



Tuesday May 23, 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. The below information has been published twice in two newsprint providers in accordance with Commonwealth code. The purpose of this hearing is to receive feedback from the public regarding the proposed revisions.

NOTICE TO ALL FAIRLAWN SEWER AUTHORITY CUSTOMERS

Notice is hereby given that the Fairlawn Sewer Authority will hold a public hearing on Tuesday, May 23, 2023, at 6 p.m., in the New River Room of the Pulaski County Innovation Center, 6580 Valley Center Drive, Fairlawn, Virginia, on the proposed revision of sewer rates at which hearing owners, tenants and occupants of property to be served or served by the Authority and all others interested will have an opportunity to be heard.

A copy of the current and proposed rate schedules is included below:

Current (Effective July 1, 2022)

Base Rate (\$/mo.):

Residential \$24.00

Commercial \$25.30

Usage Rate (\$/1,000 gallons)

Residential \$2.00 (first 1,000 gallons inclusive in the base rate)

Commercial \$5.00

Proposed (Effective July 1, 2023)

Base Rate(\$/mo.)

Residential \$24.00 (unchanged)

Commercial \$25.30 (unchanged)

Usage Rate (\$/1,000 gallons)

Residential \$3.00 (first 1,000 gallons inclusive in the base rate)

Commercial \$6.00

Included with this rate revision will be consolidated and revised connection fees, service deposits, and penalty structures. These revisions will be effective July 1, 2023.

Current: residential connection fee is \$500 minimum; Commercial connection fee is \$500 minimum.

Future: residential and commercial connection fees are to be flat fees. Residential \$1,000 and commercial \$1,500.

Current: accounts that have been terminated due to non-payment of invoices are charged \$50.00 to reestablish service

Future: one time reconnection charge is \$50.00, second occurrence of reconnection will be charged \$100.00, a third occurrence will be charged \$150.00

Current Renters of residential properties are required to pay a \$75.00 deposit, commercial renters are required to pay a \$100.00 deposit.

Future all application for sewer service will require that these deposits are paid prior to beginning service.

Current late payment penalty residential fee is \$2.00. Commercial penalty is 10%. Returned check or insufficient fees \$15.00.

Future late payment penalty residential fee to be 10%. Commercial penalty to be 15%. Returned check or insufficient fees \$25.00.

Additional related information may be obtained from the Fairlawn Tax and Bookkeeping Service, 7351 Peppers Ferry Boulevard, Fairlawn, Virginia or by calling (540) 633-5146.

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 April 25, 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: New invoice format has implemented
Topic: Information

Subject: Thank you letter for Hazen and Sawyer plus Ryan Hendrix
Topic: Information

Subject: Recognition of inspection services personnel
Topic: Information

8. Action items new business

Subject: Approve quotation for additional CCTV work
Topic: Discussion and decision
Suggestion: Decision

Subject: Approve Fairlawn Avenue change order #1
Topic: Discussion and decision
Suggestion: Decision

Subject: Approve quotation for IT work to support rate revisions
Topic: Discussion and decision
Suggestion: Decision

9. Action items old business

Subject: Provide input into budget plan

Topic: Discussion and decision
Suggestion: Decision

Subject: Annie Akers Road delinquency final statement
Topic: Discussion and decision
Suggestion: Decision

Subject: Fairlawn Avenue future plans
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. Replace Fairlawn Avenue line segment –in progress
- c. Define short term telephone plans – Randy in progress
- d. Investigate that our website is current for content – Joe in progress
- e. Investigate costs to provide auto fill forms on our website – Joe – in progress
- f. Remove brush and trees along Madison and retreat with root control – 4th quarter
- g. CCTV Walnut, Rose, and Pine streets – quote received

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 June 27, 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.