/19/26.			
Job #: 2026047	Job Type: Site Plan w/ Existing Utilities	Service Area: Moneta	Last updated on: 4/28/2026
Job Name: Margie's Coffee Spot COU - Site Plan			Department Contact: J Dean
Description: Proposed 300 sqft 300 coffee shop.			
Status: Site Plan 01 rec'd 4/22/26. Comments sent to Planning 4/28/2026.			
Job #: 2026049	Job Type: Site Plan w/ Existing Utilities	Service Area: Forest	Last updated on: 6/4/2026
Job Name: Ivy Hill Golf Club Building - Site Plan			Department Contact: G Bokmiller
Description: Proposed two one story buildings connection with breeze way.			
Status: TRC 4/28/26. Concept 01 rec'd 4/23/26. Comments presented at TRC and routed to planning 4/28/26. Site Plan 01 rec'd 6/4/26.			
Job #: 2026052	Job Type: Water	Service Area: Lynchburg	Last updated on: 5/8/2026
Job Name: Stables on Coffee Phase 2 Roadway & Water - Design			Department Contact: J Dean
Description: Proposed 32 lots subdivision.			
Status: Design 01 rec'd 5/4/26. Base Fee rec'd 5/8/26.			
Job #: 2026053	Job Type: Concept	Service Area: Huddleston	Last updated on: 5/12/2026
Job Name: Mariners Landing Townhomes - Concept			Department Contact: G Bokmiller
Description: Proposed 97 lot townhome development.			
Status: TRC 5/12/26. Concept 01 rec'd 5/7/26. Comments presented at TRC meeting and routed to planning 5/12/2026.			
Job #: 2026059	Job Type: Concept	Service Area: Moneta	Last updated on: 6/4/2026
Job Name: White House Road Townhomes - Concept			Department Contact: G Bokmiller
Description: Proposed 52-lot townhome development.			
Status: TRC 6/9/26. Concept 01 rec'd 6/4/26.			

Developer Dedications Fiscal Year 2025-2026

Project	Project Type	Developer	Water		Sewer		Date Put Into Service
			Project Cost Ledger Acct 1500-1000	PipeLength	Project Cost Ledger Acct 1700-0016	Pipe Length	
2024098 Terry Volkswagon Dealership - Site/Design	Water & Sewer	Terry Real Estate Lynchburg LLC 19134 Forest Road Lynchburg, VA 24502	\$3,513.07	0 lf	\$66,760.93	285 lf	3/26/2026
2024071 BRAAC Sewer Extension - Design	Sewer	St. Vincents Home 416 Campbell Ave SW STE 103 Roanoke, VA 24016	\$0.00	0 lf	\$59,985.00	119 lf	11/20/2025
2024016.1 Eastyn Crossing Phase 1 - Design	Water & Sewer	DBI Capital Group, LLC 828 Main Street, 15th floor Lynchburg, VA 24504	\$363,214.97	2837 lf	\$370,050.85	2830 lf	9/29/2025
2019069 Impact Church Rezoning - Site/Design	Water & Sewer	Impact Church Forest, Inc Attn: Brad Bell 14803 Forest Road #325 Forest, VA 24551	\$10,000.00	0 lf	\$60,000.00	183 lf	11/5/2025
2012015 Jefferson Commons Commercial Lot 1	Fire Flow Meter	Maddox & Son Construction, Inc Andy Maddox	\$92,149.00	0 lf	\$0.00	0 lf	11/12/2025
Total Value Waterline Dedications:					\$468,877.04		
Total Length Water Pipe:					2837 lf		
Total Value Sewer Line Dedications:					\$556,796.78		
Total Length Sewer Pipe:					3417 lf		
Total Value of Dedications:					\$1,025,673.82		

EXECUTIVE DIRECTOR'S REPORT



1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
www.brwa.com

RESOLUTION MEMORANDUM

To: BRWA Board of Directors
From: Brian Key, PE; Executive Director
Date: June 9, 2026
Re: Resolution 2026-06.01 –Policies

Attached is the above stated resolution for your consideration.

There are five polices that staff are recommending for approval with this resolution.

- 1) Policy 2.40 Adjustments: Changes were modified to address large leak accounts, add explanation of base charges and penalties, and clarify eligibility
- 2) Policy 10.10 Purchasing: Clarified the use of term contractors in obtaining quotes and modified to increase the amount allowed for used equipment purchases
- 3) Policy 10.12 Purchasing Cards: Modified to update credit limits for Senior Supervisors and Preventative Maintenance Technicians
- 4) Policy 10.33 Reserve Accounts: The Account Managers changed for many of the accounts to reflect new positions or changes in practices. Clarification was provided for the use of IT/OT Replacement Account 1001-0030 to purchase replacements for the access and security systems.
- 5) 20.11 Leave: Revised to specify half and full days for PTO for managers rather than hours.

ADJUSTMENTS

Section 1. POLICY

The purpose of this policy is to state the procedure and requirements for water and wastewater adjustments that the Bedford Regional Water Authority (“~~Authority~~ Bedford Water”) has for its customers. Each account maintained by a customer is subject to an adjustment under this policy.

Section 2. WATER LEAK ADJUSTMENT

- A. In order to avoid disconnection of service, the customer ~~should~~ must continue to pay the bill according to their billing statement.
- B. Ownership:
1. ~~The Authority~~ Bedford Water owns the water mains and service lines that provide service to the water meter; ~~the Authority~~ Bedford Water also owns and is responsible for everything inside the meter box and up to two feet (2') of the pigtail outside the box. The customer is not to tamper with nor modify anything inside of the meter box.
 2. The Customer is responsible for maintaining everything on the service side of the meter beginning on the outside edge of the meter box; this includes the service line to the structure or property that is being served, and all fixtures and appurtenances on the property. The customer is responsible for properly maintaining their property to minimize the potential for leaks.
 - a. Upon notification of a leak, it is the customer's responsibility to repair the leak and maintain good standing on the account. If an owner fails to have the leak repaired within ninety (90) days of notification, and/or fails to continue monthly payments, the water and sewer services will be disconnected until the leak has been repaired and account is paid in full.
 - b. Tenants renting from a landlord will be held responsible for continued payment and should notify the landlord upon notification of the leak. Failure to do so will result in disconnection of water and sewer services until the leak is repaired and the account has been paid in full.
- C. No adjustment will be provided by ~~the Authority~~ Bedford Water under the following conditions:
1. If the water was used for irrigation purposes, except as specifically stated in Section 3 of this policy.
 2. If the water used flowed through a fire suppression system; this includes, but is not limited to, systems such as a sprinkler system or privately -owned fire hydrants.
 3. If the ~~high-water~~ high-water loss was due to misuse, ~~or~~ neglect, or oversight.
- D. Adjustments are credited to the active account for which the service is billed for the affected address; adjustments are not issued in the form of cash, check, or other form of payments.

