
**Bedford Regional Water Authority – Board of Directors
Regular Board Meeting – Minutes
June 18, 2024**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, June 18, 2024, 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 (Virtually)
Donald Barger, Jr.
Kevin Mele
Michael Moldenhauer
John Sharp

Members Absent:..... Rusty Mansel

Staff & Counsel Present: . Brian Key – Executive Director
Rhonda English – Deputy Director
Jill Underwood – Director of Finance
Thomas Cherro – Director of Operations
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. Revisions are shown in ***bold italics***.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Moment of Silence
2. Review of Agenda
3. Public Comments
4. Approval of Minutes: May 21, 2024 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end May 2024
6. Operations Report: Presented by Tom Cherro
7. Administration Report: Presented by Megan Pittman
8. Projects Report: Presented by Rhonda English
9. Executive Report: Presented by Brian Key
10. Other business not covered on the above agenda
11. Motion to Adjourn

3. Public Comments

There were no public comments.

4. Approval of Minutes: May 21, 2024 - Regular Meeting

The regular Board Meeting Minutes from May 21, 2024, were reviewed.

Member Sharp made a motion to approve the minutes.

Member Moldenhauer seconded the motion.

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

5. Financial Report: Presented by Jill Underwood

a. Financial Statements through month end May 2024

The Customer Service statistical report, the balance sheet, the statement of revenue, and expenses were included in the packet. The budget goal was 92% for May, with operating revenues at 95% and operating expenses at 80%. Capital Recovery fees received this FY are 118% of the total budgeted amount, with water at 115% and sewer at 122%. The debt service for the year has been paid. Mr. Moldenhauer asked about the \$10 million operating surplus, and Ms. Underwood explained how those funds are closed out at the end of the fiscal year and how they are used. The audit is scheduled for the third week of August.

6. Operations Report: Presented by Thomas Cherro

Mr. Cherro said that the CIP crew has finished the upper portion of the sewer line installment for Galax Street. A bypass will be completed for Helm Street. Clearing for a booster station at the Central Water Treatment Plant has also begun.

7. Administration Report: Presented by Megan Pittman

Ms. Pittman presented the media articles included in the packet. She also mentioned that a press release for the rate change went out last week and another one for the Winoa pump station will go out when the property is transferred to the BRWA. Ms. Pittman also updated the board on the partnership with the County Fair. Mr. Key added that the Winoa agreement was signed on Monday.

8. Projects Report: Presented by Rhonda English

Ms. English added the Winoa Lift Station to the CIP list; the list will be updated next month to reflect the new fiscal year CIP projects for the year. The fiscal year 2025 CIP report will also be finalized and posted in the next month, with a link to be provided in the next board packet.

Ms. English gave a presentation about the Ivy Creek Sewer Interceptor project including issues encountered during construction and the upcoming change orders and their costs.

9. Executive Report: Presented by Brian Key

Mr. Key reported on the annual conference for the American Waterworks Association. He also made a presentation about the data management dashboard system project that is underway.

Mr. Key asked the board if they would like to cancel the July board meeting due to no new business needing to be discussed. The board agreed unless something urgent comes up.

10. Other Business not covered on the above agenda

No other business was discussed.

11. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:04 pm.

Prepared by Megan Pittman – Director of Administration

Approved: August 20, 2024