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

Minutes: 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 1 P.M. with the Pledge of Allegiance and a Prayer.

A1. MEMBERS

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

Robert Lee, III (absent)

A2. COUNTY REPRESENTATION & STAFF PRESENT

Clif Tweedy, P.E., Deputy County Administrator
Jeff Wells, P.E., Executive Director
Tim Wagner, P.E., Engineering Director
Josh Pribble, Field Operations Director
Ryan Wojdyla, Deputy Field Operations Director
Wendy Meese, Finance Director
April Farmer, Technology Manager

Matt Cline, Supervisors' Liaison (absent)

B. CITIZEN COMMENT

None

C. APPROVAL OF MINUTES

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

ACTION: Approved 5-0-1, with Mr. Austin abstaining from the vote due to his absence at the May meeting and Mr. Lee 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:	$ 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 was required since there were no permanent vendors added in May 2026.

D2. OPERATIONS REPORT

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

Treatment at the Otter River Water Plant increased 9.4 percent compared to last fiscal year. Sales to the East System have increased by 6.3 percent. Overall Central System retail sales have increased 9.4 percent compared to May 2025. Usage in Naruna decreased 20.6 percent from the previous year. Total CCUSA water reflected an increase of 8.9 percent for FY26 compared to FY25.

Treatment at the Rustburg Wastewater Treatment Plant (RWWTP) decreased 16.1 percent compared to last fiscal year. Wastewater sent to the City of Lynchburg for treatment increased 7.5 percent when compared to last May. The overall result was an increase in wastewater treatment of 6.1 percent compared to last fiscal year.

There were 4 new water connections serving 4 units but there were no new sewer connections in the month of May 2026. This month last year there were 3 new water and sewer connections serving 3 units of each.

There were 79 disconnections for non-payment of bills in May compared to 76 in May 2025, which results in an overall increase of 2.1 percent for FY26; 17 more cut-offs to date in FY26 compared to FY25 through May 31, 2025.

The Authority had 9,427 metered water connections serving 15,361 equivalent residential units (ERU's) and 3,427 sewer connections serving 6,207 ERU's as of May 31, 2026.

There were 1,209 travel points during the month of May 2026, which was an average of 60 stops per workday.

There were 520 meters replaced in the month of May 2026. Mr. Pribble stated that this number will drop now that the Maintenance Department has finished replacing the manual-read meters that were purchased following the pandemic when there were supply issues. Now that maintenance will no longer have to manually read sections of meters, meter reading will only take a few days to complete.

The Otter River was flowing at approximately 31 mgd on the meeting date and the record low on June 23rd was approximately 10 mgd in 2002. The median flow for June 23rd is 190 mgd. In response to a question raised by Mr. Richardson, the Virginia Department of Environmental Quality (DEQ) and the Virginia Drought Monitoring Task Force (DMTF) will meet the week of June 22, 2026 to determine if voluntary conservation measures should be encouraged. Mr. Wells stated that the CCUSA watershed area has received some rain over the last few days. If the flow in the Otter River is under 30 cfs for 7 consecutive days, that will trigger conservation measures under the Authority's Drought Response Policy. Mr. Pribble stated he is monitoring the flow in the Otter River a couple of times per day. The flow in the Otter River on the morning of June 23, 2026 was 48.5 cfs. In response to a question raised by Mr. Kirkland, the City of Lynchburg can use James River flow if the Pedlar Reservoir gets too low and the Authority could purchase water from the City of Lynchburg if necessary. Neither the City of Lynchburg nor Bedford PSA have announced conservation measures as of the meeting date.

E3. ENGINEERING REPORT

The Construction Activities Report was reviewed and is on file in the Authority office.

80-2304 Martin Drive Regional Wastewater System

Camden Village, LLC is delinquent on several invoices for Contracts A and B. If the delinquent invoices are not paid prior to the deadline Mr. Wagner stated that he will instruct legal counsel to call the Bond. Mr. Wagner stated that all future agreements will include language that will allow the Authority to assess penalties when this situation occurs.

Contract A, which is the wastewater pump station, is expected to be complete in Fall 2026.

Contract B, which is the parallel forcemain and gravity sewer from the pump station to Farfields Drive should be complete by the end of July 2026.

