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

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

Place: Authority Office
20644 Timberlake Road
Lynchburg, VA 24502

A. CALL TO ORDER – Mr. James Marstin, Chairman, called the meeting to order at 5:00 P.M. with the Pledge of Allegiance and a Prayer.

A1. MEMBERS PRESENT

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

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

Mr. Jon Hardie, Board of Supervisor from the Rustburg District

Matt Cline, Supervisors' Liaison (out of town)

B. CITIZEN COMMENT

To ensure public comments are shared accurately, all comments are included verbatim.

The following was a comment from Ms. Sandy Glass, a resident of the Sunburst District in Campbell County. Ms. Glass distributed an information packet for Board review. Said packet is on file in the Authority office.

"Good evening and thank you members of the Board for allowing me to speak tonight. As you know, I've come to this meeting several times in the last few months as a concerned citizen that I express my sincere concern about the water resources of Campbell County and its usage in the future. Our County is currently under attack from the tech industry, both inside and outside of our County and they are requesting millions of gallons of water per day from CCUSA. When in your

own words, you will have to spend an anticipated $20 plus million in the future to improve the Evington pump stations, and possibly even down the road find a new water source, assuming we sell water to some of these larger projects.

But what really concerns me is that the last time I was here speaking on behalf of the citizens concerned about the water, it was inferred that I was somewhat spreading lies and misinformation. So, I actually brought the information with me to our meeting today and the lies were insinuated that they were about CCUSA selling water to Appomattox for a data center. Appomattox has, over the last several months, touted that they were actually getting water from CCUSA, 50,000 gallons or 45,000 gallons per day. This is a document that I pulled directly from their EDA. They have also said it multiple times on the news. One of the other things that I brought up is that we are reaching all-time water lows, and that actually came directly from your meeting notes. From your meeting notes on February 2nd, some notes in May and April about the water lows and if you look at a trend of last year compared to this year, we're clearly now still in drought conditions, water restrictions, and we're trending downward. So, this is a genuine concern and I think it is my right as a citizen to come express those concerns to you and I would anticipate that you respect those concerns and not infer that they're lies or misinformation. I'm happy to share any other information that I have. Thank you."

The following was a comment from Mr. Jon Hardie, a member of the Board of Supervisors for the Rustburg District of Campbell County and a resident of Campbell County.

"I just wanted to take advantage of the public comment period as well if that is OK. I know that we'll have a meeting coming up together, so I look forward to that.

#1 I would like to say thank you for your service to Campbell County. I appreciate what all of you do. Many of you have been long-standing Board members so I appreciate that greatly.

I will tell you that I have heard quite a number of concerns related to CCUSA and potential agreements, whether it is concerning the Region 2000 litigation or with the proposed data center in Appomattox. So that is something that I wanted to share with all of you, that wearing my hat, those are concerns that I have. I believe that they are justified concerns that I'm hearing from constituents that I represent. And wanted to share that with all of you.

In addition to that, there are some concerns and considerations that I wanted to bring specifically to you today having to do with some of the information that I've tried to get a hold of. This is, again, to become more transparent is my recommendation. As you know, transparency is very important in today's day and world, especially when we're looking at governmental operations. But I'd like for you to consider some of the following:

- Your proposed meeting minutes and everything like that, I appreciated being able to get them here and look at them, I know that you've not had a chance to vote on them. I would love for this Board to consider the ability to record meetings, whether that be video or audio, and post that information. Several weeks ago, I made a request of Mr. Wells and he very timely answered and everything like that, but I was not able to see draft minutes, they are not currently posted on your website for today's meeting or incorporated in the packet. So, the public is not seeing the packet that I received here today when I walk in the room. That's a concern to me as a Board (of Supervisors) member as well. I would say that, on our behalf, the packet that our Board receives is the packet that the public sees prior to the meeting. It doesn't mean that it changes discussions, but I would offer that for what I consider to be best practice. At the same time, the recording of meetings is something that, years ago, I suggested. An example of that would be the Planning Commission meeting was held last night. I was unable to attend that. That's an important meeting, there's conversations with the Planning Commission and things that I need to be able to

review before it reaches the Board of Supervisors, and the public should be able to review that information as well. And while minutes have not been completed yet for that meeting or approved by that Board, that meeting is now posted online. The video and the audio should be available, and I was notified in e-mail, not because I'm a supervisor but because I'm a citizen and I signed up to be notified for those things that even other meetings and representatives that we have in the County are being posted regularly. That's important, for me, again, I had the pleasure of being at my daughter's volleyball match last night in Tunstall, and I cannot be in two places at once and I take every chance I can to be a father, but it's also important for me to be a representative of Campbell County and so I plan to listen to that meeting tonight. I plan to listen to that meeting multiple times before it ever comes before the Board (of Supervisors). So, I would ask for your consideration because that is really important to the public.