ADJUSTMENTS

- E. Customer Adjustments: These adjustments are for leaks that occur on the customer's side of the meter. Authority Bedford Water customers may receive up to three (3) leak adjustments every six (6) years from the date of the first adjustment received. Customer Adjustments will be made according to the following:
1. Adjustments will only be made if the usage that was billed is at least 200% of (double) the average usage for the account.
 2. The adjustment request must be made within 60 days of the notification of the leak or the date that the billing statement was sent.
 3. Each adjustment will only cover one (1) billing cycle. Multiple adjustments will count individually towards the adjustment limit listed above.
 4. An "Application for Adjustment" form must be submitted to ~~the Authority Bedford Water~~. This documentation will be noted and saved with the customer's account.
 - a. Supporting documentation that is required to go with the Application for Adjustment includes the following:
 - i. Detailed letter describing the leak and the resolution of reported leak; it is recommended that photographs of the cause of the leak and photographs of the work performed to prevent future leaks be included in the letter however, these are not required.
 - ii. A copy of the plumber invoice, parts list showing repair parts purchased, etc. showing that work was done to eliminate the leak.
 - iii. If the customer repaired the leak themselves, a copy of the parts receipt will need to be included. Customer must indicate in the detailed letter that he/she repaired the leak.
 5. Customer Adjustments will be calculated as follows:
 - a. The bill will be adjusted by dividing the water and/or sewer volume/commodity charge portion of the bill in half. Fifty percent (50%) of the volume/commodity charges will be the responsibility of the customer to pay, and the other fifty percent (50%) of the volume/commodity charges will be deducted from the bill by an adjustment.
 - b. Adjustments are only applied to the volume/commodity charges. No adjustment will be made to any other Authority Bedford Water fees, such as base charges or penalties, other than the volume/commodity charges; Adjustments will not include any credits for any customer expenses or plumber bills.
 - c. Minimum: The minimum dollar amount of the bill-water and/or sewer statement to be considered for adjustment is fifty dollars (\$50). No adjustment credit will be approved for under twenty-five dollars (\$25).
 - d. Maximums: For ~~very large leaks, where adjustments are approved~~ approved adjustments related to large leaks, the following criteria applies:
 - Residential: In instances where for a leak that generates results in a volume charge total bill (or bills) totaling in excess of exceeding one thousand dollars (\$1000), the account may qualify for an adjustment that reduces the total charge the billing statement(s) will be reduced to a maximum volume commodity charge of five hundred dollars (\$500). Such adjustments apply exclusively to volume commodity charges only; base charges, and penalties, and other fees are not subject for adjustment.

ADJUSTMENTS

- i. Eligibility for this adjustment requires the customer to remain in good standing, including maintaining regular monthly payments during the review and adjustment process. Upon application of this maximum adjustment, the account will not be eligible for ~~When this maximum large adjustment is applied to the account, no further adjustments will be made to the account for a period of six (6) years following from the date of the adjustment approval.~~
 - ii. Commercial/Industrial: due to the large variability of flow rates among these customers, any maximum charge for this classification of customers, which is greater than the residential maximum stated above, will be reviewed by the Director of Finance on a ~~case-by-case~~ case-by-case basis.
- F. Authority Bedford Water Adjustments: These adjustments are for problems related to assets owned by ~~the Authority Bedford Water~~ or damages caused by ~~the Authority Bedford Water~~. These Authority Bedford Water Adjustments do not count towards the limited number of adjustments allowed per the prior section of this policy. Authority Bedford Water Adjustments will be made according to the following:
1. An “Application for Adjustment” form, requesting ~~the Authority Bedford Water~~ Adjustment and providing explanation of the reason for the request, must be submitted to ~~the Authority Bedford Water~~. This documentation will be noted and saved with the customer’s account.
 2. Authority Bedford Water Adjustments will be given upon the following conditions:
 - a. A leak was determined to be on the Authority Bedford Water side of the meter setting
 - b. The meter setting was loose and caused a leak
 - c. A gasket failed in the meter setting
 - d. Erroneous meter readings leading to a larger than normal bill
 3. Authority Adjustments will be calculated as follows:
 - a. The volume/commodity portion of the bill will be adjusted to equal to the average volume/commodity consumption for the impacted service address.
 - b. No adjustment will be made to any- fees other than the volume/commodity charges.

Section 3. SEWER ADJUSTMENT

- A. Adjustments to customer sewer bills may be made for irrigation, fire suppression, filling swimming pools and hot tubs and will be allowed for one (1) billing period per year from the previous year’s adjustment according to the following:
1. The customer must be connected to the Authority’s sewer system in order to receive the sewer adjustment.
 2. The customer must notify ~~the Authority Bedford Water~~ at least three (3) business days prior to irrigating lawn, filling a pool or hot tub and also within one (1) business day upon completion of the irrigation or fill.
 3. The customer must make the request for the sewer adjustment in writing, either by a letter or email, within five (5) business days upon completion of the irrigation or fill. This documentation will be noted and saved with the customer’s account.

ADJUSTMENTS

4. The sewer charges for one (1) billing period will be credited for consumptions above the lowest three (3) billing periods average consumption that occurred one (1) year prior to the adjustment.

Section 4. DEDUCT METERING

- A. General: The customer will be responsible for requesting the deduct meter in writing to ~~the Authority Bedford Water~~. It is the responsibility of the customer to document and justify the request for the additional meter.
- B. Approval: ~~The Authority Bedford Water~~ will review the request in a timely manner, and make a determination of the applicability of this policy to the request; a site inspection of the customer's facilities by ~~the Authority Bedford Water~~ may be required. ~~The Authority Bedford Water~~ will determine if the customer will be eligible for one of the following options based on water used that does not have the ability to be transmitted into the wastewater system.
 1. Metered: Should the customer have multiple processes that will not produce wastewater where an adjustment is requested, each process must have a deduct process water meter and each meter will have separate fees and credits associated with the meter. If the customer is approved for a deduct meter under this section of the policy, the customer must:
 - a. Sign up for the service and agree to pay the current account fee, deposit, and base charge, as adopted by Authority and shown in the Rate Policy, for the deduct process water meter.
 - b. Purchase and install the deduct process water meter upstream of the area of the process which will not produce any wastewater entering the wastewater system. The deduct meter must meet ~~the Authority Bedford Water~~'s specifications, and the size of the meter must be approved by ~~the Authority Bedford Water~~. The meter can be purchased from ~~the Authority Bedford Water~~ if so desired by the customer.
 - c. Install the antenna for the deduct meter in a location that allows for the meter to be read remotely from a place with unfettered access using ~~the Authority Bedford Water~~'s reading equipment.
 - d. Make the deduct meter, and the area in which it is installed, available for inspections by ~~the Authority Bedford Water~~ personnel upon request. If such access is not granted at any time by the customer to ~~the Authority Bedford Water~~, the adjustments may be terminated without any further notice from ~~the Authority Bedford Water~~ to the customer.
 - e. Be responsible for any maintenance, testing for accuracy, or replacement of the deduct water meter.
- C. Billing: ~~The Authority Bedford Water~~ will routinely deduct from the billing statement utilizing one of the following methods:
 1. Metered: ~~The Authority Bedford Water~~ will read the deduct process water meter(s) and calculate the net wastewater consumption by deducting the volume of water flowing through the deduct meter(s) from the gross volume of water flowing through the customer's master water meter.

