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

Agenda: Regular Meeting
October 27, 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. MEMBERS

	PRESENT	ABSENT	TIME ARRIVED
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 (detail for this item distributed for Board members only)

The summary of this item includes personal customer account information and will be disclosed to Board members and Authority staff only.

C. APPROVAL OF MINUTES

MOTION: Mr. _____made a motion, seconded by Mr._____, that the Minutes of the September 22, 2026 Board Meeting be approved.

ACTION: _____

D. ADMINISTRATION REPORT - Authority Staff

D1. FINANCIAL REPORT

Year to date:

Revenues:	$ 2,391,820.07
Expenses:	$ 1,522,978.12
Budgeted Capital and Reserves	$ 1,833,500.00
Surplus/(Deficit) to date:	$ 868,841.95 / $ (964,657.85)
Total "Unencumbered"	**$ 2,452,500.87**

VENDORS

There were no additions to vendors in the month of September 2026.

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. EXTENSION AGREEMENT – FIRESTONE

This is an Agreement between the Authority and Lynchburg BF BTS Retail, LLC for water and sanitary sewer extensions to serve the new Firestone Facility at 18 Turnpike Drive.

The Owner has signed a water and sewer extension agreement and is expected to deliver payment of fees and an acceptable bond shortly.

MOTION: Mr. _____ made a motion, seconded by Mr. _____, to authorize the Chairman to execute the extension agreement with Lynchburg BF BTS Retail, LLC for water and sanitary sewer extensions to serve the Firestone Facility pending payment of fees and an acceptable surety bond or letter of credit.

ACTION: _____

E2. CROSS CONNECTION PROGRAM - Policy Update

A draft of the Cross Connection Control Program policy update necessary to align with the *Waterworks Regulations* was distributed with the October packet.

Staff recommends that the Board accept the proposed updates to the Cross Connection Control Program policy.

MOTION: Mr. _____ made a motion, seconded by Mr. _____, that the Board accept the changes to the Cross Connection Control Program policy.

ACTION: _____

F. MATTERS FROM THE BOARD

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

G. CLOSED SESSION (if necessary)

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 September 22, 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: _____

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

Minutes: Regular Meeting
September 22, 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 5:00 P.M. with the Pledge of Allegiance and a Prayer.

A1. MEMBERS PRESENT

James Marstin, Chairman
Dan Richardson, Vice-Chairman
Don Austin (phone until arriving in person at 5:19 pm)
Charlie Droog
Carter S. Elliott. Jr.
Joe Kirkland
Robert Lee, III (phone until arriving in person at 6:18 pm)

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 (via phone)
April Farmer, Technology & Training Manager

B. CITIZEN COMMENT

No citizens present

C. APPROVAL OF MINUTES

MOTION: Mr. Richardson made a motion, seconded by Mr. Kirkland, that the Minutes of the August 25, 2026 Board Meeting that was reconvened on September 1, 2026 be approved.

ACTION: Approved Unanimously.

MOTION: Mr. Droog made a motion, seconded by Mr. Kirkland, that the revised Minutes of the July 28, 2026 Board meeting be approved to correct the date of the closed session.

ACTION: Approved Unanimously.

D. ADMINISTRATION REPORT - Authority Staff

D1. FINANCIAL REPORT

Summary reports were distributed at the meeting and are on file in the Authority office.

Year to date:

Revenues:	$ 1,666,570.74
Expenses:	$ 1,018,526.06
Budgeted Capital and Reserves	$ 1,833,500.00
Surplus/(Deficit) to date:	$ 648,044.68 / ($1,173,455.32)
Total "Unencumbered"	**$ 2,360,858.85**

Ms. Meese reported that the auditors performed fieldwork during the week of September 8, 2026; however, trial balance issues associated with the new Edmonds GovTech system need to be corrected before the audit can be finalized. Ms. Meese stated that updated FY26 financial statements will be distributed once all corrections have been made.

The August financial statement was briefly reviewed. Annual insurance payments and Virginia Department of Health fees made the administrative and Naruna divisions appear temporarily over budget; however, those payments were below budgeted amounts.

Water and sewer usage fees are underbudget. Ms. Meese explained that the billing system was down for a few days to allow Edmunds GovTech to move customer data from the old system to the new billing software. There have been several customers that overlooked instructions sent by Authority staff to setup ACH payments through the new accounts; banking information is not stored by the Authority and therefore did not transfer to the new billing software. To allow customers time to adjust to the new system, routine cutoffs were suspended for a month for each cycle.

Ms. Meese stated that capital recovery collections have been strong so far this fiscal year and capital revenue for the first two months of the fiscal year has exceeded projections.

Ms. Meese stated that Health insurance premiums are not expected to increase in January 2027, but that Authority staff had budgeted a 10% increase, which will result in a savings of approximately $24,000.

Reported financial highlights included:

Item	Amount reported
August surplus	Approximately $107,000
Interest from ladder investments	Approximately $25,000 (slightly higher than usual)
Camden Village payment for May and June Martin Drive invoices	$132,000
Sewer capacity fees collected	$93,000

VENDORS

Changes to permanent vendors:

Name change only:
Stimulus Group, LLC – formerly Stimulus, LLC Lynchburg VA

Change in owner/address:
Ferguson Enterprises, LLC. – new owner Wolseley Industrial Group – Pittsburgh, PA

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

Cedric Jones – replacement check for Alfred M. Jones

MOTION: Mr. Droog made a motion, seconded by Mr. Elliott, that the new vendor changes for August 2026 be approved.

ACTION: Approved Unanimously.

D2. OPERATIONS REPORT

Mr. Pribble reviewed the statistical and operation reports for August 2026 which are on file in the Authority office.

Treatment at the Otter River Water Treatment Plant increased 3.3 percent compared to last August. Wholesale sales to Altavista have increased by 3.6 percent and wholesale sales to Appomattox have decreased by 1.2 percent. Sales to the East System have increased by 24.6 percent. Central System retail sales have increased 3.6 percent compared to last August. Usage in Naruna increased 6.1 percent from the previous year. Total CCUSA water reflected an increase of 3.6 percent to date this fiscal year compared to FY26.

Treatment at the Rustburg Wastewater Treatment Plant (RWWTP) decreased 8.7 percent compared to last fiscal year. Wastewater sent to the City of Lynchburg for treatment increased 4.9 percent when compared to last August. The overall result was a decrease in wastewater treatment of 4.1 percent compared to last fiscal year. In response to a question from Mr. Marstin, Mr. Pribble stated the recent lack of rainfall reduced infiltration and inflow contributed to the decrease in the volume of wastewater treated at the RWWTP.

There were 32 new water connections serving 32 units and there were 29 new sewer connections serving 29 units in the month of August 2026. This month last year there were 16 new water and 14 new sewer connections serving the same number of units.

Authority staff did not disconnect customers for non-payment of regular bills in August due to transitioning to new billing software to allow customers time to adjust to the change but there were two disconnections resulting from unpaid returned checks. The number of disconnects to date in FY27 is 8 fewer than FY26, a decrease of 6.5 percent.

The Authority had 9,484 metered water connections serving 15,428 equivalent residential units (ERU's) and 3,468 sewer connections serving 6,257 ERU's as of August 31, 2026.

There were 970 travel points during the month of August 2026, which was an average of 49 stops per workday.

The Otter River was flowing at approximately 6.7 mgd on the meeting date and the record low on September 22nd was approximately 5.5 mgd in 2002. The median flow for September 22nd is 68 mgd.

Mr. Pribble described a corrosion-related failure in an eight-inch ductile iron water main in the Rainbow Forest area. Approximately 15 feet of pipe was replaced after a second nearby leak appeared during repairs. In response to a question raised by Mr. Richardson, sacrificial anodes and alternative pipe materials were discussed. Mr. Wells stated that ductile iron pipe was replaced with HDPE to remedy a similar situation on Route 24 in 2025.

E3. ENGINEERING REPORT

Mr. Wagner reviewed the Construction Activities Report which is on file in the Authority office.

80-2304 Martin Drive Regional Wastewater System

Mr. Wagner reported that DEQ awarded an additional $1.032 million in ARPA funds for the Martin Drive Regional Wastewater System, with expenditures required before November 1, 2026. Staff is encouraging contractors to accelerate eligible work and planned reimbursement requests in September and October. Mr. Wagner stated that, while at WaterJAM in September, he and Mr. Wells were able to personally thank the DEQ representative that was responsible for awarding additional funds to the Authority.

Anticipated completion dates:

- **Contract A:** Late October or November.
- **Contract B:** Mid-October.
- **Contract C:** The following spring.

Camden Village had not begun its required portion of the project as of the meeting date. Mr. Wagner reported that the deadline for completion of the Developer's portion of the project is December 2027, creating a risk that the Martin Drive pump station could remain unusable until the developer's work was finished. In response to a question raised by Mr.

Richardson, if the Contractor does not meet the December 2027 deadline, the Authority is within its rights to pull the Bond.

80-2407 & 80-2408 Augusta Springs – Phase 2 & Augusta Springs – Phase 3

The Contractor is wrapping up Phase 2 and is getting ready to start construction on Phase 3.

80-2306 Lynbrook Single Family Residential

This project is substantially complete other than installing meters. Many connections were made in the month of August, as shown on the new service list in the Operations report.

80-2410 US 29 Waterline Relocation at Gladys Road

Construction of the waterline relocation was completed a couple of months ago and everything is functioning properly.

80-2503 Trent's Landing – Section 4

Construction has not yet begun but the Contractor is on-site.

80-2501 Holiday Inn Express – Wards Road

CCUSA does not have much to do for this project. The waterline feed is already installed.

80-2601 Seneca Park Parcel 43-A-79 – Phase 1 Water and Sewer

This is a water and sewer extension to serve Blue Ridge Beverage located in Seneca Park. The waterline has been placed in service and the sanitary sewer is being tested.

80-2508 The Allure – Section 4

The Contractor has been testing the water lines and sewer mains but are having some issues they need to work out before this project can be placed in service. Once Section 4 is complete, the Contractor will begin constructing townhouses to connect to the water and sewer infrastructure.

80-2505 Carriage Grove 3D

Construction is complete, the Contractor will begin testing soon.

81-2714 Taco Bell beside Wawa on Wards Road

This is not really a project, just a service connection, but Taco Bell has all approvals.

General

In response to a question from Mr. Marstin, the market for single-family homes and townhomes appears to be slowing due to increased interest rates.

D4. DIRECTORS REPORT

The Director's Report was reviewed and is on file in the Authority office.

1. Activities Calendar – Mr. Wells reviewed the activities calendar which is on file in the Authority office.

2. Next Board Meeting – Tuesday, October 27th at 5 p.m.

3. Telework Report – The report on teleworking activities during the previous month was reviewed and is on file in the Authority office.

4. Board Member Contact Information – Mr. Wells thanked the Board for updating their cell phone information for the Authority website. At the August Board meeting, a citizen suggested that contact information should also include Board members' e-mail addresses. Alternatives were discussed to avoid using the Board members' personal e-mails. Ms. Farmer discussed creating dedicated CCUSA email accounts, forwarding options, and handling public records requests. Ms. Farmer committed to setting up the dedicated e-mail addresses, providing access instructions, and posting the addresses on the website. Communication options were discussed for the member who does not use email.

5. Drought Status Update – Mr. Wells reported that purchases from the City of Lynchburg began September 10, 2026 for the Timberlake area only. This action allowed the Authority to postpone mandatory water restrictions. Mr. Wells estimated that use is approximately 800,000–1,000,000 gallons per day at $3 per hcf. (For information: 100 cubic feet equals 748 gallons.) Mr. Wells stated that usage in the Timberlake area is slightly higher than previously estimated. Mr. Wells is attempting to negotiate a lower rate with the City of Lynchburg given the circumstances; however, Mr. Wagner noted that treating James River water requires 2.5 to 3 times more chemicals than treating water from Pedlar Reservoir due to the lower quality of the river water. The City of Lynchburg is currently using 80-85% James River water. In response to a question raised by Mr. Marstin, the pressure of the water being supplied to the Timberlake area by the City of Lynchburg is approximately 5 psi higher than water supplied by the Authority system.

   Mr. Wells stated this experience will assist Authority staff when considering alternatives for the water master plan.

The Wards Road connection remains available if Authority staff decides to provide water from the City of Lynchburg to customers in the Wards Road corridor. Reduced production at the Authority's water plant is expected to lower chemical and electricity costs that will off-set the increase in purchase cost with the City of Lynchburg. The water plant normally runs for 19 hours per day but has been reduced to 12 hours per day.

Mr. Wells reported that river flow below 12 cubic feet per second for 10 consecutive days would trigger mandatory conservation even while purchasing supplemental water from the City of Lynchburg.

Mr. Wells described a provision in the existing Appomattox contract for recovering drought-related purchased water costs. The estimated surcharge was $1.88 per 100 cubic feet, based on the difference between Lynchburg's price and the Authority's stated production cost. Mr. Richardson raised concerns about contractual support and ongoing negotiations. If the Authority had not supplemented its water supply with water purchased from the City of Lynchburg, Authority customers would all be under mandatory water conservation measures, including Appomattox and Altavista.

Mr. Wells committed to reviewing the proposal with legal counsel and checking the contracts before issuing surcharge bills to wholesale users.

6. Training – Mr. Wells stated that four CCUSA employees attended WaterJAM the week of September 14, 2026. Mr. Wells thanked the Board for supporting employee education and training. Attending events such as WaterJAM provides employees with opportunities to network, discuss current issues affecting the water and sewer industry, and learn about available technologies that may benefit the Authority and its staff.

   Mr. Wells stated that he took away three main points from the conference:

   1. The "Silver Tsunami," or wave of retirements affecting the water utility industry, represents 20–40% of the workforce. He emphasized the importance of training and succession planning to prepare the Authority for these retirements.
   2. Communication is essential. Larger utilities are using social media to keep customers informed about industry issues, including unfunded mandates and other factors that drive rate increases to create an understanding among their customer base.
   3. Funding capital projects remains a significant concern, including the replacement of infrastructure originally installed by developers and contributed to utilities. Much of this infrastructure is approaching the end of its useful life, and responsibility for its maintenance and replacement rests with the utility. Mr. Wells noted that AWWA recommends budgeting to replace 1% of infrastructure annually. He stated that, as a newer utility, the Authority can learn from other utilities' approaches to replacing aging infrastructure. He cited Newport News, which implemented a 25% rate increase this year to address capital needs after deferring rate increases for nine years.

   Mr. Wells stated that he spoke with some consulting firms about how to set rates for out-of-town water rates while he was WaterJAM.

7. Rustburg WWTP – On September 8, 2026 Authority staff received the Virginia Occupational Safety and Health (VOSH) inspection from the June 30, 2026 site visit. There were citations for respiratory protection for soda ash handling, lack of illuminated exit signs, lack of a workplace hazard assessment, and two locations without confined space signage. No fines were assessed but Authority staff will have to mitigate the citations.

Staff plans to: consult the VOSH inspector about a hood-type respiratory protection option; install required signs; and determine whether outside assistance is needed for the hazard assessment. The reported correction deadline is October 22, 2026, subject to confirmation; staff can request additional time if needed.

8. Wastewater Master Plan – Mr. Wells and Mr. Wagner presented RK&K's executive summary. The previous master plan was dated 2008.

Summary:

Staff presented the Wastewater Master Plan executive summary, system capacity projections, conveyance alternatives, and options for constructing an Authority-owned wastewater treatment plant. The recommended approach would address near-term capacity constraints through conveyance improvements while preserving the option to develop a treatment plant in the future. Board members requested additional cost comparisons, clarification of infrastructure reuse, and consideration of the value of greater operational independence.

