



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

Minutes: Special Meeting
February 2, 2026 at 5:00 pm

Place: Authority Office
20644 Timberlake Road
Lynchburg, VA 24502

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- A. CALL TO ORDER – Mr. Don Austin – Chairman - called the meeting to order at 5:00 P.M. with the Pledge of Allegiance and Mr. Kirkland lead the meeting in Prayer. This meeting was originally scheduled for January 27, 2026 but was postponed due to inclement weather.

A1. MEMBERS PRESENT

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

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 Coordinator

Mr. Paul Dowdy, Board Member for the Campbell County Board of Supervisors, Sunburst District

B. CITIZEN COMMENT

Ms. Sandy Glass, a resident of the Sunburst District in Campbell County, was present to address the Board and state concerns over the possibility of a data center coming to Campbell County or surrounding areas, specifically noting the amount of water data centers will consume. Ms. Glass is concerned that, if there is a water shortage in Campbell County, the data center will be provided with water while Campbell County residents are forced to reduce water consumption during the shortage.

Ms. Glass stated that she has a financial background and is concerned that the Authority audit has not been posted to the Auditor of Public Accounts webpage as a required by Virginia State Code and stated that the Authority should provide transparency. Authority staff confirmed that the Authority's Auditor, Robinson Farmer Cox & Associates, submits the Audit to the Auditor of

Public Accounts (APA) annually. Authority staff is uncertain if the APA is required to publish the Audit to their website, but the Authority and its Auditors have fulfilled their requirement.

C. APPROVAL OF MINUTES

MOTION: Mr. Lee made a motion, seconded by Mr. Droog, that the Minutes of the December 11, 2025 Board Meeting be approved.

ACTION: Approved 6-0-1, with Mr. Kirkland abstaining from the vote since he was not present at the December meeting.

D. ADMINISTRATION REPORT - Authority Staff

D1. FINANCIAL REPORT

Summary reports will be distributed prior to the meeting; however, they are not complete at this time due to staff still learning the new accounting software.

Year to date:

Revenues:	\$ 4,094,280.34
Expenses:	\$ 2,817,840.69
Budgeted Capital and Reserves	\$ 1,833,500.00
Surplus/(Deficit) to date:	\$ 1,276,439.65 (\$ 557,060.35)
Total "Unencumbered"	\$ 2,126,021.23

VENDORS

Permanent Vendor:

InfraServices Group Wireless, LLC	Blue Bell, PA
Ashley Valve	Virginia Beach, VA

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

No final bills were paid in the month of December

MOTION: Mr. Richardson made a motion, seconded by Mr. Droog, that the new vendor list for December 2025 be approved.

ACTION: Approved Unanimously.

D2. OPERATIONS REPORT

Mr. Pribble reviewed the statistical and operation reports for December 2025 which are on file in the Authority office.

Treatment at the Otter River Water Plant increased 6.3 percent compared to last fiscal year. Sales to the East System have increased by 5.6 percent. Overall Central System retail sales have increased 6.1 percent compared to December 2024. Usage in Naruna decreased 14.1 percent from the previous year. Total CCUSA water reflected an increase of 5.8 percent to date for FY26 compared to FY25.

Treatment at the Rustburg Wastewater Treatment Plant (RWWTP) decreased 14.1 percent compared to last fiscal year. Wastewater sent to the City of Lynchburg for treatment increased 4.3 percent when compared to last December. The overall result was an increase in wastewater treatment of 3.2 percent compared to last fiscal year.

There were 7 new water connections serving 7 units for water and 5 new sewer connections serving 5 units sewer in the month of December 2025 compared to 5 new water and sewer connections serving 26 units of water and sewer in December 2024.

There were 81 disconnections for non-payment of bills in December compared to 78 in December 2024, which results in an overall decrease of 6.1 percent to date this fiscal year; 29 fewer cut-offs in FY26 to date when compared to FY25 through December 2024.

The Authority had 9,376 metered water connections serving 15,310 units and 3,390 sewer connections serving 6,170 units as of December 31, 2025.

There were 765 travel points during the month of December 2025, which was an average of 38 stops per workday. Mr. Pribble stated Maintenance staff worked diligently to replace meters despite the cold weather in December. There were approximately 229 meters replaced in the month of December 2025.

The Otter River was flowing at approximately 60 mgd on the meeting date and the record low prior to this year for February 2nd was approximately 62 mgd in 2002. Mr. Pribble noted that 2026 holds the new record low for February 2nd. Mr. Pribble noted that much of the precipitation that fell in the month of January is still frozen, so once the snow and ice melt, the water levels will increase. The median flow for February 2nd is 193 mgd.

In response to a question raised by Mr. Austin, Authority staff is not aware of any frozen meters. There was only one main break in the beginning of December that was likely the result of the cold weather.

