



**Tuesday October 26, 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

**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 September 28, 2021 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

The past month's reported hours were requested to be reviewed

Subject: Missing commercial water meter readings from the transfer file

Topic: Information

Subject: We are working with the Resource Authority to define future capabilities

Topic: Information

Subject: We received an inquiry into service at the old Wendy's location

Topic: Information

Subject: We are conducting a joint Post Office throughput audit

Topic: Information

Subject: I approved an additional invoice for unplanned work associated to auto draft functionality

Topic: Information

Subject: Discussion taken regarding possible office location

Topic: Information provided at the meeting

Subject: Awaiting start date confirmation for CCTV study of the sewer line along Rt. 114

Topic: Information

Subject: Request submitted for alternative mailing quotation

Topic: Information

No response has been received at this time

## **8. Action items new business**

None planned

## **9. Action items old business**

Subject: Preliminary discussions establishing our strategic plan

Topic: Discussion and decision- limited to 30 minutes or less

Suggestion: Decisions as are necessary

Subject: Review rate suggestions

Topic: Discussion and decision

Suggestion: Decision

Subject: Water cutoff listing due to account delinquency

Topic: Discussion and decision – material available at the meeting

Suggestion: Decision

Subject: Review suggested letterhead formats  
Topic: Discussion and decision  
Suggestion: Decision

**10. Attorney's comments**

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

- A. Brooklyn Road sewer extension
- B. Hickman sewer extension
- C. Riverbluff sewer extension
- D. Riverbend sewer extension – project stopped
- E. Change pump stations to wireless - started
- F. Belspring Estates sewer service – project stopped
- G. Walnut line replacement tree roots
- H. Customer Town Hall
- I. Madison Avenue tree roots
- J. Oxford Avenue line replacement
- K. Review invoice mailing options - started

**12. Adjournment**

**The next Board meeting is November 23, 2021.**

Fairlawn Sewer Authority Board of Directors

Term Information:

Board of Director Name	Term Expiration Date
Joseph W. Guthrie	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, 2022

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**