- So, also in that process of trying to find information, I should have done this long ago, so I apologize to you, but it was apparent to me as somebody who doesn't frequent the CCUSA website that there was a lot of information that, in my opinion, was hard to get. It was not very evident where meeting minutes and agendas were. I was able to find it and see where that information was posted. It is something that, I would review it. Even your directions to the facility for people that want to come to a meeting, the address is posted, and I know people can use their GPS, but it refers to Big Lots and Country Cookin' and being between them. Neither of those exist anymore. There's a lot of basic information that is missing. For Mr. Wells and staff here, there's not a spot on the webpage that is an easy source of information. I can get the number to call, but I don't know who I'm calling. That information is just not readily there, in my opinion, to see.

So again, these are just basic suggestions and recommendations. I hope you won't take that as too critical; it is just to be helpful because serving the public is important to all of you, and I appreciate that, and also, it's the transparency, especially in today's day and time.

Thank you for the opportunity to speak before you today and I look forward to seeing your meeting and learning from you."

C. APPROVAL OF MINUTES

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

ACTION: Approved Unanimously.

D. ADMINISTRATION REPORT - Authority Staff

D1. FINANCIAL REPORT/HR UPDATE

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

Year to date:

Revenues:	$ 824,626.07
Expenses:	$ 594,934.27

Budgeted Capital and Reserves	$ 1,821,500.00
Surplus/(Deficit) to date:	$ 229,691.80 / $ (1,591,808.20)
Total "Unencumbered"	**$ 2,177,806.91**

VENDORS

Permanent Vendor:

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

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

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

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

ACTION: Approved Unanimously.

Ms. Meese presented a summary of the proposed changes to the Employee Handbook. A Committee of Mr. Austin, Mr. Droog, Mr. Wells, and Ms. Meese reviewed the Employee Handbook. Changes were made to be more in line with current staff duties, to update policies for legislative changes, and to adopt some of the same policies from the Campbell County Handbook. Some of the more significant changes were to: eliminate the current 6-month wait period to add an employee to VRS for new employees: new employees will be enrolled into VRS the first day of the month following employment; a 3-month probationary period for all promotions was proposed; and a dress code was proposed.

After discussion, it was determined the summary of changes would be updated to add page numbers from the Employee Handbook for Board review. A motion may be considered at the September Board meeting.

D2. OPERATIONS REPORT

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

Treatment at the Otter River Water Plant increased 1.0 percent compared to last July. Sales to the East System have increased by 16.8 percent. Overall Central System retail sales have increased 1.0 percent compared last July. Usage in Naruna increased 13.1 percent from the previous year. Total CCUSA water reflected an increase of 1.1 percent for the first month of FY27 compared to FY26.

Treatment at the Rustburg Wastewater Treatment Plant (RWWTP) decreased 23.0 percent compared to last fiscal year. Wastewater sent to the City of Lynchburg for treatment decreased 0.4 percent when compared to last July. The overall result was a decrease in wastewater treatment of 1.3 percent compared to last fiscal year.

There were 11 new water connections serving 14 units and there were 3 new sewer connections serving 6 units in the month of July 2026. This month last year there were 16 new water and 15 new sewer connections serving 17 and 16 units, respectively.

There were 113 disconnections for non-payment of bills in July compared to 67 in July 2025, which results in an overall increase of 68.7 percent; 46 more cut-offs this fiscal year compared to FY25.

The Authority had 9,452 metered water connections serving 15,396 equivalent residential units (ERU's) and 3,439 sewer connections serving 6,228 ERU's as of July 31, 2026.

There were 986 travel points during the month of July 2026, which was an average of 49 stops per workday.

In response to a statement made by Mr. Wells, Mr. Pribble stated that meter replacements have remained steady at around 100 replacements per month. Mr. Pribble stated this number reflects a normal month of meter replacements for the foreseeable future.

Mr. Pribble reviewed the status of the flow in the Otter River from July 26 through August 25, 2026 compared to the flow from one year prior. The flow is maintaining just above 30 cfs. The area has not seen significant rainfall, but the amount of recent rainfall has kept the river from a dire situation. In response to a question raised by Mr. Marstin, the Authority will have to implement mandatory water restrictions if the flow drops below 22 cfs for 10 consecutive days. If the Authority purchases water from the City of Lynchburg to supplement the water supply, the water level can go lower than 22 cfs before the Authority will have to implement mandatory water restrictions.

The Otter River was flowing at approximately 20 mgd on the meeting date and the record low on August 25th was approximately 0.5 mgd in 2002. The median flow for August 25th is 62 mgd. A graph was distributed that compares the current flow in the Otter River to the flow 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

The Contractor for Contract A, which is the actual pump station, is progressing quickly.

