



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

Minutes: Regular Meeting
May 26, 2026 at 5:00 pm

Place: Authority Office
20644 Timberlake Road
Lynchburg, VA 24502

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

A1. MEMBERS PRESENT

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

Don Austin, Chairman (out of town)

A2. COUNTY REPRESENTATION & STAFF PRESENT

Frank Rogers, Campbell County Administrator
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 (out of town)
April Farmer, Technology Manager (out of town)

B. CITIZEN COMMENT

None

C. AMENDMENT TO THE MAY 2026 AGENDA – EXECUTIVE SESSION

MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, that the Board amend the May 2026 Board Agenda to convene in a Closed Meeting at 5:03 P. M. in order 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 5:48 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, Droog, Elliott, Kirkland, Lee, Richardson

NAYS: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: Austin

Following the closed session, the Board made the final motion:

MOTION: Mr. Lee made a motion, seconded by Mr. Kirkland, that the Authority Board respond to the e-mail dated May 19, 2026 from Mr. Mark Popovich, Principal, Guynn Waddell to state that the Authority Board will be happy to negotiate rates with Appomattox County in good faith once an agreement is reached with the Campbell County Board of Supervisors on the Regional 2000 Landfill.

ACTION: Approved 6-0, with Mr. Austin absent.

D. APPROVAL OF MINUTES

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

ACTION: Approved 5-0-1, with Mr. Austin absent and Mr. Richardson abstaining from the vote.

E. ADMINISTRATION REPORT - Authority Staff

E1. FINANCIAL REPORT

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

Year to date:

Revenues:	\$ 8,145,798.40
Expenses:	\$ 5,969,632.58
Budgeted Capital and Reserves	\$ 1,833,500.00
Surplus/(Deficit) to date:	\$ 2,176,165.82/ \$342665.82
Total "Unencumbered"	\$ 3,434,872.74

VENDORS

Permanent Vendor:

Maverick Construction	Grasonville, MD
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Final Bills and other temporary vendors: (address available upon request):

Daryl & Beverley Whipkey	Bruce Gallier
Inklein Holdings	Raven Realty
TMoore Properties, LLC	Ware Masonry, Inc.
Sandra K. White	Ande Callahan

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

ACTION: Approved 6-0, with Mr. Austin absent.

E2. OPERATIONS REPORT

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

Treatment at the Otter River Water Plant increased 9.7 percent compared to last fiscal year. Sales to the East System have increased by 6.3 percent. Overall Central System retail sales have increased 9.7 percent compared to April 2025. Usage in Naruna decreased 19.4 percent from the previous year. Total CCUSA water reflected an increase of 9.2 percent to date for FY26 compared to FY25.

Treatment at the Rustburg Wastewater Treatment Plant (RWWTP) decreased 15.9 percent compared to last fiscal year. Wastewater sent to the City of Lynchburg for treatment increased 5.8 percent when compared to last April. The overall result was an increase in wastewater treatment of 4.5 percent compared to last fiscal year.

There were 15 new water connections serving 15 units for water and 12 new sewer connections serving 12 units sewer in the month of April 2026 compared to 14 new water connections serving 100 units of water and 7 new sewer connections serving 93 units of sewer in April 2025.

There were 84 disconnections for non-payment of bills in April compared to 68 in April 2025, which results in an overall increase of 1.9 percent to date this fiscal year; 14 more cut-offs in FY26 to date when compared to FY25 through April 2025.

The Authority had 9,423 metered water connections serving 15,357 units and 3,427 sewer connections serving 6,207 units as of April 30, 2026.

There were 1,153 travel points during the month of April 2026, which was an average of 58 stops per workday.

There were 478 meters replaced in the month of April 2026. Mr. Pribble stated that the meter replacement program has reduced the time it takes to read meters from one and a half weeks to three or four days. In response to a question raised by Mr. Kirkland, a majority of the meters are radio read with some high-traffic areas that have cellular read meters. Other areas that would make sense to place cellular meters are outlying areas that require long travel times. Mr. Pribble stated that Hat Creek has cellular read meters. In response to a question raised by Mr. Cline, the cellular meters and equipment cost the same as radio read meters; however, there is a monthly fee tied to the cellular meters. Mr. Pribble stated that another advantage of the cellular meters is that they transmit information three times per day, so if a customer contacts the Authority office with questions about a high water bill, Authority staff can quickly and easily access the information to assist the customer.

