



**Wednesday, September 28, 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 August 23, 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: Status of the renter deposit project activity  
Topic: Information

Subject: Grease trap summary information  
Topic: Information

Subject: Fairlawn Avenue project mailing list  
Topic: Information

Subject: FY23 insurance has been approved  
Topic: Information

**8. Action items new business**

Subject: Actions required to revise a term limit  
Topic: Discussion and decision  
Suggestion: Decision

**9. Action items old business**

Subject: Review draft position profile  
Topic: Discussion and decision  
Suggestion: Decision

... as shown in Exhibit No. 4. We believe the minimum program which should be undertaken.

Operation and maintenance costs are estimated as follows:

Superintendent	\$ 3,600.00
Miscellaneous Labor	600.00
Billing & Collecting	600.00
Office Supplies	100.00
Transportation	1,200.00
Supplies	400.00
Minor Repairs	500.00
Replacement and Extensions	<u>3,000.00</u>
	\$ 10,000.00

TOTAL

Subject: Define next steps mailings  
Topic: Discussion and define next steps  
Suggestion: Decision

Subject: Define next steps for repair focus  
Topic: Discussion  
Suggestion: Decision

**10. Attorney's comments**

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

- a. Change pump stations to wireless – partially completed
- b. Review invoice mailing options – started
- c. Define project actions Rt. 114 and Fairlawn Avenue – started
- d. Implement corrective actions resulting from FY21 audit summary findings - started
- e. Require auto draft for delinquent account holders? – started
- f. Replace Fairlawn Avenue line segment –started

**12. Additional items for future consideration**

- a. Brooklyn Road sewer extension
- b. Hickman sewer extension
- c. Walnut line replacement tree roots - retreated
- d. Madison Avenue tree roots -retreated
- e. Find water meter at Brooklyn location
- f. Investigate auto form fill
- g. Investigate online bill pay

**13. Adjournment**

**The next Board meeting is October 25, 2022**

Fairlawn Sewer Authority Board of Directors

Term Information:

Board of Director Name	Term Expiration Date
Adam P. Hall	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.