
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
May 17, 2022**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, May 17, 2022, 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
Kevin Mele (Virtually)
Rusty Mansel
Thomas Segroves
Walter Siehien

Members Absent: None

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

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: April 19, 2022 – Regular Board Meeting
5. Financial Report: Presented by Brian Key
 - a. Financial Statements through month end April 2022
6. Operations Report: Presented by Nathan Carroll
 - a. Tasks Summary
 - b. Resolution 2022-05.01: Central Lift Station 7 Replacement
7. Administration Report: Presented by Megan Pittman
8. Executive Report: Presented by Brian Key
 - a. Project Reports
 - b. Personnel Committee Meeting – 2022-05-04
 - i. Resolution 2022-05.02: Nepotism Policy
 - ii. Risk Management Personnel
 - iii. Goals for FY2022-2023
9. Other business not covered on the above agenda
10. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: April 19, 2022, Regular Board Meeting

The regular Board Meeting Minutes from April 19, 2022, were reviewed.

Member Moldenhauer made a motion to approve the minutes.

Member Siehien seconded the motion.

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

5. Financial Report: Presented by Brian Key

a. Financial Statements through month end April

The budget goal was 83% for April with operating revenues at 85% and operating expenses at 77%. Capital Recovery fees received this FY are 102% of the total budgeted amount, with water at 87% and sewer at 152%.

In April, 117 accounts were disconnected for non-payment.

Mr. Mansel asked how long people stay disconnected. Mr. Key replied that the customers usually pay and get connected fairly quickly.

6. Operations Report: Presented by Nathan Carroll

a. Tasks Summary

This past month's work was highest in Forest, due to infrastructure adjustments, repairs, and new services. Mr. Flynn asked if money is collected from the infrastructure adjustments; Mr. Carroll said most of them do pay and asked for Mr. Key to expand on the answer. Mr. Key said that it depends on the leverage that the BRWA has to get the fees from the builders and developers.

b. Resolution 2022-05.01: Central Lift Station 7 Replacement

This resolution is to obtain Board approval for the sole source purchase of a new Smith & Loveless, Inc. (S&L) sewer lift station package to replace Central Lift Station 7, which is an existing S&L station located within the Town service area.

Replacement of Central Lift Station 7 with like equipment has been determined to be the best value for the Authority for two primary reasons:

1. Changing from the existing vacuum lift pumps to submersible pumps would result in the loss of storage capacity in the existing wetwell and may require wetwell replacement to obtain similar capacity instead of rehabilitating the existing wet well with the S&L package.
2. Replacing with like equipment will avoid the need for and cost of design plans that would be required to be drafted and submitted to DEQ for approval, as well as the construction cost of the wet well replacement.

A copy of the sole source letter from Commonwealth Engineering & Sales, Inc., the sole provider of S&L products in Virginia, was included in the board packets.

Mr. Moldenhauer asked for the cost of the pump. Mr. Carroll replied it is close to \$60,000 for the equipment. Mr. Gray asked why it was being replaced. Mr. Carroll said that it is a proactive replacement on the CIP and will take around a few weeks for construction. However, downtime on the pump will be shorter than that. Mr.

Mansel asked if it was a firm quote; Mr. Carroll said it is. He also asked if they are standard or made to order. Mr. Carroll said it is an off-the-shelf pump station. A confined space will also be eliminated with this upgrade.

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Administrative Annex Building on the 17th day of May 2022, beginning at 7:00 p.m.:

WHEREAS, the Fiscal Year 2021-2022 Capital Improvement Plan provided funding for the replacement of Central Lift Station 7; and,

WHEREAS, the BRWA’s Purchasing Policy, Document Number 10.10, Section 6. Sole Source Procedure requires Board of Director approval for sole source purchases exceeding fifty thousand dollars (\$50,000); and,

WHEREAS, Authority staff with concurrence from the Executive Director have determined that the purchase of a new Smith & Loveless, Inc. lift station to replace the existing Smith & Loveless, Inc. station is the best value for the Authority and only one source of Smith & Loveless, Inc. lift stations is practicably available; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the Executive Director to approve the sole source purchase of one Smith & Loveless, Inc. lift station to replace Central Lift Station 7.

