

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
August 23, 2022

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, August 23, 2022, 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. Randy Miles, Vice Chair; Mr. Adam Hall, and Mr. Joseph Sheffey (remote participation). Absent: Mr. Tom Lillard.

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

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

Mr. Setliff welcomed all present and called the August 23, 2022, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:03 p.m.

Pursuant to the Code of Virginia and the Authority's remote participation policy, Mr. Sheffey can participate remotely and vote, as long as the Board follows these steps:

- 1) Confirms the remote participation is due to a medical issue (Mr. Sheffey recently had surgery.)
- 2) A quorum of the board is physically assembled in a location that is open to the public
- 3) The minutes will be recorded to note that Mr. Sheffey is participating remotely and that it is due to medical reasons (Mr. Sheffey participated remotely and advised he recently had surgery.)
- 4) Arrangements were made so that a member of the public attending the meeting can hear Mr. Sheffey's voice. (Mr. Sheffey's voice could be heard via telephone.)

A quorum was confirmed with three (3) members physically present, one (1) member who participated remotely and one (1) member absent.

2. Approval of the Agenda

On a motion by Mr. Sheffey, second by Mr. Hall and carried, the Board accepted the August 23, 2022, agenda with the following modifications:

- Action Items Old Business Fairlawn Avenue Contract
- Information Items: Household Hazardous Waste and Shredding Event;

Status of Mr. Mike Whitaker

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

Voting No: None.

Absent: Mr. Lillard.

3. Citizen Comments

There were no citizen comments.

4. Items of Consent

On a motion by Mr. Sheffey, second by Mr. Miles and carried, the Board approved all items of consent presented.

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

Voting No: None.

Absent: Mr. Lillard.

The Board approved the minutes of July 26, 2022, Fairlawn Sewer Authority Board of Directors meeting.

The Board accepted the Financial Statements for the month of July 2022 with notes and reclassification of debit card (materials) as capital improvements.

The Board accepted the Delinquency Reports.

The Board accepted the review of the current Budget Status.

5. Action Item (New Business)

A. Review Draft Position Profile

The Board members requested to see the profile divided into two (2) separate profiles - maintenance/operations and administrative.

B. Revise September Meeting Date to Be 28th

The September Board meeting will be held on Wednesday, September 28, 2022.

C. Confirm September 10th Dinner Plans

Mr. Setliff will coordinate with Board members and Mr. Guthrie to schedule dinner.

D. Terms for Board of Supervisors Members on Authority's Board

A suggestion by a Board member for consideration was to amend the term held on the Authority's Board by a Board of Supervisor member from three (3) years to four (4), matching the term held by the Board of Supervisor. Mr. Setliff will discuss this option with the Authority's attorney.

6. Action Items (Old Business)

A. Review Renter Deposit Report

The auditor approved the spreadsheet for reporting the renter deposits. Mr. Setliff will inquire with Bookkeeping personnel for an estimate/quote for data entry services.

B. Define Next Steps RE: MAILINGS

The Board members agreed to request a fresh quote from Wordsprint to include green tinted envelope costs.

C. Fairlawn Avenue Contract

On a motion by Mr. Miles, second by Mr. Hall and carried, the Board approved the contract with H.T. Bowling for the Fairlawn Avenue project.

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

Voting No: None.

Absent: Mr. Lillard.

Mr. Setliff will obtain a start date from H.T. Bowling and letters will be generated to affected residents and customers in the project area.

7. Informational Items

A. PSA Work Hours

The Board reviewed the PSA Work Hours reports for July 2022.

B. PCB Testing Update

No results have been received regarding testing at Manhole 14.

C. FSA Website Usage

The Board reviewed the FSA website usage report. This report will be retrieved and examined on an annual basis.

D. 2022 VACORP Audit Submission

The audit was submitted and an acknowledgement of receipt received.

E. Updated Customer Segmentation

Updated FY 2022 customer segmentation was reviewed.

F. Fairlawn Avenue Repair Work Will Not Start for A Minimum of Four (4) Weeks

Mr. Setliff advised the Board that the Fairlawn Avenue Repair Work Will Not Start for A Minimum of Four (4) Weeks.

G. Household Hazardous Waste & Shredding Event

Household Hazardous Waste & Shredding Event, sponsored by the New River Resource Authority, will be held on Saturday, September 10, 2022.

H. Status - Mike Whitaker

Mr. Setliff informed the Board that Mr. Mike Whitaker has moved from Hillsville to Christiansburg.

8. Attorney Comments

No comments.

9. To Do Listing

A. Change Pump Stations to Wireless

Partially completed.

B. Review Invoice Mailing Options

Started.

C. Define Project Actions Route 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.

Items for Future Consideration

A. Brooklyn Road Sewer Extension

No report.

B. Hickman Sewer Extension

No report.

C. Walnut Line Replacement Tree Roots

Retreated.

D. Madison Avenue Replacement Tree Roots

Retreated.

E. Find Water Meter at Brooklyn Location

No report.

F. Investigate Auto Form Fill

No report.

G. Investigate Online Bill Pay

No report.

10. Adjournment

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board adjourned its August 23, 2022, meeting.

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

Voting No: None.

Absent: Mr. Lillard.

The Fairlawn Sewer Authority Board of Directors will meet on Wednesday, September 28, 2022, at 6 p.m., in the Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Administration Building, 7797 Mason Street, in Fairlawn, Virginia.