Master Plan Update and Capacity Constraints

The Flat Creek Wastewater Pump Station was identified as one of the first major system constraints. It is currently the Authority's largest wastewater pump station and receives flows from areas including Lawyers Road, Lynbrook, Yellow Branch, Augusta Springs, and Seneca Park. Continued development along the U.S. Route 29 corridor is expected to increase these flows.

The Authority has purchased peak capacity of up to 1 million gallons per day at the affected receiving sewer connection with the City of Lynchburg. Staff expressed doubt that the City would provide additional capacity at that location, citing existing odor concerns near Liberty University.

Staff identified 80% of pumping capacity as the threshold for beginning upgrade planning. The presentation referenced reaching that threshold around 2035, although it is possible that peak flows could approach the threshold shortly after 2030. Staff emphasized the need to begin planning well before the constraint is reached.

Rustburg Wastewater Treatment Plant Improvements

The consultant evaluated the 0.2 mgd Rustburg Wastewater Treatment Plant for potential operational and safety improvements. Recommendations included:

- Replacing chlorine gas disinfection with ultraviolet disinfection or sodium hypochlorite, primarily to improve handling safety.
- Improving sludge handling.
- Confirming routine load-bank testing of the standby generator.
- Inspecting and recoating the carbon steel treatment tanks.

Staff explained that the plant's tanks are carbon steel rather than reinforced concrete and require periodic draining, surface preparation, and recoating.

Conveyance Alternatives

The master plan evaluated seven conveyance alternatives. These would redirect wastewater through new pump stations, force mains, and gravity sewers to available City connections or divert selected flows to Rustburg.

Staff explained that alternatives requiring additional City capacity include charges for both receiving interceptors and wastewater treatment capacity.

Alternative discussed	Estimated cost presented
Flat Creek via Upper Opossum Creek and Lower Opossum Creek	Approximately $78.2 million
Flat Creek via Lower Opossum Creek	Approximately $60.9 million
Lynbrook via Upper Beaver Creek and Lower Opossum Creek	Approximately $72.4 million
Lynbrook via Lower Beaver Creek	Approximately $80.4 million
Yellow Branch diversion to Rustburg	Approximately $17.8 million
Recommended near-term improvements associated with Alternative 3A	Approximately $36.9 million

Several alternatives would convey wastewater over the mountain toward a new City connection near Concord Turnpike. Staff explained that difficult terrain and uncertain development potential reduced the attractiveness of those routes.

Although the Yellow Branch diversion to Rustburg had a comparatively low estimated cost, staff identified significant concerns about obtaining easements for a force main along Route 24. Staff stated that the route could not be assumed to have sufficient public right-of-way for the proposed construction.

Authority-Owned Wastewater Treatment Plant Alternatives

Staff presented two potential treatment plant locations along Flat Creek.

The upstream alternative, near the intersection of Lawyers Road and Pacoman Road, would serve just under 14,000 acres, including just under 3,000 acres newly opened to development.

The downstream alternative, near the Route 24 crossing of Flat Creek in Evington, would serve approximately 16,690 acres and open slightly more than 8,000 new acres to development. Staff noted that locating a treatment plant near a quarry could offer compatible industrial land uses, although neighborhood concerns would still need to be addressed.

The consultant evaluated three biological treatment processes:

- Sequencing batch reactor.
- Conventional activated sludge.
- Moving bed biofilm reactor.

Staff presented estimated conveyance costs of approximately $52 million for the upstream site and $73 million for the Route 24 site. Treatment facilities were estimated at

approximately $27 million to $46 million, depending on the process selected. Staff clarified that the applicable conveyance and treatment costs must be added to determine a complete alternative's estimated capital cost.

A longer-term concept using conventional activated sludge treatment and the minimum interceptors needed to serve the selected site was presented at approximately $88.3 million. Additional interceptors could be constructed later to expand the service area and increase flows to the plant.

Recommended Phased Approach

Staff recommended addressing near-term constraints through Alternative 3A, including:

- Constructing the Lower Flat Creek Wastewater Pump Station and associated force main.
- Constructing the Cattail Branch Wastewater Pump Station and associated force main.
- Constructing gravity sewer from the existing Flat Creek Pump Station site to the proposed Lower Flat Creek Pump Station.
- Completing the conveyance improvements needed to connect to the Dreaming Creek interceptor near the Lighthouse townhomes.
- Decommissioning the existing Flat Creek Pump Station after the replacement facilities are operational.

The proposed arrangement would replace one existing pump station with two new stations because of pumping-head limitations.

Staff stated that the project would use approximately 2.5 million gallons per day of previously purchased Dreaming Creek interceptor peak capacity, address the immediate constraint, and open approximately 3,000 acres for development. The estimated cost was $36.9 million in current dollars.

Staff explained that the recommendation aligns sewer service with areas designated for future commercial and industrial growth, particularly near U.S. Routes 29 and 460 and the airport. The development potential could help support future project costs, although no funding commitment was identified.

The longer-term treatment plant option could allow the Authority to treat approximately 80% of its wastewater. Some areas would likely continue to send wastewater to Lynchburg because that arrangement would remain more practical.

Treatment Plant Permitting

In response to questions about Flat Creek's ability to receive treated effluent, staff reported that preliminary contact with the Virginia Department of Environmental Quality had not identified an immediate permitting obstacle. Staff emphasized that this was a high-level evaluation, and that substantial additional analysis would be required before obtaining a discharge permit.

Board members asked whether tertiary treatment would be required and whether the estimates accounted for potential discharge limits. Staff indicated that the preliminary estimates appeared to include primary and secondary treatment rather than tertiary

treatment. Final requirements would depend on the proposed discharge and Flat Creek's assimilative capacity.

Staff stated that further discussions with DEQ would occur early if the Authority pursued the plant alternative.

Lynchburg Capacity and Financial Obligations

Board members asked about available treatment capacity at Lynchburg and the Authority's current use.

Staff reported that the City was treating approximately 13 million gallons per day, that the Authority owned 1 million gallons per day of treatment capacity, and that current Authority flows were approximately 500,000–600,000 gallons per day.

Staff distinguished treatment capacity from the ability to convey wastewater to the plant. Although additional City treatment capacity appeared available, the receiving sewer and conveyance system remained limiting factors. Staff considered future purchases likely to be possible but did not confirm availability over the full planning period.

The Authority currently pays approximately one twenty-second of applicable City treatment plant capital improvement costs. Purchasing another million gallons per day would increase that share to approximately two twenty-seconds. Staff clarified that the Authority does not participate in costs attributable to the City's combined sewer overflow system.

Additional treatment capacity was discussed at approximately $4.5 million at current pricing, with costs expected to increase over time. The quantity covered by that figure was not explicitly restated. Staff confirmed that the applicable conveyance estimates included additional treatment and interceptor capacity purchases.

Independence and Long-Term Costs

Several members expressed support for greater control over the Authority's wastewater treatment. Others emphasized the need to quantify the additional cost of that independence before selecting a long-term approach.

Staff noted that continued growth south along U.S. Route 29 would place development farther from City connection points, requiring additional pumping. Pump stations generally involve greater operation and maintenance costs than gravity sewers.

Staff also noted that revenue-sharing provisions exist in the City water purchase agreement and that the wastewater agreement would need to be checked for similar provisions. Any proposal involving County tax revenue would require County participation.

The Board requested a clear comparison of the complete costs of:

1. Purchasing additional City capacity and conveying approximately 1.5–2 million gallons per day to Lynchburg.
2. Constructing an Authority-owned treatment plant and the piping needed to treat approximately 80% of the Authority's wastewater.

The requested comparison would help members assess the cost associated with greater independence.

Reuse of Near-Term Improvements

A board member questioned whether spending approximately $37 million on the near-term project would provide only about ten years of additional time and whether proceeding directly to the treatment plant could be more economical. Staff explained that portions of Alternative 3A would remain useful if the Authority later constructed its own plant. In particular, the gravity sewer from the existing Flat Creek site to Lower Flat Creek could continue serving the future treatment system. Staff tentatively suggested that approximately $20 million of the near-term investment might be reusable but emphasized that the detailed cost breakdown would need to be reviewed before confirming that amount.

Board Feedback and Joint Meeting

Staff stated that a joint meeting with the Board of Supervisors was scheduled for October 20, 2026.

Staff requested feedback on the executive summary and exhibits so that the Authority board's views could be incorporated into the joint presentation. Mr. Wells stated that he would contact members individually over the next week or two to gather their views. Staff explained that feedback from both boards would guide completion of the master plan, which would establish direction until the next update, potentially 15–20 years later.

Staff also raised the question of whether the Board of Supervisors would contribute funding because the proposed infrastructure would support County growth.

Decisions and Status

Alternative 3A remained staff's recommended near-term approach. The Authority-owned treatment plant remained a longer-term option requiring additional cost analysis, permitting work, financing discussions, and board consideration.

9. New Furniture – The FY27 budget included funds for new tables and chairs for the Boardroom/Training room. It is planned to purchase the same style tables and chairs as the County has in their multipurpose room. This will allow Authority staff to easily rearrange furniture for board meetings, training events and public meetings as needed.

10. Joint Meeting with Board of Supervisors – The joint meeting with the Campbell County Board of Supervisors is scheduled for Tuesday, October 20, 2026 at 6 pm in the multipurpose room of the Haberer building. Mr. Wells stated that he and Mr. Wagner will share the presentation with the Board members in advance of the meeting.

11. Christmas Luncheon – The Christmas luncheon was tentatively scheduled for December 17, 2026, with Blue Ridge Barbecue catering. The December Board meeting after the luncheon.

E. BOARD ACTION ITEMS

E1. Employee Handbook

The Committee met on August 20, 2026 to review the proposed changes for the Employee Handbook. Members of the Committee are Mr. Don Austin, Mr. Charlie Droog, Mr. Wells and Ms. Meese. Once all proposed changes were reviewed, a summary of changes the Committee agreed upon and the corresponding page numbers affected was distributed for Board review at the September 1, 2026 reconvened meeting.

MOTION: Mr. Austin made a motion, seconded by Mr. Droog, the proposed changes to the Employee Handbook be approved.

ACTION: Approved Unanimously.

F. MATTERS FROM THE BOARD

F1. Customer Inquiry – Mr. Cline raised a concern about automatic payments with the new billing software, stating that a customer contacted him stating that his or her payment was withdrawn before the mailed bill arrived. Mr. Wells offered to investigate after receiving the customer's information.

F2. Town of Altavista Meeting – Mr. Lee stated that he had been at a Town Council meeting for the town of Altavista prior to the Authority Board meeting.

G. ADJOURNMENT

MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, that the Authority meeting be adjourned at 6:51 p.m.

ACTION: Approved Unanimously.

UPON MOTION by Mr. _____, seconded by Mr. _____, these minutes are approved this _____ day of _____, 2026, with _____ of ____ members of the Campbell County Utilities and Service Authority in attendance at time of vote.

ATTESTED: CERTIFIED BY:

_____ _____

Chairman, Campbell County Utilities & Service Authority

Secretary, Campbell County Utilities & Service Authority

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY

SUMMARY FINANCIAL STANDING WITH PREVIOUS YEAR

September 2025 (25.0%)

Expenses by Division:

	Current Fiscal Year			Last Fiscal Year		
Operating Expenses:	**To Date**	**Budgeted**	**%**	**To Date**	**Budgeted**	**%**
Personnel	655,154.50	3,434,851	19.1%	666,124.99	2,949,594	22.6%
Administration	213,524.21	792,150	27.0%	177,569.42	696,300	25.5%
Source of Supply	239,100.56	1,470,950	16.3%	221,973.24	1,431,900	15.5%
Wastewater	132,624.46	758,350	17.5%	115,809.86	754,900	15.3%
Maintenance	178,359.41	814,600	21.9%	202,545.50	893,900	22.7%
Naruna	8,256.54	39,600	20.8%	10,384.13	37,900	27.4%
Debt	95,958.44	474,100	20.2%	143,161.05	662,910	21.6%
Total Operational Expenses	**1,522,978.12**	**7,784,601**	**19.6%**	**1,537,568.19**	**7,427,404**	**20.7%**
Operating Revenues:				**Operating Revenues:**		
Water Fees	1,274,424.04	4,972,000	25.6%	1,248,088.62	4,825,000	25.9%
Sewer Fees	528,968.71	2,033,000	26.0%	489,507.29	1,940,000	25.2%
Water Fees - Route 460	58,180.80	660,000	8.8%	57,206.64	660,000	8.7%
Naruna Water Fees	33,663.55	93,000	36.2%	38,752.15	94,000	41.2%
Fire Protection Fee	13,156.00	53,000	24.8%	12,982.00	52,000	25.0%
Account Est Fee	9,250.00	26,000	35.6%	8,200.00	32,000	25.6%
Reconn Fees	10,250.00	44,000	23.3%	11,700.00	39,850	29.4%
Meter Tamper Fee	150.00	0		200.00	0	
County Payments	0.00	0	#DIV/0!	237.63	93,475	0.3%
Operating Revenues	**1,928,043.10**	**7,881,000**	**24.5%**	**1,866,874.33**	**7,736,325**	**24.1%**
Operating Surplus (Deficit)	**405,064.98**	**96,399**		**329,306.14**	**308,921**	
Nonoperating or "Capital"				**Nonoperating or "Capital"**		
Budgeted CIP & Reserves		**1,833,500**			**1,829,900**	
Budgeted CIP - Water (Expense)	(1,082,700.00)			(1,008,767.50)		
Budgeted Reserves	(100,000.00)			(200,000.00)		
Capital Recovery - Water	119,190.00	566,000	21.1%	277,875.00	615,600	45.1%
Budgeted CIP - Sewer (Expense)	(650,800.00)			(621,132.50)		
Capital Recovery - Sewer	124,806.00	588,000	21.2%	305,250.00	614,600	49.7%
Interest	118,890.69	254,500	46.7%	4,229.19	18,000	23.5%
Misc. Revenues	99,827.98	350,000	28.5%	83,638.93	340,950	24.5%
Plan Review Fees	1,062.50	0		2,073.20	0	0.0%
Capital Revenue	463,777.17	1,758,500	26.4%	673,066.32	1,589,150	42.4%
Total Revenue to date	2,391,820.27	9,639,500	24.8%	2,539,940.65	9,325,475	27.2%
Capital Surplus (Deficit)	**(1,369,722.83)**	**(75,000)**		**(1,156,833.68)**	**(240,750)**	
Overall Surplus (Deficit)	**(964,658)**	**21,399**		**(827,528)**	**68,171**	

ACCOUNT BALANCES — Sept 26

ENCUMBERED ACCOUNTS				**Funds Invested**
Bond Requirements				
Minimum Balance (Trust -Section 610)	$	500,000.00	$	500,000.00
15% Annual Debt Service	$	57,626.19	$	57,626.19
2 Month Expenses Requirement (in Operations)	$	1,344,424.33	$	1,344,424.33
Campbell County				
Leesville Road Fees	$	-		n/a
City of Lynchburg - to be used to purchase future capacity				
Sewer Capacity Fees	$	3,760,013.83	$	2,082,106.30
Authority				
Reserves (for Long-Term Capital Improvement Projects)	$	3,196,693.67	$	3,196,693.67
Earnings from Investments (add'l to Reserves)	$	1,122,701.29	$	1,122,701.29
Construction Fees	$	92,213.68	$	-
Fire Hydrant Projects	$	94,156.94	$	-
Encumbered for Capital Improvement Projects	$	1,255,228.76	$	-
Naruna	$	366,649.64	$	366,649.64
Operations (in excess of Debt Requirement)	$	(358,915.92)		
TOTAL ENCUMBERED ACCOUNTS	**$**	**11,430,792.41**		
UNENCUMBERED ACCOUNTS				
Beginning Balance	$	2,360,858.81		
Surplus/(Deficit) for this month		125,200.86		
Family Life Christian Church		3,941.20		
Transfer to reserves		(37,500.00)		
TOTAL UNENCUMBERED - FUNDS AVAILABLE	**$**	**2,452,500.87**	$	2,452,500.87
			$	**11,122,702.29**
ENDING BALANCE - COMBINED	**$**	**13,883,293.28**		

