



CAMPBELL COUNTY UTILITIES & SERVICE AUTHORITY
20644 Timberlake Road
Lynchburg, VA 24502

Agenda: Regular Meeting
August 25, 2026 at 5:00 pm

Place: Authority Office
20644 Timberlake Road
Lynchburg, VA 24502

A. CALL TO ORDER – Mr. James Marstin, Chairman - called the meeting to order at _____ P.M.

A1. <u>MEMBERS</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>TIME ARRIVED</u>
James Marstin, Chairman	_____	_____	_____
Dan Richardson, Vice-Chairman	_____	_____	_____
Don Austin	_____	_____	_____
Charlie Droog,	_____	_____	_____
Carter S. Elliott, Jr.	_____	_____	_____
Joe Kirkland	_____	_____	_____
Robert Lee, III	_____	_____	_____

A2. COUNTY REPRESENTATION & STAFF PRESENT

Matt Cline, Supervisors' Liaison
Jeff Wells, P.E., Executive Director
Tim Wagner, P.E., Engineering Director
Josh Pribble, Field Operations Director
Wendy Meese, Finance Director
April Farmer, Technology & Training Manager

B. CITIZEN COMMENT

None expected

C. APPROVAL OF MINUTES

MOTION: Mr. _____ made a motion, seconded by Mr. _____, that the Minutes of the July 28, 2026 Board Meeting be approved.

ACTION: _____

D. ADMINISTRATION REPORT - Authority Staff

D1. FINANCIAL REPORT/HR UPDATE

Summary reports were distributed with the packet and more detailed reports are available upon request.

Year to date:

Revenues:	\$ 824,626.07
Expenses:	\$ 594,934.27
Budgeted Capital and Reserves	\$ 1,821,500.00
Surplus/(Deficit) to date:	\$ 229,691.80 / \$ (1,591,808.20)
Total "Unencumbered"	\$ 2,177,806.91

VENDORS

Permanent Vendor:

E.C. Pace Company, Inc.	Roanoke, VA
Cenvar Roofing Commercial	Lynchburg, VA

Final Bills and other temporary vendors: (address available upon request):

21886 Timberlake, LLC	Alexander R. Reid
Alexandra K. Droujinsky	Alfred M. Jones
Dani Drayce	Jenna N. Beever
Penny Alsup	PRM Associates, Inc.
Thomas E. Sabol	Realty Services Prop. Management
Ryan Homes	Paul Dudley

MOTION: Mr. _____ made a motion, seconded by Mr. _____, that the new vendor list for July 2026 be approved.

ACTION: _____

A brief summary of the proposed changes to the Employee Handbook will be presented by the Committee.

D2. OPERATIONS REPORT

The Operations Superintendent's report was distributed and is available at the office for review.

D3. ENGINEERING REPORT

The Construction Activities Report was distributed and is available at the office for review.

D4. DIRECTORS REPORT

The Director's Report was distributed and is available at the office for review.

E. BOARD ACTION ITEMS

E1. USE OF SERVICE - Policy Update

A draft of the policy update necessary to align with the new software was distributed with the August packet. The new software calculates base and flat fees on a per day basis as opposed to a block rate.

Staff recommends that the Board accept the proposed updates to the USE OF SERVICE policy.

MOTION: Mr. _____ made a motion, seconded by Mr. _____, that the Board accept the changes to the USE OF SERVICE policy.

ACTION: _____

F. MATTERS FROM THE BOARD

This time is to discuss any matters from the Board members.

G. CLOSED SESSION

MOTION: Mr. _____ made a motion, seconded by Mr. _____, that the Board convene in a Closed Meeting at _____ P. M. to discuss matters related to possible litigation between Region 2000 and the County. The closed session was held in accord with §2.2-3711. (A) (7) of the Code of Virginia.

Upon returning to open session at ____ P. M., the following certification was adopted:

MOTION: Mr. _____ made a motion, seconded by Mr. _____, that the following certification be approved:

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Campbell County Utilities and Service Authority has convened a closed meeting on May 26, 2026, pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by this Authority Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Campbell County Utilities and Service Authority hereby certifies, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Campbell County Utilities and Service Authority.

VOTE:

AYES:

NAYS:

ABSENT DURING VOTE:

ABSENT DURING MEETING:

H. **ADJOURNMENT**

MOTION: Mr. _____ made a motion, seconded by Mr. _____, that the Authority meeting be adjourned at _____ p.m.

ACTION: _____