Construction has begun on Contract C that extends from Farfields Drive to Whitestone Village Wastewater Pump Station and Whitestone Drive. Mr. Wagner stated he has completed the review of shop drawings for the concrete manholes. The Contractor is also waiting on structures to be delivered.

Contract D has been postponed until more funding is available.

Camden Village, LLC is waiting on permits from DEQ and the Army Corps of Engineers so that construction can begin on the twin pipes for the private side of this project. Mr. Wagner stated that he is getting nervous because he has had no recent communication from the Developer. Mr. Wagner expressed concern that the Authority will have a new wastewater pump station with nowhere to pump the wastewater. In response to a question raised by Mr. Richardson, if this were to happen the Authority would call the Bond.

In response to a question raised by Mr. Richardson, the Developer is paying 74 percent of construction of the wastewater pump station (Contract A) and the Authority is paying 26 percent. The Developer is paying 48 percent of the cost of construction for the twin pipes from the pump station to Farfields Drive (Contract B). Contract C is 8-inch gravity sewer that is 100 percent the Authority responsibility. Camden Village, LLC is contributing to this project because they are constructing an apartment complex called Camden Village (The Overture.)

80-2306 Lynbrook Single Family Residential

The water and sewer lines have been placed in service and meters are being installed.

80-2410 US Route 29 Waterline Relocation at Gladys Road

The waterline tie-in was completed on May 28, 2026, and the line was placed in service on May 29, 2026. Mr. Wagner stated CCUSA has had issues dealing with VDOT representatives from the construction division.

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. Sewer construction is approximately 30 percent complete. The Authority's portion of this project will be complete by Fall 2026. Mr. Wagner stated the Authority's portion of the project is ahead of Blue Ridge Beverage's Contractor.

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, July 28th at 5 p.m.
3. Telework Report – Attached is the report on teleworking activities during the previous month.
4. Data Centers Regulatory Action Update – Chris Pomeroy with AquaLaw, who represents Virginia Municipal Drinking Water Association and the Wastewater Association, contacted the membership to provide an update on regulatory action that

affects data centers. This action was taken as part of the Virginia State Budget discussions. The proposed repeal of tax relief for data centers was voted down. There is a new tax that has been imposed on the energy used by data centers which will generate approximately $600 million per year. There was also a proposal which was voted down that would have required data centers to use either reclaimed water through wastewater treatment or stormwater for cooling purposes by 2036. One new regulation will require DEQ to amend the Water Supply Planning effort that is currently underway, but is unfunded, to establish criteria to determine water scarcity areas throughout the Commonwealth. These areas will require that data centers minimize or eliminate water used for cooling purposes. DEQ is also required to adopt regulations for air emissions and restrictions on noise.

5. Edmunds GovTech Update – Authority staff is planning a go-live date of August 5, 2026 with black-out dates of July 31st. Migration to the new software is planned for August 3rd & 4th. Customers are being notified in the June/July bills of the changes and a new online payment system. Training will take place the end of July, 2026.

6. Letter from the Town of Appomattox – Mr. Wells distributed and reviewed a letter received from Gentry Locke on behalf of the Town of Appomattox. As the Town intends to acquire the water facilities from the County at the end of the current water purchase agreement, the Town is requesting to be included in any discussions, negotiations or decisions related to provisions of potable water.

   After discussion, it was determined that Mr. Wells would respond to the letter received stating no negotiations will take place until the issues with Region 2000 are resolved.

E. BOARD ACTION ITEMS

E1. ELECTION OF OFFICERS

Chairman Austin announced that in accord with the Authority Bylaws, officers for 2026-2027 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 turned the meeting over to Mr. Wells for the purpose of electing a Chairman.

Mr. Wells called for nominations for the office of Chairman.

Mr. Elliott nominated Mr. Marstin to serve as Chairman for a 1-year term beginning July 1, 2026.

MOTION: Mr. Droog made a motion, seconded by Mr. Kirkland that the nominations for Chairman be closed, and that Mr. Marstin be elected to serve as Chairman for a 1-year term beginning July 1, 2026.

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

Chairman Austin reassumed the chair and called for nominations for the office of Vice-Chairman.

Mr. Droog nominated Mr. Richardson to serve as Vice-Chairman for a 1-year term beginning July 1, 2026.