* Funds held in a separate account

Invested in Sweeps - Average Daily Balance $ 2,956,585.37

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY
WATER PRODUCTION ANALYSIS

D2

September-26	THIS MONTH	THIS MONTH LAST YEAR	TO DATE THIS FY	TO DATE LAST FY	GAIN /(LOSS) THIS FY	GAIN/ LOSS %
WATER PRODUCTION						
CENTRAL WATER SYSTEM						
OTTER RIVER WATER PLANT	76,840,000	90,669,000	261,654,000	269,500,000	(7,846,000)	-2.9%
ALTAVISTA (sales)	2,527,492	2,486,135	7,297,017	7,088,011	209,006	2.9%
APPOMATtOX (sales)	7,114,228	8,322,248	21,006,084	22,383,152	(1,377,068)	-6.2%
EAST SYSTEM	24,325,708	17,412,692	61,367,416	47,141,204	14,226,212	30.2%
CITY OF LYNCHBURG	712,096	801,108	1,510,212	1,596,232	(86,020)	-5.4%
TOTAL CENTRAL (RETAIL SALES)	**67,910,376**	**80,661,725**	**234,861,111**	**241,625,069**	**-6,763,958**	**-2.8%**
AVERAGE GALLONS/DAY	2,263,679	2,688,724	2,552,838	2,626,359	(73,521)	-2.8%
- reduce by the estimated conn on CoL	**3,300**					
AVERAGE GALLONS/UNIT	186.5	176.2	165.4	172.1	(6.7)	-3.9%
NARUNA SYSTEM	**832,465**	**1,168,995**	3,272,361	**3,468,348**	**(195,987)**	**-5.7%**
AVERAGE GALLONS/DAY	27,749	38,966.5	35,569	37,699	(2,130)	-5.7%
AVERAGE GALLONS/UNIT	198.2	278.3	254.1	269.3	(15.2)	-5.7%
TOTAL CCUSA GALLONS	**68,742,841**	**81,830,720**	**238,133,472**	**245,093,417**	**(6,959,945)**	**-2.8%**
AVERAGE GALLONS/DAY	2,291,428	3,005,098.9	2,588,407	2,907,354	(318,947)	-11.0%
AVERAGE GALLONS/UNIT	188.8	196.9	167.7	190.5	(22.8)	-12.0%
WASTEWATER TREATMENT						
RUSTBURG STP	940,000	998,000	2,804,000	3,040,000	(236,000)	-7.8%
CENTRAL SEWER TO CITY	33,350,972	27,253,415	69,940,104	62,138,576	7,801,528	12.6%
TOTAL GALLONS TREATED	**34,290,972**	**28,251,415**	**72,744,104**	**65,178,576**	**7,565,528**	**11.6%**

NOTE: Otter River WTP total includes Altavista and Appomattox sales which are subtracted to determine total Central Retail Sales.

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY
CUSTOMER ACCOUNT SUMMARY REPORT

September-26	THIS MONTH	THIS MONTH LAST YEAR	TO DATE THIS FY	AS OF 6/30/2026	GAIN / LOSS THIS FY	GAIN/ LOSS %
ANALYSIS OF WATER ACCOUNTS						
CENTRAL METERED CONNECTIONS	4	7	9,487	9,440	47	0.5%
CENTRAL UNITS SERVED	7	11	15,295	15,242	53	0.3%
NARUNA METERED CONNECTIONS	0	0	1	1	0	0.0%
NARUNA UNITS SERVED	0	0	140	140	0	0.0%
TOTAL CCUSA METERED CONNECTIONS	**4**	**7**	**9,488**	**9,441**	**47**	**0.5%**
TOTAL CCUSA UNITS SERVED	**7**	**11**	**15,435**	**15,382**	**53**	**0.3%**
ANALYSIS OF SEWER ACCOUNTS						
CENTRAL SEWER CONNECTIONS	1	6	3,254	3,221	33	1.0%
CENTRAL SEWER UNITS SERVED	1	10	5,829	5,793	36	0.6%
RUSTBURG SEWER CONNECTIONS	0	0	215	215	0	0.0%
RUSTBURG SEWER UNITS SERVED	0	0	429	429	0	0.0%
TOTAL CCUSA SEWER CONNECTIONS	**1**	**6**	**3,469**	**3,436**	**33**	**1.0%**
TOTAL CCUSA SEWER UNITS SERVED	**1**	**10**	**6,258**	**6,222**	**36**	**0.6%**

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY
COLLECTIONS AND BILLING REPORT

September-26	THIS MONTH	THIS MONTH LAST YEAR	TO DATE THIS FY	TO DATE LAST FY	GAIN /(LOSS) THIS FY	GAIN/ LOSS %
NET COLLECTIONS	652,308	643,486	1,973,806	1,903,147	70,659	3.7%
NET BILLINGS	567,788	544,682	2,044,156	1,828,198	215,959	11.8%
TOTAL CUSTOMER BILLINGS	4,208	4,092	13,418	13,156	262	2.0%
TOTAL CUSTOMER CUT-OFFS	2	82	117	205	(88)	-42.9%
% of Customers Disconnected	**0.0%**	**1.6%**				

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY - NEW SERVICE LIST

CENTRAL WATER #10			ACCOUNT	CAP. REC.	CONNECTION	METER		
DATE	NAME	ADDRESS	NUMBER	CHARGE	CHARGE	SIZE	ID	ERU
9/2/2026	C7J Custom Builders	Castle Craig, Lot 56	n/a	3,000.00	2,250.00	3/4"	A	1
9/4/2026	Campbell County	Seneca Park Lot 11 Ewing Dr	n/a	3,000.00	-	2"	E	1
9/10/2026	Ronnie Young	Tax ID: 70-A-26A Fox Ridge Lane	n/a	3,000.00	2,250.00	3/4"	A	1
9/24/2026	Town Court Associates	Leisure Lane	n/a	9,000.00	5,838.15	2"	D	4
	TOTAL NEW SERVICES: 4		**TOTALS**	**$ 18,000.00**	**$ 10,338.15**			**7**

CENTRAL WASTEWATER #15			ACCOUNT	CAP. REC.	CONNECTION	TAP			
DATE	NAME	ADDRESS	NUMBER	CHARGE	CHARGE	SIZE	ID	ERU	INTERCEPTOR
9/4/2026	Campbell County	Seneca Park Lot 11 Ewing Dr	n/a	3,600.00	-	2"	E	1	Fishing Creek
	TOTAL NEW SERVICES: 1		**TOTALS**	**$ 3,600.00**	**$ -**			**1**	

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY
ANALYSIS OF WATER UTILITY ACCOUNTS **September-26**

CODE	TYPE OF ACCOUNTS		METERED CONNECTIONS	NO. UNITS SERVED
5031150 CENTRAL SYSTEM				
A.	Single Family Residence		6878	7048
B.	Townhouses		1541	2082
C.	Apartment		354	2163
D.	Mobile Homes		49	899
E.	Commercial		503	1422
F.	Industrial		8	35
G.	Governmental & Institutional		87	336
		TOTAL	9420	13985.0
5031170 EAST SYSTEM				
A.	Single Family Residence		46	47
B.	Townhouses		13	13
C.	Apartment		1	4
D.	Mobile Homes		2	23
E.	Commercial		1	1
F.	Industrial		2	1215
G.	Governmental & Institutional		2	7
		TOTAL	67	1310
GRAND TOTAL - DIVISION NO. 10				
A.	Single Family Residence		6924	7095
B.	Townhouses		1554	2095
C.	Apartment		355	2167
D.	Mobile Homes		51	922
E.	Commercial		504	1423
F.	Industrial		10	1250
G.	Governmental & Institutional		89	343
		TOTAL	9487	15295

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY
ANALYSIS OF WATER UTILITY ACCOUNTS **September-26**

CODE	TYPE OF ACCOUNTS		METERED CONNECTIONS	NO. UNITS SERVED
5031693 NARUNA WELL SYSTEM				
A.	Single Family Residence		0	0
B.	Townhouses		0	0
C.	Apartment		0	0
D.	Mobile Homes		0	0
E.	Commercial		0	0
F.	Industrial		1	140
G.	Governmental & Institutional		0	0
		TOTAL	1	140
TOTAL CAMPBELL COUNTY CUSTOMERS				
A.	Single Family Residence		6924	7095
B.	Townhouses		1554	2095
C.	Apartment		355	2167
D.	Mobile Homes		51	922
E.	Commercial		504	1423
F.	Industrial		11	1390
G.	Governmental & Institutional		89	343
		TOTAL	9488	15435

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY
ANALYSIS 0F WASTEWATER UTILITY ACCOUNTS **September-26**

CODE	TYPE OF ACCOUNTS	SEWER CONNECTIONS	NO. UNITS SERVED
BURTON CREEK INTERCEPTOR - VISTA ACRES - CENTRAL SYSTEM DIV. NO. 15			
A.	Single Family Residence	84	84
B.	Townhouses	0	0
C.	Apartment	12	40
D.	Mobile Homes	0	0
E.	Commercial	32	215
F.	Industrial	0	0
G.	Governmental & Institutional	4	34
	TOTAL	132	373
DREAMING CREEK INTERCEPTOR - CENTRAL SYSTEM DIVISION NO. 15			
A.	Single Family Residence	432	433
B.	Townhouses	600	726
C.	Apartment	10	567
D.	Mobile Homes	1	1
E.	Commercial	85	308
F.	Industrial	2	10
G.	Governmental & Institutional	6	25
	TOTAL	1136	2070
TOMAHAWK INTERCEPTOR - CENTRAL SYSTEM DIVISION NO. 15			
A.	Single Family Residence	487	497
B.	Townhouses	240	383
C.	Apartment	48	317
D.	Mobile Homes	0	0
E.	Commercial	50	147
F.	Industrial	0	0
G.	Governmental & Institutional	8	17
	TOTAL	833	1361
FISHING CREEK INTERCEPTOR - CENTRAL SYSTEM DIVISION NO. 15			
A.	Single Family Residence	534	536
B.	Townhouses	538	811
C.	Apartment	10	228
D.	Mobile Homes	1	1
E.	Commercial	59	403
F.	Industrial	3	3
G.	Governmental & Institutional	8	43.0
	TOTAL	1153	2025
GRAND TOTAL CENTRAL SYSTEM CUSTOMERS - DIVISION NO. 15			
A.	Single Family Residence	1537	1550
B.	Townhouses	1378	1920
C.	Apartment	80	1152
D.	Mobile Homes	2	2
E.	Commercial	226	1073
F.	Industrial	5	13
G.	Governmental & Institutional	26	119
	GRAND TOTAL	3254	5829

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY
ANALYSIS 0F WASTEWATER UTILITY ACCOUNTS **September-26**

CODE	TYPE OF ACCOUNTS	SEWER CONNECTIONS	NO. UNITS SERVED
RUSTBURG SYSTEM			
A.	Single Family Residence	124	125
B.	Townhouses	12	12
C.	Apartment	8	19
D.	Mobile Homes	2	9
E.	Commercial	49	139
F.	Industrial	0	0
G.	Governmental & Institutional	20	125
	TOTAL	215	429
GRAND TOTAL - ALL DIVISIONS			
A.	Single Family Residence	1661	1675
B.	Townhouses	1390	1932
C.	Apartment	88	1171
D.	Mobile Homes	4	11
E.	Commercial	275	1212
F.	Industrial	5	13
G.	Governmental & Institutional	46	244
	GRAND TOTAL	3469	6258

ACTIVITIES REPORT

September 30, 2026

Joshua Pribble, Field Operations Director

	SEP 25	OCT 25	NOV 25	DEC 25	JAN 26	FEB 26	MAR 26	ARP 26	MAY 26	JUN 26	JULY 26	AUG 26	SEP 26
INVESTIGATIONS:													
CCUSA LEAKS	14	18	13	12	5	4	5	9	4	8	13	16	13
CUSTOMER LEAKS	22	25	15	9	19	22	25	11	8	11	13	11	20
METER REPLACEMENTS	82	316	250	229	256	221	330	478	520	92	94	217	95
METER MAINTENANCE	0	0	4	0	0	0	3	0	0	0	0	1	0
METER RECHECKS	2	0	0	0	0	0	0	0	0	0	0	0	0
WEATHER RELATED	0	0	0	0	0	0	0	0	0	0	0	0	0
CSTMR. REQS./MISC.	20	9	20	14	23	19	9	24	9	12	6	11	31
MAINT. ACTIVITIES	12	14	3	8	3	13	11	8	11	7	16	4	3
SEWER ISSUES (CCUSA)	1	0	1	1	0	1	0	1	0	0	0	1	0
SEWER PUMP STATIONS	0	0	0	0	0	0	1	0	0	0	0	0	0
SEWER ISSUES (Customer)	0	2	0	0	0	0	0	1	2	2	0	2	2
SEWER - GREASE TRAPS	0	0	0	0	0	0	0	0	0	0	0	0	0
BACKFLOW PREV. PROGRAM	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	**153**	**384**	**306**	**273**	**306**	**280**	**384**	**532**	**554**	**132**	**142**	**263**	**164**
LOCATE REQUEST:													
ACTUAL LOCATES	242	244	194	187	126	170	223	200	186	169	275	239	225
REVIEWED - NO CONFLICT	240	172	136	160	167	186	270	199	204	195	249	179	291
DAMAGES W/O NOTICE	0	0	0	0	0	0	0	0	0	0	0	0	0
DAMAGES WITH NOTICE	0	0	0	0	0	0	0	0	0	0	0	0	0
CCUSA REQUESTS	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	**482**	**416**	**330**	**347**	**293**	**356**	**493**	**399**	**390**	**364**	**524**	**418**	**516**
AUTHORIZATIONS:													
TOTAL OFFICE REQUEST	120	198	220	123	92	141	140	163	192	198	202	189	127
FIELD READINGS REQD.	113	153	86	120	78	99	122	119	170	236	181	150	114
BILLING RECHECKS:													
VERIFIED-CORRECT RDNG	146	120	101	20	82	91	87	53	83	109	127	32	174
NEED READING/LOCATE	0	0	0	0	0	0	0	0	0	0	0	0	0
CUSTOMER LEAKS	32	19	24	5	27	43	16	12	10	12	12	3	8
METER RPR./RPLMNT.	3	2	3	0	1	1	0	1	2	1	0	0	0
INCORRECT READING	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	**181**	**141**	**128**	**25**	**110**	**119**	**103**	**76**	**95**	**121**	**139**	**139**	**182**
GRAND TOTAL ACTIVITIES	**1049**	**1292**	**1070**	**888**	**879**	**995**	**1242**	**1289**	**1401**	**1051**	**1188**	**1159**	**1103**
TOTAL TRAVEL POINTS	**929**	**1094**	**850**	**765**	**787**	**854**	**1102**	**1126**	**1209**	**853**	**986**	**970**	**976**
STOPS PER DAY	**46**	**55**	**43**	**38**	**39**	**43**	**55**	**56**	**60**	**43**	**49**	**49**	**49**

