



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

Minutes: Regular Meeting
July 28, 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

Matt Cline, Supervisors' Liaison
Clif Tweedy, P.E., Deputy County Administrator
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
Armando Morales-Hernandez, GIS/IT Analyst
Vanessa Brown, Office Manager
Sarah Shirey, Office Support Specialist

B. CITIZEN COMMENT

Ms. Sandy Glass, a resident of the Sunburst District in Campbell County, was present to address the Board. To ensure Ms. Glass' statements are shared accurately, her comments are included verbatim.

"Thank you so much for having me tonight and allowing me to speak. I just wanted to thank you for the job that you do, you guys are our first line of defense to protect our water resources for the citizens of this County and I may or may not be responsible for some phone calls you have probably received this week or in the last couple of weeks. As you know we've had a severe drought and it's put a stress test on our water systems, but I think more importantly over the last couple of days, a couple of things have come out. There was a report for the eastern side of Virginia from the

DEQ that talked about groundwater, which is a little different from this, of course, but I think it's important to note that that report was held up for six months, talking about the groundwater shortages east of 95 by the DEQ, so you have to ask yourself what projects went into place during that time where that document was not coming out. And then just recently I heard that there were some EPA restrictions that are being rolled back for data centers. So, all of that to say, just keep our water supply in mind and keep your citizens in mind. This is our home and our community, and we'd like to be able to have an adequate water supply.

I see on your agenda you are actually discussing the litigation with Region 2000 tonight. It's unfortunate that that's kind of rolled into the Region 2000 settlement. Again, I think I've got plenty of documentation to show that some of that water that Appomattox is asking for is for that future data center development, so I just want to, again, keep your eyes on the ball. You need to protect the water source for our citizens here and you do a great job and again, I commend you for what you do. Thank you."

Mr. Droog stated that he received three phone calls from his constituents asking why the Authority has agreed to furnish water to a data center while we are running out of water. Mr. Droog stated that it is important for citizens to attend Authority meetings, but it is also important for accurate information to be shared. The Authority has not agreed to sell water to any data center and Appomattox has not contacted the Authority to sell water furnished by the Authority to a data center.

Mr. Marstin stated that the Authority started selling water to the Town of Appomattox at a time when the Authority was "flushing water" to keep the water supply fresh for the Concord area, especially in warmer months. Selling water to Appomattox solved that issue for the Authority. The purchase agreement is mutually beneficial. Appomattox is limited on the amount of water that can be purchased from the Authority.

C. APPROVAL OF MINUTES

MOTION: Mr. Richardson made a motion, seconded by Mr. Droog, that the Minutes of the June 23, 2026 Board Meeting be approved.

ACTION: Approved 6-0-1, with Mr. Lee abstaining from the vote due to his absence at the June meeting.

D. ADMINISTRATION REPORT - Authority Staff

D1. FINANCIAL REPORT

Summary reports were distributed with the packet and more detailed reports are available upon request. The reports as of the meeting date did not include payments made in July 2026 that will be accrued to FY26.

Year to date:

Revenues:	\$ 9,770,932.27
Expenses:	\$ 7,410,114.66
Budgeted Capital and Reserves	\$ 1,833,500.00
Surplus/(Deficit) to date:	\$ 2,360,817.61 / \$527,317.61
Total "Unencumbered"	\$ 3,610,799.96

VENDORS

No permanent vendors were added in the month of June:

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

Tristan M. Roosevelt

Caleb J. Anderson

No motion was made since there were no permanent vendors added this month.

D2. OPERATIONS REPORT

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

Treatment at the Otter River Water Plant increased 9.2 percent compared to last fiscal year. Sales to the East System have increased by 5.4 percent. Overall Central System retail sales have increased 9.3 percent compared last fiscal year. Usage in Naruna decreased 19.2 percent from the previous year. Total CCUSA water reflected an increase of 8.8 percent for FY26 compared to FY25.

