

Fairlawn Sewer Authority Board of Directors Meeting  
Minutes  
August 26, 2025

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, August 26, 2025, at 6 p.m. in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Facility, 7797 Mason Street, in Fairlawn, Virginia, the following members were present: Mr. Kenny Bratton; Mr. Benny Harp; Mr. Randy Miles and Mr. Christopher Stafford. Participating remotely: Mr. Dennis Setliff, Chair.

Staff members participating included Mr. Theodore “TJ” Cox, Superintendent and Ms. Ashley Edmonds, Recording Secretary.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the August 26, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:03 p.m.

A quorum was confirmed with four (4) members present. Participating remotely was Mr. Dennis Setliff who advised he had recently tested positive for COVID and was at his residence in Fairlawn, Virginia.

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board allowed Mr. Setliff to participate remotely.

Voting Yes: Mr. Bratton, Mr. Harp, Mr. Miles, Mr. Stafford.

Voting No: None.

Absent: Mr. Setliff.

Mr. Setliff and the remaining Board members welcomed Mr. Bratton to the Fairlawn Sewer Authority Board of Directors.

Approval of Agenda

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the agenda as presented.

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

Voting No: None.

Absent: None.

### Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the minutes from the July 22, 2025, meeting of Fairlawn Sewer Authority Board of Directors.

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

Voting No: None.

### Citizen Comments

There were no citizen comments.

## 2. Information Points

### PSA Support Hours

The Board reviewed Public Service Authority work hours for July 2025.

### Rural King Manhole Has Been Replaced

Rural King manhole has been installed and is functioning. Asphalt patching is to be completed.

### Walnut Sewer Line Replacement Project Has Been Finalized

The Walnut sewer line replacement project has been finalized.

### Customer Comment Along Walnut Related to Drainage

A customer on the northwest side of Walnut expressed a concern regarding runoff at the end of his driveway. The concern is being investigated and feedback is forthcoming.

### DEQ Notification of Overflow on Oxford Avenue

The Board reviewed the notification sent to the Virginia Department of Environmental Quality (DEQ) on August 2, 2025, regarding an overflow at

6726 Oxford Avenue resulting from an excessive amount of rainfall occurring in a brief period.

### ACH Drafts Were Delayed

The ACH Drafts were delayed and were completed manually.

### 3. Action Matters

#### Authorize Purchase of A New Desktop PC with Supporting Operating Software Not Including the QuikWater Solution

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the purchase of the hardware and software solutions as detailed within the invoice (sales tax exemption/relief to be noted).

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

Voting No: None.

#### Authorize Purchase of the Quikwater Initial Software Solution

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board authorized purchase of the Quikwater Initial Software Solution at a cost of \$6,090.00.

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

Voting No: None.

#### Define Position Related to the Sweeney Account Balance

The Board defined the following position related to the Sweeney Account Balance: The Sweeney have an outstanding balance with the Fairlawn Sewer Authority and water service to the residence will remain terminated until settlement of the account is tendered and approved by the Board.

### 4. Superintendent's Report

The Board reviewed the Superintendent's activity report for August 2025.

### 5. Attorney Comments

None.

## 6. Administrative Reports

The Board reviewed the Administrative Reports to include Financial Statement for July 2025, the current Budget status through July 2025 and committed balance as of August 2025.

It was noted there were one hundred and sixty-one (161) delinquent accounts totaling \$21,526.03. Certified letters were to be drafted from the Authority's attorney to Wheatland Hills (Fairlawn & Charlottesville, Virginia locations) to advise of thirty (30) days to pay off delinquency or service to be terminated.

## 7. Consideration of Matters Presented by Members

None.

## 8. Closed Meeting (If Required)

None required.

## 9. Next Meeting Date

Tuesday, September 23, 2025, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Facility, 7797 Mason Street, in Fairlawn, Virginia.

## 10. Adjournment

On a motion by Mr. Bratton, second by Mr. Harp and carried, the Board adjourned its August 26, 2025, meeting.

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

Voting No: None.

To Do Listing (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

#### Additional Items for Future Consideration

- Define Project Actions Route 114 - On hold.
- Auto Fill Forms
- Hickman Cemetery Extension - On hold.
- Belspring Estates Installation Project - On hold.
- Brooklyn CCTV Investigation
- Brandon Line Blockages
- Investigate DocuSend process