MOTION: Mr. Elliott made a motion, seconded by Mr. Marstin that the nominations for Vice-Chairman be closed, and that Mr. Richardson be elected to serve as Vice-Chairman for a 1-year term beginning July 1, 2026.

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

Mr. Austin called for nominations for the office of Treasurer.

Mr. Elliott nominated Ms. Farmer to serve as Treasurer for a 1-year term beginning July 1, 2025.

MOTION: Mr. Droog made a motion, seconded by Mr. Marstin that the nominations for Treasurer be closed, and that Ms. Farmer be elected to serve as Treasurer for a 1-year term beginning July 1, 2026.

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

Mr. Austin called for nominations for the office of Secretary.

Mr. Elliott nominated Ms. Meese to serve as Secretary for a 1-year term beginning July 1, 2026.

MOTION: Mr. Droog made a motion, seconded by Mr. Marstin that the nominations for Secretary be closed, and that that Ms. Meese be elected to serve as Secretary for a 1-year term beginning July 1, 2026.

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

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) are required for Mr. Marstin as the new Board Chairman.

MOTION: Mr. Elliott made a motion, seconded by Mr. Richardson, to give the Board Chairman, the Authority Executive Director, the Engineering Director, the Office Manager, and the Treasurer authority to act on behalf of the Authority with First Citizens Bank.

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

E3. FIRST CITIZENS INVESTMENTS

First Citizens is recommending that the Authority enroll its checking account into a "sweep deposit" account which will earn interest. The interest earned will exceed Authority banking fees and result in estimated earnings of approximately $70,000 per year based on current interest rates. The Authority used to utilize this type of investment strategy years ago but returns diminished and First Citizens discontinued the program. The earnings estimate and agreement required to enroll in the program were distributed for review and are on file in the Authority office. The Authority currently only earns enough interest to offset fees charged.

In response to questions raised by Mr. Marstin and Mr. Richardson, First Citizens will "sweep" funds into several different accounts of $250,000 or less so that the money will be FDIC insured.

MOTION: Mr. Kirkland made a motion, seconded by Mr. Elliott, to authorize the Board Chairman to execute an agreement with First Citizens to participate in a sweep account.

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

E4. KNOLL WOODS/IVY ACRES SUBDIVISION

As directed at the May meeting, Authority staff had the Engineering Consultant update the cost estimate for the waterline extension down Candlers Mtn Road and asked VDH to revise the offer letter based on this estimate. The revised funding offer is $8,672,922 with $5,333,900 in principal forgiveness and $3,339,022 in either 20-year or 30-year loan. Annual payments on a 20-year loan at a 3% interest rate would be approximately $222,230. VDH has asked for a written response before July 9, 2026. In response to a question raised by Mr. Marstin, it is possible the Authority will have to have a rate increase to fund the debt payment for this loan; however, Mr. Kirkland stated, the revenue from the customers gained and the possibility of future development will offset a portion of the debt payment.

In response to a question raised by Mr. Austin, it is estimated that the interest rate will be close to 4 percent if the Authority chooses the 30-year loan.

Mr. Droog stated that the mobile home park that is located near the proposed waterline extension has changed hands. The previous owners of the mobile home park were interested in making connection to the new waterline, but it is not known if the current owners are interested in making connection.

Mr. Marstin inquired how long it will take to get return on investment. For these types of projects, it is difficult to estimate the return on investment because it is unknown when or if property owners along the route will connect or what future development may occur.

In response to a question raised by Mr. Richardson, the project will consist of approximately 16,000 feet of waterline. With the amount of principal forgiveness from VDH, that averages out to approximately $206 per linear foot. Running the waterline extension would open that area for new development. Mr. Wells stated that it was his opinion that the waterline extension is better for the future of the Authority.

In response to a question raised by Mr. Richardson, there will be customers/users at the end of the waterline that will reduce the amount that the Authority will have to flush the line.

In response to a question raised by Mr. Marstin, Mr. Wells stated that he has not heard back from Liberty University as of the meeting date but there is potential for Liberty to connect some of its facilities to the waterline extension.

In response to a question raised by Mr. Austin, the terms from VDH are proportional: if the Authority reduces the scope of the project, thereby reducing the overall cost of the project, the principal forgiveness portion and the loan portion of the project will be reduced proportionally.

