



Tuesday September 26, 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.

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 22, 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

Subject: Review of budget performance

Type: Decision

Suggestion: Approval of budget status

7. Informational items

Subject: PSA work hours
Topic: Information

Subject: FOG program reporting status
Topic: Information

Subject: FSA website viewer metrics
Topic: Information

Subject: The FSA PCB summary report has been submitted to PFRWA
Topic: Information

Subject: Budget, financial reporting, and check signer for 2024 is secured
Topic: Information

8. Action items new business

Subject: Budget adjustment recommendations
Topic: Discussion and decision
Suggestion: Decision

Subject: Stop redundant mailing of invoices to customers receiving email invoices
Topic: Discussion and decision
Suggestion: Decision

Subject: Board members to define their strategic desires for FSA plus their plans for next year's Board chairperson
Topic: Discussion and decision
Suggestion: Decision

Subject: Identify top 3 candidates for board membership
Topic: Discussion and decision
Suggestion: Decision

9. Action items old business

Subject: Define advertising rates for our invoices
Topic: Discussion and decision
Suggestion: Decision

10. Attorney's comments

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

a. Eliminate fax lines at bookkeeping service – replace with email-to be implemented by year's end – Board responsibility

b. Investigate costs to provide auto fill forms on our website – Joe – in progress

c. Remove brush and trees along Madison and retreat with root control – 4th quarter

12. Additional items for future consideration

- a. Hickman sewer extension PER
- b. Define project actions Rt. 114 and Fairlawn Avenue – on hold
- c. Investigate online bill pay
- d. Walnut, Rose, and Pine streets – requote line replacements

13. Adjournment

The next Board meeting is October 24, 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	Resigned September, 2023
James R. (Randy) Miles	August 31, 2026
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.

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