Section 5. APPEAL

ADJUSTMENTS

- A. Customers may appeal administrative decisions regarding this policy to the Director of Finance for ~~the Authority Bedford Water~~. The Director of Finance will then consult with at least two (2) other management level staff to determine if an adjustment should be made. If the Director of Finance determines that an exception is warranted, the granted exception will be reported to the Board of Directors.
- ~~A.B.~~ The Board may review any appeal, and they may remand the review of an appeal to a committee for further evaluation; said committee will then make a recommendation to the Board at the next regularly scheduled board meeting.

Section 6. REVISIONS

- A. This policy was approved and adopted by ~~the Authority Bedford Water~~'s Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
1. Approved November 19, 2013, effective November 20, 2013:
 - a. Changed the term "sewer" to "wastewater" throughout the policy.
 - b. Modified the formatting of section 2 for clarity
 - c. Modified section 3 to allow for a routine wastewater adjustment based on evaporation.
 2. Approved November 18, 2014, effective November 19, 2014:
 - a. The entire section 2 was modified for water leak adjustments.
 - b. Section 3 was added for sewer adjustments based on filling swimming pools.
 3. Approved August 16, 2016, effective September 1, 2016:
 - a. Section 2 was revised to require the Application for Adjustment, to limit the period in which the adjustment can be requested to 60 days, and to include minimums and maximums adjustment parameters.
 4. Approved February 21, 2017, effective February 22, 2017:
 - a. Section 1 was modified to provide clarification on each account being eligible
 - b. Section 2.A and 2.B were added to explain the responsibilities of the customer.
 - c. Section 2.F was added to explain the appeal process.
 5. Approved June 19, 2018, effective July 1, 2018:
 - a. Changes were made to reflect the transition to monthly billing
 - b. Section 2.F. was added to explain the process of Authority adjustments
 - c. The appeal process was modified and moved to Section 5.
 6. Approved November 17, 2020, effective November 18, 2020
 - a. Changes were made throughout the policy for clarification
 7. Approved October 18, 2022, effective October 19, 2022
 - a. Sections 2, 3 and 4 were revised to provide additional clarification
 - b. Section 2.B.2. was modified to address customer leaks
 - c. Section 4 had evaporation removed as a situation for adjustments.
 8. Approved June 16, 2026, effective June 17, 2026
 - a. Changes were modified to address large leak accounts, add explanation of base charges and penalties, and clarify eligibility

PURCHASING**Section 1. PURPOSE**

This policy is to define the methods by which the employees of the Bedford Regional Water Authority (“~~Authority~~Bedford Water”) make purchases of goods and services from non-governmental sources. All purchases made by ~~the Authority~~Bedford Water 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~~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~~ AuthorityBedford Water 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~~ 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.

PURCHASING

- E. Public-Private Education Facilities and Infrastructure and Alternative Delivery: ~~The Authority Bedford Water~~ 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 Bedford Water~~. See Operating Policy Manual 10.45 and 10.40.
- F. ~~The Authority Bedford Water~~ 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 Bedford Water~~ 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 Bedford Water~~ 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.

PURCHASING

3. If warranted, pre-bid conferences or site visits may be conducted.
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~~ Bedford Water 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~~ Bedford Water 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.

PURCHASING

- 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.

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~~ Bedford Water, 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.

PURCHASING

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~~ Bedford Water has established an account for that purpose.
 - b. Purchased with the use of an Authority purchasing card for businesses where ~~the Authority~~ Bedford Water 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 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~~ Bedford Water with the lowest total cost will be awarded the contract. ~~The Authority~~ Bedford Water 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.
 - ~~3.4.~~ If the purchase can be made through a term contractor, a quote may be solicited from the term contractor instead of using outside vendors or having to receive three verbal quotes. The quote must be submitted for approval by the Executive Director or Deputy Director prior to purchase.
 - ~~4.5.~~ If the lowest priced item is not the best option for ~~the Authority~~ Bedford Water 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.
 - ~~5.6.~~ ~~The Authority~~ Bedford Water may purchase used equipment and used material up to ~~twenty~~ fifty thousand dollars (\$~~20~~0,000) 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

PURCHASING

- 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~~Bedford Water a memorandum must be prepared justifying the purchase of a more expensive item, and the purchase must be approved by the Executive Director.
 - ~~4.5.~~ If the purchase can be made through a term contractor, a quote may be solicited from the term contractor instead of using outside vendors or having to receive four written quotes. The quote must be submitted for approval by the Executive Director or Deputy Director prior to purchase.
 - ~~5.6.~~ Bids shall be evaluated and the responsive and responsible bidder offering the products and/or services that will provide ~~the Authority~~Bedford Water with the lowest total cost will be awarded the contract. ~~The Authority~~Bedford Water 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.

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~~Bedford Water and documentation shall be provided as necessary to obtain the approval of the board.

PURCHASING

- D. ~~The Authority Bedford Water~~ 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 Bedford Water~~ 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:
 - 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~~ 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 Bedford Water~~ 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 Bedford Water's~~ website and may be published in a newspaper of general circulation on the day ~~the Authority Bedford Water~~ 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.

PURCHASING**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~~ [Bedford Water](#).
 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:
1. The purchase or lease for use by ~~the Authority~~ [Bedford Water](#): 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:

PURCHASING

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~~ Bedford Water 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~~ Bedford Water 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~~ Bedford Water 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~~ Bedford Water.
- E. No building materials, supplies or equipment for any building or structure constructed by or for ~~the Authority~~ Bedford Water shall be sold by or purchased from any person employed as an independent contractor by ~~the Authority~~ Bedford Water to furnish architectural or engineering services, but not construction, for such building or structure or from any partnership, association or corporation in which the 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~~ Bedford Water 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~~ Bedford Water 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~~ Bedford Water after the date and time specified for bid opening will not be considered.

PURCHASING

It will be the responsibility of the bidder to see that the bid is delivered to ~~the Authority~~ Bedford Water 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~~ Bedford Water. If the bidder does not indicate that 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~~ Bedford Water 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 Bedford Water 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~~ Bedford Water which shall bind the bidder on his part to furnish and deliver the article quoted on at the prices stated in accordance with the conditions of said accepted bid; and ~~the Authority~~ Bedford Water 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.

