



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

Minutes: 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 5:00 P.M. with the Pledge of Allegiance. Mr. Elliott led the meeting in Prayer.

A1. MEMBERS PRESENT

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

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

B. CITIZEN COMMENT

None

C. APPROVAL OF MINUTES

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

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

MOTION: Mr. Lee made a motion, seconded by Mr. Marstin, that the Minutes of the April 21, 2026 Public Hearing be approved.

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

D. ADMINISTRATION REPORT - Authority Staff

D1. FINANCIAL REPORT

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

Year to date:

Revenues:	\$ 7,381,631.43
Expenses:	\$ 5,391,800.59
Budgeted Capital and Reserves	\$ 1,833,500.00
Surplus/(Deficit) to date:	\$ 1,989,830.84/ \$156,330.84
Total “Unencumbered”	\$ 3,052,585.38

In response to question raised by Mr. Austin, First Citizens Bank recommended transitioning from short-term to long-term investments, projecting that it would be beneficial to lock-in the rates for longer periods of time considering the current economic climate. Mr. Wells stated that Authority staff will be mindful of the upcoming drawdown schedule related to the Dreaming Creek Interceptor to ensure the Authority has funds available as needed.

VENDORS

Permanent Vendors:

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. Droog made a motion, seconded by Mr. Lee, that the new vendor list for March 2026 be approved.

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

D2. OPERATIONS REPORT

The Operations Superintendent's report was distributed and is available at the office for review.

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

Treatment at the Otter River Water Plant increased 9.5 percent compared to last fiscal year. Sales to the East System have increased by 5.5 percent. Overall Central System retail sales have increased 9.3 percent compared to March 2025. Usage in Naruna decreased 18.9 percent from the previous year. Total CCUSA water reflected an increase of 8.9 percent to date for FY26 compared to FY25.

Treatment at the Rustburg Wastewater Treatment Plant (RWWTP) decreased 16.3 percent compared to last fiscal year. Wastewater sent to the City of Lynchburg for treatment increased 4.7 percent when compared to last March. The overall result was an increase in wastewater treatment of 3.5 percent compared to last fiscal year.

There were 18 new water connections serving 18 units for water and 13 new sewer connections serving 13 units sewer in the month of March 2026 compared to 26 new water connections serving 26 units of water and 19 new sewer connections serving 19 units of sewer in March 2025.

There were 90 disconnections for non-payment of bills in March compared to 71 in March 2025, which results in an overall decrease of 0.3 percent to date this fiscal year; only 2 fewer cut-offs in FY26 to date when compared to FY25 through March 2025.

The Authority had 9,408 metered water connections serving 15,342 units and 3,415 sewer connections serving 6,195 units as of March 31, 2026.

There were 1,102 travel points during the month of March 2026, which was an average of 55 stops per workday. There were 330 meters replaced in the month of March 2026.

The Otter River was flowing at approximately 55 mgd on the meeting date, which is the new record low for April 28th. The record low prior to April 28, 2026 was approximately 59 mgd in 2002. The median flow for April 28th is 211 mgd. Mr. Pribble stated the record low for the Otter River is 500,000 gallons, recorded in 2002.

D3. ENGINEERING REPORT

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

80-2304 Martin Drive Regional Wastewater System

Contracts A and B are under construction. Contract C was awarded and there will be a pre-construction meeting on April 29, 2026 and the notice to proceed has been set for May 15, 2026. Contract C extends from Farfields Drive to Whitestone Village Pump Station.

Camden Village, LLC continues to work towards obtaining the wetland credits required prior to laying the twin pipes through the Camden Village portion of the project. The

Camden Village portion of the project includes the forcemain required for the Authority to make connection.

In response to a question raised by Mr. Droog, some invoices for Camden Village, LLC are now delinquent. This has been an ongoing issue and the Authority legal counsel is talking to the legal counsel for Camden Village, LLC.

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. Counts & Dobyns is working to lay waterline; however, the waterline has failed pressure testing six times. Once the line passes pressure testing, the construction crew can begin installing the sewer main.

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 – Tuesday, May 26, 2026 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 – Authority staff is working through the final details and timelines for implementing the Billing, Work Order, and Online payment modules and will be scheduling training and a go live date with Edmunds in the near future. Mr. Wells stated that Ms. Vanessa Brown has been very diligent to ensure that all details are place prior to implementation of the new billing software.
5. Legislative Update – Mr. Wells provided a final update on Bills:

HB 1143 Biosolids and PFAS Bill – This bill has been signed by the Governor. This bill could indirectly impact the Authority because, while the Authority does not land apply biosolids, 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 to make adjustments driven by this bill.

