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

Agenda: Regular Meeting
May 26, 2026 at 5:00 pm

Place: Authority Office
20644 Timberlake Road
Lynchburg, VA 24502

A. CALL TO ORDER – Mr. James Marstin, Vice-Chairman - called the meeting to order at __ P.M.

A1.

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
April Farmer, Technology Manager

Wendy Meese, Finance Director (out of town)

B. CITIZEN COMMENT

None expected

C. APPROVAL OF MINUTES

MOTION: Mr. __________made a motion, seconded by Mr.____________, that the Minutes of the April 28, 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:	$ 8,145,798.40
Expenses:	$ 5,969,632.58
Budgeted Capital and Reserves	$ 1,833,500.00
Surplus/(Deficit) to date:	$ 2,176,165.82/ $342665.82
Total "Unencumbered"	**$ 3,434,872.74**

VENDORS

Permanent Vendor:

Maverick Construction Grasonville, MD

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

Daryl & Beverley Whipkey	Bruce Gallier
Inklein Holdings	Raven Realty
TMoore Properties, LLC	Ware Masonry, Inc.
Sandra K. White	Ande Callahan

MOTION: Mr. ___________ made a motion, seconded by Mr. _____________, that the new vendor list for April 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. <u>BOARD ACTION ITEMS</u>

E1. <u>APPROVAL OF THE ACFR</u>

The FY25 Annual Comprehensive Financial Report (ACFR) has been distributed for review.

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

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

<u>ACTION</u>: ____

E2. <u>80-2411 Dearing Ford Road Waterline Extension – Project Highview</u>

This is a 16-inch waterline extension and 12-inch by 2-inch master meter on Dearing Ford Road to serve the new Abbott Laboratories warehouse on Dearing Ford Road. The master meter allows the Authority to sell water to the Town of Altavista, who then resells the water to Abbott Laboratories. The purpose of the larger meter is not necessarily for average day demand, but for fire protection, as their fire flow requirements are quite high. The 16-inch waterline was designed such that it may be extended west along Dearing Ford Road.

The final cost was $479,013.70, of which the Authority paid $600.00 for an easement along Dearing Ford Road and $296.78 for a late shipping charge for the master meter. The Authority absorbed the costs because the project was an economic development project that will employee local citizens.

Authority Staff recommends that the Board accept the Dearing Ford Road Waterline Extension – Project Highview project into the Authority system.

<u>MOTION</u>: Mr. ___________ made a motion, seconded by Mr. _____________, that the Dearing Ford Road Waterline Extension – Project Highview project be accepted into the Authority system.

<u>ACTION</u>: ____

F. <u>MATTERS FROM THE BOARD</u>

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 matters related to possible litigation between Region 2000 and the County. The closed session was held in accord with §2.2-3711. (A) (7) 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 May 26, 2026, 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:

G. ADJOURNMENT

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

ACTION: ____