



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

Agenda: Regular Meeting
March 24, 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. <u>MEMBERS</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>TIME ARRIVED</u>
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

None expected

C. APPROVAL OF MINUTES

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

ACTION: _____

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:	\$ 6,296,920.29
Expenses:	\$ 4,323,304.49
Budgeted Capital and Reserves	\$ 1,884,000.00
Surplus/(Deficit) to date:	\$ 1,973,615.80 \$ 89,615.80
Total "Unencumbered"	\$ 2,806,093.28

VENDORS

Permanent Vendors:

No permanent vendors were added this month and no final bills required refunds this month

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

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. Martin Drive Wastewater Project – Contract C.

The Authority took bids on Martin Drive Wastewater Project – Contract C on March 12, 2026. The project was advertised on the Authority website, Hurt & Proffitt's website, Virginia's eVA

procurement website, the Dodge Plan Room and Valley Construction News. Four bids were received as follows:

Contractor	Concrete Foundations, Inc.	Toney Construction, Inc.	Aaron J. Conner, General Contractor, Inc.	E. C. Pace Company, Inc.
Base Bid	\$2,758,583	\$3,302,460	\$2,673,279	\$2,122,482

This is the third contract for the Martin Drive Regional Wastewater Project. Contract A (WWPS) and Contract B (Parallel gravity sewer and force main from WWPS to Farfields Dr.) are currently under construction. Contract C will extend an 8-inch gravity sewer from Farfields Dr. to Whitestone Dr. and will allow decommissioning of the existing Whitestone Village WWPS, one of CCUSA's oldest WWPS.

Authority staff recommend that the Board award the construction contract for Martin Drive Wastewater Project – Contract C to E. C. Pace Company, Inc. in the amount of \$2,122,482.

MOTION: Mr. _____ made a motion, seconded by Mr. _____, to award the Construction Contract for the Martin Drive Wastewater Project – Contract C to E. C. Pace Company, Inc. in the amount of \$2,122,482.

ACTION: _____

E2. Dreaming Creek Interceptor – Memorandum of Understanding between the Authority and the City of Lynchburg.

To accommodate growth in the Dreaming Creek, Martin Drive, Leesville Estates, Trent's Landing, and future Cattail Branch sewersheds, CCUSA needs to obtain additional capacity at Connection Point C-3, where the CCUSA portion of the Dreaming Creek Interceptor connects to the City of Lynchburg portion of the Dreaming Creek Interceptor. As such, the Authority approached the City of Lynchburg to increase the Authority's peak capacity at Connection Point C-5 to a total of 2.52 MGD. The current peak capacity at Connection Point C-5 is 0.77 MGD. This should accommodate the flow at Connection Point C-5 for a least a 50 -year window.

The Authority is responsible for 55.88% of the costs of the needed upgrades to the existing Dreaming Creek Interceptor in the City and the City is responsible for 44.12% of the costs. This number may vary slightly based on the final design, of which the Authority has review rights. This equates to an estimated cost of \$5,129,401.33 for the Authority. Of this amount, the Authority is responsible for \$335,254.99 in estimated design fee, to be paid in 12 monthly installments of \$27,937.92 plus an estimated reconciliation payment of \$167,627.49. Once the project goes to construction, the Authority is responsible for \$4,078,935.70 in estimated construction costs, to be paid in 18 monthly installments of \$226,607.54 plus an estimated reconciliation payment of \$547,583.15

Authority staff recommend that the Board execute the Dreaming Creek Interceptor Memorandum of Understanding to accommodate planned growth in the Dreaming Creek, Martin Drive, Leesville Estates, Trent's Landing, and future Cattail Branch sewersheds.

MOTION: Mr. _____ made a motion, seconded by Mr. _____, to authorize the Authority Chair to execute the Dreaming Creek Interceptor Memorandum of Understanding .

ACTION: _____

E3. New Parking Spaces

Parking spaces are limited for Authority staff and becomes more problematic for meetings and training events. The gravel area near the flagpole used to have shrubbery but was removed due to disease. Staff have developed a plan to convert this area to parking which will give us two additional parking spaces. TCI has given us a quote of \$12,000 to demo the area, prepare and pave two new parking spaces and extend the concrete sidewalk and curb. We have identified funding from savings on our pay go line item for the City of Lynchburg in the current budget.

Authority staff recommend that the Board authorize staff to utilize the identified funding to proceed with the project to add two new parking spaces in the amount of \$12,000.

MOTION: Mr. _____ made a motion, seconded by Mr. _____, to use the identified funding to proceed with the project to add two new parking spaces in the amount of \$12,000.

ACTION: _____

E4. New 300 HP Finished Water Pump Motor

Recently two of our 300 HP motors were sent off for repairs. After an evaluation it was determined that it would not be cost effective to rework the motors and new ones should be purchased. We have added one to the FY27 Capital Projects but due to the critical nature we need to purchase one now because we do not have a backup motor in stock. Sydnor Hydro, Inc has given us a quote of \$36,000 for a new premium efficiency 300 HP motor. We have identified funding from savings on our pay go line item for the City of Lynchburg in the current budget.

Authority staff recommend that the Board authorize staff to utilize the identified funding to proceed with the project to purchase a new premium efficiency 300 HP motor in the amount of \$36,000.

MOTION: Mr. _____ made a motion, seconded by Mr. _____, to use the identified funding to proceed with the project to purchase a new premium efficiency 300 HP motor in the amount of \$36,000.

ACTION: _____

F. MATTERS FROM THE BOARD

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

H. ADJOURNMENT

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

ACTION: _____