

Fairlawn Sewer Authority Board of Directors Meeting Minutes April 25, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, April 25, 2023, at 6 p.m. in the Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Administration Building, 7797 Mason Street, in Fairlawn, Virginia, the following members were present: Mr. Dennis Setliff, Chair; Mr. Tom Lillard, Vice Chair; Mr. Randy Miles; Mr. Joseph Sheffey and Mr. Christopher Stafford.

Staff members participating included Ms. Ashley Edmonds, Recording Secretary.

1. Welcome, Call to Order and Confirmation of A Quorum

Mr. Setliff welcomed all present and called the April 25, 2023, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:01 p.m.

A quorum was confirmed with five (5) members present.

2. Approval of the Agenda

On a motion by Mr. Sheffey, second by Mr. Lillard and carried, the Board accepted the April 25, 2023, agenda with the following addition:

- Informational Items, Quotation from Mike Whitaker RE: PENALTY/RATE STRUCTURE UPDATES

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

3. Citizen Comments

There were no citizen comments.

4. Items of Consent

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board approved all Items of Consent to include the minutes from the March 28, 2023, Fairlawn Sewer Authority Board of Directors meeting, the Financial Statements for the month of March 2023, the Delinquency Reports, the review of the current Budget Status and PSA work hours.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

5. Action Item (New Business)

A. Define Future Plans Regarding Fairlawn Avenue Costs

Mr. Setliff advised the cost of the VDOT permit for the Fairlawn Avenue project was \$130.00 and the Authority is responsible for the costs. The Authority documented this in the change order along with the request for use of different bonding agent with a maximum of \$25,000.00.

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board authorized paying the costs due to H.T. Bowling in full and forgo the pursuit of liquidated damages as recommended by the Authority's counsel.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

B. Provide Input Into Budget Plan

The following recommendations were accepted into the budget plan:

- Bookkeeping services costs reduced from \$24,888.00 to \$23,400.00
- Electricity costs adjusted to \$1,750.00
- Mailing costs adjusted to \$1,500.00
- Eliminate line for certified mailings
- Adjust office supplies and printing to \$800.00
- Adjust renter's deposits refunds to \$3,500.00
- Removal of replacement of internal operating system from proposed budget
- Mr. Miles to discuss fax machine costs with Bookkeeping Service
- Actual costs for Wordsprint invoice preparation: \$15,542.00 (includes the use of green envelopes for four (4) months)

C. Define Action Plan for Madison Street

On a motion by Mr. Miles, second by Mr. Lillard and carried, the Board approved a request to the County to remove the overgrowth along Madison at the Smith Farm along with the possibility of payment to the County to replace the fence and to treatment by Duke's Root Control.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

D. Develop A List of Potential Board Members

The Board discussed a list of potential Board members (succession plan) for recommendation to the Board of Supervisors. The following individual's names were given:

- Dale White (by Tom Lillard)
- Armand Parah (by Dennis Setliff)
- Eddie Campbell (by Dennis Setliff)
- Benny Harp (by Dennis Setliff)

Mr. Miles' term on the Board expires on August 31, 2023, and he is willing to serve another term. Mr. Setliff will draft correspondence to Mr. Sweet, County Administrator, Pulaski County, regarding the recommendation of Mr. Miles' reappointment for consideration by the Board of Supervisors.

6. Action Items (Old Business)

A. Board Member Input Regarding IT Business Solution Providers

At the Board's request, Mr. Setliff will follow up with Brown Edwards regarding IT Business Solution Providers.

7. Informational Items

A. PSA Work Hours

The Board reviewed and accepted the PSA Work Hours report for March 2023.

B. Fairlawn Avenue VDOT Permit Submissions

The Board reviewed submissions from VDOT to include the permit, construction and traffic control plans for the Fairlawn Avenue project.

Additional Informational Items:

There are currently seventy two (72) accounts registered for auto draft (up from thirteen (13)).

There has been no response from Keith Newton regarding the Fairlawn flume request.

With the Board's agreement, Mr. Setliff will invite Delegate Jason Ballard to a future Authority meeting.

The service deposit policy will be included in the next newsletter. Mr. Setliff will follow up with Lowes' management regarding advertising on the newsletter.

The Board discussed the use of "piggyback" contracts for engineering services.

8. Attorney Comments

No comments.

9. To Do Listing

A. Review Invoice Mailing Options

Implementation Phase.

B. Replace Fairlawn Avenue Line Segment

In progress.

Items for Future Consideration

A. Brooklyn Road Sewer Extension

No report.

B. Hickman Sewer Extension

No report.

C. Define Project Actions Route 114 and Fairlawn Avenue

On hold.

D. Walnut Line Replacement Tree Roots

Retreated. Authority to contact Hurt & Proffitt to CCTV the Walnut and surrounding lines.

E. Madison Avenue Tree Roots

On a motion by Mr. Miles, second by Mr. Lillard and carried, the Board approved

a request to the County to remove the overgrowth along Madison at the Smith Farm along with the possibility of payment to the County to replace the fence and to treatment by Duke's Root Control.

Voting Yes: Mr. Setliff, Mr. Lillard, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

F. Investigate Auto Form Fill

Mr. Sheffey will contact Pulaski County Information Technology staff to investigate the ability and costs associated with auto form fill on the Authority's website.

G. Investigate Online Bill Pay

Mr. Sheffey will contact Pulaski County Information Technology staff to investigate the ability and costs associated with auto form fill on the Authority's website.

Note: Mr. Sheffey to review the Authority's website for accuracy in content and photos and provide updates to Information Technology regarding updates to rates and policies.

10. Adjournment

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board adjourned its April 25, 2023, meeting.

Voting Yes: Mr. Setliff, Mr. Sheffey, Mr. Miles, Mr. Stafford.

Voting No: None.

Absent: Mr. Lillard.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, May 23, 2023, at 6 p.m., in the New River Room of the Pulaski County Innovation Center, 6580 Valley Center Drive, in Fairlawn, Virginia.