D3. ENGINEERING REPORT

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

80-2406 Centra Rehabilitation Hospital and Behavioral Health Hospital

The bacteriological testing was successful on the water services. Once testing of the sanitary sewer portion is complete, this project will be ready for final cost analysis.

80-2304 Martin Drive Regional Wastewater System

Contracts A and B are under construction. The Authority will be using eminent domain to obtain an easement across one property so that Contract C can be advertised and bid. Mr. Wagner has forwarded the bona fide offer to the property owner but has not received a response as of the meeting date. Mr. Wagner stated that he and Mr. Wells will contact legal counsel on a couple of different matters, and they will inquire how to proceed if there is no response to the bona fide offer for this project.

For the Developer portion of the project, Mr. Wagner stated the DEQ permit has been received, but not the SPGP from the Army Corp of Engineers. (For reference, a State Programmatic General Permit, SPGP, is a U.S. Army Corps of Engineers permit designed to reduce duplication of effort for specific, minor projects with minimal environmental impact. It streamlines the process, often replacing separate Corps permits for activities like shoreline stabilization, docks, or minor, and is commonly used in states like Florida and Virginia. Mr. Wagner stated the SPGP is necessary for impact of less than one acre to wetland areas. The type of wetland will change from forested wetlands to emergent wetlands due to burying pipes in the ground.) Once the SPGP is received, the Developer will be able to construct the parallel gravity sewer and force main through their portion of the project.

80-2411 Project Highview

This project is to service the Abbott Warehouse in Altavista. Authority staff is reviewing close-out information and hope to have this project presented for close-out by the end of February 2026.

80-2306 Lynbrook Single Family Residential

VDOT paused construction for this project because the Contractor was not following safe practices while working in the VDOT right-of-way.

80-2410 US 29 Waterline Relocation at Gladys Road

It is anticipated the waterline relocation portion of this project will take place in late winter, which will require Authority staff to observe the tie-in late at night in late winter or early spring of 2026.

80-201 Holiday Inn Express – Wards Road

The water and sewer portion of this project has not yet begun. Authority staff is still reviewing shop drawings.

80-2524 Seneca Park Lot B

This project is nearing completion.

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. Shop drawings have been approved and the Notice to Proceed has been issued to Counts & Dobyns. Construction was likely delayed due to the weather but should start soon. The Contractor has all materials needed to begin construction of both the water and sewer portions of this project.

80-2505 Carriage Grove 3D

Revised design comments have been forwarded to the Engineer and Authority staff is waiting on revised drawings.

D4. DIRECTORS REPORT

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

1. Activities Calendar – Mr. Wells reviewed the activities calendar which is on file in the Authority office.
2. Next Board Meeting – The next Authority Board meeting will be held on Tuesday, February 24th at 5 p.m.
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 – The Authority went “live” for Financials, Accounts Payable and Inventory on December 4, 2025. Authority staff is working though the final details and timelines for implementing the billing module.
5. Legislative Update – As of January 23, 2026, there had been over 2,500 bills and resolutions introduced. Crossover is February 18, 2026 with the session closing on March 14, 2026. The last day to introduce bills was Jan. 23, 2026. VWWAA, VMDWA and VAMWA are holding weekly calls to update members on the status of bills of interest. Authority staff will monitor these weekly calls and report on bills of interest. Mr. Wells presented current bills of interest:

HB 1143 Biosolids and PFAS Bill – Mr. Wells stated this bill could indirectly impact the Authority. The Authority does not land apply biosolids, but the Lynchburg Regional Wastewater Treatment Plant does, and the Authority will share in any operational or capital expenses incurred by the Regional Wastewater Treatment Plant.

This bill proposes monitoring biosolids for one year to determine the level of PFAS concentration. If the biosolids have a PFAS concentration of greater than 50 parts per billion (ppb), land application will not be allowed. The level of PFAS concentration that will begin limiting land application is proposed for levels between 25 to 50 ppb.

In response to a question raised by Mr. Richardson, the Authority has tested for PFAS in its wastewater, but not in its biosolids. The PFAS in the Authority's wastewater was less than 20 ng/L and was therefore below any level of concern. In response to a question raised by Mr. Kirkland, Mr. Wells stated he is uncertain if the City of Lynchburg has tested their biosolids.

It is believed that some version of this bill will pass. There is also a companion bill that is being presented in the Maryland General Assembly, since Maryland brings biosolids into Virginia, there is a concern that the biosolids being brought from Maryland may contain PFAS.

HB 850 The Apprenticeship Bill – This bill was discussed last year and will require a certain percentage of apprentice hours in construction projects. This bill passed last year but was vetoed by the Governor. The Bill has been reintroduced this year and is expected to pass. Mr. Wells stated this Bill sounds promising from the perspective of educating people in a trade; however, it could potentially increase costs for construction projects for the Authority, which is an environment that is already experiencing cost increases.