PURCHASING

- 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~~ Bedford Water 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~~ Bedford Water 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~~ Bedford Water'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.
- P. For all construction contracts exceeding \$500,000 ~~the Authority~~ Bedford Water 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

PURCHASING

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 Bedford Water~~ reserves the right to debar any bidder that has demonstrated unsatisfactory performance in previous contracts.

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 Bedford Water~~ 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.

PURCHASING

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 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

PURCHASING

- A. This policy was approved and adopted by ~~the Authority~~ Bedford Water'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 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 June 16, 2026, effective June 17, 2026:
 - a. Clarified the use of term contractors in obtaining quotes.
 - b. Section 5.D.6. was modified to increase the amount allowed for used equipment purchases

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 (“[Bedford Water 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 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 Director of Finance and the Finance Manager. ~~Individual credit limits may be temporarily adjusted once per year for a purchasing window of no more than thirty (30) days by the Director of Finance, Finance Manager, or Accounting Technician, should the need arise. Any other credit limit adjustments must be approved in writing by the Executive Director or the Deputy Director.~~
- 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~~7,000):
- ~~1. All Directors~~
 - ~~2. Managers~~
 - ~~2. Human Resources Manager~~
 - ~~3. Information Systems Manager~~
 - ~~3. Safety Coordinator~~
 - ~~4. Accounting Technician~~ Risk and Safety Manager
 - ~~4. Senior Supervisors~~
- 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~~4,000):
- ~~1. All Managers, unless noted in the category above~~
 - ~~1. Assistant Managers~~
 - ~~2. Supervisors~~
 - ~~3. Safety Coordinator~~
 - ~~3. Senior Supervisors~~
 - ~~4. Human Resources Coordinator~~
 - ~~4. Accounting Technician~~
 - ~~5. Communications Manager~~ Specialist
- 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~~2,000):
- ~~1. All Supervisors, unless noted in the category above~~
 - ~~2. 1. Administrative Support Technician~~

PURCHASING CARDS

- ~~3.2.~~ Engineering Assistant
- ~~4.3.~~ Compliance Specialist
- ~~—~~ ~~Safety Coordinator~~
- 4. Preventative Maintenance (PM) Technicians
- 5. Facility Maintenance (FM) Technicians

- E. All other Bedford Water Authority employees, not listed above, will be Aauthorized Uusers with an individual. ~~The credit limit for these employees will be of two hundred dollars zero (\$2000.00)~~ and will be adjusted by the 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 Director of Finance, or their respective Manager verifying the receipt of the card. For any purchasing card use, a receipt for each purchase shall be submitted by the authorized user. Each receipt should be electronically coded to include the word PCard, the name of the authorized user, 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 to invoices@brwa.com within three business days of the purchase. ~~As part of the final review, the Executive Director or Deputy Director will review 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. Purchasing cards are intended for occasional purchases of lower priced items, generally from vendors where open accounts are not feasible. When open accounts are practical for use, routine purchases of similar items are anticipated, and/or the purchase costs exceed the limits contained in this policy, open accounts should then be utilized rather than using the purchasing card.

~~A.B.~~ 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, transportation, and other related charges associated with attendance of professional conferences and meetings, as coordinated through Human Resources.

PURCHASING CARDS

3. Purchases from suppliers for ~~routine~~ occasional supplies and materials. The purchasing card is designed to be used in place of having to set up open accounts with vendors where the accounts are used infrequently, 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.C. The Executive Director, ~~or~~ Director of Finance, or Deputy Director 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~~ Bedford Water's card account for later reimbursement.

Section 8. REVISIONS

- A. This policy was approved and adopted by ~~the Authority~~ Bedford Water'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.

Chapter: Finance

Document Number: 10.12

Page 4 of 4

Issue (Effective) Date: ~~September 17, 2025~~ June 17, 2026

Approval Date: ~~September 16, 2025~~ June 16, 2026

Approved By: Board of Directors

PURCHASING CARDS

8. Approve June 16, 2026, effective June 17, 2026:
 - a. Section 3 was modified to update credit limits.
 - ~~a.~~b. Section 6 was modified to show the intended use of the cards

RESERVE ACCOUNTS

Section 1. PURPOSE

This policy is to provide the Bedford Regional Water Authority (“Authority Bedford Water”) with guidance related to the reserve accounts where funds are allocated on a regular basis (“Setasides”) to prepare for routine large expenditures that often carry over across fiscal years.

Section 2. GENERAL

- A. The Authority Bedford Water has implemented “best management practices” for the control of its financial accounts; this includes that reserves be accumulated to provide for contingencies and planned/unplanned major expenses.
- B. The reserves, when combined with unrestricted cash and investments, are to maintain a Days Cash on Hand (“DCH”) floor of 180 days. Water and sewer rates will be set accordingly to replenish these reserves if cash/investment levels drop below the DCH floor.
- C. Each year the Board of Directors (“Board”) will adopt a budget that includes a total amount of Setasides to be directed to the reserve accounts for the upcoming fiscal year; the Executive Director will inform the Director of Finance of the amount to be added each month to each of the reserve accounts, in an amount to not exceed the total approved by the Board for the year.
- D. None of the reserve accounts can be drawn down to a negative balance. The Board needs to approve of any requests to draw the accounts below the minimum balance stated herein.
- E. The Executive Director may authorize the redistribution of funds as needed between the various reserve accounts, as long as the minimum balances are maintained and sufficient funds remain in each account to perform the intended purpose of the account.
- F. The ‘Account Manager’, as shown herein, shall routinely monitor the balance of the accounts, and ensure that sufficient funds are in the account to fund the repair and/or replacement of the assets that are funded by the Setaside account. The Account Manager shall review the accounts with their managing Director at least annually to prepare for future purchases and expenditures.

Section 3. ACCOUNTS

- A. Below are a list of the reserve accounts maintained by, and entirely controlled by, the Authority Bedford Water; also shown is the minimum balance that should be maintained in each account at all times unless otherwise approved by the Board.
 1. **Capital Reserve Account 1001-0020**
 - a. Purpose: The Board has required that the Authority Bedford Water maintain a capital reserve account to be prepared in the event of a major unplanned expense, such as a catastrophic failure of one or more critical asset(s).
 - b. Use: This reserve account does not have routine Setasides placed in the account. The interest earnings from all of the reserve accounts is placed in this account.
 - c. Minimum Balance: \$500,000