The City of Lynchburg will be testing their biosolids to determine current PFAS levels. The bill will take effect in 2027 and the levels for the PFOA and the PFAS will be evaluated individually through 2029 but will be combined after 2029, which will become more stringent.

HB 1263 Collective Bargaining – This bill was amended by the Governor, but the General Assembly was not in favor of the amendments, so this bill has not yet passed. It is currently an option for localities to participate collective bargaining, but participation would no longer be optional if this bill passes; this bill would mandate participation in collective bargaining for public sector employees at the local level. Mr. Wells stated this bill is continuing to push forward despite heavy opposition; it is likely some version of this bill will pass.

SB 699 – This bill amends the Virginia Freedom of Information Act (FOIA) to require public bodies to post meeting agendas on their official websites. The Bill was signed by the Governor and goes into effect on July 1, 2026. Mr. Wells stated he and Ms. April Farmer are working with Stimulus Advertising, the Authority's website consultant on adding this information to the Authority website.

6. DEQ Drought Status – All of Virginia is currently under a drought watch or warning. The Virginia Drought Monitoring Task Force (DMTF) is responsible for making recommendations for Drought Stage declarations. If the Governor declares a drought emergency, then the procedures in the Authority's regional Drought Response and Contingency Plan would become effective. The Virginia DMTF met on April 28, 2026, so the Authority will hear the outcome of that meeting in the next couple of days following the Board meeting.

Mr. Wells reviewed the U.S. Geological Survey (USGS) graph for information on the flow in the Big Otter River, upriver from the water treatment plant intake. River flows have been trending downward since April 8, 2026, with a small spike resulting from a storm, but the flow continued to trend down following the storm showing that the groundwater levels are low.

Mr. Wells reviewed the regional Drought Response and Contingency Plan that was developed following the drought of 2002. There is a section for each locality that outlines the stages of drought and the response to each stage. For the Authority, 30 cubic feet per second (CFS) or less for 10 consecutive days starts the "drought watch" phase. A "drought warning" is issued when flow at the intake is lower than 20 CFS for 10 consecutive days, and a "drought emergency" is issued when flow at the intake is lower than 10 CFS for 10 consecutive days. In response to a question raised by Mr. Lee, the Otter River was flowing at approximately 55 mgd on the meeting date, which is the equivalent of 80 CFS.

In response to a question raised by Mr. Cline, once a drought has been declared, Authority customers will be restricted from activities such as watering lawns or washing cars at their residence. Violating drought restrictions is a misdemeanor offense, and anyone found in violation could receive a ticket. If the drought conditions worsen, further restrictions will be implemented, such as restaurants will be prohibited from serving tap water. The Governor can declare a drought emergency on two levels: either statewide or by specific localities. The Authority can work together with the Campbell County Administrator, Mr. Frank Rogers, to declare a drought emergency for the Campbell County area. A drought emergency would be communicated through news outlets, possibly a press release, and will be posted as a "red banner" on the Authority website. In response to a question raised by Mr. Lee, property owners that are served by a private well will not be under the same restrictions as Authority customers.

Mr. Wagner stated that, if the Authority is unable to draw from the Otter River to meet customer demand, the Authority can supplement its supply by purchasing water from the City of Lynchburg. Approximately half of the Authority's customers were once served by the City of Lynchburg, and most of those valves are still in place. There has been development since the Otter River Water Plant was constructed that cannot be reached by the City of Lynchburg, but the City could serve a large portion of Authority's customer base and the Authority would serve the remaining customers. Since the City of Lynchburg can pull from the James River, their restrictions will come later than Authority restrictions. In response to a question raised by Mr. Paul Dowdy, the water to serve Appomattox comes from the Otter River and cannot be served by the City of Lynchburg. Mr. Wagner stated the restrictions will apply to all Authority customers,

including the Towns of Appomattox and Altavista. Mr. Josh Pribble stated that the Briarclif and Timberlake zones could be served by the City of Lynchburg as well as north of Route 29 from English Tavern Road could be served by the City of Lynchburg. Spring Hill would be the biggest challenge, because there would be a pressure reduction, but those customers could be served by the City of Lynchburg. In response to a question raised by Mr. Cline, Mr. Pribble estimated that 45 percent of Authority customers could be served through the connection with the City of Lynchburg while 55 percent would be served by the Authority. Mr. Wagner stated that there would be no change for the East System since they are currently served by the City of Lynchburg (this included BWXT and Framatome.)