PROJECT NUMBER	PROJECT NAME	CONSTRUCTION STARTED	PROJECT IN SERVICE	DEVELOPER	CONTRACTOR	ENGINEER	COMMENTS
80-2002	English Commons On-Site Water and Sewer	April 23, 2020	July 21, 2021	Gordon T. Cudd Construction	L. J. Bays Grading, Inc.	Balzer & Associates	Need to capitalize the assets.
80-2009	Rustburg Middle School Water and Sewer Improvements	February 16, 2021	July 5, 2022	Campbell County	Blair Construction	Reynolds-Clark	CAD RDs received, need to review
80-2105	Village Drive Patio Homes	February 3, 2022	October 13, 2022	21886 Timberlake, LLC	Virginia Siteworks, Inc.	White Engineering	Reduced bond and hold reduced bond until developer finishes last few buildings.
80-2201	Augusta Springs - WWPS	February 1, 2024	February 18, 2025	CCUSA	Anderson Construction	Hurt & Proffitt	Need to capitalize the assets.
80-2202	Augusta Springs - GS & FM	August 21, 2023	March 3, 2024	CCUSA	Counts and Dobyns, Inc.	Hurt & Proffitt	Need to capitalize the assets.
80-2206	Home2Suites Motel	December 19, 2022	September 12, 2023	J&N Hotel, LLC	Best GC, Inc.	Hurt & Proffitt	Need to capitalize the assets.
80-2212	Blue Ridge Commons - Section 2	November 2, 2022	October 5, 2023	Blue Ridge Commons, LLC	L. J. Contractors, LLC	White Engineering	Contractor has more townhouses to build. Developer will address SWM basins in next phase.
80-2208	The Allure - Section 1	October 7, 2022	May 9, 2023	Yellow Branch Properties, LLC	L. J. Bays Grading, Inc.	White Engineering	Reduced bond and hold reduced bond until builders finishes last buildings and surface pavement.
80-2309	The Allure - Section 2	May 30, 2023	September 14, 2023	Yellow Branch Properties, LLC	L. J. Bays Grading, Inc.	White Engineering	Reduced bond and hold reduced bond until builders finishes last buildings and surface pavement.
80-2210	Leesville Road Apartments	June 30, 2023	May 31, 2024	Thomas Builders of Virginia, Inc.	Thomas Builders of Virginia, Inc.	Perkins & Orrison	Punch list still outstanding. Need to review RDs received on August 14, 2025.
80-2307	Leesville Road Apartments - Off-Site Water Extension	September 7, 2023	May 8, 2024	Thomas Builders of Virginia, Inc.	Thomas Builders of Virginia, Inc.	Perkins & Orrison	Bond reduced. Need to review CAD version of RDs. AIA forms and final costs.
80-2310	Crescent Grove Subdivision	December 20, 2023	10/15/24 (Ph I Water), 12/5/24 (Ph I Sewer), and 7/3/25 (Ph II Water)	KDK Development, LLC	Garbee Construction Co., Inc. and Plumb Rite Plumbing	Hurt & Proffitt	Contractors working on punch lists.
80-2405	Brookville High School W&S Improvements	January 3, 2024	May 23, 2024 (Sewer)	Campbell County	Blair Construction	Perkins & Orrison	Punch list update needed.
80-2406	Centra Rehabilitation Hospital and Behavioral Health Hospital	August 22, 2024	February 4, 2026	J. E. Dunn Construction Company	Counts and Dobyns, Inc.	Crunk Engineering	Closeout information requested via email on May 19, 2026. Need to send another email.
80-2304	Martin Drive Regional Wastewater System	Contract A June 16, 2025; Contract B July 21, 2025; Contract C May 15, 2026		CCUSA and Camden Village, LLC	Anderson Construction, TCI, and Camden Village,	Hurt & Proffitt and Perkins & Orrison	Contracts A and C under construction. Contract B complete. Waiting on Camden Village, LLC to begin their portion.
80-2403	The Allure - Section 3	August 15, 2024	May 12, 2025	Yellow Branch Properties, LLC	L. J. Bays Grading, Inc.	White Engineering	Sent email requesting remaining closeout items on May 19, 2026. Need to send another email.
80-2305	Augusta Springs - Phase 1	October 16, 2023	March 7, 2025	Luke 10:27, LLC	Luke 10:27, LLC	Hurt & Proffitt	Need to review CAD RDs.

PROJECT NUMBER	PROJECT NAME	CONSTRUCTION STARTED	PROJECT IN SERVICE	DEVELOPER	CONTRACTOR	ENGINEER	COMMENTS
80-2407	Augusta Springs - Phase 2	March 21, 2025	August 7, 2026	Luke 10:27, LLC	Luke 10:27, LLC	Perkins & Orrison	Redline RDs sent to design engineer.
80-2306	Lynbrook Single Family Residential	February 4, 2025	April 2, 2026 - Water. Sewer in service.	TPB Enterprises, LLC	Thomas Builders of Virginia, Inc.	Perkins & Orrison	Preliminary punch list outstanding.
80-2410	US 29 Waterline Relocation at Gladys Road.	August 1, 2025	May 29, 2026	VDOT	Haymes Brothers	Whitman Requardt & Associates	H&P performed as-built survey. Waiting on RDs.
80-2503	Trent's Landing - Section 4	April 14, 2025		CS Custom Structures, Inc.	CS Custom Structures, Inc.	White Engineering and Design	At a standstill.
80-2506	Timberlake Church Sewer Extension	September 22, 2025	December 9, 2025	Timberlake Church	Showalter	Hurt & Proffitt	Need final project costs, AIA forms, payment for video inspection & easements. Waiting for CAD seed file.
80-2501	Holiday Inn Express - Wards Road	March 19, 2026	June 4, 2026	HIRN Hotel, Inc.	Virginia Siteworks, Inc.	Hurt & Proffitt	Water feed for motel in service. Two FHs were relocated. Lateral was upsized.
81-2524	Seneca Park Lot B	July 15, 2025	September 25, 2025	Campbell County IDA	Coleman Adams; TCI for water and sewer services.	Perkins & Orrison	MH adjustment needs to rectified. BFPs need heated enclosures. Still pending
80-2601	Seneca Park Parcel 43-A-79 - Phase 1 Water & Sewer	January 7, 2026	May 20, 2026 - Waterline	Campbell County	TBD	Hurt & Proffitt	Sewer construction CCTV revealed defects. Being rectified.
80-2508	The Allure - Section 4	August 27, 2025	Water in service; sewer is not.	Yellow Branch Properties, LLC	Haymes Brothers	White Engineering and Design	CCTV revealed defects in laterals. Being rectified.
80-2505	Carriage Grove 3D	August 27, 2025		Fralin Homes	Garbee Construction Co., Inc.	Engineering Concepts	Waterline testing to begin soon.
80-2408	Augusta Springs - Phase 3	Precon October 14, 2026		Luke 10:27, LLC	Luke 10:27, LLC	Perkins & Orrison	Construction pending.
81-2629	Seneca Park Lots J & K	Pending		Campbell County	Toney Construction, Inc.	Perkins & Orrison	Construction pending.
80-2502	Candlers Mountain Road Waterline Extension	Under Design		CCUSA	TBD	Hurt & Proffitt	Finalizing engineer scope of services

D4

Executive Director Report

October 27, 2026

1. Activities Calendar – Attached and is on file in the Authority office. **(D4 – 1)**
2. Next Board Meeting – Tuesday, November 25th at 5 p.m.
3. Telework Report – Attached is the report on teleworking activities during the previous month. **(D4 – 3)**
4. Drought Status Update – Time for any updates on the drought conditions and purchasing of water from Lynchburg.
5. Rustburg WWTP – On September 8th we received the Virginia Occupational Health and Safety (VOSH) inspection from the June 30th site visit. The report included several citations which needed to be addressed by October 22nd. Staff have satisfactorily addressed all citations and provided the abatement verification report to VOSH.
6. Joint Meeting Follow-up – Time to discuss afterthoughts from our meeting with the County Board of Supervisors. Next steps on the Engineering Study to further evaluate the wastewater treatment plant alternative.
7. Cross Connection Control Program Update – A recent VDH inspection required that the Authority update our cross-connection policy. The current policy was updated in 2005 and does not include the most current guidance and requirements. Staff used the VDH template and customized it for the Authority needs. The updated program is enclosed for your review and Board action at the meeting. **(D4 – 7)**

November 2026

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	**3**	4	**5**	6	7
8	9	**10**	**11**	12	13	14
15	16	**17**	**18**	19	20	21
22	**23**	**24**	**25**	26	27	28
29	30					

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	**10**	11	12
13	14	15	16	17	18	19
20	21	22	**23**	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2	3	4	5	6	7
← Vanessa Vacation - Vanessa Brown		Campbell County Board of Supervisors Meeting @ 6 pm -	8:00am FYI: Bills are due today (ccusa) - April Farmer	8:00am Sarah-off - Sarah Shirey		
		10:00am PEC Meeting - Sundance HQ				
8	9	10	11	12	13	14
		10:00am VWWAA Directors November ONLINE Mtg (Microsoft Teams Meeting) - Lilly,	Veterans Day (United States)			
			8:45am Kayla in late - Kayla Troyer			
15	16	17	18	19	20	21
		6:00pm VMDWA Consultant/Member Recognition Event (The Wine Whisperer (11535 W Broad St,	8:00am FYI: CUT OFF DAY (CCUSA) - April Farmer	8:00am FYI: Cobb Contract for HP Plotter terminates TODAY (30 days from email request date of	8:00am Vanessa-Vacation - Vanessa Brown	
			9:00am VMDWA Mbr Mtg (Richmond			
22	23	24	25	26	27	28
	8:00am Sarah Off - Sarah Shirey		12:00pm	Thanksgiving Day - Holiday	Day After Thanksgiving Day - Holiday	
	8:00am Vanessa-Vacation - Vanessa Brown		12:00pm			
	Planning Commission Meeting @ 7 pm -	CCUSA Board Meeting in Boardroom @ 5:00 pm	Thanksgiving - 1/2 Day Holiday			
	2:00pm Jackie (App.) -		9:00am Dept. Head			
29	30	Dec 1	2	3	4	5

Telework Report

Who	When	Details
Jeff Wells	Sept 18th	Worked from home for 6 hours, reviewed wastewater master plan summary and had Teams meeting with Consultant, reviewed proposal for Candlers Mtn waterline extension and cleaned up email inbox. Also, monitored and responded to routine emails, phone calls and text messages during this time.
April Farmer	Sept 21st	Worked from home for 3 hours, made phone calls regarding CCUSA projects, answered and fix an IT related issue and make improvements to the CCUSA website. Also, monitored and responded to routine emails, phone calls and text messages during this time.
Wendy Meese	Week of Sept 21st	Worked remotely for 29.75 hours, finalized several reports for Board meeting, participated in Board meeting, attended a VRS round table training, continued work on employee handbook updates, updated payroll deduction request, finished accruals for FY26/27 over 80 entries and responded to several staff action item requests. Also, monitored and responded to routine emails, phone calls and text messages during this time.

Campbell County Utilities and Service Authority
Cross Connection Control Program

1. Authority for the Program

Commonwealth of Virginia, Waterworks Regulations 12 VAC 5-590-580
Adopted by CCUSA Board _____

2. Administration

The **Cross Connection Control Program Administrator** (hereafter referred to as the "Program Administrator") shall administer and enforce this program under the supervision of the **Executive Director.** The CCUSA **Program Administrator** shall be the Field Operations Director.

3. Purpose

A. Preventing intrusion of contamination into the distribution from premise plumbing from cross-connections and backflow by installing an appropriate backflow prevention assembly, device, method, or by backflow prevention by containment at the service connection. Containment has the highest priority.

B. Preventing backflow of pollution or contamination into the premise plumbing by informing the consumer of the shared responsibility for water quality and providing assistance where requested in determining the degree of hazard. Informing owners of the need for isolation beyond the service connection will be a continuing effort.

C. Preventing backflow of pollution or contamination into the waterworks and into the premise plumbing, where it is not intricate or complex, by application of point-of-use isolation in lieu of containment. The alternative of isolation in lieu of containment will be evaluated at each premises where containment is required.

4. Procedures

A. General

1. Each premise plumbing system will be assessed on a regular basis for cross connection hazards. Assessment may be performed by inspections, interviews or questionnaires. Interviews may be conducted on site or by phone.
2. The **Program Administrator** will have a survey completed annually or trained personnel to conduct an onsite interview with the owner or owner's representative of each premise plumbing system deemed necessary by CCUSA. Some potential locations for an onsite interview are identified in the following situations:
    a. A substance is handled in such a manner as to create an actual or potential hazard to a waterworks (this shall include premises having sources or systems containing

process fluids or waters originating from a waterworks which are no longer under the control of the owner);

b. There exists internal cross-connections that, in the judgment of the owner or the department, may not be easily correctable or have intricate or complex plumbing arrangements that make it impracticable to determine whether or not cross-connections exist;
c. There are security requirements or other prohibitions or restrictions that prevent the assessment of all potential cross-connections that may impair the quality of the water delivered;
d. There is a repeated history of cross-connections being established or reestablished;
e. There are fire protection systems, lawn sprinkler systems, or irrigation systems;
f. The owner or department can show that a potential cross-connection hazard exists.
g. Booster pumps or fire pumps connected to the waterworks.
h. Hospitals, mortuaries, clinics, veterinary establishments, nursing homes, and medical buildings;
i. Laboratories;
j. Piers, docks, and waterfront facilities;
k. Sewage treatment plants, sewage pumping stations, or storm water pumping stations;
l. Food and beverage processing plants;
m. Chemical plants, dyeing plants, and pharmaceutical plants;
n. Metal plating industries;
o. Petroleum or natural-gas processing or storage plants;
p. Radioactive materials processing plants or nuclear reactors;
q. Car washes and laundries;
r. Buildings with commercial, industrial, or institutional occupants served through a master meter;
s. Water loading facilities;
t. Slaughter houses and poultry processing plants;
u. Farms where the water is used for other than household purposes;
v. Commercial greenhouses and nurseries;
w. Health clubs with swimming pools, therapeutic baths, hot tubs, or saunas;
x. Paper and paper-product plants and printing plants;
y. Pesticide or exterminating companies and their vehicles with storage or mixing tanks;
z. Facilities that blend, store, package, transport, or treat chemicals, and their related vehicles;
aa. Schools or colleges with laboratory facilities;
bb. Highrise buildings (four or more stories);
cc. Multiuse commercial, office or warehouse facilities; and
dd. Others specified by the owner or the department when reasonable cause can be shown for a potential backflow or cross-connection hazard.

The above list reflects the list of conditions, facilities, and activities identified in the Waterworks Regulations at 12VAC5-590-600 C and E. This list does not include all possible activities and businesses that may present cross connections.

The Waterworks Regulations establish the minimum requirements for cross connection control and establish a performance standard, and it is not prescriptive. 12VAC5-590-600 H provides flexibility to waterworks to not inventory single-family residences with situations identified in 12VAC5-590-610 C. Most often, this is single family residences with lawn sprinkler systems or irrigation systems. There may be other approaches, such as sending questionnaires each year to all the single-family residences and then interviewing the owners that identify lawn irrigation systems.