Member Gray made a motion to approve the minutes.

Member Mele seconded the motion.

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

7. Administration Report: Presented by Megan Pittman

Ms. Pittman explained the articles in the board packet, all about the chemical incident. Mr. Mansel praised the response of the BRWA that day. Mr. Flynn asked if there were any takeaways from the event on the communications side. Ms. Pittman replied that she would have stayed at the incident command for the majority of the event. She is also compiling supplies to ensure work can continue on a remote site without a power source. She also said that they are looking into internal communications tools for staff for emergency incidents.

She also reported that she will be on maternity leave from July through October. During her maternity leave, Mr. Key and Cody Lawhorn, Marketing Communications Specialist, will take over the PR responsibilities and her other tasks will be spread throughout her direct reports, who will report to Mr. Key.

8. Executive Report: Presented by Brian Key

a. Project Reports

All the materials for the Moneta Park waterline have been obtained and a pre-construction meeting will happen in the next few weeks. Once begun, the project will take 120 days.

b. Personnel Committee Meeting – 2022-05-04

i. Resolution 2022-05.02: Nepotism Policy

To allow for a larger hiring pool, the proposed policy would lessen the restrictions of relatives who can be hired while still barring hiring relatives of anyone who works in Human Resources or any relatives of the Directors. Mr. Mansel said that the policy still has protections for the BRWA that are enforceable.

At a regular meeting of the Bedford Regional Water Authority (“Authority”) Board of Directors, held in the Board Meeting Room at the Authority’s Administrative Annex Building on the 17th day of May 2022, 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, revisions to Nepotism policy 20.34 were recommended by staff to the Personnel Committee; and,

WHEREAS, at a meeting that was held on May 4, 2022 the Personnel Committee reviewed the policy noted above and has recommended the revisions to the policies to be presented to and approved by the Board of Directors of the Authority; now,

THEREFORE, BE IT RESOLVED by the Board of Directors of the Bedford Regional Water Authority that the above noted policy be hereby adopted by the Authority.

On behalf of the Personnel Committee, Member Moldenhauer made a motion to approve this resolution.

Being a motion from a committee, no second motion was needed.

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

ii. Risk Management Personnel

Mr. Key said the biggest lesson learned from the chemical incident is how to better prevent it. One of the ways to do this is to get additional safety personnel. The request is to hire a full-time manager to lead the safety department. The part-time safety coordinator works 24 hours a week, handing out PPE, handling OSHA, workers’ compensation claims, training, first aid/CPR, etc., and will continue in this position. This new position is not included in the current budget; it is within the limits of not needing to adopt an amendment to the budget.

The board asked about the cost of this position and if there would be a hard time finding someone to fill this. Mr. Key said that the job description and salary are still being finalized. He also met with someone formerly in public safety, who said they thought that the BRWA may be able to find someone mid to end of a public safety career.

Mr. Mele asked how these two positions would play out in the organization chart. Mr. Key said that the Safety Coordinator would report to the Risk and Safety Manager, who would report to Ms. Pittman.

Mr. Moldenhauer said that the Personnel Committee felt so strongly about this new position that it is part of Mr. Key’s goals.

Mr. Siehien suggested posting it at the University of Lynchburg. Mr. Mansel suggested sending it to former Bedford Fire Chief Brad Creasy who may be able to spread it to his contacts.

iii. Goals for FY2022-2023

Mr. Key said that he has six goals that are quantifiable for his evaluation next year. His goals will be tied to the fiscal year from now on instead of the calendar year. Mr. Key summarized the six goals listed below.

- 1) Safety
- 2) Strategic Plan
- 3) Leadership Training
- 4) Local Government Roundtable
- 5) Meetings with Local Leaders

6) COVID Measures

9. Other Business

There was no other business discussed.

10. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:06 pm.

Prepared by Megan Pittman – Director of Administration
Approved: June 21, 2022