The Otter River was flowing at approximately 85 mgd on the meeting date and the record low on May 26th was approximately 40 mgd in 2002. The median flow for May 26th is 167 mgd. Mr. Pribble stated that the Otter River was flowing at approximately 40 mgd week of May 18, 2026, prior to the recent rainfall.

E3. ENGINEERING REPORT

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

80-2304 Martin Drive Regional Wastewater System

Contract A is under construction. The Contractor is waiting for the top of the wet well and the valve vault to arrive.

Contract B is almost complete, CCTV needs to be performed on the gravity sewer mains.

Construction has begun on Contract C that extends from Farfields Drive to Whitestone Village Wastewater Pump Station and Whitestone Drive.

Contract D has been postponed until more funding is available.

Camden Village, LLC is delinquent on several invoices for Contracts A and B. The deadline of the Notice of Default is May 30, 2026. If the delinquent invoices are not paid prior to the deadline Mr. Wagner stated that he will instruct legal counsel to call the Bond.

80-2306 Lynbrook Single Family Residential

A second CCTV inspection was performed on May 26, 2026. Authority staff will review the video to determine if concerns have been resolved.

80-2410 US Route 29 Waterline Relocation at Gladys Road

The waterline tie-in is scheduled for the night of May 28, 2026, provided the relocated section of the waterline passes bacteriological testing. The first two bacteriological tests failed. If there are not two successful tests prior to May 28th, the tie-in will be postponed to the following week. The Dearing Ford tank in Altavista will be used to supply the affected portion of the Authority system while the tie-in is underway.

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 passed all necessary testing and has been placed in service. Counts & Dobyns has a new Superintendent that will work to construct the sanitary sewer.

E4. 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, June 23, 2026 at 1 p.m. following the luncheon in honor of Mr. Clif Tweedy's retirement at noon.
3. Telework Report – Mr. Wells reviewed the report on teleworking activities during the previous month. Said report is on file in the Authority office.
4. Edmunds GovTech Update – Authority staff is planning to go live on August 5, 2026 with black-out dates of July 31, 2026 and August 3 & 4, 2026 for migration to the new software. Customers will be notified in the June/July 2026 bills of the changes and a new online payment system.

In response to a question raised by Mr. Kirkland, if a customer attempts to make a payment on a black-out date, the website will display a message that it is currently down for maintenance and to try again on August 5, 2026. Mr. Wells stated that buck slips will be included in the utility bills notifying all Authority customers of these dates.

F. BOARD ACTION ITEMS

F1. KNOLL WOODS/IVY ACRES SUBDIVISION

VDH has extended a generous funding offer to the Authority. The two options being considered are 1) extending a 12-inch waterline from The Vue along Candler's Mountain Road and wrapping around both ways on Sunnymeade Road to serve the existing Knollwoods customers and providing water to new customers along the way (estimated to cost \$6,836,000) or 2) rehabilitating the Knollwoods groundwater system (estimated to cost \$2,100,000) to serve the customers that are currently served by the Knollwoods system, including the school and the church that are currently connected to the Knollwoods system.

VDH needs a decision on which option the Authority will pursue by June 15, 2026. Mr. Wells stated that VDH will issue another offer letter that matches the scope of the project the Authority Board selects, and the Authority Board will have another opportunity to respond to the terms of the new offer letter. It is anticipated that the revised letter will be received from VDH by the June 2026 Board meeting.

The Ivy Acres Mobile Home Park is not included in either option and will remain a private system. Ivy Acres could apply for a master-metered connection if the waterline extension option is chosen.

If the Authority chooses option 1, VDH has offered a \$4.4 million "principal forgiveness loan" and a low interest rate loan for \$2.4 million. Mr. Wells stated that Authority staff has communicated the project needs and costs with Mr. Frank Rogers, the Campbell County Administrator. Mr. Rogers is exploring the possibility of assisting with this project. Mr. Wells also reached out to a representative from Liberty University, Mr. Dan Deiter, to see if the University would be interested in participating with this project since it would bring water service closer to property currently owned by Liberty University on Camp Hydaway Road that is currently served by wells that are experiencing some issues. Liberty University also owns an agricultural center that could be served if option 1 is chosen. Mr. Deiter seems interested and is going to confer on his end and then reach out to Mr. Wells to advise if Liberty University is interested in participating in the project.

In response to a question raised by Mr. Lee, the waterline extension through Sunnymeade is currently planned to be an 8-inch line, but the Authority could commit funds to upsize the

line to 12-inch to support future growth. Another consideration is the need for public sewer if the waterline extension encourages development in this area. Mr. Wagner stated extending sewer service to the Sunnymeade area is included in the Sewer Master Plan, but not in the near future. For information, this area is in the Rustburg school district.

