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

Agenda: Special Meeting
June 23, 2026 at 1:00 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.	________	________	______________
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 Manager

B. CITIZEN COMMENT

There may be a customer present to express a grievance for cut-off day.

C. APPROVAL OF MINUTES

MOTION: Mr. __________made a motion, seconded by Mr.____________, that the Minutes of the May 26, 2026 Board Meeting be approved.

ACTION: ___________, with Mr. Austin abstaining from the vote.

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:	$ 8,846,454.26
Expenses:	$ 6,745,125.34
Budgeted Capital and Reserves	$ 1,833,500.00
Surplus/(Deficit) to date:	$ 2,101,328.92 $264,828.92
Total "Unencumbered"	**$ 3,750,634.16**

VENDORS

No permanent vendors were added in the month of May:

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

Trail River Ranch

No motion is required since there were no permanent vendors added this month.

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. <u>BOARD ACTION ITEMS</u>

E1. <u>ELECTION OF OFFICERS</u>

Chairman Austin announced that in accord with the Authority Bylaws, officers for 2025-2026 are to be elected at this meeting. Nominations for the offices of Chairman, Vice Chairman, and Secretary and/or Treasurer will be accepted. The present incumbents are Don Austin, Chairman; James Marstin, Vice Chairman; April Farmer, Treasurer, Wendy Meese, Secretary. The Chairman and Vice-Chairman have been in current office for two years. It has become Authority "tradition" for the positions to remain in office at least two years.

Mr. Austin may request that each office be acted on separately.

Mr. Austin will turn the meeting over to the Executive Director for the purpose of electing a Chairman.

Mr. Wells will call for nominations for office of Chairman.

Mr. ________ nominated Mr. _________ to serve as Chairman for a 1-year term beginning July 1, 2025.

<u>MOTION</u>: Mr. _________________ made a motion, seconded by Mr. ______________ that the nominations for Chairman be closed, and that Mr. ______________ be elected to serve as Chairman for a 1-year term beginning July 1, 2025.

<u>ACTION</u>: ____

Chairman Austin will reassume the chair and call for nominations for the office of Vice Chairman.

Mr. ________ nominated Mr. _________ to serve as Vice-Chairman for a 1-year term beginning July 1, 2025.

<u>MOTION</u>: Mr. _________________ made a motion, seconded by Mr. ______________ that the nominations for Vice-Chairman be closed, and that Mr. ______________ be elected to serve as Vice-Chairman for a 1-year term beginning July 1, 2025.

<u>ACTION</u>: ____

The Chairman will call for nominations for the offices of Treasurer.

Mr. ________ nominated Mr. (or Ms.) _________ to serve as Treasurer for a 1-year term beginning July 1, 2025.

MOTION: Mr. _________________ made a motion, seconded by Mr. ______________ that the nominations for Treasurer be closed, and that Mr. (or Ms.) ______________ be elected to serve as Treasurer for a 1-year term beginning July 1, 2025.

ACTION: ____

The Chairman will call for nominations for the offices of Secretary.

Mr. ________ nominated Mr. (or Ms.) _________ to serve as Secretary for a 1-year term beginning July 1, 2025.

MOTION: Mr. _________________ made a motion, seconded by Mr. ______________ that the nominations for Secretary be closed, and that Mr. (or Ms.) ______________ be elected to serve as Secretary for a 1-year term beginning July 1, 2025.

ACTION: ____

E2. CASH ACCOUNT SIGNATURE CARD

New cash account forms (Account Signature Card, Corporate Resolution, and/or a Declaration Concerning Deposit Accounts, Borrowing, and Other Relationships) will be required if the Board Chairman and Vice-Chairman change. This item can be skipped if there is no change to the Chairman of the Board.

MOTION: Mr. _____________ made a motion, seconded by Mr. _____________, to give the Board Chairman, the Authority Administrator, the Utilities Engineer, the Office Manager, and the Treasurer authority to act on behalf of the Authority with First Citizens Bank.

ACTION: ____

E3. EXTENSION AGREEMENT – AUGUSTA SPRINGS – PHASE III

This is an Agreement between the Authority and Luke 10:27, LLC for water and sanitary sewer extensions to serve the next phase of the Augusta Springs Subdivision includes approximately 1,605 linear feet of watermains and approximately 1,733 linear feet of gravity sewer. This phase of the development includes 69 patio homes in 15 buildings. The project is located south of Colonial Highway in the Yellow Branch area.

CCUSA has already been paid by the Owner for the plan review fees and will invoice the Owner for the inspection fees. The Owner is expected to deliver an acceptable Letter of Credit before the June 23, 2026 Board Meeting.

MOTION: Mr. ________________ made a motion, seconded by Mr. _______________, to authorize the Chairman to execute the extension agreement with Luke 10:27, LLC for water and sanitary sewer extensions to serve the next phase of the Augusta Springs Subdivision pending an acceptable Letter of Credit.

ACTION: ____

E4. Extension Agreement – Campbell County

This is an Agreement being developed between the Authority and Cambell County for a water and sanitary sewer extension for a new shell building on Seneca Park Lots J & K. The County is developing the site with water & sewer service and a new shell building in an effort to attract a commercial/industrial business to the County. The new connection will include a new water master meter and sewer service on the existing CCUSA mains along Ewing Drive in Seneca Park.

In order to expedite the project for the County, we are requesting the board approve the project contingent upon receiving an acceptable water & sewer extension agreement from the County- the agreement is currently being developed. The agreement is not yet complete but will be presented at the Board meeting.

MOTION: Mr. ________________ made a motion, seconded by Mr. _______________, to authorize the Chairman to execute the extension agreement with Campbell County for a water and sanitary sewer extension.

ACTION: ____

E5. Resolution for Clif Tweedy

As the Campbell County representative, Mr. Tweedy has been instrumental in many ways to the operations of the Authority for many years. Authority staff would like to honor Mr. Tweedy by presenting the attached Resolution for Board consideration. **(E1)**

F. MATTERS FROM THE BOARD

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

G. ADJOURNMENT

MOTION: Mr. _________ made a motion, seconded by Mr. _________________, that the Authority meeting be adjourned at _________ p.m.

ACTION: ____