Treatment at the Rustburg Wastewater Treatment Plant (RWWTP) decreased 15.6 percent compared to last fiscal year. Wastewater sent to the City of Lynchburg for treatment increased 7.8 percent when compared to last fiscal year. The overall result was an increase in wastewater treatment of 6.3 percent compared to last fiscal year.

There were 14 new water connections serving 21 units and there were 9 new sewer connections serving 15 units in the month of June 2026. This month last year there were 13 new water and 9 new sewer connections serving 13 and 9 units, respectively.

There were 59 disconnections for non-payment of bills in June compared to 65 in June 2025, which results in an overall increase of 1.2 percent; 11 more cut-offs this fiscal year compared to FY25.

The Authority had 9,441 metered water connections serving 15,382 equivalent residential units (ERU's) and 3,436 sewer connections serving 6,222 ERU's as of June 30, 2026.

There were 853 travel points during the month of June 2026, which was an average of 43 stops per workday.

The Otter River was flowing at approximately 31 mgd on the meeting date and the record low on July 28th was approximately 7.8 mgd in 2002. The median flow for July 28th is 85 mgd. A graph was distributed that compares the current flow in the Otter River to the flow in 2025. Mr. Pribble stated the current flow is much higher than it was in 2002, but rain would be beneficial.

E3. ENGINEERING REPORT

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

80-2406 Centra Rehabilitation Hospital and Behavioral Health Hospital

Both hospitals have been placed in service. Authority staff is waiting on close-out information from the Developer so these projects can be presented for acceptance into the Authority system.

80-2304 Martin Drive Regional Wastewater System

Contract B, which is the parallel forcemain and gravity sewer from the pump station to Farfields Drive will be complete as soon as the Contractor jets the gravity sewer line and performs a camera inspection.

Mr. Wagner spoke with a representative from Camden Village, LLC on July 28, 2026 and was told the Developer had to pay a fee to renew the wetland and stream permit with DEQ. The Authority renewed its wetland and stream permit recently as well. Mr. Wagner will contact Campbell County to request an Erosion and Sediment Control Plan Review so that the Developer can begin on the twin pipes for the private side of this project. Mr. Wagner stated that the Authority needs the Developer to complete their portion of the project so that the wastewater pump station will have somewhere to pump the wastewater.

In response to a question raised by Mr. Richardson, Authority staff is still finding it necessary to use legal counsel for Camden Village, LLC to pay outstanding invoices. Unfortunately, the Authority is incurring legal fees that will not be recovered through the project, but language will be included in all future agreements that will implement penalties for delinquent payments and require the Developer to pay any legal fees incurred to pursue payment.

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. The waterline has been placed in service. Sewer construction is approximately 66 percent complete. It is anticipated that the Authority's portion of this project will be complete by Fall 2026. Mr. Wagner stated the Authority's portion of the project is ahead of Blue Ridge Beverage's schedule.

80-2508 The Allure – Section 4

The Contractor is testing the water lines and sewer mains for this project to be placed in service.

80-2505 Carriage Grove 3D

Water line construction is complete, and testing will begin soon.

General

Mr. Wagner stated that the Authority has a general permit with the Virginia Department of Health (VDH) to allow Authority staff to review and approve water lines 16-inch and smaller. As part of that general permit, Authority staff has to complete an annual report that includes the length of total water line in the Authority system. With the addition of recent projects, the total length of water lines now exceeds 200 miles.