Mr. Pribble stated that the Authority was on the verge of supplementing customer demand with Lynchburg City water in 2002 when a storm developed just in time. In response to a question raised by Mr. Marstin, the water quality is not as good in the James River.

7. Mandatory Sewer Connection Policy – Authority Board representatives and staff met on October 23, 2025 to review and discuss possible changes to the existing Mandatory Sewer Connection Policy. Recommendations were discussed at the October Board meeting. Staff has received positive feedback from the two Supervisors Representatives on the proposed Authority policy changes. A revised Mandatory Sewer Connection Policy will be presented at the May Authority Board meeting for consideration.

Mr. Wells stated that staff can use the Martin Drive Pump Station Project to analyze the impact of the mandatory sewer connection policy options against project costs. The Martin Drive project was supposed to include four phases, but the quotes received for the first three phases were significantly over the Engineers Opinion of Probable Cost, and funding is not available to construct the fourth phase. In response to a question raised by Mr. Austin, the quotes for Martin Drive were 50-75 percent higher than the Engineers Opinion of Probable Cost.

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.

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

Mr. Lee expressed concern over the increase in costs the Authority has experienced over the last year, especially that the Authority exceeded the Maintenance line item budget 8 months into the fiscal year. Development is slowing, and the Authority has been working to move away from depending on new development to support infrastructure improvements by developing a more robust rate structure. Purchase services from the City of Lynchburg have risen significantly. Mr. Lee stated that the Authority must have rates in place to cover increases in costs incurred by the Authority.

In response to a question raised by Mr. Cline, Authority customers have stated in the past that a small, incremental rate increase spread over more years is the preferred method for rate increases rather than one large increase.

Mr. Richardson stated that an increase in commodity rates allows customers to reduce their usage to offset the rate increase if they need to whereas an increase to the base fee is does not have this advantage.

Mr. Richardson stated that customer service should be prepared for increased call volume as a response to the increase.

MOTION: Mr. Lee made a motion, seconded by Mr. Droog, to approve all rates as advertised based on no negative public comment.

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

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

Proposed Fee increases were advertised in the local newspaper for a public meeting on April 21, 2026. No comments or concerns have been received from the public about the proposed increases.

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

Mr. Cline expressed concern that the increase in the Capital Recovery Fee – Water may discourage development therefore slowing future growth. Mr. Wells stated that the proposed Water Capital Recovery Fee will still be cheaper than Bedford County and equal to Amherst County Service Authority. In response to a statement made by Mr. Wagner, Mr. Cline stated that Authority staff should not rely on the County to incentivize commercial development when making decisions on rates and fees. Mr. Wagner stated that the Authority will rely on Capacity Fees to purchase additional capacity in the City of Lynchburg facilities and to upgrade capacity in the Authority's Otter River Water Treatment Plant.

MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, to increase all rates as advertised.

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

E3. APPROVAL OF THE ACFR

The FY25 Annual Comprehensive Financial Report (ACFR) has been distributed for review; however, the Board requested more time to review the Audit before approving, so this item was tabled to the next meeting.

For information, the FY25 Audit has been submitted (more than once) to the Auditor of Public Accounts.

F. MATTERS FROM THE BOARD

There were no matters presented for discussion.

G. CLOSED SESSION

MOTION: Mr. Richardson made a motion, seconded by Mr. Elliott, that the Board convene in a Closed Meeting at 5:55 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 6:05 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 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: Austin, Marstin, Droog, Elliott, Lee, Richardson

NAYS: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: Kirkland

Following the closed session, the following motion was made:

MOTION: Mr. Lee made a motion, seconded by Mr. Marstin, to approve the FY27 Budget as submitted to include wage and step increases as proposed.

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

H. ADJOURNMENT

MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, that the Authority meeting be adjourned at 6:08 p.m.

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

UPON MOTION by Mr. _____, seconded by Mr. _____, these minutes are approved this _____ day of _____, 2026, with _____ of _____ 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