3. The **Program Administrator** will arrange to have a questionnaire sent to each remaining premise plumbing system owner or have the questionnaire completed by phone interview, including residential, at least every five (5) years. A change in the account holder shall trigger completion of a new questionnaire.
4. The **Program Administrator** will route all new plans for service connections to serve fire service connections and lawn sprinkler or irrigation systems and will route backflow prevention recommendations beyond the service connection through the Local Building Official.
5. The Local Building Official will coordinate cross connection control requirements at new premises, premises where usage has changed, premises where booster or fire pumps are used, and all others where plumbing modifications occur, with the **Program Administrator.**
6. The **Program Administrator** will review and track the backflow prevention assembly testing, maintenance, and inspection reports (see Appendix A for an example) and notify the premise plumbing system owner in writing of any testing, inspecting, and overhauling requirements at least 60 days prior to their annual due date.
7. The **Program Administrator** will review and track the backflow elimination methods (i.e., air gaps) maintenance, and inspection reports and notify the premise plumbing system owner in writing of any inspection requirements 60 days prior to their annual due date.
8. Enforcement action recommendations will be submitted by the **Program Administrator** to the **Executive Director** for approval.
9. The **Cross Connection Control Program** (Program) is the activities undertaken to prevent and address cross connections.
10. The **Cross Connection Control Plan** (Plan) is the document that describes the Program activities and identifies roles and responsibilities.

B. Assessment by Interviews and Onsite Interviews/Inspections

1. Interviews will follow a prepared questionnaire used to assess the need for cross connection control by containment. Interviews can be conducted by telephone or virtually. Based on the information collected, the interviewer will determine if potential/actual cross connections are present and an onsite interview/inspection is necessary.
2. **A Backflow Contractor possessing a Backflow Prevention Device Certification from DPOR** will conduct a cross connection control and backflow prevention onsite interview (inspection) with each premise plumbing system owner or representative

identified in Section 4 A 2. During these interviews, each installed assembly, device or method will be inspected for appropriateness, proper installation and general appearance. Point-of-use isolation protection will be discussed with the owner. A report will be filed with the **Program Administrator** with violations noted and/or recommendations for repair, replacement of existing assemblies, devices or methods and/or installation of additional assemblies, devices, or methods.

3. Available information about the premises to be surveyed will be gathered prior to the interview.
4. The reasons for cross connection control and backflow prevention will be explained to the premise plumbing system owner or representative.
5. Water uses after it enters the premises will be investigated.
6. Plans for future expansion and possible additional protection requirements will be discussed.
7. An inspection of the premises will be requested to determine if point-of-use isolation should be installed for the protection of the premise plumbing system users or considered for substitution for containment.
8. All information will be recorded on the prepared questionnaire. This will include water uses, assessment of degrees of hazard and diagrams.
9. The results of the interview with recommendations for containment assemblies, methods, and point-of-use isolation will be submitted to the **Program Administrator** for approval. Recommendations for isolation assemblies or methods in lieu of containment will also be submitted to the Local Building Official through the **Program Administrator** for approval.
10. A cross connection control questionnaire will be completed to reaffirm the degree of hazard and to assess the facility for new hazards. During these interviews, each installed assembly, device, or method will be evaluated for appropriateness, proper installation and general appearance. Point-of-use isolation protection will be discussed with the owner. A report will be filed with the **Program Administrator** with violations noted and/or recommendations for repair, replacement of existing assemblies, devices, or methods and/or installation of additional assemblies, devices, and methods.

C. Assessment by Questionnaires

1. Where a hazard exists but an alternative cross connection control method is approved by the Program Administrator an annual questionnaire will be sent to each premise plumbing system owner except those premises where on site or phone interviews are being conducted.
2. The results of the annual questionnaires will be reviewed by the **Program Administrator**. Based on the response to the questionnaires, cross connection control interviews will be scheduled and appropriate assemblies, devices, or methods required to provide containment and/or point-of-use isolation where appropriate. No response to the questionnaire may prompt an onsite interview. Refusal of access for inspection or provision of pertinent information shall prompt the requirement to install a high hazard containment assembly.
3. Questionnaires can be repeated annually at the discretion of the **Program Administrator** after an initial onsite interview, including those identified in Section 4 A 2, where

assemblies, devices, or methods are installed and the results of the initial interview are not expected to change. These premises would be where the plumbing is not intricate or complex and not expected to be modified and no unexpected change in use of the premises would occur without the **Program Administrator** being notified.

Description	Minimum Screening
Facilities with conditions or uses listed in 4 A 2	Annual onsite inspection
Commercial-industrial-institutional facilities with backflow prevention assemblies or methods	Annual onsite inspection
Facilities with installed assemblies, devices, or methods, with simple plumbing and judged likely not to be modified by the Program Administrator	Annual questionnaire after initial onsite interview
All other residential homes	Questionnaires every 5 years
All non-responders	Onsite interview

D. Consumer Notification

1. The **Program Administrator** will notify the premise plumbing system owner in writing of the required location and type of any assembly, device, or method; and the deadline for completing the installation.
2. If the premise plumbing system owner fails to install any required assembly, device or method within the deadline or fails to complete testing, inspecting or overhauling as required, the **Program Administrator** shall send a Notice of Violation, and may include a notification of termination of water service unless compliance or an acceptable timeline for compliance is obtained within 30 days.

E. New Premises

1. All building permit applications shall be reviewed and approved by the **Local Building Official** for cross connection control requirements prior to issuance of a building permit.
2. Required assemblies, devices or methods shall be operational prior to issuance of a certificate to occupy. The facility owner is responsible for completing the initial testing of assemblies and verification of methods and submitting the test reports to the **Program Administrator**.

F. Existing Premises

1. All owners or representatives of existing premises identified in Section 4 A 2 will be interviewed and owners notified in writing of any backflow prevention requirements.
2. All remaining owners will be mailed questionnaires.

G. Premises with Residential Containment Devices – Owned by Waterworks

1. Residential containment devices, such as those devices consisting of dual, independent check valves (ASSE # 1024), shall be replaced on a schedule with the meter replacement program.

H. Premises with Auxiliary Water Systems

1. Premises with an auxiliary water system requesting a new service connection or reconnection to the waterworks must be assessed by onsite inspection for cross connection hazards and the appropriate separation installed, inspected, and operational prior to making the service connection.
2. Premises with an auxiliary water system, may, upon approval of the **Program Administrator**, maintain the auxiliary water system on the premises if a separation from the consumer's premise plumbing is provided and maintained and access is granted for inspections. A written request must be made and the Local Building Official concurs.
3. Assessments will be made to verify the maintenance of the separation. If an interview is denied, then the customer will be notified in accordance with Section 4 D of the Program.

I. Premises with Booster or Fire Pumps

1. Premises having booster pumps or fire pumps connected to the waterworks shall have the pumps equipped with a pressure sensing device to shut off or regulate the flow to prevent a reduction of pump suction line pressure to less than 20 psi gauge.
2. Assessments of premises with booster or fire pumps to prevent a reduction of pump suction line pressure to less than 20 psi gauge will be made to verify the maintenance of the pressure sensing device. If an interview is denied, then the customer will be notified in accordance with Section 4 D of the Program.

J. Backflow Prevention Device Worker

1. The Backflow Prevention Device Worker (BPD Worker) is responsible for making competent inspections and for repairing or overhauling backflow prevention assemblies and devices and making reports of repairs to the premise plumbing system owner on forms approved by the **Program Administrator.**
2. The BPD Worker shall include the list of materials or replacement parts used and ensure that parts used in the repair of the backflow prevention device meet the manufacturer's recommendations.
3. The BPD Worker shall not change the design or operational characteristics of a device during repair or maintenance without prior written approval of the consumer's premise plumbing system owner and the **Program Administrator.**
4. Persons testing and repairing backflow prevention assemblies and backflow prevention devices shall be certified by a Commonwealth of Virginia tradesman certification program (identified by DPOR as backflow prevention device workers).
5. Inspections of backflow elimination methods may be conducted by a BPD Worker or another person acceptable to the **Program Administrator**.

K. Point-of-use Isolation Protection

1. Any premises, residential, commercial, or industrial, where all actual or potential cross connections can be easily correctable at each point-of-use and where the premise plumbing system is not intricate or complex, point-of-use isolation protection by application of appropriate backflow prevention assemblies, devices, or methods may be used in lieu of installing a containment assembly at the service connection if the following conditions are met:
   a. The method of protection provided shall be, in the judgment of the **Program Administrator**, the method which best provides protection; and
   b. The premise plumbing system owner grants access for inspections; and makes a request in writing for point-of-use isolation protection; and
   c. The Local Building Official concurs.
2. All backflow prevention assemblies or backflow elimination methods or backflow prevention devices installed under this section shall be of the approved type and shall comply with the requirements of the USBC.

L. Containment Policy and Service Line Protection

Per 12VAC5-590-610, the waterworks requires containment consisting of a backflow prevention assembly installed at:

- The service connection for all commercial and non-residential service connections, as well as all connections served by a master meter. This includes, but is not limited to, facilities listed in 4 A 2. Customers wishing to install their backflow prevention assembly (BPA) at a location other than the service connection is subject to the approval of the **Program Administrator** and the Building Official. If approval to install the BPA at a location downstream of the service connection is granted, the BPA shall be installed prior to any unprotected takeoffs.

- Residential irrigation system BPAs may be located at the point of connection between the premise plumbing and the irrigation system, but before any irrigation system outlets, controls, or openings. This isolation in lieu of containment method of protection is permitted so that the customer can be protected from potential contamination by their own irrigation system. Under this scenario, the irrigation BPA serves as the required containment BPA and is therefore subject to all regulatory guidance directed by this program.

All new residential meter boxes installed or replaced will contain dual check valves (ASSE #1024).

The **Building Official** or the Program Administrator may require additional backflow prevention assemblies or devices to provide isolation protection for spaces inside of multi-use properties to ensure a potential hazard to the potable

water system is not spread to the water system utilized by other occupants of the building. These include facilities identified by the VDH regulations as requiring a backflow prevention assembly at the service connection, but have been located within a multi-use building. Additional examples would also include but not limited to restaurants, medical facilities, veterinarian facilities, nail or hair salons, dry cleaners and commercial laundry equipment, reclaimed or recycled water, solar hot water systems, grocery stores, breweries or beverage processing plants, film laboratories, etc.

The USBC and the manufacturer's specifications shall be used to determine the appropriateness of the backflow prevention assembly or backflow prevention device application and shall depend on the degree of hazard that exists or may exist.

M. CCUSA shall maintain acceptable working pressures in the distribution system to reduce the potential for backflow to occur. All waterworks shall provide a minimum working pressure of 20 psi gauge (psig) at all service connections [12VAC5-590-510 C].

N. The **Program Administrator** shall review the cross-connection program and written cross-connection control plan not less than every five years and update it as necessary to satisfy the requirements of 12VAC5-590-580 C, et seq. The **Program Administrator** shall submit updates to the Office of Drinking Water to obtain approval.

O. Temporary or emergency service connections shall be protected with a backflow prevention assembly or backflow prevention method. This include all connections made to fire hydrants for purposes such as filling tank trucks, construction activities, and landscaping.

The waterworks has not implemented a hydrant meter program and limits use of fire hydrants to the fire department for firefighting and waterworks personnel for flushing.

P. The **Program Administrator** shall notify the customer of the intent to discontinue water service unless the following are corrected:
   1. The consumer does not install, test and maintain a required backflow prevention assembly or backflow elimination method in accordance with the applicable sections of this chapter;
   2. The consumer allows a required backflow prevention assembly or backflow elimination method to become inoperable or the consumer removes or bypasses it; or
   3. The owner knows an unprotected or inadequately protected cross-connection exists on the premises and determines that there is inadequate backflow prevention at the service connection.

   In the event the situation is not corrected within the required timeframe, the owner shall discontinue service.

5. Records

A. An up-to-date listing of all customers shall be maintained by the program. The list will contain.

- owner of premises
- tenant
- name of premises
- service address
- phone number
- number of service connections
- size of service connection
- 5 year assessment by: mailed questionnaire

B. An up-to-date listing of premise plumbing system owners who have backflow prevention assemblies, backflow elimination methods, and backflow prevention devices, (including pressure sensing devices and separations from auxiliary water systems and air gaps) installed shall be maintained by the program. The list will contain the following as appropriate:

- owner of premises
- tenant
- name of premises
- service address
- phone number
- contact person
- location of assembly, method, device or separation
- assembly/device manufacturer
- assembly/device model number
- assembly/device serial number
- assembly/device size
- assembly/device ASSE number
- cross connection or pressure sensing device tested (annually)
- pressure sensing device manufacturer
- pressure sensing device model number
- pressure sensing device serial number
- pressure sensing device pressure set point
- type of separation
  - air gap
  - physical disconnection
- separation verified (annually)
- type of protection
  - containment
  - containment and isolation
  - isolation in lieu of containment

- access (granted) (denied) (not necessary)

C. Cross connection control survey reports shall be maintained by the program for 10 years. The report will contain:

- inventory information as noted in section 5 A and B, above
- an assessment of:
  - degree of hazard
  - appropriateness of assembly, device, or method
  - installation acceptable
  - general condition of assembly, device or method
  - repair/replacement recommendations
  - new/additional assembly, device or method recommendations
  - any indication of thermal expansion problems

See Appendices B and C for the Survey Report forms

D. Records of testing, repairs, and maintenance of all backflow prevention assemblies, backflow elimination methods, and backflow prevention devices shall be maintained by the **Program Administrator** for 10 years. In the case of single-family residences with fire protection systems, lawn sprinkler systems, or irrigation systems, the waterworks owner has determined the waterworks will not maintain an inventory and records.

The test report will contain:

- inventory information as noted in section 5 A and B, above
- line pressure
- results of testing
- test method used
- date and signature of device tester

If repairs were made, the test report will contain:

- which parts replaced
- replacement parts used
- probable cause of test failure
- preventative measures taken

See Appendix A for the Testing Report form

E. Questionnaires shall be maintained by the **Program Administrator** for 10 years. The questionnaire will contain:

- owner and service address
- occupant if different from owner
- phone number

- brief explanation of the program
- brief explanation of causes of backflow and control measures
- some likely cross connections:
  - a garden hose with its outlet submerged
  - kitchen sink spray hose with its spray head submerged
  - hand-held shower massager with its head submerged
  - garden hose used as an aspirator to spray soap or garden chemicals
  - spring, hot-tub, cistern, or swimming pool connected to the house plumbing system
  - water softeners improperly connected
- specific questions which will include but not be limited to:
  - individual wells, springs or cisterns on the property
  - pressure booster pumps
  - water storage tanks
  - water treatment systems
  - outside hose bibs used in conjunction with:
    - chemical sprayers
    - jet spray washers
    - swimming pools, hot tubs, saunas, etc.
    - lawn sprinkler or irrigation systems
  - photographic developing
  - utility sinks with hoses extending below sink rim
  - animal watering troughs
- existing cross connection control assemblies/devices/methods:
  - working properly
  - leaking, noisy
  - any modifications or repairs made
  - date of last test
  - any problems with hot water tank relief valve or faucet washers not lasting very long
- also included with the questionnaire should be:
  - educational material
  - who to contact for further information
  - who to contact if contamination is ever suspected
  - a deadline to respond to the questionnaire

See Appendices B and C for the Questionnaire forms (residential & commercial)

F. Residential containment device (ASSE #1024) overhaul or replacement reports shall be maintained by the program for 10 years

The report will contain:

- inventory information as noted in section 5A, above
- overhaul/replacement action
- date of action

G. Written CCCP plan documents, including documentation of period plan reviews and document revision and approval letters shall be maintained by the program for until superseded and at least 10 years.

