



Tuesday January 23, 2024
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 November 28, 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

Subject: Review of budget performance

Type: Decision

Suggestion: Approval of budget status

7. Informational items

Subject: PSA work hours
Topic: Information

Subject: Communication regarding pump station alternative at St. Albans
Topic: Information

Subject: PSA has notified Fairlawn Tax and Bookkeeping to cease accepting PSA applications
Topic: Information

Subject: Pulaski County PSA have decided to implement a FOG program based upon the attached model
Topic: Information

Subject: Madison Street brush removal plan
Topic: Information

Subject: Recent customer communications
Topic: Information

Subject: FY23 customer segmentation
Topic: Information

8. Action items new business

Subject: Confirm return of financial disclosure documents
Topic: Discussion and decision
Suggestion: Decision

Subject: Amberely Crossing sewage discharge requirements
Topic: Discussion and decision
Suggestion: Decision

Subject: Confirm 2024 meeting dates
Topic: Discussion and decision
Suggestion: Decision

Subject: Confirmation of decision to redistribute FSA available funds
Topic: Discussion and decision
Suggestion: Decision

Subject: Delete a fax line plus purchase a printer
Topic: Discussion and decision
Suggestion: Decision

Subject: Initiate Walnut Avenue line replacement project
Topic: Discussion and decision
Suggestion: Decision

Subject: Review plan for auto fill forms – Joe Sheffey responsibility
Topic: Discussion and decision
Suggestion: Decision

Subject: Review online bill pay options
Topic: Discussion and decision
Suggestion: Decision

Subject: Update delegation log for 2024
Topic: Discussion and decision
Suggestion: Decision



Delegation log.xlsx

9. Action items old business

Subject: Board members to provide names for the prospective member listing
Topic: Discussion and decision
Suggestion: Decision

10. Attorney's comments

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

- a. Eliminate fax lines at bookkeeping service – replace with email-to be implemented by year's end – Board responsibility
- b. Investigate costs to provide auto fill forms on our website – Joe – in progress
- c. Remove brush and trees along Madison and retreat with root control – 4th quarter

12. Additional items for future consideration

- a. Hickman sewer extension PER
- b. Define project actions Rt. 114 and Fairlawn Avenue – on hold
- c. Investigate online bill pay
- d. Walnut, Rose, and Pine streets – requote line replacements
- e. Investigate infrastructure capabilities to support Belspring Road apartment complex

13. Adjournment

The next Board meeting is February 27, 2024

Fairlawn Sewer Authority Board of Directors
Term Information:

Board of Director Name	Term Expiration Date
Chris Stafford	October 31, 2026
Bennett (Benny) Harp	October 31, 2024
James R. (Randy) Miles	August 31, 2026

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.

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