

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
February 28, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, February 28, 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. Randy Miles, Vice Chair; Mr. Joseph Sheffey and Mr. Christopher Stafford. Absent: Mr. Tom Lillard.

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

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

Mr. Setliff welcomed all present and called the January 24, 2023, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:08p.m.

A quorum was confirmed with four (4) members present.

2. Approval of the Agenda

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board accepted the February 24, 2023, agenda as presented.

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

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. Stafford and carried, the Board approved all Items of Consent to include the minutes from the January 24,

2023, Fairlawn Sewer Authority Board of Directors meeting, the Financial Statements for the month of January 2023, the Delinquency Reports and the review of the current Budget Status.

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

Voting No: None.

Absent: Mr. Lillard.

5. Action Item (New Business)

A. Keith Newton Contact

Mr. Setliff reviewed with the Board his contact with Keith Newton. Per Mr. Durbin, Authority's Attorney, the Authority has a prescriptive easement; Mr. Setliff will conduct further land records research at the Courthouse (with Mr. Durbin conducting a deeper dive) and will respond on behalf of the Authority.

B. Revise Commercial Bill Due Date to the 25th Same as Residential

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board approved revising the commercial bill due date to the 25th to align with the residential bill due commencing with the May invoices.

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

Voting No: None.

Absent: Mr. Lillard.

C. Establish Our Future Plan Related to the Rate Structure

The Board discussed advertising for a Public Hearing at the Authority's May 23, 2023, meeting on the proposed revision of sewer rates structure to reflect the following:

- A change in residential usage (incremental) rate from \$2.00 to \$3.00 (first 1,000 gallons inclusive in the base rate) and in commercial usage (incremental) rate from \$5.00 to \$6.00
- To consolidate and revise connection fees, service deposits, and penalty to structures to the following: accounts that have been terminated due to non-payment are charged \$50.00 to reestablish service to one time reconnection charge is \$50.00, second

occurrence of reconnection due to non-payment will be charged \$100.00 and a third occurrence will be charged \$150.00; renters of residential properties are required to pay a \$75.00 deposit, commercial renters are required to pay a \$100.00 deposit to all application for sewer service will require that these deposits are paid prior to beginning service and late payment penalty residential fee is \$2.00, commercial penalty is 10% and return check or insufficient fees is \$15.00 to late payment penalty residential fee to be 10%, commercial penalty to be 15% and returned check or insufficient fees \$25.00

The proposed revisions, if approved, would become effective July 1, 2023.

The Board authorized Mr. Setliff to obtain quotes from the local publications for review and consideration at the March 28, 2023, meeting.

D. Potentially Add Associate Board Members

The Board discussed potentially adding associate Board members; however, this item failed to obtain a motion.

E. Increase Number of Customers Using Auto Draft

The Board tabled discussion on this matter until the quote from Brown Edwards is received and reviewed.

6. Action Items (Old Business)

A. Establish Updated Service Deposit Procedure

Further discussion on requirements to establish credit worthiness and determination to apply to all or new renters needed prior to decision on procedure.

B. Review Draft Newsletter Content

Mr. Setliff will send a digital copy of the newsletter to Board members and staff for review and feedback.

C. Confirm Belspring Estates Project Approach

Mr. Setliff made the following declaration

Today's discussion involves the Belspring Estates project which may directly or indirectly involve improvements of infrastructure serving my residence, and such real property is valued in excess of \$5,000. However, the project would affect my property no differently than it would affect the public generally in terms of the multiple homes that are similarly connected to the infrastructure in question. Because of the multiple similarly situated residences connected with this infrastructure, I am a member of a group of three or more individuals who are affected by this transaction, as contemplated by Virginia Code Section 2.2-3112(b)(1), and my participation in this transaction is not prohibited by the Virginia State and Local Government Conflict of Interests Act. In accordance with this code section I hereby declare that I am able act fairly, objectively and in the public interest in discussing and voting on this topic.

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board authorized Mr. Setliff to draft additional correspondence to the developer confirming the Authority's current position relative to this project to include a clear statement as to what are customary and normal financial conditions provided from a developer.

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

Voting No: None.

Absent: Mr. Lillard.

Mr. Setliff will provide a copy of the correspondence to Jonathan Sweet, Pulaski County Administrator; Jared Linkous, Executive Director, Pulaski County Public Service Authority and Ashlyn Shrewsbury, Community Development and Planning/Zoning Director.

7. Informational Items

A. PSA Work Hours

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

B. DEQ Notification of Sewer Overflow - Madison Street

The Board reviewed correspondence sent to DEQ regarding a sewage overflow located at 6350 Madison Street. The overflow resulted from restrictions created by tree root buildup in a specific line segment.

C. Communication Regarding Disconnected Line from Nesselrod

The Board discussed the disconnected line from Nesselrod. Mr. Setliff advised that maintenance personnel notified the owner (Mr. Jeff Caldwell) that it was his responsibility to fix.

D. Q1 2023 FOG Program Status

Sal's Jr., Wendy's, and Commonwealth Senior Living at Radford have replied. There is a 70% response rate at present with penalties to be assessed for those not in compliance.

E. Communication with Brown Edwards

Mr. Setliff contacted Brown Edwards regarding providing services as a succession plan for Mr. Whitaker (software accounting services). Brown Edwards recommended a web based solution, Quickbooks, and will provide a quote for a full integration as a replacement for today's business model. This item will be added to March meeting agenda for consideration.

F. Wordsprint Draft Invoice

The Board members reviewed the draft invoice. The order of 5,000 green envelopes has been confirmed and will be utilized for the first six months. Implementation of the invoices with green envelopes in May 2023. In addition, there will be meetings with Bill Gilmer, Wordsprint, to look for efficiencies within the process.

8. Attorney Comments

No comments.

9. To Do Listing

A. Review Invoice Mailing Options

Implementation Phase.

B. Require Auto Draft for Delinquent Account Holders

Started.

C. Replace Fairlawn Avenue Line Segment

Waiting on contractor.

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

D. Walnut Line Replacement Tree Roots

Retreated.

E. Madison Avenue Tree Roots

Consider realignment or replacement of line due to tree roots.

F. Find Water Meter at Brooklyn Location

No report.

G. Investigate Auto Form Fill

No report.

H. Investigate Online Bill Pay

No report.

The Board members will work on the draft budget at their March meeting to include review of telephone/fax, information technology, insurance and bookkeeping costs.

10. Adjournment

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board adjourned its February 28, 2023, meeting.

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

Voting No: None.

Absent: Mr. Lillard.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, March 28, 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.