6. Notification Letters

- New Annual First Test - Appendix D
- Non Compliance Letter - Appendix E
- Failure Letter First Notice - Appendix F
- Failure Letter Second Notice - Appendix G
- Need Backflow Device Notice - Appendix H

7. Addressing Backflow of Contaminants or Suspected Backflow.

The premise plumbing system owner, Local Building Official, backflow device worker or any other person should report backflow of contamination or the suspicion of backflow to any one or all of the following persons:

- Program Administrator
- Local Building Official
- Waterworks Operator
- Virginia Department of Health, Office of Water Programs Field Office
- Local Health Department, Environmental Health Specialist

A Backflow Contractor possessing a Backflow Prevention Device Certification from DPOR will be responsible for investigating reports of contamination or suspected contamination and will be responsible for notifying the appropriate Virginia Department of Health, Office of Drinking Water Field Office within one business day in the most expeditious manner (telephone and confirmed by email). A written report will be submitted by the 10th day of the month following the month during which backflow occurred addressing the incident, its causes and effects, and safeguards required or other action taken.

In the event of backflow of contaminants into the waterworks, the **Program Administrator** shall promptly take or cause corrective action to confine and eliminate the contamination. Actions may include:

1. Temporarily discontinue service to the facility in question until the cause is corrected.
2. Remove the service meter and flush the contamination from the service line to prevent further migration into the distribution system.
3. Flushing the distribution system.
4. Sampling to confirm satisfactory water quality.
5. Install, as appropriate, containment protection.

8. Assembly/Device Selection Guidelines

A. Any backflow prevention assembly or backflow elimination method or backflow prevention device shall be of the approved type and shall comply with the USBC.
B. General safeguards
    1. The backflow prevention assembly or backflow elimination method or backflow elimination device used shall depend on the degree of hazard that exists or may exist. The safeguard shall ensure maintenance of the distribution system water quality and its usefulness.
    2. The degree of hazard, either high or low, is based on (i) the nature of the contaminant; (ii) the potential of the health hazard; (iii) the potential method of backflow (either by backpressure or by backsiphonage); and (iv) the potential effect on waterworks structures, equipment, and appurtenances used in the storage, collection, purification, treatment, and distribution of potable water. The USBC shall be used as a guide to determine the degree of hazard for any situation.
    3. The USBC and the manufacturer's specifications shall be used to determine the appropriateness of the backflow prevention assembly or backflow prevention device application for containment.
C. Device Selection - shall depend on the degree of hazard which exists or may exist. Backflow prevention by separation gives the highest degree of protection and shall be used whenever practical to do so in high hazard situations subject to backpressure.

9. Device Installation

Any backflow prevention assembly or backflow prevention device shall be installed in accordance with the USBC and the manufacturer’s instructions. Owners shall not allow the installation of backflow prevention devices or backflow prevention assemblies with openings, outlets, or vents that are designed to operate or open during backflow prevention:

1. In areas subject to flooding or in pits;
2. In areas with atmospheric conditions that represent a contamination threat to the potable water supply; and
3. In such a manner as to be able to be bypassed.

10. Assembly/Device Testability and Serviceability

1. Containment or isolation assemblies used within the premise plumbing system that are capable of being tested and repaired in-line include the Reduced Pressure Principle Device (RPZ), Double Gate—Double Check Valve Assembly (DG—DC) & Pressure Vacuum Breaker (PVB).
2. Residential Dual Checks without an intermediate atmospheric vent and Boiler Dual Checks with an intermediate atmospheric vent are testable but most of these ASSE approved devices must be removed for testing. Some can be overhauled in-line.
3. Generally, a visual inspection is the only means to inspect most Hose Bibb Vacuum Breakers (HBVBs) since they cannot be removed if installed in accordance with the manufacturer's instructions. Some manufacturers do provide wall hydrant type HBVB with removable vacuum breakers which can be easily removed for inspection and replacement.

4. Pipe connected Atmospheric Vacuum Breakers (AVBs) can be inspected by removing the top cover.
5. Air gaps and physical disconnection require only a visual inspection.

11. Thermal Expansion

Normally, as water is heated and expands it would back up in the service line into the main if no usage was occurring. Installation of backflow prevention assemblies, devices, or certain plumbing appurtenances (pressure reducing valves) at the service connection or within the consumer's premise plumbing prevent thermally expanded water from flowing from the premises into the distribution system. When the water heater is operating, water is expanding and pressure is increasing, thermal expansion in a closed plumbing system under no flow conditions may cause the emergency temperature and pressure relief valve to open and close frequently and may reduce the life of plumbing fixtures and piping.

The temperature and pressure (T & P) relief valve is an emergency relief valve, not an operating control valve. If the T & P relief valve is used frequently, its useful life will be shortened and it could cease to function.

Thermal expansion can cause damaging stress and strain to water heaters, solenoid valves, O-rings, float valves, pump seals, and plumbing fixtures or fittings.

Generally, 80 psi for a short period of time is the maximum pressure under no flow conditions most fixtures, appliances or appurtenances should be subjected to.

Where thermal expansion is a problem the following devices could be installed:
1. A bladder or diaphragm type expansion tank;
2. An auxiliary pressure relief valve;
3. An anti-siphon ball cock with auxiliary relief valve into the toilet tank set at no more than 80 psi.

Installation should be in accordance with the manufacturer's instructions, the Uniform Statewide Building Code and the National Sanitation Foundation.

The **Program Administrator** will advise Customers of the potential for thermal expansion prior to or during installation of a backflow prevention assembly or device. Solutions to thermal expansion will be at the discretion of the facility owner and at the expense of the facility owner.

12. Appendices

The appendices to this document are:

Appendix A - Backflow Prevention Assembly Testing, Maintenance & Inspection Report
Appendix B - Cross Connection Survey, Residential Water Customer
Appendix C - Cross Connection Control Survey, Commercial, Institutional, Multi-Family and Industrial Facilities
Appendix D - New Annual First Test
Appendix E - Non Compliance Letter
Appendix F - Failure Letter First Notice
Appendix G - Failure Letter Second Notice
Appendix H - Need backflow device notice

Appendix A
Backflow Prevention Assembly Testing, Maintenance & Inspection Report

Cross Connection Control Certificate

To be completed by a Certified Backflow Prevention Worker

Address of Device: _____

Owner / Manager: _____

Telephone: _____

Mailing Address: _____

Contact Person:

Make & Model #: _____

Size: _____

Type of Device:

(Circle or Check One) → ☐**RP** ☐**DC** ☐**DGDC**

Serial #: _____

Location of Device: _____

Device connected to: ☐**Irrigation** ☐**Fire System** ☐**Main Service**

(Circle or Check one) ☐**Other (please list):** _____

OPERATIONAL TEST

CHECK VALVE	**1.**	**CHECK VALVE**	**2.**	**GATE VALVE**	**3.**
LEAKED		**LEAKED**		**LEAKED**	
CLOSED TIGHT		**CLOSED TIGHT**		**CLOSED TIGHT**	

*************PSI READINGS REQUIRED ************

RECORD DIFF PSI	**RECORD DIFF PSI**	**RECORD DIFF PSI RELIEF VALVE OPEN AT:**

OPERATIONAL TEST AFTER REPAIR

CHECK VALVE	**1.**	**CHECK VALVE**	**2.**	**GATE VALVE**	**3.**
LEAKED		**LEAKED**		**LEAKED**	
CLOSED TIGHT		**CLOSED TIGHT**		**CLOSED TIGHT**	
RECORD DIFF PSI		**RECORD DIFF PSI**		**RECORD DIFF PSI RELIEF VALVE OPEN AT:**	

Repair Date: _____ **Repair Remarks:**

Tested By: **BF Certificate #:**

(please print) _____

Company: _____ **Business Tel #:** _____

Signature: **Date:**

Appendix B

CROSS CONNECTION SURVEY

RESIDENTIAL WATER Customer

Date: _____

Customer Name: _____

Address: _____

Please indicate if your Residence has any of the following *(Check All that Apply)*:

☐ Landscape Irrigation System / In-ground Sprinkler System
☐ Can you add chemicals to the system? ☐Yes ☐ No

☐ Fire Sprinkler System
☐ Can you add chemicals to the system? ☐Yes ☐ No

☐ Home Dialysis Machine and/or radiant floor heating system connected to water supply

☐ Solar System *(Check All that Apply)*
☐ Heat Exchangers ☐ Panels ☐ Boilers

☐ Livestock Watering
☐ Hose Filled ☐ Automated

☐ Water Treatment Equipment (i.e. Water Softener)
☐ Is Backwash / Cleaning Cycle Air Gapped? ☐ Yes ☐ No

☐ Auxiliary source of supply facilities (*Check all that apply)*
☐ Well or Surface Water ☐ Storage Tank ☐ Reclaimed Water ☐ Other: _____

☐ Swimming Pool / Hot Tub / Decorative Pond - Filled with a hose? ☐ Yes ☐ No

☐ Rain Catchment System connection to water supply

☐ Dock or Piers with potable water supply

☐ On-site Sewage (Septic) Pump Station *(This is pumping equipment that pumps raw sewage to a municipal sewer or pumps effluent from a septic tank to a drain field)*

☐ Home Based Business – Type of Business: _____

☐ Do you currently have air vacuum breakers or check valves on your outside faucets? ☐ Yes ☐ No

☐ Do you currently have a back flow prevention device installed? ☐ Yes ☐ No If yes, please provide the following:
Make: _____ Model: _____ Serial #: _____ Size: _____ inch
Location of Assembly: _____ **Date of Last Test:** _____ please attach a copy of the test form and return with this survey.

☐ NONE OF THE ABOVE

Signature of Person Completing This Survey: _____

Appendix C

CROSS CONNECTION CONTROL SURVEY

Commercial, Institutional, Multi-Family and Industrial Facilities

Customer Name: _____

Date: Water Service Account Number:

Service Address:

Business Name:

Water Service Type: **(Circle ONE)** Apartment Complex or Duplex **(Total # of Units)_____**

Mobile Home park (Total # of Trailers) Commercial Industrial Govt. or School

Temporary Bldg./Construction Multi-Story Bldg. (# of Stories)

YARD IRRIGATION / SPRINKLER SERVICES

In-Ground Irrigation System: Spigot/Faucet & Garden Hose Use Only: PLEASE CHECK ONE

Type of Heads: Pop-Up Shrub Soaker Other Will your irrigation system be designed to add fertilizer, weed control, or other additives by using pressure, injection or aspiration methods either manually or automatically? Yes No Will you irrigation system need or use a booster pump? Yes No Will this water meter used to fill a Swimming Pool, Hot Tub or Spa? Yes No

---

COMMERCIAL OR INDUSTRIAL SERVICES

Type of business: medical, restaurant, catering, video rental/sales, auto-detail shop, clothing, office, commercial, industrial, gas station, Laundromat, grocery/deli, dry cleaners, sweet shop, other: (Describe)

_____

_____

Water will be used for: cooking/drinking boilers chillers cooling tower equipment

What Type? Please Define:

Are cooling inhibitors, chemical treatments or other additives used in processing; boilers; chillers; or cooling towers? Yes No Does your water service use pressure water? Yes No

FIRE SPRINKLER SERVICES

PLEASE ANSWER "YES" OR "NO" TO ALL BLANKS (as appropriate)

Is your proposed fire sprinkler system a wet system or a dry system? Is it used to supply private fire hydrants or a wall-mounted fire hose cabinet only? Will your fire sprinkler system contain/use anti-freeze or foaming agents? Will your fire sprinkler system use a booster or jockey pump? If there is any other type of fire sprinkler system that is not listed above, please describe:

_____

_____

_____

APPENDIX D
NEW ANNUAL FIRST TEST

[DATE]

[CUSTOMER NAME]
[LOCATION ADDRESS 1]
[LOCATION ADDRESS 2]
[LOCATION ADDRESS 3]

Account #:
Serial #:
Meter #:
Device:
Test Due:
Reference:

[SERVICE LOCATION STREET ADDRESS]
[CUSTOMER NAME]

Dear Customer:

The [waterworks name] is writing to remind you that the backflow prevention assembly installed on your water service(s) as indicated above must be tested within one year of installation and then on an annual basis. According to our records, it is time for the annual testing of the assembly at the above referenced service address. The annual test is required by both the [waterworks name] and the Virginia Department of Health and is the responsibility of the owner or occupant. [12 VAC 5-590-600 E]

A successful test of the assembly must be completed by a Virginia State Certified Backflow Prevention Device Tester possessing a valid certification. You can find Certified Testers in the Yellow Pages or online under "Plumbing Contractors" or "Backflow Testers." Please have your Certified Tester complete the enclosed backflow assembly test report and mail or fax the completed form to the return address shown on the form within thirty (30) calendar days of the noted "Test Due" date shown on this letter.

If your records indicate that the referenced assembly has recently been successfully tested and you believe that testing at this time is not warranted, please submit a copy of the most current backflow assembly test report.

If you have any questions or concerns, please contact us at [phone number], between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Specialist

APPENDIX E
NON COMPLIANCE LETTER

[DATE]

[CUSTOMER NAME]
[LOCATION ADDRESS 1]
[LOCATION ADDRESS 2]
[LOCATION ADDRESS 3]

Account #:
Serial #:
Meter #:
Device:
Test Due:
Reference:

[SERVICE LOCATION STREET ADDRESS]
[CUSTOMER NAME]

Dear Customer:

To date, the [waterworks name] has not received a copy of your annual test report showing the proper functioning of the backflow assembly located on your water service(s) at the above referenced address. This annual inspection is required by both the [waterworks name] and the Virginia Department of Health, and is the responsibility of the owner or occupant. [12 VAC 5-590-600]

To avoid possible disconnection of water service to your property, or other corrective measures, please mail or fax a copy of your annual test report to the following address within fifteen (15) business days of the date of this letter.

[mailing address]
Fax: [fax number]
ATTN: Cross Control Specialist

If you have any questions or concerns, please contact us at [phone number], between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Specialist

APPENDIX F
FAILURE LETTER FIRST NOTICE

[DATE]

[CUSTOMER NAME]
[LOCATION ADDRESS 1]
[LOCATION ADDRESS 2]
[LOCATION ADDRESS 3]

Account #:
Serial #:
Meter #:
Device:
Test Due:
Reference:

[SERVICE LOCATION STREET ADDRESS]
[CUSTOMER NAME]

Dear Customer:

The [waterworks name] is sending you this notice to inform you that, per information furnished to our office, your Backflow Prevention Assembly at the above address has [failed] [not completed] the testing required by the [waterworks name] Cross Connection Control Program and Virginia Department of Health regulations. (12 VAC 5-590-600 C)

To avoid possible disconnection of water service to your property, or other corrective measures, please mail or fax a copy of a test report prepared by a Certified Tester, and showing compliance with the testing specifications, to the following address within thirty (30) calendar days of the date of this letter:

[address]
Fax: [fax number]
ATTN: Cross Control Specialist

If your records indicate that the referenced assembly has recently been successfully tested and you believe that testing at this time is not warranted, please submit a copy of the most current backflow assembly test report.