If the Authority chooses option 2, VDH would cover the entire \$2.1 million in a "principal forgiveness loan." Mr. Marstin expressed concern over the Authority having to maintain wells for option 2 and stated that option 1 is the better choice since option 1 encourages growth.

In response to a question raised by Mr. Richrdson, properties located passed Knollwoods that are currently served by private wells have not been notified that the waterline extension is an option. If the Board chooses option 1, the Authority will hold a community meeting to gauge the interest in extending the waterline to reach nearby properties. When the PER was created, there were 100-125 Knollwoods customers that could be served by this project, which does not include the Ivy Acres Mobile Home Park.

In response to a question raised by Mr. Cline, changing the scope of the project will not delay funding from VDH.

MOTION: Mr. Lee made a motion, seconded by Mr. Droog, that the Authority respond to VDH with a change the scope of project to construct a waterline extension to serve the Knoll Woods area.

ACTION: Approved 6-0, with Mr. Austin absent from the meeting.

F2. MANDATORY SEWER CONNECTION POLICY

A committee has been formed of Authority staff, 2 Authority Board members, and 2 Campbell County Board of Supervisors. A final Mandatory Sewer Connection policy is being developed; however, there is an immediate need to address adjacent properties to a sewer extension that is being constructed by a developer. The current Mandatory Sewer Connection Policy would require each property owner adjacent to said sewer extension to pay certain Authority application fees, even if the property owner does not wish to make connection.

Authority staff is requesting changing this portion of the Mandatory Sewer Connection policy to allow an exemption when a property that is currently served by a functioning private septic system is adjacent to a sewer line being constructed by a developer. The proposed policy was reviewed and is on file in the Authority office. In response to a question raised by Mr. Richardson, VDH will be responsible for indicating if a property has a functioning septic system. Mr. Wells discussed the proposed process with Mr. Gary Gilliam with VDH and it was determined that Authority staff would contact VDH to advise of properties that are adjacent to a newly constructed sewer lines and that VDH would mark those properties as ineligible for permits for new septic systems.

MOTION: Mr. Kirkland made a motion, seconded by Mr. Droog the Mandatory Sewer Connection Policy be revised to allow an exemption to adjacent properties that have a functioning septic system when a developer funds a sewer extension.

ACTION: Approved 6-0, with Mr. Austin absent from the meeting.

F3. **APPROVAL OF THE ACFR**

The FY25 Annual Comprehensive Financial Report (ACFR) has been distributed for review.

Staff recommended that the Board accept the Audit as submitted by Robinson, Farmer, and Cox.

MOTION: Mr. Droog made a motion, seconded by Mr. Kirkland, that the Board accept the FY25 Annual Comprehensive Financial Report as submitted by Robinson, Farmer, and Cox.

ACTION: Approved 6-0, with Mr. Austin absent.

F2. **80-2411 Dearing Ford Road Waterline Extension – Project Highview**

This is a 16-inch waterline extension and 12-inch by 2-inch master meter on Dearing Ford Road to serve the new Abbott Laboratories warehouse on Dearing Ford Road. The master meter allows the Authority to sell water to the Town of Altavista, who then resells the water to Abbott Laboratories. The purpose of the larger meter is not necessarily for average day demand, but for fire protection, as their fire flow requirements are quite high. The 16-inch waterline was designed such that it may be extended west along Dearing Ford Road.

The final cost was \$479,013.70, of which the Authority paid \$600.00 for an easement along Dearing Ford Road and \$296.78 for a late shipping charge for the master meter. The Authority absorbed the costs because the project was an economic development project that will employ local citizens.

Authority Staff recommended that the Board accept the Dearing Ford Road Waterline Extension – Project Highview project into the Authority system.

MOTION: Mr. Richardson made a motion, seconded by Mr. Elliott, that the Dearing Ford Road Waterline Extension – Project Highview project be accepted into the Authority system.

ACTION: Approved 6-0, with Mr. Austin absent.

G. MATTERS FROM THE BOARD

No items were discussed.

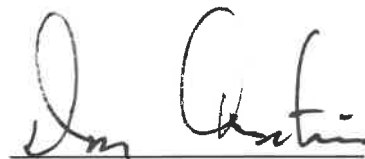
H. ADJOURNMENT

MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, that the Authority meeting be adjourned at 6:32 p.m.

ACTION: Approved 6-0, with Mr. Austin absent.

UPON MOTION by Mr. Kirkland, seconded by Mr. Richardson, these minutes are approved this 23rd day of June, 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