RESERVE ACCOUNTS

- d. Account Manager: Director of Finance
- 2. Economic Development Account 1001-0023**
- a. Purpose: To support the County and the Town of Bedford with Economic Development projects. This can include partnering with the County and/or Town to share the cost of providing water and/or sewer service for the purpose of attracting and retaining businesses in the County and/or Town.
- b. Use: The Board must approve of the use of the funds from this account; approval shall be considered by the Board on a case-by-case basis. The primary source of the funding for this account is from ~~the Authority~~ Bedford Water's portion of the co-location leases from cellular and broadband providers on the water storage tanks.
- c. Minimum Balance: \$200,000
- d. Account Manager: Executive Director
- 3. Vehicles and Equipment Account 1001-0025**
- a. Purpose: The fleet of vehicle and heavy equipment need to be replaced on a regular basis in order to properly maintain the fleet with reliable vehicles and heavy equipment.
- i. Vehicles: All trucks, cars, vans, and trailers that require registration through the Virginia Department of Motor Vehicles ("DMV").
- ii. Heavy Equipment: Excavators, backhoes, skid steer loaders, farm tractors, forklifts, trenchers, riding mowers, and other equipment with hour meters that are not registered with the DMV and have a replacement cost of greater than \$5,000.
- iii. Small equipment: chainsaws, locating equipment, trash pumps, and other equipment that is not registered with the DMV and have a replacement cost of between \$500 and \$4,999.
- b. Use: This reserve account shall have sufficient funds added on a regular monthly basis to ensure that the entire fleet can be routinely replaced prior to the end of each piece's useful life. The life of heavy equipment varies widely depending on the type of equipment and the use of the heavy equipment; as such, there are no standard guidelines for their replacement but rather they will follow an industry standard for when to replace the equipment. As a guideline, most vehicles will be targeted for replacement at the least of the following:
- i. Gasoline Vehicles: 150,000 miles
- ii. Diesel Vehicles: 200,000 miles
- iii. 15 years
- iv. When the monthly cost of maintaining a vehicle routinely exceeds the amortized cost of replacing the vehicle.
- c. Minimum Balance: \$100,000
- d. Account Manager: ~~Maintenance Manager~~ Director of Operations
- 4. IT/OT Replacement Account 1001-0030**
- a. Purpose: This account is for the replacement of Information Technology ("IT") equipment and Operational Technology ("OT") equipment. IT equipment includes servers, phones, network equipment, printers, scanners, and end-user devices; IT equipment is primarily for ~~the Authority~~ Bedford Water's general business processes. OT equipment includes those devices that monitor and control ~~the Authority~~ Bedford Water's industrial operations and processes. OT equipment includes items such as programmable logic controllers ("PLC's"), Supervisory Control and Data Acquisition ("SCADA")

RESERVE ACCOUNTS

- cabinets, control panels, ~~and~~ human-machine interfaces (“HMI’s”), and programmable entry and security systems used to monitor and control access.
- b. Use: This reserve account shall have sufficient funds added on a regular monthly basis to ensure that IT and OT equipment can be routinely replaced prior to the end of each piece of equipment’s useful life. The life of the equipment varies widely depending on the type of equipment and the use of the equipment; as such, there is no standard guidelines for their replacement but rather they will follow an industry standard for when to replace the equipment.
 - c. Minimum Balance: \$100,000
 - d. Account Manager: Information Systems Manager
- 5. Meter Replacement Account 1001-0035**
- a. Purpose: The water meters utilized by ~~the Authority~~ Bedford Water need to be routinely replaced in order to maintain accurate readings for billing ~~the Authority~~ Bedford Water’s customers.
 - b. Use: This reserve account shall have sufficient funds added on a regular monthly basis to ensure that meters can be replaced on a maximum of a 12 (twelve) year schedule.
 - c. Minimum Balance: \$50,000
 - d. Account Manager: Customer Service Manager
- 6. Sewer Line Replacement Account 1001-0040**
- a. Purpose: This account is used for replacing existing sewer lines and that have failed or are near failure.
 - b. Use: These funds may be used by ~~the Authority~~ Bedford Water’s Capital Improvement Project (“CIP”) Crew to purchase materials to replace sewer lines, or they may be used to hire a contractor to perform the labor and supply the materials. These funds can also be used for engineering design and surveying costs directly related to the replacement of specified segments of the sewer lines. Enough funding shall be provided into this account to allow for a full year of sewer line replacement work.
 - c. Minimum Balance: \$200,000
 - d. Account Manager: Director of Engineering ~~Manager~~
- 7. Waterline Replacement Account 1001-0045**
- a. Purpose: This account is used for replacing existing waterlines and that have failed or are near failure.
 - b. Use: These funds may be used by ~~the Authority~~ Bedford Water’s Capital Improvement Project (“CIP”) Crew to purchase materials to replace waterlines, or the funds may be used to hire a contractor to perform the labor and supply the materials. These funds can also be used for engineering design and surveying costs directly related to the replacement of specified segments of the waterlines. Enough funding shall be provided into this account to allow for a full year of waterline replacement work.
 - c. Minimum Balance: \$200,000
 - d. Account Manager: Director of Engineering ~~Manager~~
- 8. Tank Rehabilitation Account 1001-0050**
- a. Purpose: The funds in this account are to be used to rehabilitate and repair water storage tanks.
 - b. Use: Due to the high cost of applying paint coatings to water tanks, and the routine need to perform this work, this account will accrue a balance over multiple years before the

RESERVE ACCOUNTS

funds are used for a single tank rehabilitation. These funds can also be used for engineering design directly related to the rehabilitation of a specified tank. Enough funding should be provided into this account to perform one tank painting every 5 years.

- c. Minimum Balance: \$300,000
- d. Account Manager: ~~Water Operations Manager~~ Director of Engineering

9. Water Facilities Account 1001-0060

- a. Purpose: This account is used for routine replacements and repairs to existing water plants and pump stations.
- b. Use: These funds may be used by the Water Operations department for repairs and replacements of items critical to plant or pump station operation and are less dependent upon available capital funding.
- c. Minimum Balance: \$100,000
- d. Account Manager: ~~Water Operations Manager~~ Deputy Director

10. Sewer Facilities Account 1001-0065

- a. Purpose: This account is used for routine replacements and repairs to existing wastewater plants and pump stations.
- b. Use: These funds may be used by the Wastewater Operations department for repairs and replacements of items critical to plant or pump station operation and are less dependent upon available capital funding.
- c. Minimum Balance: \$100,000
- d. Account Manager: ~~Wastewater Operations Manager~~ Deputy Director

11. Escrow Account 1001-1100

- a. Purpose: Occasionally a developer or customer is required to provide surety to ~~the Authority Bedford Water~~ to ensure that a project is completed properly or to minimize risks to ~~the Authority Bedford Water~~ when standards are not met; this account is funded from surety payments to ~~the Authority Bedford Water~~.
- b. Use: When the risk to ~~the Authority Bedford Water~~ has been substantially reduced, the funds from this account may be returned or credited to the original issuers of the funds.
- c. There is no minimum balance for this account.
- d. Account Manager: Director of Finance

B. ~~The Authority Bedford Water~~ maintains a Cell Tower Revenue account which is funded through a portion of the rents that are collected from co-location leases on the elevated water towers. The percentage of the rents that are placed in this reserve account is based on two agreements with the County of Bedford. There is no minimum balance required in this reserve account.

