



**Tuesday February 28, 2023**  
**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 January 24, 2023 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: DEQ notification of sewer overflow – Madison Street  
Topic: Information

Subject: Communication regarding disconnected line from Nesselrod  
Topic: Information

Subject: Q1 2023 FOG program status  
Topic: Information

Subject: Communication with Brown Edwards  
Topic: Information

Subject: Wordsprint draft invoice  
Topic: Information

## **8. Action items new business**

Subject: Keith Newton Contact  
Topic: Discussion  
Suggestion: Decision

Subject: Revise commercial bill due date to the 25<sup>th</sup> same as residential  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Establish our future plan related to the rate structure  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Potentially add associate board members  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Increase number of customers using auto draft  
Topic: Discussion and decision  
Suggestion: Decision

## **9. Action items old business**

Subject: Establish updated service deposit procedure  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Review draft newsletter content  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Confirm Belspring Estates project approach  
Topic: Discussion and decision  
Suggestion: Decision

**10. Attorney's comments**

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

- a. Review invoice mailing options – implementation phase
- b. Require auto draft for delinquent account holders? – started
- c. Replace Fairlawn Avenue line segment –waiting on contractor

**12. Additional items for future consideration**

- a. Brooklyn Road sewer extension
- b. Hickman sewer extension
- c. Define project actions Rt. 114 and Fairlawn Avenue – on hold
- d. Walnut line replacement tree roots - retreated
- e. Madison Avenue line blockage repairs
- f. Find water meter at Brooklyn location
- g. Investigate auto form fill
- h. Investigate online bill pay

**13. Adjournment**

**The next Board meeting is March 28, 2023**

Fairlawn Sewer Authority Board of Directors  
Term Information:

Board of Director Name	Term Expiration Date
Chris Stafford	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.