
**Bedford Water – Board of Directors
Regular Board Meeting – Minutes
August 18, 2026**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, August 18, 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 (virtually)
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 Comments
4. Approval of Minutes: June 16, 2026 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
 - a. Financial Statements through month end June 2026 and July 2026
6. Administration Report: Presented by Megan Pittman
7. Projects and Operations Report: Presented by Rhonda English and/or Roger Blankenship
8. Executive Report: Presented by Brian Key
 - a. Discussion about Board Packets
 - b. Review of August 6th EDA meeting
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: June 16, 2026 – Regular Board Meeting

The regular Board Meeting Minutes from June 16, 2026, were reviewed.

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.

5. Financial Report: Presented by Jill Underwood

a. Financial Statements through month end June 2026 and July 2026

The statement of net assets ("balance sheet") for June was included. The July report will not be available until the year is closed out and balances are brought forward. The Customer Service statistical report was included in the packet. The budget goal for June was 100%, with operating revenues at 107% and operating expenses totaling 96%. Capital Recovery fees received last FY are 200% of the total budgeted amount; water is at 172%, and sewer is at 256%. The budget goal for July was 8.33%, with operating revenues at 9% and operating expenses totaling 6%. Capital Recovery fees received this FY are 17% of the total budgeted amount; water is at 13%, and sewer is at 26%. The auditors will be onsite for the next two weeks, and then will work remotely for a few months to finish the report. The EPA grant for the Western Hills project requires a lot of training and administrative work in order to obtain the grant. The budget document for the past year was compiled and submitted to GFOA for consideration for their award.

6. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the media articles in the packet, highlighting the Governor's visit and the Water Tower Showdown. The Fair is this upcoming weekend, and Bedford Water will have a booth on Saturday. The Safety Manager completed an Emergency Action Plan training this month to better prepare staff in case an emergency arises. The former HR Manager, Jason Michaels, took a new Director of Human Resources position at the end of June, and the new HR Manager, Patrick Ward, started recently. He plans to be at the October board meeting to introduce himself. Mr. Rush asked about the security breach in the industry and asked about how protected Bedford Water was. Ms. Pittman responded that BW complies with all the suggested best practices to keep the system safe, and BW uses robust software that identifies and deactivates any threats they may try to infiltrate the system. A vulnerability test was done in the past two years to analyze weaknesses in the system, which showed it was very safe and protected.

7. Projects and Operations Reports: Presented by Rhonda English and/or Roger Blankenship

Mr. Blankenship stated that the Central Sewer Lift Station #4 is under design. Western Hills Phase 1 project is ready to begin once the grant funds are secured and the EPA permitting is finalized. The goal is for construction to begin in the spring. The Route 43 Phase Project plans are being finalized. A contract was executed in June with A&H for the Mountain View Shores filter replacement project. The Central Water hypo upgrades contract was executed in July.

The CIP crew is finishing the Baltimore and Walnut Street projects. Their next project will be the Sunset Drive waterline project in September. The Central Water Electrical Phase 1 is complete. The Ivy Creek Interceptor project has reached substantial completion, with final completion expected in October. The lead service line inventory needs to be completed in Montvale. No lead has been detected in the entire system to date. The

Central Water booster station is now online and complete. The Smith Mountain Lake Water Treatment Facility GAC building is finished; electric and heating options are now being evaluated and completed.

Ms. English stated that the CIP report is posted on the website and a paper copy is available upon request. There are different CIP reports in the board packet that show the completed projects and the current projects. The Stoney Creek Reservoir grant was not received; however, BW will reapply next year using feedback received this year.

Both the intake pumps at Smith Mountain Lake are now functional, after they had to be pulled and fixed. Another consent order has been issued at Moneta WWTP due to zinc levels. By the time the consent order was issued, the problem had already been fixed. Phosphorus removal at the Central WWTP is another element that will need to be reviewed, since this is a newer regulation that is now being enforced. Ms. English reviewed the current vacancies and the momentum that is occurring to fill them.

8. Executive Report: Presented by Brian Key

a. Discussion about Board Packets

Mr. Key explained the listing of the reports that are presented to the board each month. Mr. Mele stated that the board packet reports are lengthy and very detailed, and that the board discussions should be at a higher governance level; he said the board may not need all the information that is presented on a monthly basis. He suggested that the Finance Committee work with the staff on a proposed new board packet. The new and existing board packets can then be presented to the board to let them determine what they would prefer. The board agreed with this proposal.

b. Review of EDA Meeting

Mr. Flynn and Mr. Key gave a presentation to the EDA on August 6th about rates, capacity and infrastructure, incentives for new or existing industry, and how the EDA can help streamline processes. Mr. Key said it was a positive meeting with good discussions.

9. Other Business not covered on the above agenda

No other business was discussed.

10. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:03 pm.