1. New London Tank: The Economic Development Authority (“EDA”) owned the land that was dedicated to ~~the Authority Bedford Water~~ to construct the New London water storage tank; as such, 40% (forty percent) of the monthly revenue generated from the co-location lease(s) is placed in this reserve account. The EDA is required to authorize funds being used from this account in order to assist in funding water and sewer related expenses.
2. Smith Mountain Lake Tank: The County of Bedford (“County”) owned the land that was dedicated to ~~the Authority Bedford Water~~ to construct the Smith Mountain Lake water storage tank; as such, 40% (forty percent) of the monthly revenue generated from the co-location lease(s) is placed in this reserve account. The County of Bedford is required to authorize

RESERVE ACCOUNTS

funds being used from this account in order to assist in funding water and sewer related expenses.

Section 4. REVISIONS

- A. This policy was approved and adopted by ~~the Authority~~[Bedford Water](#)'s Board of Directors on March 15, 2022, effective March 16, 2022.
- B. Approved May 21, 2024, effective May 22, 2024:
 1. Revisions were made to include the addition of Water Facilities and Sewer Facilities Funds in Section 3.
 2. Section 3.A.3.iii. was added to include small equipment purchases.
- C. Approved June 16, 2026, effective June 17, 2026:
 1. The Account Managers changed for many of the accounts to reflect new positions or changes in practices.
 2. Clarification was provided for the use of IT/OT Replacement Account 1001-0030 to purchase replacements for the access and security systems.

LEAVE

Section 1. PURPOSE

The Bedford Regional Water Authority (“~~Authority~~ Bedford Water”) believes that its employees are the key to what allows ~~the Authority~~ Bedford Water to achieve its Governing Principles. While work makes up a large portion of an employee's life, a balance between work and personal time off is essential in maintaining quality performance and a positive work atmosphere. This policy documents how leave is accumulated and how leave can be used. ~~This~~ this policy applies to all full-time and part-time employees; ~~but~~ this benefit is not provided for temporary or substitute employees.

Section 2. PAID LEAVE

- A. Paid Leave includes Paid Time Off (“PTO”) and compensatory time.
- B. Explanations and Limitations of PTO:
 1. Employees taking leave when PTO is not available, except where otherwise specified in this policy, may be subject to discipline, up to and including termination.
 2. PTO provides full-time or part-time employees with the privilege of time off from work with pay.
 3. PTO days may be used for vacation, illness, off-job injury, doctor’s appointments, personal business, dependent care, emergencies, bereavement, or any other pre-approved absence by management.
 4. PTO does not include scheduled holidays; please see the Holiday Leave section of this policy for more information on holidays.
 5. PTO can only be used to supplement up to the number of hours needed to cover the employee’s regularly scheduled hours. PTO will not be paid for any hours over forty (40) hours per week unless approved by the Manager or due to mandatory overtime requirements.
 6. Part-time employees must use PTO to supplement the number of hours needed to get a twenty (20) hour week if they have elected to participate in health insurance.
 7. PTO must be scheduled in advance and approved by the employee’s Manager, except in cases of illness or emergency
 8. PTO balances should remain at or above zero (0) at all times.
 - a. Unearned PTO cannot be used.
 - b. Having a negative PTO balance is not allowed.
 9. Exempt employees under the Fair Labor Standards Act (“FLSA”):
 - a. Exempt employees should plan their schedule such that they take leave in half day (~~4 hours~~) or full day (~~8 hours~~) increments.
 - b. Exempt employees who request and are granted time off on a partial day holiday will need to use PTO to cover the work hours being missed when the office is open. If the office is open for 4 hours on the partial day holiday, but the exempt employee does not work during that time, then 4 hours of PTO must be used.
 - c. Deductions from pay may be made to the first or last week of employment, FMLA leave, leave due to disciplinary action, to offset jury or witness fees, and for military pay.
 10. Questions about PTO earned and used should be referred to Management or Human Resources.

LEAVE

C. Earning PTO:

1. PTO begins accruing at hire. PTO may be utilized as soon as it is accrued; there is no waiting period.
2. PTO is accrued biweekly and is based on the employee's years of service and original hire date.
3. If a full-time employee, as defined in the Work Hours and Compensation policy, is hired as part-time, the employee will retain their leave balance and their length of service towards part-time accrual rates.
4. A part-time employee, as defined in the Work Hours and Compensation policy, accrues paid leave at one-half (1/2) of an active full-time employee. If the part-time employee is hired as full-time, the employee will retain their leave balance and their length of service towards full-time accrual rates.
5. Full-time employees earn PTO at a rate based on the following schedule:

Years of Service at the <u>Authority Bedford Water</u>	PTO Hours Earned / Year	* Equivalent PTO Days Earned / Year
0-2	192	24
2-5	216	27
5-10	240	30
10-15	264	33
15-20	276	34.5
20-25	288	36
25-30	300	37.5
30+	312	39

6. Part-time employees earn PTO at a rate based on the following schedule:

Years of Service at the <u>Authority Bedford Water</u>	PTO Hours Earned / Year	* Equivalent PTO Days Earned / Year
0-2	96	12
2-5	108	13.5
5-10	120	15
10-15	132	16.5
15-20	138	17.25
20-25	144	18
25-30	150	18.75
30+	156	19.5

LEAVE

* Calculation based on eight (8) hour work days. The actual number of days depends on the work schedule of the employee.

D. Compensatory time is defined in the Work Hours and Compensation policy.

E. Scheduled Use of Paid Leave:

1. Scheduled use of leave must be pre-approved by the employee's Manager for any event that can be reasonably scheduled in advance of taking the leave. Examples of this time include vacation time, planned medical appointments, funerals, planned care of dependents, etc.
2. Scheduled leave requires the employee to give notice to their Manager or Supervisor via calendar request located in Microsoft Outlook, or other method approved by their Manager or Supervisor, as follows:
 - a. For up to, and including, one (1) full day off, the request must be made during the standard employee workday, as defined in the Work Hours and Compensation policy, at least four (4) working hours in advance of the leave.
 - b. For more than one (1) full day off and up to five (5) days off, the request must be made at least two (2) full working days in advance of the leave.
 - c. For at least six (6) days off and up to ten (10) days off, the request must be made at least two (2) weeks in advance of the leave.
 - d. For leave equal to eleven (11) days or more, the request must be made at least one (1) month in advance of the leave.
3. Scheduled paid leave may be taken only at such times as the appropriate Manager may approve and the final decision for approval will be based on the staffing required to meet the work schedules of that facility or department.
 - a. Scheduled paid leave is subject to cancellation due to unforeseen emergencies, natural disasters, or the lack of staff to maintain proper operation of an Authority facility or department.
 - b. If scheduled paid leave is canceled, the employee should reschedule their leave with the appropriate Manager as soon as possible.
 - c. The employee is encouraged to schedule pre-approved leave as far in advance as possible with their Manager to avoid scheduling conflicts during and at the end of the fiscal year.

