



Tuesday March 23, 2021
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

CONSENT ITEMS 4 and 5

4. Approval of minutes

Subject: Review of minutes from monthly meeting
Type: Decision
Suggestion: Approval of minutes from February 23, 2021 Board meeting

5. 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 actions

Subject: Review of budget performance
Type: Decision
Suggestion: Approval of budget status

6. Action items new business

Subject: Secure Board member individual ownership for specific activities

Topic: Discussion

Suggestion: Decision

For each of the following categories:

- Banking
- Customer mailings
- Customer surveys
- Insurance
- Telephones
- Web page

A. Enter Into Executive Session

EXECUTIVE SESSION

A closed meeting is requested pursuant to Section 2.2-3711(A) of the 1950 Code of Virginia, as amended, to discuss personnel matters.

Personnel: Pursuant to Virginia Code Section 2.2-3711(A) 6 discussion for potential consideration of employment, assignment, promotion, performance, demotion, salaries, disciplining or resignation of public officers, appointees or employees, regarding:

- Billing
- IT services

B. Return to Open Session

Executive sessions allow the Fairlawn Sewer Authority Board of Directors to discuss items that would be of disadvantage if discussed in public including personnel matters, property acquisition or disposition, prospective industry and legal matters. The specific topic for which an executive session has been called are included in the resolution entering into each executive session.

C. Certification of Executive Session

3. EXECUTIVE SESSION

WHEREAS, the March 23, 2021 – Fairlawn Sewer Authority Board of Directors Meeting has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Fairlawn Sewer Authority Board of Directors Meeting that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Fairlawn Sewer Authority Board of Directors Meeting hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Fairlawn Sewer Authority Board of Directors Meeting.

Subject: Review potential topics for a future customer survey
Topic: Discussion

7. Action items old business

Subject: Confirmation of activities at the Brooklyn pump station
Topic: Discussion
Suggestion: Decision

Subject: Review status Oxford Avenue overflow project by T&L
Topic: Discussion and decision
Suggestion: Decision

Subject: Review suggested letterhead formats
Topic: Discussion and decision
Suggestion: Decision
Subject: Revise pump station phone lines to wireless
Topic: Discussion

Subject: Pepper Hills project status – proceed or stop?
Type: Discussion and decision
Suggestion: Decision

8. Informational items

Subject: VACORP insurance rebate
Topic: Information

Subject: PSA work hours
Topic: Information

Subject: New website activity log
Topic: Information

Subject: Updated green card print format has been implemented
Topic: Information

Subject: Operating system update providing Email invoicing is being implemented
Topic: Information

Subject: “Minor” system bugs were corrected by Mike when he visited bookkeeping location
Topic: Information

Subject: Mike Whittaker invoice for green card invoice updates
Topic: Information

9. Attorney’s comments

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

- a. Alternative payment location**
- b. Brooklyn Road sewer extension
- c. Hickman sewer extension
- d. Riverbluff sewer extension
- e. Riverbend sewer extension**
- f. Change pump stations to wireless - started**
- g. Belspring Estates sewer service**
- h. Walnut line replacement
- i. Customer Town Hall
- j. Customer survey**
- k. Residential bill due date revision

11. Adjournment

The next Board meeting is planned for April 27, 2021

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