If you have any questions or concerns, please contact us at [phone number], between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Specialist

APPENDIX G
FAILURE LETTER SECOND NOTICE
[DATE]

[CUSTOMER NAME]
[LOCATION ADDRESS 1]
[LOCATION ADDRESS 2]
[LOCATION ADDRESS 3]

Account #:
Serial #:
Meter #:
Device:
Test Due:
Reference:

Dear Customer:

The [waterworks name] is sending you this SECOND NOTICE to inform you that, per our records, your Backflow Prevention Assembly at the above address has [failed][not completed] the testing required by the [waterworks name] Cross Connection Control Program and Virginia Department of Health regulations. (12 VAC 5-590-600 C)

To avoid possible disconnection of water service to your property, or other corrective measures, please mail or fax a copy of a test report prepared by a Certified Tester, and showing compliance with the testing specifications, to the following address within fifteen (15) business days of the date of this letter:

[address]
Fax: [fax number]
ATTN: Cross Control Specialist

If your records indicate that the referenced assembly has recently been successfully tested and you believe that testing at this time is not warranted, please submit a copy of the most current backflow assembly test report.

If you have any questions or concerns, please contact us at [phone number], between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Specialist

APPENDIX H
NEED BACKFLOW ASSEMBLY NOTICE
[DATE]

[CUSTOMER NAME]
[LOCATION ADDRESS 1]
[LOCATION ADDRESS 2]
[LOCATION ADDRESS 3]

Account #:
Serial #:
Meter #:
Device:
Test Due:
Reference:

[SERVICE LOCATION STREET ADDRESS]
[CUSTOMER NAME]

Dear Customer:

The [waterworks name] has identified the need for installation of a Backflow Prevention Assembly on the water service at your property listed above, pursuant to the [waterworks name] Cross Connection Control Program and Virginia Department of Health regulations [12 VAC 5-590-600]. To avoid possible disconnection of water service to your property, or other corrective measures, please arrange to have a Backflow Prevention Assembly properly installed on the water service at your property as soon as possible.

A successful test of the Assembly must be completed by a Virginia State Certified Backflow Prevention Device Tester possessing a valid certification. You can find Certified Testers in the Yellow Pages or online under "Plumbing Contractors" or "Backflow Testers."

Please have the required assembly installed and have your Certified Tester complete the enclosed backflow assembly test report and mail or fax the completed form to the return address shown on the enclosed form by no later than thirty [30] calendar days from the date of this letter.

If a assembly has been installed and successfully tested, please submit a copy of the most current backflow assembly test report.

If you have any questions or concerns, please contact us at [phone number] between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Specialist

CAMPBELL COUNTY UTILITIES and SERVICE AUTHORITY

WATER and SANITARY SEWER EXTENSION AGREEMENT

THIS WATER AND SANITARY SEWER EXTENSION AGREEMENT (the "Agreement") is made this _____ day of _____, 2026, between **Lynchburg BF BTS Retail, LLC a Virginia Limited Liability Company**, (hereinafter "**Owner**"); and the **CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY**, a political subdivision of the Commonwealth of Virginia under the Virginia Water and Waste Authorities Act (hereinafter "**Authority**");

In consideration of the mutual covenants, promises, and obligations set forth herein, which the Parties agree are sufficient, the **Owner** and the **Authority** agree as set forth below.

ARTICLE I. SCOPE OF PROJECT. The **Owner** has requested, and the **Authority** has agreed to extend its water distribution system and sewage collection system to serve **Firestone Turnpike Drive** (working name). Water and sewer extensions to serve the property being developed by the **Owner** shall be designed by a professional engineer licensed to practice in the Commonwealth of Virginia. The property is Tax Parcel **20B-A-10 and 20B-A-11**, located on **18 Turnpike Drive, Lynchburg, VA 24502** in Campbell County, Virginia. The facilities, hereinafter the "**Project**", shall include the following:

SEWER

- On-site sewer force mains (**10** ± L.F), and an on-site wastewater pump station as required to serve **Firestone Turnpike Drive**.
- The sanitary sewer extensions shall include all gravity sewers, force mains, manholes, pump stations, and associated appurtenances.
- On-site solids interceptor and grease interceptor.

WATER

- On-site water mains (**60** ± L.F.), as required to serve **Firestone Turnpike Drive**.
- The water extensions shall include all valves, fittings, fire hydrants, services, and associated appurtenances.
- On-site water service including cross-connection control and meter vault.

ARTICLE II. SPECIFICATIONS. The **Project** shall be constructed in accordance with **Authority** standards and specifications and is subject to **Authority** inspection, review, and approval, and also subject to the requirements of the Virginia Department of Health, Virginia Department of Environmental Quality, and the United States Environmental Protection Agency.

ARTICLE III. PROJECT DESIGN. The **Owner** shall hire and pay a professional engineer to design the **Project**. **Kimley-Horn** has been chosen and approved as the design engineer, whose duties and responsibilities are defined by the "Water and Sewer Extension-Agreement Attachment" hereto attached and by reference made a part hereof.

Plan review shall be subject to the review policy established by the **Authority**. The **Authority** will review the plans in good faith and shall have discretion to approve the plans (which approval shall not be unreasonably withheld), but the **Authority** reserves the right to make changes to the plans as necessary during construction to respond to field conditions and/or to make the construction consistent with applicable standards and specifications. The **Owner** shall, at its own sole cost, correct any defects or errors in the plans which are necessary to obtain the **Authority's** approval. **Authority's** review, inspection and approval of those plans and specifications shall not constitute (i) a

guarantee or ratification of those plans and specifications; (ii) a release of the **Authority's** claims or rights with respect to requiring **Owner's** full and proper performance of its obligations under this Agreement, including designing and constructing its portions of the **Project** with the skill and diligence ordinarily provided by parties performing engineering and construction services for a project of the same or similar scope, type and complexity of the **Project** under the same or similar conditions; or (iii) a waiver of **Authority's** right to seek damages and indemnification against the **Owner** as provided by applicable law and in this Agreement.

ARTICLE IV. PROJECT CONSTRUCTION.
The **Owner** shall construct the **Project** in a workmanlike manner and in accordance with plans reviewed and approved in advance and in writing by the **Authority**. All facilities shall be constructed using a Class A contractor, with H/H and/or UUC designation, licensed by the Commonwealth of Virginia to construct such utility facilities (subject to **Authority** approval), and subject to full **Authority** inspection. All contractors and subcontractors must be approved in advance and in writing by the **Authority** before they perform work on the **Project**. The facilities so constructed shall not be placed in service until such time as the **Authority** has inspected and approved installation in accordance with approved plans and specifications. **Authority's** review, inspection and approval of those plans and specifications shall not constitute (i) a guarantee or ratification of those plans and specifications; (ii) a release of the **Authority's** claims or rights with respect to requiring **Owner's** full and proper performance of its obligations under this Agreement, including designing and constructing its portions of the **Project** with the skill and diligence ordinarily provided by parties performing engineering and construction services for a project of the same or similar scope, type and complexity of the **Project** under the same or similar conditions; or (iii) a waiver of **Authority's** right to seek damages and indemnification against the **Owner** as provided by applicable law and in this Agreement.

The work week for construction shall be defined as Monday through Friday, 8:00 a.m. to 5:00 p.m. There shall be no construction work on public water or sewer lines outside of these days and hours except with prior written permission from the **Authority**. There also shall be no work on holidays observed by the **Authority**. All work activities, if any, within VDOT rights-of-way shall be subject to VDOT construction and traffic control requirements.

ARTICLE V. COST OF PROJECT. For public water and sanitary sewer costs associated with the **Project**, the **Owner** shall pay all costs of the **Project**, including without limitation, the costs of design, review, construction, inspection, and acquiring easements for the **Project**. The **Owner** shall also provide an irrevocable letter of credit, or bond, in an amount equal to 125% of the total estimated cost of work on public water and sewer infrastructure including, but not limited to, design, construction, and easements. Should the **Owner** abandon the **Project** or fail to complete the **Project** within 12 months from the date of this Agreement (or as mutually agreed upon in a written time extension agreement), the **Authority** may redeem the letter of credit, or bond, for the purpose of completing the **Project**. The letter of credit, or bond, must be provided prior to the **Authority** executing this Agreement. Should the **Owner** fail to start construction within 12 months of the date of this Agreement the **Authority** may at its discretion a) deem the **Project** abandoned, b) declare this Agreement null and void, or c) both. Should this occur, the **Owner** shall reimburse the **Authority** for all costs and fees incurred by the **Authority** in relation to the **Project**. The total estimated design, construction, video inspection, and record drawing cost is **$39,892.00**. A bond, or letter of credit, in the amount of **$49,865.00** will be required.

ARTICLE VI. INITIAL AND INTERIM PAYMENTS. **Owner** shall make the following initial and interim payments:

- *Initial Payment.* Estimated plan review fee to be paid by **Owner** to the **Authority** is $ **30** (**60** lf x $0.50/lf) for water and $ **4** (**10** lf x $0.40/lf) for sewer. The plan review fee is due prior to review and approval of the plans. **$ 34 Total estimated for review.**

- *Initial Payment.* Before construction is authorized to begin, the **Owner** shall make an estimated inspection fee payment to the **Authority** based on the length of lines as shown on the approved plans. The estimated inspection fee is $ **33.50** (**10** lf x $3.35/lf) for sewer, and $ **120** (**60** lf x $2.00/lf) for water.

$ 153.50 Total estimated for inspection.

- *Initial Payment.* Account Establishment Fee – $75

- *Initial Payment.* Water Capital Recovery, based on 2 Equivalent Residential Units (ERUs), as determined by the **Owner** or **Owner's Engineer** - 2 x $3,000 = $**6,000**

- *Initial Payment.* Sewer Capital Recovery, based on 2 Equivalent Residential Units (ERUs), as determined by the **Owner** or **Owner's Engineer** - 2 x $3,600 = $**7,200**

- *Initial Payment.* Sewer Capacity Charge, based on 2 Equivalent Residential Units (ERUs), as determined by the **Owner** or **Owner's Engineer** - 2 x $2,800 = $**5,600**

- *Initial Payment.* Aid To Construction Fee, based on 2 Equivalent Residential Units (ERUs), as determined by the **Owner** or **Owner's Engineer** - 2 x $1,950 = $**3,900**

- The Initial Payments due to the **Authority** pursuant to this Agreement must be paid before a construction permit can be issued by the County.

Total Estimated Initial Fees **$22,962.50**

- *Interim Payments.* Prior to the final settlement set forth in Article VII, below, the **Authority** may invoice the **Owner** for: (A) all **Authority** actual costs, fees and expenses related to the **Project** or this Agreement, and/or (B) all Authority costs, fees, and expenses in excess of the initial payments made pursuant to this Article VI in the event that: (i) the **Project** is terminated; (ii) the **Project** is abandoned; (iii) any person files a mechanics lien related to the **Project**; (iv) any person commences an action against the **Owner** related to the **Project**; or (v) the actual costs to the **Authority** exceed all payments to the **Authority** to date by $2000.

ARTICLE VII. FINAL SETTLEMENT.
Upon completion of the **Project**, the **Authority** shall calculate the final **Project** cost based on actual costs, fees, or expenses invoiced for materials, equipment, labor, engineering, approvals, supplies, inspections, easements, and permits. This total amount, less initial and interim payments by the **Owner**, will be invoiced to the **Owner**, and payment will be due upon receipt. If the final cost is less than initial and interim payments, then the **Authority** will refund any balance to the Owner within 30 days following completion of the **Project**. The letter of credit, or bond, will not be released until all requirements under this Agreement have been satisfied by the **Owner** (as set forth below). The letter of credit, or bond, may be redeemed by the **Authority** to satisfy the **Owner's** obligations, including penalties, under this Agreement following a default by the **Owner** and the failure to cure the same in accordance with the terms and conditions of this Agreement. Once **Owner** has completed the **Project** and all requirements in accordance with the terms of this Agreement, to the **Authority's** reasonable satisfaction, then the letter of credit or bond shall be released by the **Authority**.

ARTICLE VIII. INVOICES AND PAYMENTS. Authority will prepare all invoices covered by the terms of this Agreement in accordance with its standard invoicing practices. **Authority** will submit its invoices to **Owner** on a monthly basis. Invoices are due and payable within 30 days of receipt. If the **Owner** fails to make payment in the total amount then due to **Authority** within 30 days after receipt of the **Authority's** invoice, then amounts due **Authority** will be increased at the rate of 1.0% per month from the thirtieth day. Additionally, if the **Owner** fails to make payments under any invoice covered by the terms of this Agreement within 30 days of receipt, **Owner** may take the following actions until all invoices have been fully paid in accordance with their terms: suspend review of **Project** designs; suspend review of subdivision plats required for the **Project**; suspend **Project** inspections; suspend providing water from the existing water system for testing of **Project** water, sanitary sewer, or both, and suspend receipt of payment of **Authority** fees for new services provided under the **Project**.

ARTICLE IX. INFORMATION REQUIRED FROM OWNER. To ensure timely final settlement, the following shall apply:

1. The **Owner** shall have 30 calendar days (or as mutually agreed in writing) from the date of substantial completion (i.e., work on the sanitary sewer construction is

complete but not tested and accepted) to deliver to the **Authority** the contractor's field set of drawings that has been marked to indicate changes made during construction.

2. The **Authority** will make a good faith effort to deliver a hand marked set of Record Drawings to the **Engineer** within 30 calendar days of substantial completion.

3. Upon receipt of the hand marked set of Record Drawings the **Engineer** shall have 30 calendar days (or as otherwise mutually agreed in writing) to incorporate the construction changes and deliver the Record Drawings to the **Authority** in the required paper and electronic formats.

4. The **Authority** will review the Record Drawings for accuracy and completeness and will provide a list of comments, if any, to the **Engineer**. Upon receipt of the comments the **Engineer** will have 10 business days to make the necessary corrections and return the Record Drawings in the required paper and electronic formats.

5. Within 60 calendar days of substantial completion (or as otherwise mutually agreed in writing), the **Owner** shall provide to the **Authority** the final **Project** engineering and construction costs including design, system construction, and preparation of Record Drawings. The **Owner** agrees that all right, title and interest in and to the ownership of the Record Drawings shall belong to the **Authority**.

6. The **Authority** will release the letter of credit, or bond, after the following information has been received by the Authority:

    a. Payment of all invoices required under this Agreement.
    b. Record Drawings acceptable to the Authority in pdf and AutoCAD format.
    c. Final engineering and construction costs for the public water and sewer infrastructure designed and installed for the **Project**.
    d. Initial Backflow Prevention Test Report for the backflow prevention assembly installed for the **Project**.
    e. Written confirmation in the form of AIA G706 Contractor's Affidavit of Payment of Debts and Claims and AIA G706A Contractor's Affidavit of Release of Liens from all parties that have provided more than $1000 in services, materials, labor, or equipment to the **Project** that they have been paid in full.

ARTICLE X. EASEMENTS. The **Owner** shall provide all easements required for the successful completion of the **Project**. Should condemnation of any easements be required for successful **Project** completion, the **Owner** shall be solely responsible for the payment of all costs associated with said condemnation, including, but not limited to, surveys, appraisals, legal, and land costs and fees (including attorneys' fees).

ARTICLE XI. OWNERSHIP. It is understood and agreed that, upon completion of the **Project**, all the infrastructure and equipment comprising the **Project** shall be and remain solely the property of the **Authority**.

ARTICLE XII. WARRANTY. The **Owner** shall warrant the water and sanitary sewer systems against defects in materials and/or workmanship for a period of one calendar year from the date the systems are placed into service and the **Authority** has received the record drawings from Owner as set forth in Article X, above.

