
**Bedford Water – Board of Directors
Regular Board Meeting – Minutes
September 15, 2026**

A regular meeting of the Board of Directors of the Bedford Regional Water Authority (“Bedford Water”) was held on Tuesday, September 15, 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.
Michael Moldenhauer
Steve Rush
John Sharp

Members Absent: Kevin Mele

Staff & Counsel Present: . Rhonda English – Deputy Director
Thomas Cherro – Director of Operations
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: August 18, 2026 – Regular Board Meeting
5. Financial Report: Presented by Jill Underwood
6. Operations Report: Presented by Thomas Cherro
 - a. Resolution 2026-09.01: Sole Source for Moneta WWTP
7. Administration Report: Presented by Megan Pittman
8. Executive Report: Presented by Rhonda English
 - a. Projects Report
 - b. Major Leaks – Weekend of August 21, 22, 23
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: August 18, 2026 – Regular Board Meeting

The regular Board Meeting Minutes from August 18, 2026, were reviewed.

Member Gray made a motion to approve the minutes.

Member Barger seconded the motion.

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

5. Financial Report: Presented by Jill Underwood

The Customer Service statistical report was included in the packet. The August Statement of Net Assets ("Balance Sheet") will not be available until the year is closed out and balances are brought forward. The year should be closed within the next two weeks. The budget goal for August was 16%, with operating revenues at 18% and operating expenses totaling 12%. Capital Recovery fees received this FY are 23% of the total budgeted amount; water is at 19%, and sewer is at 32%. There are several accounts near or slightly over 100% of the budget. These are expenses paid annually (i.e. software expenses, VDH fees).

Brown, Edwards has completed the onsite fieldwork portion of the audit. Staff continues to work on items to wrap up and prepare the draft report. For FY 2026, a single audit for federal expenditures was not required because Bedford Water did not meet the requirement threshold. The updated limit for FY 2026 audits is \$1M, and BW had \$198,067 in expenses as the ARPA grant for Helm Street and the VDH grant for the Lead Service Line Inventory were wrapped up.

Staff is working on implementing UKG for HR and Payroll. The software is scheduled to go live on January 1, 2027. Beginning in January, Board payroll will be processed on the 15th of every month, instead of aligning with Board meeting dates.

6. Operations Reports: Presented by Thomas Cherro

The Virginia Department of Health inspection at Montvale Water was completed successfully, with recommendation that a generator be added. At the Central Water Treatment Plant, the basin valves are being replaced as part of the CIP. Central Wastewater Treatment Plant improvements are moving forward. The secondary clarifier is being repaired, and headwork repairs continue. VDOT has given Bedford Water a tentative schedule on when road repairs need to be completed related to recent water line breaks.

The board discussed the water hammer effects in the system when fire hydrants are closed too quickly, and the education that may be required for the fire departments. For BW to do the fire hydrant maintenance, more staff would be needed, or an outside contractor would need to be hired. This topic will be continued during the Executive Report.

a. Resolution 2026-09.01: Sole Source for Moneta WWTP

This resolution authorizes the sole-source procurement of a Bio-Wheel unit for the Moneta Regional Wastewater Treatment Plant.

The proposed resolution seeks to authorize the one-time procurement agreement with Wastewater Technologies for replacement parts and equipment covered under the BioROTOR patents at the Moneta Regional Wastewater Treatment Plant. The estimated cost of the bio-wheel parts and materials will be \$89,980.48. Total expenditures for the Bio-Wheel replacement parts and materials shall not exceed \$110,000.00, including a 20% contingency allowance to cover any unforeseen issues that may arise during the project. The expenditures will use funds from the FY 2026/2027 Capital Improvement Program.

Per Bedford Water Operating Policy Manual – BRWA 10.10 Purchasing, Section 6 – Sole Source Procedures, Paragraph C.2:

“For contracts or purchases exceeding fifty thousand dollars (\$50,000), the expenditure(s) must be approved by the Board of Directors of Bedford Water, and documentation shall be provided as necessary to obtain the approval of the board.”