F. Unscheduled Use of Paid Leave:

1. The employee is required to make every possible attempt to schedule events or appointments in accordance with the Scheduled Use of Paid Leave section of this policy.
2. Unscheduled paid leave that could not be reasonably foreseen will not be denied. Documentation of the situation must be provided to Human Resources. Except with established patterns of absences, the employee will not receive corrective action for any of the following uses of unscheduled paid leave:
 - a. Employee personal illness:
 - i. An employee absent in excess of three (3) working days due to a medical condition will need to provide a note from a doctor verifying that they were ill and may safely return to work.
 - ii. An absence due to illness extending beyond (5) days may qualify the employee for FMLA Leave.

LEAVE

- b. Care of others and family illness.
 - c. Emergencies including infrequent occurrences of physical injury or illness, accidents, or unsuspected death/illness of family members. Examples of the required documentation for emergencies include the police report, hospital records, or any documentation to support the emergency.
 - d. Legal situations such as personal court hearings or assistance with law enforcement.
 - e. Bereavement.
 - f. Severe weather, school closings, and delays.
3. If the employee is placed on leave under the Family Medical Leave Act, they will follow the requirements of the Family Medical Leave Act policy.
 4. Management reserves the right to require the employee to make up the work missed due to the unscheduled use of PTO.

G. Unused PTO:

1. The maximum amount of paid leave (pre-approved and unscheduled) that can be carried over as of the last pay period of each fiscal year are:
 - a. 640 hours Full-time employees that are Plan 1 or Plan 2 Virginia Retirement System (“VRS”) participants.
 - b. 352 hours for Full-time employees that are Hybrid Plan VRS Participants.
 - c. 352 hours for Part-time employees.
2. Please see the Termination policy for information about the payout of unused PTO.

Section 3. LEAVE OF ABSENCE

- A. At the discretion of the Executive Director, short-term unpaid leaves of absence may be granted where warranted by extenuating circumstances that do not impose an undue burden on ~~the Authority~~ Bedford Water.
- B. The employee must exhaust their existing accumulated PTO and compensatory time if applicable prior to beginning a leave of absence; additional PTO will not be accrued, and accrual will not resume until the employee returns to work.
- C. By default, all benefits will be frozen or terminated while the employee is out on a leave of absence. If the employee would like to continue the benefits, completely at their expense, they should contact Human Resources to see what arrangements can be made.
- D. Upon return from the approved leave of absence, ~~the Authority~~ Bedford Water will make an effort to reinstate the employee to the same position they previously occupied, or to a similar position.
 1. ~~The Authority~~ Bedford Water cannot guarantee that the same position, or a similar position, will be immediately available when the employee desires to return.
 2. In such instances, the leave may be extended by ~~the Authority~~ Bedford Water until such time as a suitable position is available.

LEAVE

Section 5. HOLIDAY LEAVE

~~The Authority~~ Bedford Water follows the state holiday schedule as published each year by the “Virginia Department of Human Resource Management” on <https://www.dhrm.virginia.gov/payandholidaycalendar>.

Section 6. CIVIL AND MILITARY LEAVE

- A. Civil Leave: Legally required leave due to circumstances beyond the control of the employee, such as Jury Duty, will be approved and the employee will be fully compensated by ~~the Authority~~ Bedford Water for this time off as required by law. This also includes an employee being subpoenaed or summoned to court due to an instance that is of no fault of their own; a copy of the documentation showing the court order must be submitted to the Human Resources Department. The employee must notate their time accordingly on their timesheet.
- B. Military Leave: Active Duty in the Armed Services of the United States Military calls for required training, state or federal active military service, and responses to natural or man-made disasters as requested by the Governor. ~~The Authority~~ Bedford Water follows [§ 44-93 of the Code of Virginia](#) for “Leaves of absence for employees of Commonwealth or political subdivisions”.
1. Paid Military Leave: Military Leave with full pay during the period of such activity will be provided by ~~the Authority~~ Bedford Water for up to 120 hours per federal fiscal year (October 1st – September 30th).
 2. Unpaid Military Leave: For employees in the reserve, or called to join the United States during the time of war or other declared national emergency or requested by the Governor to respond to natural or man-made disasters unpaid leave time will be granted to report to duty as required by their service.
 - a. Following the use of 120 hours of paid military leave, the unpaid leave will be available to the employee.
 - b. The employee is responsible to notify their manager, along with notifying Human Resources.
 - c. The employee can use PTO or compensatory time during the period that would be unpaid military leave.
 - d. If the employee and their manager are in mutual agreement, the manager will try to work around the military schedule to allow the staff member to work their full hours without needing to use leave.
 - e. The time employee is on military leave counts towards their eligibility for Family Medical Leave Act. Refer to policy 20.23 for details on the Family Medical Leave Act.
 - f. Reemployment rights extend to the employee who has been absent from a position of employment because of performing duty in the uniformed services. Job restoration is further conditioned on the position still existing and the employee is physically and mentally capable of performing the work of the vacated position.
 - i. For military leave of 30 consecutive calendar days or less, the employee is required to report back to work at the beginning of the next regularly scheduled work day after the release date of service.

LEAVE

- ii. For military leave 31-180 consecutive calendar days, the employee must submit a request for reemployment within 14 days of release from service.
- iii. For military leave greater than 180 consecutive calendar days, the employee must submit a request for reemployment within 90 days of release from service.

Section 7. NOTIFICATION

- A. If unable to report to work for any reason, when expected to be on duty, an employee shall personally communicate this fact to their Supervisor or Manager prior to the scheduled shift; if the immediate Supervisor or Manager is not available or can otherwise not be reached, the employee must contact a Director.
 1. Notifying other employees or Managers of other departments is not acceptable, unless pre-arranged with their Manager or Supervisor.
 2. Leaving voice messages, emails, texts, or instant messages are not considered appropriate contact unless pre-arranged and/or approved by their Manager or Supervisor.
 3. If the employee is medically unable to notify ~~the Authority~~ Bedford Water, every reasonable effort should be made by the employee to have someone else contact ~~the Authority~~ Bedford Water to inform them of the situation.
- B. Failure to call in or to report to work for two (2) consecutive workdays will be considered a voluntary resignation or abandonment of the employee's job.

Section 8. LEAVE ACCRUAL DURING EXTENDED LEAVE

- A. Employees who are on extended leave following the exhaustion of Family and Medical Leave Act (FMLA) entitlements will not accrue Paid Time Off (PTO), compensatory time, or other leave benefits, regardless of whether the leave is paid (e.g., short-term disability, PTO use) or unpaid.
- B. Accrual of PTO and other leave benefits will resume upon the employee's return to active work status.

