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

Agenda: Regular Meeting
April 28, 2026 at 5:00 pm

Place: Authority Office
20644 Timberlake Road
Lynchburg, VA 24502

A. CALL TO ORDER – Mr. Don Austin – Chairman - called the meeting to order at ________ P.M.

A1. MEMBERS

MEMBERS	PRESENT	ABSENT	TIME ARRIVED
Don Austin, Chairman	________	________	_______________
James Marstin, Vice-Chairman	________	________	_______________
Charlie Droog,	________	________	_______________
Carter S. Elliott. Jr.	________	________	_______________
Robert Lee, III	________	________	_______________
Dan Richardson	(via phone)		
Joe Kirkland	(out of town)		

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 Manager

B. CITIZEN COMMENT

None expected

C. APPROVAL OF MINUTES

MOTION: Mr. ___________made a motion, seconded by Mr._____________, that the Minutes of the March 24, 2026 Board Meeting be approved.

ACTION: ____

D. ADMINISTRATION REPORT - Authority Staff

The proposed rate increase will be discussed at the beginning of the meeting just in case there is anyone from the public in attendance to hear the rate discussion.

D1. FINANCIAL REPORT

Summary reports will be forwarded in the next day or so and will be distributed at the meeting.

VENDORS

Permanent Vendor:

Martin Marietta Materials	Atlanta, GA
Plumb Care Plumbing, Inc.	Lynchburg, VA

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

DSS Properties, LLC	Eliseo R. Ramos
Peggy S. Knight	Teresa Y. Bailey

MOTION: Mr. ___________ made a motion, seconded by Mr. _____________, that the new vendor list for March 2026 be approved.

ACTION: ____

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. PROPOSED RATE INCREASE

A proposed rate increase was advertised in the local newspaper and a public meeting was held on April 21, 2026 with no one from the public in attendance. One comment in favor of a rate increase was received prior to the public hearing. There were no concerns voiced before or during the meeting about the proposed increase.

At least two approaches to rates were discussed at the March Board meeting. One approach is a larger increase to the sewer base fee and another approach is a smaller increase to the sewer base fee and a larger increase to the commodity fee. The following discussion is based on the impact of the rates as advertised, but no assumptions have been made on the final decision; ***the following examples are for information only.***

The overall increase in the water bill for a residential customer using 13 units per billing cycle with the advertised increase in base fee and usage rate would be $7.85 for a two-month cycle ($3.93 per month), or 9.6%.

> 13 units x $4.95 current rate = $64.35 + $17 current base fee = $81.35 for 2 months
> 13 units x $5.40 advertised rate = $70.20 + $19 advertised base fee = $89.20 for 2 months

Of the Authority's 9,408 customers, there are approximately 3,415 customers that also have sewer. The sewer portion of the bill for the same usage would be as follows:

The overall increase in the sewer bill for a residential customer using 13 units per billing cycle with the advertised increase in base fee and usage rate would be $12.45 for a two-month cycle ($6.23 per month), or 12.6%.

> 13 units x $6.45 current rate = $83.85 + $15 current base fee = $98.85 for 2 months
> 13 units x $7.10 advertised rate = $92.30 + $19 advertised base fee = $111.30 for 2 months

MOTION: Mr. __________ made a motion, seconded by Mr. ____________, to increase the water commodity rate from $4.95 per HCF to _________ (up to $5.40) per HCF.

ACTION: ____

MOTION: Mr. __________ made a motion, seconded by Mr. ____________, to increase the Water Base Fee from $17 per billing cycle to ______ (up to $19) per residential unit per billing cycle.

ACTION: ____

MOTION: Mr. __________ made a motion, seconded by Mr. ____________, to increase the sewer commodity rate from $6.45 per HCF to ______ (up to $7.10) per HCF.

ACTION: ____

MOTION: Mr. __________ made a motion, seconded by Mr. ____________, to increase the Sewer Base Fee from $15 per billing cycle to ______ (up to $19) per residential unit per billing cycle.

ACTION: ____

The revised rates are to become effective and be applied to all bills rendered with a billing date of July 1, 2026 or later.

E2. PROPOSED INCREASE TO ACCOUNT ESTABLISHMENT FEES, CAPITAL RECOVERY FEES, AND SEWER CAPACITY FEES

A proposed rate increase was advertised in the local newspaper for a public meeting on April 21, 2026. Discussions resulting from the Public Hearing will be discussed.

The following fees only apply to new customers

Account Establishment Fee:

New Customer Fee from $50 to $75

Capital Recovery Fee - Water:

Usage charge per equivalent residential unit (ERU) of usage from $2,850 to $3,000

Capital Recovery Fee - Sewer:

Usage charge per equivalent residential unit (ERU) of usage from $3,300 to $3,600

Sewer Capacity Fee:

Usage charge per equivalent residential unit (ERU) of usage from $2,625 to $2,800

MOTION: Mr. ___________ made a motion, seconded by Mr. _____________, to increase the Account Establishment Fee from $50 to ______ (up to $75.)

ACTION: ______________________________

MOTION: Mr. ___________ made a motion, seconded by Mr. _____________, to increase the Capital Recovery Fee – Water from $2,850 to ______ (up to $3,000.)

ACTION: ______________________________

MOTION: Mr. ___________ made a motion, seconded by Mr. _____________, to increase the Capital Recovery Fee – Sewer from $3,300 to ______ (up to $3,600.)

ACTION: ______________________________

MOTION: Mr. ___________ made a motion, seconded by Mr. _____________, to increase the Sewer Capacity Fee from $2,625 to ______ (up to $2,800.)

ACTION: ______________________________

E3. APPROVAL OF THE ACFR

An electronic copy of the FY25 Annual Comprehensive Financial Report (ACFR) was distributed with the March packet and a paper copy was distributed mid-April.

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

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

ACTION: ____

F. MATTERS FROM THE BOARD

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

G. CLOSED SESSION

MOTION: Mr. ____________ made a motion, seconded by Mr. ___________, that the Board convene in a Closed Meeting at ________ P. M. to discuss personnel issues. The closed session was held in accord with §2.2-3711.A. (1) 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 November 23, 2021, 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: ____