



Tuesday August 23, 2022
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. 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

3. 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.

4. CONSENT ITEMS 5, 6 and 7

5. Approval of minutes

Subject: Review of minutes from monthly meeting

Type: Decision

Suggestion: Approval of minutes from July 26, 2022 Board meeting

6. 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 status and activity plan

Subject: Review of budget performance

Type: Decision

Suggestion: Approval of budget status

7. Informational items

Subject: PSA work hours
Topic: Information

Subject: PCB testing update
Topic: Information

Subject: FSA website usage
Topic: Information

Subject: 2022 VACORP audit submission
Topic: Information

Subject: Updated customer segmentation
Topic: Information

Subject: Fairlawn Avenue repair work will not start for a minimum of four weeks
Topic: Information

8. Action items new business

Subject: Review draft position profile
Topic: Discussion and decision
Suggestion: Decision

Subject: Revise September meeting date to be 28th?
Topic: Discussion and decision
Suggestion: Decision

Subject: Confirm September 10th dinner plans?
Topic: Discussion and decision
Suggestion: Decision

9. Action items old business

Subject: Review renter deposit report
Topic: Discussion and decision
Suggestion: Decision
Material available prior to the meeting

Subject: Define next steps mailings
Topic: Discussion and define next steps
Suggestion: Decision

10. Attorney's comments

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

a. Change pump stations to wireless – partially completed

b. Review invoice mailing options – started

- c. Define project actions Rt. 114 and Fairlawn Avenue – started
- d. Implement corrective actions resulting from FY21 audit summary findings - started
- e. Require auto draft for delinquent account holders? – started
- f. Replace Fairlawn Avenue line segment –started

12. Additional items for future consideration

- a. Brooklyn Road sewer extension
- b. Hickman sewer extension
- c. Walnut line replacement tree roots - retreated
- d. Madison Avenue tree roots -retreated
- e. Find water meter at Brooklyn location
- f. Investigate auto form fill
- g. Investigate online bill pay

13. Adjournment

The next Board meeting is T.B.D.

Fairlawn Sewer Authority Board of Directors

Term Information:

Board of Director Name	Term Expiration Date
Adam P. Hall	October 31, 2023
Gerald T. (Tom) Lillard	October 31, 2024
James R. (Randy) Miles	August 31, 2023
Dennis L. Setliff	December 31, 2024
Joseph L. Sheffey	May 31, 2025

Note: Board of Directors are appointed by the Pulaski County Board of Supervisors. Terms on the Board are for three years and there are no term limits.