



FAIRLAWN SEWER AUTHORITY BOARD OF DIRECTORS

Meeting agenda – September 23, 2025

6:00 P.M. at Peppers Ferry Regional Wastewater Treatment conference room

1. CALL TO ORDER and GENERAL MATTERS

- Approval of the agenda
- Approval of minutes of August 26, 2025 meeting
- Citizen's time

2. INFORMATION POINTS

- PSA support hours
- Shentel roof drains are not tied into our system
- Walnut sewer line replacement project has been finalized
- Pulaski County reports Fu Lin manhole is the gravel source and needs replacing
- Pyramid email invoice address had been changed and they did not advise us
- Commonwealth paid their obligation and signed up for email invoicing and auto draft
- Brooklyn pump station has been rebuilt
- Our current desktop was copied on the 29th
- New water meter reading format has been provided to QuikWater
- The Authority's mailing address listing has been updated and forwarded to QuikWater
- ACH file has been provided to QuikWater
- Rate structure has been provided to QuikWater
- General ledger format has been provided to QuikWater
- Listing of accounts using email invoices has been provided to QuikWater
- We will provide next the WordSprint invoice drafts to QuikWater to configure customer account status
- There will be no charges from T & L for their research into a grease-cutting contractor
- Final signature has been provided to VDOT for the Rt. 11 sidewalk project
- PCPSA Sweeney discussions
- Cunningham billing adjustment
- Returned invoices
- Dunkin Donuts is under construction

3. ACTION MATTERS

- Confirm T & L payment for Rural King manhole project
- Confirm Premier payment for Rural King manhole replacement
- Confirm T & L payment for final form drawings for Walnut and Rose projects
- Approve Quikwater invoice for ACH data loads

4. **SUPERINTENDENT REPORT**

5. **ATTORNEY COMMENTS**

6. **ADMINISTRATIVE REPORTS**

- Delinquent accounts status
- Financial report
- Budget status

7. **CONSIDERATION OF MATTERS PRESENTED BY MEMBERS**

8. **CLOSED MEETING (IF REQUIRED)**

9. **NEXT MEETING DATE: October 28, 2025**

10. **ADJOURNMENT**

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

- Further reduce operating costs
- Replace the current operating system within the bookkeeping service
- Research Shentel roof drains
- Research line issue between Fu Lin and Rural King
- Customer comment related to property drainage along Walnut Av.
- Replace the manhole behind Shentel

Additional items for future consideration

- Define project actions Rt. 114 – on hold
- Auto fill forms
- Hickman sewer extension – on hold
- Belspring Estates installation project- on hold
- Brooklyn CCTV investigation
- Brandon line blockages
- Investigate DocuSend process

Board of Director Name	Term Expiration Date
Chris Stafford	October 31, 2026
Bennett (Benny) Harp	October 31, 2027
James R. (Randy) Miles	August 31, 2026
Dennis L. Setliff	December 31, 2027
Kenneth Bratton	May 31, 2028

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