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 – The next Board meeting is scheduled for Tuesday, August 25th 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. Edmunds Software Update – The go-live date for the new billing software system is August 5, 2026 with black-out dates of July 31, August 3rd, and August 4th for migration to the new software. Customers continue to be notified of the changes and a new online payment system.
5. New Employee – Mr. Wells introduced Mr. Armando Hernandez-Morales to the Board. Mr. Hernandez-Morales' first day with the Authority as GIS/IT Analyst was July 20, 2026. He is a graduate of James Madison University with a degree in Geography and a concentration in GIS. Mr. Hernandez-Morales has over 3 years of experience in GIS and IT with the City of Harrisonburg Public Works. Mr. Hernandez-Morales is enthusiastic for the opportunity to work with the Authority and is looking forward to being in the Lynchburg area. Authority staff is extremely happy that Mr. Hernandez-Morales has joined the team and have enjoyed working with Mr. Hernandez-Morales thus far.
6. Wastewater Master Plan – A draft plan from RK&K is being reviewed by Authority staff. The goal is to share preliminary information at the August 2026 Board meeting.
7. Rustburg WWTP – The Authority had an unscheduled Virginia Occupational Health and Safety (VOSH) inspection at the WWTP on June 30, 2026. Within two weeks, Authority staff provided requested information, such as written safety procedures and product manuals. In response to a question raised by Mr. Lee, the Authority did not receive any citations, but staff is expecting some recommendations in the final report. Mr. Wells stated that illuminated "EXIT" signs will be installed above exterior doors as a result of the inspection as well as the installation of either railings along the roof of

the blower building or tie-downs to secure Authority staff while air filters are being changed.

In response to a question raised by Mr. Richardson, chlorine gas is used for disinfection of wastewater discharge.

Mr. Kirkland stated that it is possible receive citations when the inspector reviews pictures of the facility.

8. Knoll Woods/Ivy Acres Subdivision – Authority staff has forwarded written acceptance of the VDH funding offer. A funding kick-off meeting is scheduled for Wednesday, July 29, 2026 at 11 A.M. which will begin the design phase of this project.
9. Joint Meeting with Board of Supervisors – Mr. Wells stated the Campbell County and CCUSA joint meeting is planned for Tuesday, September 15, 2026 at 6 P.M. in the multipurpose room of the Haberer building. Campbell County and Authority staff will be meeting on August 3, 2026 to discuss potential topics. Mr. Wells invited the Board to make suggestions for items to be discussed.

E. BOARD ACTION ITEMS

- E1. Cutoff Day – The Authority charges a “Reconnection Fee” of \$50 once maintenance personnel have been dispatched on cut-off day. This practice is quite common amongst water utilities. Customers have challenged this policy many times through the years, especially when Authority staff has been dispatched but the customer makes payment before the water has been cut-off.

After discussion, the following motion was made:

MOTION: Mr. Droog made a motion, seconded by Mr. Ricardson, that the name of the fee will be changed from “Reconnection Fee” to “Processing Fee.”

ACTION: Approved Unanimously.

F. MATTERS FROM THE BOARD

- F1. Presentation of Resolution to Mr. Clif Tweedy

Mr. Marstin presented the Resolution that was passed at the June 2026 meeting. Mr. Clif Tweedy stated that he enjoyed his time working with the Authority Board and staff and the Board thanked Mr. Tweedy for sharing his knowledge with the Authority Board and staff during his tenure. Mr. Tweedy’s presence and knowledge will be greatly missed.



G. CLOSED SESSION

MOTION: Mr. Austin made a motion, seconded by Mr. Droog, that the Board convene in a Closed Meeting at 5:51 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 May 26, 2026, pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

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

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

VOTE:

AYES: Marstin, Richardson, Austin, Droog, Elliott, Kirkland, Lee

NAYS: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Following the closed session, the following motion was made:

MOTION: Mr. Kirkland made a motion, seconded by Mr. Lee, to authorize the Executive Director to execute the Water Resolution Agreement once an agreement has been reached between all three parties: Campbell County, Appomattox County, and CCUSA.

ACTION: Approved 6-1, with Mr. Richardson voting in the negative.

H. ADJOURNMENT

MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, that the Authority meeting be adjourned at 6:20 p.m.

ACTION: Approved Unanimously.

UPON MOTION by Mr. Lee, seconded by Mr. Austin, these minutes are approved this 25th day of August, 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