



Tuesday January 24, 2023
Fairlawn Sewer Authority Board of Directors Meeting

1. Welcome and call to order

Subject: Introduction of Chris Stafford as our new board member. Welcome Chris!

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 November 22, 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: Signed contract with Wordsprint
Topic: Information

Subject: Communication regarding lack of service confirmation at Chipotle
Topic: Information

Subject: SHAH/Rural King easement documentation
Topic: Information

Subject: The Rocks townhouse project activity
Topic: Information

Subject: Initial Remit evaluation
Topic: Discussion and decision
Suggestion: Decision

Subject: Address update on our invoices has been approved
Topic: Information

Subject: Verbal update provided PCB activities
Topic: Information

8. Action items new business

Subject: Nominations and election of FSA Board chair
Topic: Discussion and decision
Suggestion: Decision

Subject: Nominations and election of FSA Board vice-chair
Topic: Discussion and decision
Suggestion: Decision

Subject: Suggestions for PFRWA alternate for Mr. Sheffey
Topic: Discussion and decision
Suggestion: Decision

Subject: Confirmation that financial disclosure files have been submitted
Topic: Discussion and decision
Suggestion: Decision

Subject: FSA strategy and process cost review
Topic: Discussion and decision
Suggestion: Decision
Subject: Establish our future plan related to the rate structure
Topic: Discussion and decision
Suggestion: Decision

9. Action items old business

Subject: Counsel feedback for unclaimed renter deposit
Topic: Discussion and decision
Suggestion: Decision

Subject: Review invoice beta test feedback
Topic: Discussion and decision
Suggestion: Decision

Subject: Review draft newsletter content
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
- d. Walnut line replacement tree roots - retreated
- e. Madison Avenue tree roots -retreated
- f. Find water meter at Brooklyn location
- g. Investigate auto form fill
- h. Investigate online bill pay

13. Adjournment

The next Board meeting is February 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.