
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
December 21, 2021**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“BRWA”) was held on Tuesday, December 21, 2021, 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
Michael Moldenhauer, Vice Chair
Jay Gray
Rusty Mansel
Kevin Mele
Thomas Segroves
Walter Siehien

Members Absent: None

Staff & Counsel Present: . Brian Key – Executive Director
Nathan Carroll – Assistant Executive Director (Virtually)
Rhonda English – Director of Engineering (Virtually)
Megan Pittman – Director of Administration (Virtually)

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.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: November 16, 2021 – Regular Board Meeting
5. Financial Report: Presented by Brian Key
6. Operations Report: Presented by Nathan Carroll
7. Administration Report: Presented by Megan Pittman
8. Engineering Report: Presented by Rhonda English
9. Executive Director’s Report: Presented by Brian Key
10. Election of Officers
 - a. Existing Terms and Officer History
 - b. Resolution 2021-12.01 Elections of Officers
11. Other business not covered on the above agenda
12. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: November 16, 2021 Regular Board Meeting

The regular Board Meeting Minutes from November 16, 2021, were reviewed.

Member Moldenhauer made a motion to approve the minutes.

Member Mele seconded the motion.

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

5. Financial Report: Presented by Brian Key

The budget goal is 42% for November with operating revenues at 47% and operating expenses at 39%. Capital Recovery fees received so far this FY are 40% of the total budgeted amount, with water at 28% and sewer at 81%. There were 6 new connections in Forest and one at Smith Mountain Lake during November.

The board discussed whether to keep the financials in landscape or portrait mode; staff will explore options on how to make it easier to read in landscape mode.

The BRWA has been awarded \$57,977.71 in federal State and Local Fiscal Recovery Funds (SLFRF) through the American Recovery Plan Act (ARPA) for the COVID-19 ARPA SLFRF Municipal Utility Assistance Program. The BRWA has received the executed paperwork from the County and is submitting them to the state in advance of the December 17th biweekly submission deadline. Once the funds are received, they will be allocated to the past due customers that meet the program criteria.

In response to questions about developer projects, Mr. Key reviewed how capital recovery fees and prepayment credits work.

Mr. Mele asked about the contract water sales. In an email, Ms. Underwood said that after the audit an adjustment was made when the account was trued up. This is in reference to how water from Smith Mountain Lake Water Treatment Facility is charged to Western Virginia Water Authority (WVWA).

6. Operations Report: Presented by Nathan Carroll

Mr. Carroll said that the labor hours by task type show Engineering on the report, a department that is not typically shown every month, which could be attributed to time off in the Maintenance and Operations departments.

Mr. Carroll also mentioned that WVWA is absorbing Vinton's water and sewer department, which opens up more water sources for them and may provide value to the BRWA. The BRWA has a study in process about the Stewartsville system. The consultant has been in touch with WVWA and they may join the study to see how both Authorities can benefit from the study and water sources.

A contract modification has been received for the Energy Savings project which extends it to August 2022 due to supply chain issues related to the manufacturing and shipping of all nine blowers. In response to a question from Mr. Mele, Mr. Carroll explained the purpose of the blowers in the wastewater treatment process.

7. Administration Report: Presented by Megan Pittman

Ms. Meador, Human Resources Manager, thanked the board for their support of the compensation study and wished them a happy holiday.

Ms. Pittman reviewed the news articles and grease campaign summary included in the board packet and answered questions about the campaign. Mr. Gray praised the social media presence that the BRWA presents.

8. Engineering Report: Presented by Rhonda English

Three developer projects closed out since the report was put into the packets. The Moneta Park Waterline plans are waiting for VDOT approval. Ivy Creek easements are still coming in; there are 14 remaining easements. DEQ is still in review of the Environmental Assessment. The parking lot is paused until the stormwater materials are in stock, which will hopefully be in January. A proposal has been received and is under review for the Helm Street tank replacement. The Bell Town project is in the process of being surveyed.

9. Executive Director's Report: Presented by Brian Key

Mr. Key updated the board about the Clay Chastain case. At court, the deposit had not been paid so the emergency injunction was removed, and the BRWA is no longer required to make the connection until the fees are paid. The outstanding suit is to determine whether the rates are reasonable and fair and if Mr. Chastain will have to pay the rates. The judge gave Mr. Chastain 21 more days to respond with facts about how the rates are not fair. The BRWA is likely going to file another demurrer that says the case has not been made. The court date is still set for February 2, 2022 and the hope is that it will be dismissed.

The board discussed if the BRWA should be working with the County and Town to be part of the administrative process for development and new construction. The board would like to pursue getting involved earlier in the process with the Town.

10. Election of Officers

a. Existing Terms and Officer History

No discussion was had about this item.

b. Resolution 2021-12.01 Elections of Officers

At a regular meeting of the Bedford Regional Water Authority ("Authority") Board of Directors, held in the Board Meeting Room at the Authority's Administrative Annex Building on the 21st day of December 2021, beginning at 7:00pm:

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

THEREFORE BE IT RESOLVED, the following nominations and motions were made for Calendar Year 2022:

Chair:

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

The motion was seconded by Member Gray

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

Vice-Chair:

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

The motion was seconded by Member Siehien

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

Secretary / Treasurer:

A motion was made by Member Siehien to Nominate Mr. Key for the position of Secretary / Treasurer.

The motion was seconded by Member Moldenhauer.

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

11. Other Business

Mr. Gray stated that he was able to attend the Winter Luncheon and that it was a good event. He liked the recognition of service awards and the effort put on by staff. He was able to represent the board and speak a few words at the event.

Mr. Key thanked the board for their service, and presented them with their holiday gift basket.

Mr. Flynn thanked the staff for their hard work all year long.

12. Motion to Adjourn:

There being no further business to discuss:

Member Segroves made a motion to adjourn.

Member Moldenhauer seconded the motion.

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

The meeting adjourned at approximately 8:23 pm.