After discussion it was stated that it is possible that sewer could be extended to this area in the future. Mr. Wagner stated a sewer main extension to this area was already included in the Wastewater Master Plan. A draft Wastewater Master Plan is expected by the end of June.

Mr. Clif Tweedy stated it is not likely the County will participate with this project; however, Mr. Tweedy stated that extending a waterline is the best option to serve the existing customers, but to increase the likelihood of future development, sewer service would need to be extended to the area. Mr. Tweedy stated that, if the Authority chooses the option of serving the area from a well system, it is likely the Authority will still be running a waterline extension to the area eventually.

MOTION: Mr. Richardson made a motion, seconded by Mr. Kirkland, that the Authority choose the option of extending a waterline to serve the Knoll Woods/Ivy Acres area.

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

E5. 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 which 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 received payment for the plan review fees and will invoice the Owner for the inspection fees. The Developer has obtained an acceptable Letter of Credit.

MOTION: Mr. Droog made a motion, seconded by Mr. Elliott, 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: Approved 6-0, with Mr. Lee absent.

E6. 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, staff is requesting the board approve the project contingent upon receiving an acceptable water & sewer extension agreement from the County. It was planned to have the agreement by the Board meeting, but the agreement is not yet finalized. Staff requested that the Board authorize execution of the agreement once an acceptable agreement is received. Staff would like to avoid delaying the agreement until the July Board meeting so the Contractor can move forward with obtaining building permits.

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

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

E7. RESOLUTION FOR MR. 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 and the Authority Board appreciate all that Mr. Tweedy has contributed and he will be missed. Authority staff would like to honor Mr. Tweedy by presenting the attached Resolution for Board consideration.

RESOLUTION IN HONOR OF CLIF TWEEDY

WHEREAS, *Clif Tweedy served the citizens of Campbell County with distinction and in an exemplary manner as the County Representative member of the Campbell County Utilities and Service Authority Board from October 24, 2006 until July 31, 2026, a period of almost 20 years; and,*

WHEREAS, *Mr. Tweedy during his service to Campbell County from April 1992 through July 31, 2026 served as Public Works Director and Deputy County Administrator, Clif gave generously of his time and talents to serve the Citizens of Campbell County; and*

WHEREAS, *Clif's wisdom, insight, and knowledge of the needs of his County and community has contributed greatly to the development of this Authority from around 2001 until the present including planning, policy and a multitude of major construction projects; and,*

WHEREAS, *Clif's actions and demonstrated abilities have earned the respect and recognition of the CCUSA Board members and the Authority staff.*

NOW, THEREFORE, BE IT RESOLVED, *that Clif Tweedy will be remembered for his faithful and distinguished service to the Campbell County Utilities and Service Authority, and that the Board and staff express our personal appreciation for the opportunity to work with him during the past 20 years and extend our sincere congratulations for his well-deserved retirement.*

This resolution was approved by the Campbell County Utilities and Service Authority on the 23rd day of June 2026 by the Authority Board and Authority staff.

Don Austin, Chairman	*Joe Kirkland, Member*
James Marstin, Vice-Chairman	*Charlie Droog, Member*
Carter S. Elliott, Jr, Member	*Dan Richardson, Member*
Matthew Cline, Supervisor Liaison	*Robert Lee, Member*
Jeffrey S. Wells, Executive Director	*Wendy C. Meese, Finance Director*
Timothy R. Wagner, Engineer Director	*Vanessa Brown, Office Manager*
Josh Pribble, Field Operations Director	*April M. Farmer, Technology Manager*

VOTE:

AYES: Austin, Marstin, Droog, Elliott, Kirkland, Richardson

NAYS: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: Lee

Mr. Tweedy stated the Authority is a good organization that has come a long way and has a good staff to work with.

F. MATTERS FROM THE BOARD

No items were discussed.

G. ADJOURNMENT

MOTION: Mr. Elliott made a motion, seconded by Mr. Droog, that the Authority meeting be adjourned at 2:18 p.m.

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

UPON MOTION by Mr. Richardson, seconded by Mr. Droog, these minutes are approved this 28th day of July, 2026, with 7 of 7 members of the Campbell County Utilities and Service Authority in attendance at time of vote.

ATTESTED:

James Marsh

Chairman, Campbell County
Utilities & Service Authority

CERTIFIED BY:

Wendy M. Dean

Secretary, Campbell County
Utilities & Service Authority