

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
April 23, 2024

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, April 23, 2024, 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. Benny Harp; Mr. Randy Miles; Mr. Christopher Stafford and Mr. Joseph Sheffey.

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 23, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:06 p.m.

A quorum was confirmed with (5) members present.

2. Approval of the Agenda

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board accepted the March 26, 2024, agenda, with the following modifications: Action Items Old Business, Review Draft Position Profile for System Superintendent, Addition of Comments from Dr. Davis; Deletion Review Hickman Cemetery Road PER from Action Items Old Business as the PER has not been received from Thompson & Litton; Deletion duplicate item Action Items Old Business Board Members to Identify Our Next Prospective Projects for Funding.

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

Voting No: None.

3. Citizen Comments

There were no citizen comments.

4. Items of Consent

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved the minutes from the March 26, 2024, Fairlawn Sewer Authority Board of Directors meeting; Financial Statements for March 2024, the Delinquency Reports and the review of the current Budget Status.

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, Mr. Stafford, Mr. Sheffey.
Voting No: None.

5. Action Item (New Business)

A. Confirm Board Member Compensation Level

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board increased compensation for the Chair to \$250.00 per meeting attended and for members to \$200.000 per meeting attended effective July 1, 2024, with the start of the 2024-2025 Fiscal Year.

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, Mr. Stafford, Mr. Sheffey.
Voting No: None.

B. Revise Payment Plan Process

On a motion by Mr. Miles, second by Mr. Harp and carried, the Board accepted revisions to the payment plan process.

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, Mr. Stafford, Mr. Sheffey.
Voting No: None.

C. Board Members to Identify Our Next Prospective Projects for Funding

On a motion by Mr. Harp, second by Mr. Miles and carried, the Board authorized submission to support funding of a sewer project at Riverbend and adjacent parcel.

Voting Yes: Mr. Setliff, Mr. Harp, Mr. Miles, Mr. Stafford, Mr. Sheffey.
Voting No: None.

6. Action Items (Old Business)

A. Refine Draft Budget for Upcoming Fiscal Year

Updates to telephone and maintenance were reviewed. Revisions to wages, employer taxes, wireless and insurance are to be completed.

B. Review Draft Position Profile for System Superintendent

The Board discussed the average working hours (25 hours) and compensation (\$25.00 per hour) for a system superintendent. The Board authorized Mr. Setliff to adapt the position profile with these changes and feedback from the Board members and work with Dr. Davis on advertisement of the position.

C. Board Members to Identify Our Next Prospective Member

Ms. Edmonds, Recording Secretary, reviewed the following prospective candidates' names: Mr. Charles Haynes, Kenny Bratton, Danny Collins, Dale Quesenberry, Shirley Mann and Joe Trigg. Mr. Setliff will approach Mr. Bratton to gauge his interest concerning membership.

7. Informational Items

A. PSA Work Hours

The PSA Work Hours reports for March 2024 were reviewed.

B. Contracts for Engineering Design Efforts - Pyramid Healthcare Pump Station

Reviewed contracts; project completion slated for mid-June.

C. Belspring Estates Communication

Reviewed the communication sent to Belspring Estates via email.

D. PCPSA Will Request A 7.5% Increase in Rates

Mr. Setliff advised the Pulaski County Public Service Authority will request a 7.5% increase in its sewer and water rates.

E. Legislative Actions Related to Service Disruption

The Board discussed prospective legislative actions related to service disruptions.

F. USPS Will Raise Rates by 5¢ in July 2024

Mr. Setliff advised the USPS will raise postage rates by 5¢ in July 2024.

G. Madison and Oxford Lines Have Been Treated by Duke's Root Control

Mr. Setliff advised the Madison and Oxford lines have been treated by Duke's Root Control.

H. Newsletter Published

The newsletter has been published. The second submission will be reformatted and sent to Mr. Setliff for publication.

I. Customer Contact Form and Instructions Delivered to Will and Judy

Mr. Setliff advised the customer contact form and instructions were delivered to the Bookkeeping staff (Will and Judy).

8. Attorney Comments

Mr. Durbin will be looking at the prospective legislative actions related to service disruptions and will provide the Board with guidance relative to the action.

9. To Do Listing

- A. Walnut, Rose and Pine Streets - Review, provide input for draft drawings, then go to bid.

Items for Future Consideration

- A. Hickman Sewer Extension PER

No report (PER not received).

B. Investigate Investment Schedules in June

No report.

C. Define Project Actions Route 114

On hold.

D. Auto Fill Forms

No report.

11. Adjournment

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board adjourned its April 23, 2024, meeting.

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

Voting No: None.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, May 28, 2024, at 6 p.m., in the New River Room of the Pulaski County Innovation Center, 6580 Valley Center Drive, in Fairlawn, Virginia.