At a regular meeting of the Bedford Regional Water Authority (“Bedford Water”) Board of Directors, held in the Board Meeting Room at the Authority’s Administrative Annex Building on the 15th day of September 2026, beginning at 7:00 p.m.:

WHEREAS, the Bedford Water owns and operates the Moneta Regional Wastewater Treatment Plant; and,

WHEREAS, under the terms of the Clean Water Act, the Moneta Regional Wastewater Treatment Plant operates under the Department of Environmental Quality (DEQ) permit VA0091669 dated May 14, 2025. The Moneta Regional Wastewater Treatment Plant shall follow the Operations and Maintenance (O&M) Manual outlining practices and procedures used to comply with the requirements of the Bedford Water permit, including repairing or replacing equipment directly correlated to the treatment process; and,

WHEREAS, portions of the bio-wheel system, which was put into service in 2006, has failed and is in need of replacement; and,

WHEREAS, Wastewater Technologies LLC is the only vendor capable of meeting the exact requirements of the existing equipment, and changing to a different vendor would require substantial retrofits to the current plant configuration; and,

WHEREAS, any configuration changes to the Moneta Regional Wastewater Treatment Plant will require Bedford Water to notify DEQ of any planned physical alterations and additions to the permitted facility; now,

THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the Director of Operations to utilize sole source procurement per Bedford Water’s policy 10.10 for the purchase of BioROTOR repair parts and materials from Wastewater Technologies, LLC, for the Moneta Regional Wastewater Treatment Plant; and,

BE IT FURTHER RESOLVED, that the total amount of the expenditures for the bio-wheel replacement parts and materials shall not exceed an amount of \$110,000.00, which includes a 20% contingency buffer to address any unforeseen issues that may arise during the work.

Member Rush made a motion to approve this resolution, as amended.

Member Barger seconded the motion.

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

7. Administration Report: Presented by Megan Pittman

Ms. Pittman reviewed the articles in the board packet, highlighting that staff attended the Bedford Fair last month, hosted an on-site job fair last Saturday, and will be attending Centerfest this upcoming Saturday.

Bedford Water has been partnering with Bedford County EDA to attend a Utility Roundtable event on November 12th at 8:30 at the Center for Engineering Research and Education (CERE) in the New London Business & Technology Center. The audience will be local government staff, elected officials, and business owners who are influential in the community. Bedford Water and the local electric utilities will be in attendance to share information and answer questions that the community needs to know. Brian, Rhonda, and Megan will attend and would like to invite 1-2 board members to also attend.

8. Executive Report: Presented by Rhonda English

a. Projects Report

CIP carryover projects are steadily getting completed. The Central Water electrical project is wrapping up. Ivy Creek is finishing restorations. Significant updates about projects are included in The Pipeline every week.

At the February board meeting, the board discussed approving a cell tower to be constructed at the Central Water Treatment Plant. An agreement was made with a company partnered with Verizon that did not include the tower height. The height has now been proposed at 195 feet. In the future, any agreements will include height information before signing.

b. Major Leaks – Weekend of August 21, 22, 23

Bedford Water had a number of large leaks on the weekend of August 21st, 22nd, and 23rd. Due to the timing of the breaks, outside resources were unavailable for flagging assistance, and all available Maintenance staff worked approximately 500 hours to address the leaks that occurred over these three days. Some work remains for grass restoration and paving; \$96,300 is the estimated cost associated with these breaks.

On the evening of August 24th, it was discovered that the Town Fire Department had been performing hydrant maintenance during the time period. The water line break locations correlate with the locations of the Fire Department's hydrant maintenance.

Bedford Water has experienced challenges with line breaks in the past when the Fire Department performed maintenance on hydrants in Town. These have typically been during the week where communication has been made to us of the planned maintenance activities, and staff can contact the Fire Department personnel to halt activities upon an issue being encountered. The brittle nature of the older cast-iron mains throughout the system results in little tolerance for significant flow changes that can be experienced upon a hydrant being operated too quickly.

An internal after-action review was held September 1st, identifying many opportunities for improvement during future events, including setting up accounts with traffic control vendors and local construction contractors to enable after-hours assistance. Vendors were either unavailable to answer calls that weekend or would not assist without an account being previously set up during normal business hours to guarantee payment. An external after-action review is scheduled for September 23rd to further review opportunities to improve communication and collaboration between Bedford Water, the Town of Bedford, Bedford County, and the Fire Departments.

The board discussed training options, staff that could be hired to do the program in-house, filing a claim with insurance, a memorandum of understanding to be written with the fire departments, and/or policies that could be written. Mr. Gray said that he would like it if a member of the board drafted a letter and they all signed it, thanking staff for their work.

9. Other Business not covered on the above agenda

Mr. Flynn said this line item is rarely used, but it is a good time to bring up any issues board members have questions about or would like discussed.

10. Motion to Adjourn:

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

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

The meeting adjourned at approximately 8:01 pm.

Prepared by Megan Pittman – Director of Administration
Approved: October 20, 2026