



Tuesday November 22, 2022
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 October 25, 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: Feedback regarding renter deposit summary

Subject: FOG request to Starbucks
Topic: Information

Subject: Accounts with their water turned off
Topic: Information

Subject: Feedback has been provided to VDOT related to the intersection of Rt. 114 and Rt. 11
Topic: Information

Subject: Fairlawn Avenue project has a start date of the week of December 5th, 2022
Topic: Information

Subject: Advertising inquiry with Lowes
Topic: Information

8. Action items new business

Subject: First Bank lockbox proposal
Topic: Discussion and decision
Suggestion: Decision

Subject: Review draft customer newsletter
Topic: Discussion and decision
Suggestion: Decision

Subject: Review board member attendance summary
Topic: Confirm attendance record
Suggestion: Decision

Subject: Establish our future plan related to the rate structure
Topic: Discussion and decision
Suggestion: Decision

9. Action items old business

Subject: New position posting status
Topic: Discussion and decision
Suggestion: Decision

Subject: Review draft contract related to printing services
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 January 24, 2023

Fairlawn Sewer Authority Board of Directors

Term Information:

Board of Director Name	Term Expiration Date
	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.