



Tuesday April 27, 2021
Fairlawn Sewer Authority Board of Directors Meeting

1. Welcome and call to order

Subject: Confirmation of a Quorum

Type: Information

A majority of members (3 out of 5) must be in attendance to qualify as a quorum of the Board

2. Introduction of our guests from First Bank and Trust

3. Approval of the agenda

Subject: Revisions to the agenda

Type: Procedural

All revisions to the published agenda are to be registered and approved prior to discussion

4. Citizen comments

Subject: Citizen comments

Type: Procedural

The Fairlawn Sewer Authority welcomes and appreciates comments and suggestions from the public regarding issues of concern to the Authority

5. EXECUTIVE SESSION

Enter Into Executive Session

A closed meeting is requested pursuant to Section 2.2-3711(A)(29) of the 1950 Code of Virginia, as amended, to discuss personnel matters.

Pursuant to Virginia Code Section 2.2-3711(A)(29) discussion of the award of a public contract involving the expenditure of public funds, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body regarding:

discussion of financial services

Return to Open Session

Executive sessions allow the Fairlawn Sewer Authority Board of Directors to discuss items that would be of disadvantage if discussed in public including personnel matters, property acquisition or disposition, prospective industry and legal matters. The specific topic for which an executive session has been called are included in the resolution entering into each executive session.

Certification of Executive Session

WHEREAS, the April 27, 2021 – Fairlawn Sewer Authority Board of Directors Meeting has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Fairlawn Sewer Authority Board of Directors Meeting that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Fairlawn Sewer Authority Board of Directors Meeting hereby certifies to the best of each members' 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 this motion convening the closed meeting were heard, discussed or considered by the Fairlawn Sewer Authority Board of Directors Meeting.

6. CONSENT ITEMS 7 and 8

7. Approval of minutes

Subject: Review of minutes from monthly meeting
Type: Decision
Suggestion: Approval of minutes from March 23, 2021 Board meeting

8. Financial matters

Subject: Review of monthly statement of revenues and costs
Type: Decision
Suggestion: Approval of financial statement

Subject: Review of customer account status with influence of delinquency
Type: Decision
Suggestion: Approval of account actions

Subject: Review of budget performance
Type: Decision
Suggestion: Approval of budget status

9. Action items new business

Subject: Secure Board member individual ownership for specific activities
Topic: Discussion
Suggestion: Decision

For each of the following categories:

Banking - Tom
Customer mailings – Joe G.
Customer surveys - Dennis

Insurance - Randy
Telephones - Randy
Web page – Joe S.

Subject: Review potential topics for a future customer survey
Topic: Discussion

Subject: Review FY22 draft budget
Topic: Discussion and decision
Suggestion: Decision

Subject: Review Draper Aden proposal
Topic: Discussion and decision
Suggestion: Decision

Subject: Review Board member suggestions for specific rate revisions
Topic: Discussion and decision
Suggestion: Decision

Subject: Revise June meeting date
Topic: Discussion and decision
Suggestion: Decision

10. Action items old business

Subject: Confirmation of activities at the Brooklyn pump station
Topic: Discussion
Suggestion: Decision

Subject: Review suggested letterhead formats
Topic: Discussion and decision
Suggestion: Decision

Subject: Pepper Hills project status – proceed or stop?
Type: Discussion and decision
Suggestion: Decision

11. Informational items

Subject: PSA work hours
Topic: Information

Subject: Operating system update providing Email invoicing is being implemented
Topic: Information

Subject: Claire Collins contract agreement has been signed
Topic: Information

Subject: Wireless auto dialer installation is complete – Verizon request issued to delete landline
Topic: Information

Subject: Response to Mark Wiley request was sent on March 29, 2021
Topic: Information

Subject: Reply to T & L related to project estimate
Topic: Information

Subject: Review FOG agreement
Topic: Information

12. Attorney's comments

13. To do listings (highlighted items are being worked on currently)

- A. Alternative payment location**
- B. Brooklyn Road sewer extension
- C. Hickman sewer extension
- D. Riverbluff sewer extension
- E. Riverbend sewer extension**
- F. Change pump stations to wireless - started**
- G. Belspring Estates sewer service**
- H. Walnut line replacement
- I. Customer Town Hall
- J. Customer survey**
- K. Residential bill due date revision

14. Adjournment

The next Board meeting is planned for May 25, 2021

Pulaski County Sewerage Authority D.B.A. Fairlawn Sewer Authority