HB 1263 Collective Bargaining – This bill would mandate collective bargaining for public sector employees at the local level.

HB 1149 Lead Service Line Inspections – This bill provides for localities to be able to enter private property (with proper notification) to inspect for lead service lines. This bill is currently tabled but could return with edits. Mr. Richardson stated concern of Authority staff entering residential property.

General statement – Lead levels – In response to a question raised by Mr. Richardson, the allowable limit for lead is part of the EPA's Lead and Copper Rule Improvements. A reduction to the allowable limit was submitted but has been retracted and is being reevaluated. The current action level is 15 ppb but could potentially be reduced to 10 ppb in the future.

In response to a question raised by Mr. Austin, the Authority received approximately 30 percent response rate from the lead and copper surveys that were sent to customers in 2025.

General statement – Data Centers – Mr. Wells noted there are several bills related to data centers. Mr. Wells stated the purpose of most of the bills are to assist localities with advance information on water usage and where data centers can be located.

6. Invoice Cloud Update – The Authority has been offering Invoice Cloud as an online payment option for about the last 4-1/2 years. For CY 2025, approximately 20,370 transactions were processed accounting for over \$2.7 million or ~ 28% of the Authority's annual revenues. About 2,500 accounts have enrolled in paperless billing with around 951 on autopay. In addition, there are approximately 500 customers that have automatic payment arrangements with their banking institutions that are grandfathered on the old autopay system.

	CY2022	CY2023	CY2024	CY2025
Number of transactions	13,600	16,300	18,380	20,370
Revenue collected	\$1.3 million	\$1.7 million	\$2.2 million	\$2.7 million
Number of paperless accounts	1,081	1,542	2,009	2,500
Number on autopay	400	600	781	951

7. Proposed Timeline for Budget Activities – Mr. Wells presented the proposed Budget timeline, noting that staff will request volunteers for the Budget Committee at the February 2026 Board meeting. The Proposed Budget and suggested rates will be presented at the March meeting where the Board will determine if there is a need for a rate increase. If a rate increase is considered, there will be a public hearing in April prior to the regularly scheduled April Board meeting. The Board will be requested to adopt rate changes, if necessary, and approve the FY27 Budget at the April 2026 Board meeting. Notices to Authority customers will be included in the May and June bills and, if a rate increase is approved, the new rate will go into effect on usage including July 1, 2026.

8. Mandatory Sewer Connection Policy – A workgroup comprised of County and Authority representatives was identified. Authority Board representatives and Authority staff met on October 23, 2025 to review and discuss preliminary findings. Recommendations were discussed at the October 2025 Board meeting. Authority staff met with County staff to review the recommendations and discuss next steps. Authority staff is waiting for confirmation from the County on next steps. In response to a question raised by Mr. Dowdy, Mr. Frank Rogers is going to discuss the recommendations from the Authority staff and committee members with the Board of Supervisors committee members to get a consensus of how to move forward. In response to a question raised by Mr. Cline, Mr. Wells stated that he is leaving the timeline of having a discussion with the Board of Supervisors committee to Mr. Rogers.

The suggestions that the Authority staff and committee members have presented will not impact the Authority's budget until there is a project that relies on fees collected by residents in a project area. Mr. Wagner noted that the recommendations will not require change to the County Code but will require the Authority to modify its existing policy. Mr. Wells stated he will contact Mr. Rogers to move this item forward.

9. Letter from Campbell County Board of Supervisors – Mr. Wells distributed a letter from the Campbell County Board of Supervisors to the Appomattox County Board of Supervisors that stated they are open to allowing the Authority to negotiate a water purchase contract beyond the current contract to sell water to Appomattox County. The current water purchase contract expires in 2030. The letter was distributed for information only and is on file in the Authority office.

10. Knoll Woods/Ivy Acres Subdivision – In response to a question raised by Mr. Droog, the funding that the Authority is expecting to fund a portion of this project was delayed due to the government shutdown in late 2025. The Authority has not gotten an update on the funding as of the meeting date, but it is possible that VDH is waiting to see the financial impacts of the General Assembly.

E. BOARD ACTION ITEMS

None

F. MATTERS FROM THE BOARD

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

H. ADJOURNMENT

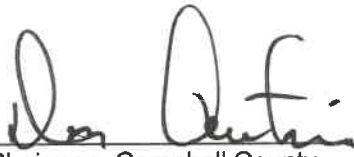
MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, that the Authority meeting be adjourned at 5:36 p.m.

ACTION: Approved Unanimously.

UPON MOTION by Mr. Richardson, seconded by Mr. Lee, these minutes are approved this 24th day of February, 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