Section 9. EXCEPTIONS

Any exceptions to this policy must be approved by the Executive Director. The Executive Director may consult with the Personnel Committee of the Board of Directors as needed.

Section 10. REVISIONS

- A. This policy was approved and adopted by ~~the Authority~~ Bedford Water's Board of Directors on January 22, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 1. Approved March 18, 2014, effective March 19, 2014:
 - a. Section 2.G clarified Unused PTO in regards to VRS.

LEAVE

2. Approved April 21, 2015 effective April 22, 2015:
 - a. Section 2.B. 6 clarified when a part-time employee is required to use PTO.
 - b. Section 2.B. 9 added another exception to the use of a full-day of PTO by an exempt employee.
 - c. Section 2.E. shortened the amount of time necessary to schedule PTO.
 - d. Section 2.C. 3 clarified the accrual of PTO from a full-time employee transitioning to a part-time employee.
 - e. Section 2.C. 4 clarified the accrual of PTO from a part-time employee transitioning to a full-time employee.
 - f. Section 2.G. 1 clarified the roll-over of PTO for a part-time employee.
3. Approved May 17, 2016 effective May 18, 2016:
 - a. Section 2.B. 9 clarified how long an exempt employee is to plan on working before leaving.
4. Approved February 21, 2017 effective March 6, 2017:
 - a. Section 2.B. 9 modified to allow exempt employees the ability to take partial day leave using the PTO bank.
5. Approved October 18, 2022 effective October 19, 2022:
 - a. Section 2 had minor corrections made throughout the section.
 - b. Section 5 was modified to further detail the use of Civil and Military Leave.
 - c. Section 6 was created for Notification Requirements.
6. Approved August 19, 2025, effective August 20, 2025
 - a. Section 8 was added to define leave accrual during extended absences
7. Approved June 16, 2026, effective June 17, 2026
 - a. Section 2.B.9.a eliminated specific hours and kept the language as half and full days for PTO.



RESOLUTION
2026-06.01
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 June 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 following list of policies:

- Policy 2.40 Adjustments
- Policy 10.10 Purchasing
- Policy 10.12 Purchasing Cards
- Policy 10.33 Reserve Accounts
- Policy 20.11 Leave

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.

Member _____ made a motion to approve this resolution.

Member _____ seconded the motion.

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 **June 16, 2026** 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



Media Alert

JOIN THE MONTVALE COMMUNITY AS THEY CELEBRATE THE TRANSITION FROM MONTVALE WATER TO BEDFORD WATER

A Transition that has Taken Almost a Year to Complete

WHAT: After years of managing its own water system, Montvale Water has agreed to become part of Bedford Water.

WHEN:

Monday, June 15, 2026
11:00 AM – Noon

WHERE:

Montvale Library Community Room
11575 W. Lynchburg-Salem Turnpike
Montvale, VA 24122

WHY: After years of serving the community independently, Montvale Water has partnered with Bedford Water to bring additional resources and long-term support to Montvale customers. This transition will provide more consistent water service and enhanced reliability for the community. Customer Service team members will be on hand to answer questions.

MEDIA OPPORTUNITIES: Members of the media are invited to attend and capture photos and videos. There will be interview opportunities for Bedford Water and Montvale Water leaders

CONTACT:

Kyle Draper

Communications Manager
Bedford Water
540-598-7230
KDraper@brwa.com

About Bedford Water

Bedford Water (BW) provides reliable, high-quality water and wastewater services to the residents and businesses of Bedford County and the Town of Bedford. With a commitment to collaboration, adaptability, results, enthusiasm, and safety, we ensure that our community thrives through sustainable water management.

In partnership with the Western Virginia Water Authority, we also serve the Smith Mountain Lake area, including parts of Bedford and Franklin Counties.

At Bedford Water, our vision is clear: Clean Water. Healthy Environment. Thriving Community. For more information, visit brwa.com.

Media Alert



MEMORANDUM

To: Board of Directors
From: Brian Key, PE; Executive Director
Date: June 8, 2026
Re: FY 2026-2027 Goals

The Board of Directors met in closed session on March 17, 2026 and April 21, 2026 to perform the Executive Director evaluation; following the April meeting, the feedback received was to draft a list of goals for FY 2026-2027.

The Goals listed below have been prepared and were evaluated based on the **SMART** goal strategy; each goal is **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**imely. These goals are not for a single evaluation period, or for a single fiscal year, but rather they are focused on current and future needs with some of the goals taking multiple years to complete.

1. **Strategic Planning:**
 - a. **Review the successes** that have been accomplished from the current **2024-2028** plan, and celebrate the accomplishments.
 - b. **Review the shortfalls** to determine if they can be completed in the **2024-2028** planning period, and determine if there are any goals that may have changed and no longer are relevant for completion.
 - c. **Begin the preparation** of the next strategic plan, likely to be another four year plan for fiscal years **2028-2032**.
2. **Lead the development of a comprehensive ten-year rate study** for the Authority that evaluates existing water and sewer rates, analyzes historical trends, and assesses projected operating, maintenance, and regulatory costs to ensure financial sustainability. Information and data necessary for said rate study include the following:
 - a. **Prepare and present ten-year rate projections** that incorporate anticipated inflation, debt service, staffing needs, regulatory mandates, and system growth, with clear recommendations for potential rate adjustments for Board consideration.
 - b. **Develop a ten-year capital improvement plan (CIP)** identifying major infrastructure rehabilitation, replacement, and expansion needs, prioritized based on asset condition, regulatory compliance, system reliability, and risk mitigation.
 - c. **Align long-term capital planning with financial capacity** by evaluating funding strategies such as reserves, grants, state and federal assistance, and debt issuance, ensuring capital investments are achievable without compromising fiscal stability.

To: Board of Directors
From: Brian Key, PE; Executive Director
Date: June 9, 2026
Re: FY 2026-2027 Goals

3. **Integrate rate modeling with capital planning efforts** to clearly demonstrate the relationship between future capital needs and rate impacts; provide transparent, data-driven information to the Board to aid in their decision making process.
4. **Effectively communicate financial and capital planning information to the Board of Directors** through clear reports, forecasts, and presentations that support oversight, policy direction, and public accountability.
 - a. **Establish a regular review and update cycle** for rate studies, CIP, and strategic plan to ensure plans remain current, responsive to changing conditions, and aligned with Bedford Water's strategic objectives.
 - b. **Conduct an annual review with the Board of Directors** for the rate studies, capital improvement plans, and strategic plan to ensure plans remain current, responsive to changing conditions, and aligned with Bedford Water's strategic objectives. The goal is to conduct this review prior to the first budget presentation to the board in the first quarter of the calendar year.