As soon as Authority staff completes the review of the CCTV inspection of the gravity sewer, the retainage for Contract B can be released. Contract B is the parallel forcemain and gravity sewer from the pump station to Farfields Drive.

The Contractor for Contract C is ramping up. The Contractor is working just above Farfields Drive and is making good progress.

The Authority is still waiting for Camden Village, LLC to begin their portion of the project. The pump station will have to be "tricked" to be tested in the fall since the pump station will have nowhere to pump to.

Authority staff has received correspondence from the Department of Environmental Quality (DEQ) that there may be more American Rescue Plan Act (ARPA) funding available. Mr. Wagner stated this is the sixth time there has been additional funding discussed but it has not come to fruition the previous five times.

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. Sewer construction has reached the cul-de-sac. Mr. Wagner estimated that construction will be complete within the next month or month and a half.

In response to a question raised by Mr. Marstin, the Authority is ahead of the scheduled deadline set by Blue Ridge Beverage.

80-2508 The Allure – Section 4

The Contractor is testing the water lines and sewer mains for this project to be placed in service. Once Section 4 is complete, the Contractor will begin constructing townhouses to connect to the water and sewer infrastructure.

D4. DIRECTORS REPORT

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

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

b. Next Board Meeting – Tuesday, September 22nd at 5 p.m.

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

d. Edmunds Software Update – Authority staff is utilizing the Edmunds software and is working through implementation and learning curves. Customers have been very understanding of the inconvenience caused by the conversion. Staff looks forward to the functionality of the new software and hopes to see an increase in customers utilizing online payment methods. Mr. Wells stated the process finding a new software from beginning to final implementation was a 2-year process. The transition was necessary because the previous software was being phased out and was no longer being supported.

e. Wastewater Master Plan – Authority staff has reviewed the Executive Summary submitted by RK&K and has returned the summary with comments. It is hoped the overall report will be finalized by the September Board meeting.

   i. In response to a question raised by Mr. Marstin, the Wastewater Master Plan gives options for short-term and long-term wastewater needs.

f. Service Line Inventory – After considerable effort from Authority staff, mainly Ms. April Farmer, Mr. Armando Hernandez-Morales, and an outside Consultant, VDH has approved the CCUSA statistical method determination that the Authority distribution system is lead-free. Authority staff will submit the initial baseline inventory to VDH/EPA by November 2027. Mr. Wells stated this is something that will be required from this point forward. Ms. April Farmer is working to create a layer in GIS to track the service line inventory.

   i. In response to a question raised by Mr. Marstin, this inventory was just the service line from the Authority meter to the house and does not include the plumbing inside the house.

   ii. In response to a question raised by Mr. Richardson, the City of Lynchburg found a few homes with lead service lines. Some of the larger cities, such as Alexandria and Pittsburgh have found some lead service lines. The Authority system is too "new", since lead began being phased out of use for construction in the 1950's.

g. Joint Meeting with Board of Supervisors – The joint meeting between the Authority Board and the Campbell County Board of Supervisors has been rescheduled for Tuesday, October 20, 2026 at 6 pm in the multipurpose room of the Haberer building.

E. BOARD ACTION ITEMS

E1. USE OF SERVICE - Policy Update

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

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

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

ACTION: Approved Unanimously.

F. CLOSED SESSION

MOTION: Mr. Richardson made a motion, seconded by Mr. Droog, that the Board convene in a Closed Meeting at 5:40 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 6:17 P. M., the following certification was adopted:

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

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Campbell County Utilities and Service Authority has convened a closed meeting on August 25, 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: Marstin, Richardson, Austin, Droog, Elliott Lee, Kirkland

NAYS: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

G. RECESS

MOTION: Mr. Elliott made a motion, seconded by Mr. Austin, that the Authority meeting be recessed at 6:18 p.m. to reconvene at 1 p.m. Tuesday, September 1, 2026.

ACTION: Approved Unanimously.

H. RETURN TO ORDER – Mr. James Marstin, Chairman, reconvened the meeting on September 1, 2026 at 1:00 P.M.

H1. MEMBERS PRESENT

James Marstin, Chairman
Dan Richardson, Vice-Chairman
Don Austin
Charlie Droog,
Carter S. Elliott. Jr.
Joe Kirkland
Robert Lee, III

H2. COUNTY REPRESENTATION & STAFF PRESENT

Jeff Wells, P.E., Executive Director
Tim Wagner, P.E., Engineering Director
Josh Pribble, Field Operations Director
Wendy Meese, Finance Director

Mr. Watts Burke, Authority Legal Counsel

Mr. Jon Hardie, Board of Supervisor from the Rustburg District

Matt Cline, Supervisors' Liaison (out of town)

I. CITIZEN COMMENT

To ensure public comments are shared accurately, all comments are included verbatim.