ARTICLE XIII. ONE YEAR AUDIT. The **Authority** shall perform an audit of the actual water use after one year of normal water use to determine the accuracy of the Equivalent Residential Unit (ERU) determination. If the ERU determination was low, the **Owner** will be assessed additional Capital Recovery and Sewer Capacity fees. If the ERU determination was high, the **Authority** will refund the fee overpayment. Should any building use change placing greater demand on the water or sanitary sewer system, additional fees will be assessed by the **Authority** based on the additional demand, with full credit given for availability fees already paid.

ARTICLE XIV. HEIRS, ASSIGNS AND SUCCESSORS. This Agreement shall be binding on heirs, assigns, successors, and personal representative of the parties hereto.

ARTICLE XV. **GOVERNING LAW AND FORUM SELECTION**. This Agreement shall be governed by and construed under the laws of the Commonwealth of Virginia, excluding that jurisdiction's choice of law rules. Any and all disputes involving the parties and this Agreement, the **Project**, or the Parties' respective rights and obligations and duties in this relationship, shall be instituted and maintained only in the appropriate state court in Campbell County, Virginia. This Agreement shall be governed by and construed under the laws of the Commonwealth of Virginia.

ARTICLE XVI. **NO ASSIGMENT.** Neither party may assign its rights and obligations under this Agreement to a third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

ARTICLE XVII. **NO CONTRACTUAL RELATIONSHIP NO JOINT VENTURE.** Nothing in this Agreement shall create a contractual relationship with, or a cause of action in favor of, any third party against either the **Owner** or the **Authority**. Nothing in this Agreement is intended to create a joint venture between the parties, and each party shall remain a separate and distinct corporate entity independent of the other.

ARTICLE XVIII. **ENFORCEMENT OF THE AGREEMENT.** The partial or complete invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of this Agreement violates the law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case, the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE XIX. **COSTS AND ATTORNEYS' FEES.** If any party to the Agreement shall be required to initiate legal proceedings to enforce the performance of an term or condition of the Agreement, then the prevailing party shall be entitled to recover such sums, in addition to any other damages or compensation received, as will reimburse the prevailing party for litigation costs and fees, including without limitation reasonable attorneys' fees and expert witness fees and the costs of any appeal, notwithstanding the nature of the claim or cause of action asserted by the prevailing party.

ARTICLE XX. **WAIVER OF DAMAGES COVERED BY INSURANCE.** To the extent damages are covered by property insurance in place for coverage of any claims between the parties, then the parties shall waive those rights to damages against each other (and any contractors, consultants, agents and their respective employees) for those damages, except such rights as they may have to the proceeds of such insurance. The **Owner** and **Authority**, as appropriate, shall require of their contractors, engineers, consultants, agents and employees of any of them, similar waivers in favor of the other parties enumerated herein.

ARTICLE XXI. **NO CONSEQUENTIAL DAMAGES.** The parties waive consequential damages for claims, disputes, or other matters in question arising out of or relating to the **Project** or this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's non-performance or termination of this Agreement.

ARTICLE XXII. **MUTUAL INDEMNITY.** To the extent permitted by law and/or to the extent covered by any insurance policy maintained by **Owner** or required to be maintained under this Agreement by **Owner's** agents, **Owner** shall indemnify **Authority** for costs, losses, and damages to the **Authority** to the extent that they are caused by errors or omissions of the **Owner** or other third parties for whom **Owner** has responsibility under this Agreement in providing goods or services pursuant to this Agreement. Additionally, to the extent permitted by law and/or to the extent covered by any insurance policy maintained by **Owner** or required to be maintained under or pursuant to this Agreement by the **Owner's** agents, the **Owner** hereby agrees to indemnify, and hold the **Authority**, and any subsidiary or affiliates of the **Authority**, and their respective directors, officers, and employees (collectively, the "**Indemnitees**") harmless from and against all losses, liabilities, injuries, damages, and expenses, including reasonable attorneys' fees, that the **Indemnitees** may incur by reason of any injury or damage sustained to any person or property (including, but not limited to, any of the **Indemnitees**) to the extent caused in whole or in part by the negligent performance or non-performance of the

Owner's duties and obligations under or pursuant to this Agreement constituting a breach of performance by the **Owner**, including without limitation, any breach of any applicable standard of care, on a comparative responsibility basis, whether or not any other party contributes to such performance or non-performance by the **Owner**. Nothing contained herein shall limit the **Authority's** right to statutory or common law indemnification. The **Owner's** indemnification obligations under this Article XXII shall survive termination of this Agreement, provided, however, that in no event shall **Owner's** indemnification obligations extend beyond the date when the institution of legal or equitable proceedings by the **Authority** would be barred by an applicable statute of limitation or statute of repose under Virginia law.

Likewise, to the extent permitted by law and to the extent covered by any insurance policy maintained by the **Authority** or required to be maintained under this Agreement, the **Authority** shall indemnify **Owner** for costs, losses, and damages to the **Owner** to the extent that they are caused by errors or omissions of the **Authority** or other third parties for whom the **Authority** has responsibility under this Agreement in providing goods or services pursuant to this Agreement. Additionally, to the extent permitted by law and to the extent covered by any insurance policy maintained by the **Authority** or required to be maintained under or pursuant to this Agreement, the **Authority** hereby agrees to indemnify, and hold the **Owner**, and any subsidiary or affiliates of the **Owner**, and their respective directors, officers, and employees (collectively, the "**Indemnitees**") harmless from and against all losses, liabilities, injuries, damages, and expenses, including reasonable attorneys' fees, that the Indemnitees may incur by reason of any injury or damage sustained to any person or property (including, but not limited to, any of the **Indemnitees**) to the extent caused in whole or in part by the negligent performance or non-performance of the **Authority's** duties and obligations under or pursuant to this Agreement constituting a breach of performance by the **Authority**, including without limitation, any breach of any applicable standard of care, on a comparative responsibility basis, whether or not any other party contributes to such performance or non-performance by the **Authority**. Nothing contained herein shall limit the **Owner's** right to statutory or common law indemnification. The **Authority's** indemnification obligations under this Article XXII shall survive termination of this Agreement, provided, however, that in no event shall the **Authority's** indemnification obligations extend beyond the date when the institution of legal or equitable proceedings by the **Owner** would be barred by an applicable statute of limitation or statute of repose under Virginia law.

ARTICLE XXIII. TERMINATION AND ABANDOMENT AND SUSPENSION. If the **Owner** fails to make payments to the **Authority** in accordance with this Agreement, and fails to cure such default within ten (10) calendar days following receipt of Notice of default from the **Authority**, such failure shall be considered substantial nonperformance and cause for termination by the **Authority**.

If the **Owner** abandons the **Project**, then the **Owner** shall pay to the **Authority** all costs and expenses incurred by the **Authority** in connection with providing goods and services pursuant to this Agreement prior to the **Owner's** abandonment of the **Project**, by Notice of intent to terminate or otherwise, including any amounts for goods on order which cannot be cancelled by the **Authority** at the time of **Owner's** abandonment of the **Project**.

If the **Owner** suspends the **Project**, the **Authority** shall be compensated for all goods and services provided prior to Notice of such suspension. If and when the **Project** is resumed, the **Authority** shall be additionally compensated for any expenses incurred as a result of the interruption and resumption of the **Authority's** services. If the **Owner** suspends the **Project** for more than 90 cumulative days for reasons other than the fault of the **Authority**, then the **Authority** may terminate this Agreement by giving **Owner** not less than seven (7) calendar days' written Notice.

ARTICLE XXIV. NOTICE. Any written notice required to be provided by this Agreement shall be in writing and shall be delivered personally or sent by registered or certified mail, return receipt requested, or by overnight carrier, to the parties at the addresses set forth below (or such other addresses as specified by the parties by like notice:

If to **Owner**: **Zaremba Group, LLC**
14600 Detroit Avenue, Suite 1500
Lakewood, OH 44107

If to **Authority**: Campbell County Utilities and Service Authority
20644 Timberlake Road
Lynchburg, Virginia 24502

ARTICLE XXV. **ENTIRE AGREEMENT.** Unless specifically set forth herein, this Agreement contains all of the understandings and representations between the **Owner** and the **Authority** pertaining to the **Project** and other subject matter hereof and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. No provision in this Agreement may be amended or modified unless such amendment or modification is agreed to in writing and signed by an authorized representative of both parties.

ARTICLE XXVI. **COUNTERPARTS.** This Agreement may be executed in separate counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Lynchburg BF BTS Retail, LLC a Virginia Limited Liability Company (Owner)

By: _____

Name: James A. Strauss

Title: Authorized Signatory

Address: 14600 Detroit Avenue, Suite 1500
Lakewood, OH 44107

Phone: 216-221-6122

Email: jstrauss@zarembagroup.com

CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY

_____
Chairman

Witness:

_____
Executive Director

WATER/SEWER AGREEMENT ATTACHMENT

NOVEMBER 15, 2016

DESIGN ENGINEER HIRED & PAID BY SUBDIVISION DEVELOPER

The developer of a proposed **Project** (referenced as "**Owner**" in the Agreement) shall employ an Engineer to evaluate, design, and perform construction administration services for the water and sanitary sewer systems required for the **Project**. The **Engineer** shall be registered as a Professional Engineer in the Commonwealth of Virginia and possess the necessary experience and qualifications to design potable water and sanitary sewer systems.

The developer must assure that the following duties are included in any agreement with the **Engineer**:

- The **Engineer** shall evaluate the water needs of the proposed system. The evaluation shall include an analysis of the existing system to determine if capacity is available to provide the required service. A hydraulic analysis of water needs must be performed to determine main size. The hydraulic analysis of the water system must address domestic and fire flow needs, hydrant spacing, and "looping". The analysis must also address other factors as required to meet **Authority** and State requirements and regulations.

- The **Engineer** shall evaluate the sewer needs of the proposed system. The evaluation shall include an analysis of the existing system to determine if capacity is available to provide the required service.

- **Engineer** shall prepare detailed drawings (plans, profiles, & details), and written specifications suitable for competitive bidding (if required). If written specifications are not required, notes shall be added to the plan sheets as required by the **Authority**. The detailed documents shall coordinate the water/sewer construction with other construction associated with the **Project**, such as, street and storm drainage construction. Plans shall be printed on sheets no smaller than 24"x 36" and be at a scale no smaller than 1"=50 feet.

- **Engineer** shall tie horizontal coordinate values (northing and easting) to the Virginia State Plane Coordinate System, South Zone, NAD83.

- **Engineer** shall tie vertical coordinate values (elevations) to the Virginia State Plane Coordinate System, NAVD88.

- **Engineer** shall be available to respond to questions and/or review his design & **Project** documents with the **Authority** and State review agencies.

- **Engineer** shall prepare 8½" x 14" easement plats as required for the **Project**. The **Engineer** shall also prepare other drawings that may be required to obtain State and/or County permits.

- **Engineer** shall be available to respond to contractor inquiries during the bid period, and issue addenda, if required.

- **Engineer** shall review bids, prepare bid tabulation, and recommend contract award.

- **Engineer** shall establish and set control/reference points for contractor to use for construction lay-out. **Engineer** must also have the authority to have property pins or stakes set for the accurate field location of meter settings and sewer cleanouts.

- **Engineer** shall perform a field survey upon substantial completion of the construction. The field survey shall include locations of meter boxes, valve boxes, fire hydrants and other water system appurtenances, sewer service cleanout locations, sewer manhole locations, sewer manhole top and invert elevations, and other sewer system appurtenances.

- Based on field measurements provided by **Authority,** contractor, and **Engineer's** field survey, **Engineer** shall prepare, certify, seal, and furnish record drawings for **Authority** records. The record drawings shall be tied to the Virginia State Plane Coordinate System. The **Engineer** shall furnish to the **Authority,** and to the **Owner,** one paper set of record drawings and a USB flash drive or CD/DVD containing record drawings in AutoCAD (*.dwg) and (*.pdf) file formats. The AutoCAD record drawings and the pdf record drawings must look the same, meaning that the AutoCAD drawings must be transmitted with all xrefs attached and the same number of drawings shall be in the AutoCAD files and in the pdf files and shall include all drawings from the original design drawings that show water and sanitary sewer, including general notes and detail sheets. The electronic files shall be stored in a separate folder for each file type (one folder for .dwg and one folder for .pdf). The AutoCAD files must be compatible with the most current version of AutoCAD Civil 3D. The record drawings shall comply with the following checklist:

CCUSA Water/Sewer Record Drawing Checklist (March 2016)

General

- Street addresses for each lot where a water or sewer service has been set.

- Field survey to accurately locate storm drainage pipes that cross water or sewer lines. Determine and accurately show storm pipe crossing elevations in the water/sewer profiles and note the pipe inverts in the storm sewer structures.

- Plans shall be tied to the Virginia State Plane Coordinate System.

- If the road centerline profile has been used for the water or sewer profiles, then stationing of the water or sewer lines shall be in relation to the road centerline.

- Provide two paper copies of the record drawings and a CD/DVD containing electronic files of the record drawings. The electronic files shall be contained in two folders. One folder shall contain drawing files in .dwg format compatible with the most current version of AutoCAD Civil 3D. The other folder shall contain drawing files in .pdf format.

Water:

1. Field survey to accurately locate meter boxes, valve boxes, hydrants, and other above grade water line appurtenances. Revise the plan view accordingly if the scale permits.

2. Add large scale schematic details of main connections, branches, or appurtenances as shown on the record drawing mark-ups.

3. Number fire hydrants, air release valves, flushing hydrants, etc. as marked on the record drawing mark-ups.

4. Revise material notes in the plan view to reflect the actual stationing and materials used.

5. Revise water profiles to note the correct stationing of valves and fittings.

6. Redraw water profiles as shown on the record drawing mark-ups or if the stationing of valves or fittings has changed by 5 feet or more.

7. Redraw storm sewer crossings in the water profiles and note their inverts at crossings.

Sewer:

1. Field survey to accurately locate cleanouts, manholes, manhole invert elevations, and manhole top elevations. Revise the plan view accordingly if the scale permits.

2. Revise profiles to note the correct manhole stationing, manhole top elevation, manhole invert elevation, distance between manholes (to the nearest 0.1 feet), and line slope between manholes.

3. Redraw sewer profiles if inverts have changed by 0.3 feet or more or if manhole locations have changed by 5 feet or more. The correct distances and slopes between manholes must be noted even if redrawing the manholes and/or pipe is not required.

4. Redraw storm sewer crossings in the sewer profiles and note their inverts at crossings.

Inspection Fees for Water/Sewer Line Extensions

The basic inspection fees are priced per linear foot and are based on our historical inspection cost data for water and sewer line extensions.

Basic Inspection Fees:

Water	$2.00/linear foot as measured along main
Sewer	$3.35/linear foot as measured along main

Included in the basic inspection fees are an initial test and one re-test of a section of line or structure. Should a section of line or structure fail both tests, subsequent tests will be assessed the applicable re-test fee. If a test does not begin within 30 minutes of the scheduled time the test will be considered a failed test.

Re-Test Fees:

Water Pressure Test	$150
Sewer Pressure Test	$67.50
Sanitary Manhole Vacuum Test	$67.50

After-Hours Inspection Fees:

Min. each occurrence	$200
After first 2 hours on a given day.	$100/hour

Inspection hours are non-holiday weekdays from 8:30 to 4:30. If the **Authority** inspector is required to leave the office before 8:00 or return after 5:00 to meet the contractor's schedule the inspector's time will be deemed after hours and after-hours inspection fees will apply. The **Authority** is not obligated to provide after-hours inspections.