



Tuesday July 25, 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 June 27, 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: Fairlawn Avenue bid has been released
Topic: Information

Subject: Verizon costs to add long distance to the fax line
Topic: Information

Subject: PFRWA Board appointments
Topic: Information

Subject: Verbal update related to St. Albans sewer blockages
Topic: Information

Subject: Capital and operation budgeting reserves
Topic: Information

8. Action items new business

Subject: PER estimates for a potential Hickman Cemetery Road PER
Topic: Discussion and decision
Suggestion: Decision

Subject: Secure volunteer responsible for budget tracking and financial report generation
Topic: Discussion and decision
Suggestion: Decision

Subject: Board member feedback relative to potential expansion along Brooklyn Road
Topic: Discussion and decision
Suggestion: Decision

9. Action items old business

Subject: Develop a list of potential board members
Topic: Discussion and decision
Suggestion: Decision

Subject: Board member feedback regarding IT business solution providers re: operating system
Topic: Discussion and decision
Suggestion: Decision

Subject: Use our invoice to sell advertising space
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
- d. CCTV Walnut, Rose, and Pine streets – inspection performed – request contractor quotations
- e. All Board members are to review the potential Brooklyn sewer project for application

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. Investigate online bill pay

13. Adjournment

The next Board meeting is August 22, 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, 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.