Ms. Sandy Glass, a resident of the Sunburst District in Campbell County, was present to address the Board.

"I have had the opportunity to speak to a couple of you this morning. A couple of you I have tried to call, and the phone number didn't work, or the phone number wasn't set up so just a thought about that." Also, maybe think about putting your e-mail address out there? I would have been happy to send an e-mail out with some concerns and some communication, but your e-mail wasn't available either. I don't know if you have e-mail.

Just some general concerns about the water contract that you may or may not be looking at today in reference to the Region 2000. It's highly public knowledge from Appomattox that they are seeking our water and that they're going to be using it for a data center. It has been on the news and representatives have come out and said as much and it concerns me that you don't have a financial picture, you don't know what the rate's going to look like, you don't know what that projection is going to look like and my suspicion is, is that once you sign this agreement, they have deep pockets on the data center side and they're going to request the full extent of this contract. And what does that look like for Campbell County? I don't think anyone has put any financial projections together to really give you an idea of what that looks like, and I really don't think you've walked through this scenario of a customer coming to you and asking you for that kind of money for a data center and secondly, I don't think it's in good posture to connect this to litigation. You're

your own independent entity, you should be negotiating this contract independent of that litigation. I think you're being held hostage and being backed into a corner, but that's just my opinion. I just ask that you think ahead. What's the rate going to look like? What's the cost? Are citizens going to pay more or less than Appomattox residents? Do you know that number? Do you know what that projection looks like? Do you know what that looks like when they come back and ask for another 500,000 gallons? And what does that look like as far as capital improvements on our infrastructure and who's going to foot that bill? It's a lot to consider today and I just pray that you think ahead and have some forward thought about what that looks like. Thank you."

Ms. Ann Parker, a resident of Campbell County, and a member of the Campbell County School Board was present to address the Board.

"My name is Ann Parker and I've been a resident of Campbell County since 1994 and I've been on the School Board for 5 years. I'm also very involved with a group called Virginia Medical Freedom Alliance, so I know I've beat up Charlie (Droog) and Matt Cline as well about having fluoride in our water. I also have family who worked for DEQ, I was just sharing with Sandy in the other room that I just saw my cousin on Saturday whose daughter is really involved with DEQ and water quality, and she comes home crying at night. You guys might not realize, these stories are all true, because she has actually charged people, charged localities, charged individuals, and corporations with violations, gone to court and had the judges, that are also bought and paid for, unfortunately, throughout the cases. And she's like, why am I even doing this? So that is a fact. Her name is Kelly Park, and she is my second cousin.

So, I think what I've seen in my experience in the last 5 years getting very involved in not just Medical Freedom but environmental safety but also our schools and other things even as a realtor. The National Association of Realtors "went woke" and wanted me to denounce my white privilege. It was my fault we had a disparaging number of black homeowners. Are you kidding me? All of our associations and all of these organizations that we grew up thinking were governmental are not: there are actually private organizations that maybe have government funding or government oversight and a lot of them have been misleading folks.

I appreciate all you guys do and I hope that you keep your eyes open and your options open and please question everything, because just because it comes in a pretty little power point, or a presentation doesn't mean it's accurate or truthful. I appreciate you listening."

J. CLOSED SESSION

MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, that the Board convene in a Closed Meeting at 1:06 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 2:17 P. M., the following certification was adopted:

MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, 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 1, 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: Marstin, Richardson, Austin, Droog, Elliott Lee, Kirkland

NAYS: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

When the Board returned to public session, the following motion was made:

MOTION: Mr. Elliott made a motion, seconded by Mr. Austin, that the Authority Board agrees with the agreement with Appomattox in principle, contingent on final edits and concurrence from the Campbell County Board of Supervisors.

ACTION: Approved Unanimously.

K. ADJOURNMENT

MOTION: Mr. Elliott made a motion, seconded by Mr. Richardson, that the Authority meeting be adjourned at 2:20 p.m.

ACTION: Approved Unanimously.

UPON MOTION by Mr. Richardson, seconded by Mr. Kirkland, these minutes are approved this 22nd day of September, 2026, with 7 of 7 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

UPON MOTION by Mr. Richardson, seconded by Mr. Kirkland, these minutes are approved this 22nd day of September, 2026, with 7 of 7 members of the Campbell County Utilities and Service Authority in attendance at time of vote.

ATTESTED:

Chairman, Campbell County
Utilities & Service Authority

CERTIFIED BY:

Secretary, Campbell County
Utilities & Service Authority