

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
January 24, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, January 24, 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 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 January 24, 2023, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:06 p.m.

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

2. Approval of the Agenda

On a motion by Mr. Sheffey, second by Mr. Miles and carried, the Board accepted the January 24, 2023, agenda with the following modification:

- Addition of commercial delinquencies and documents regarding renter deposits

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 November 22, 2022, Fairlawn Sewer Authority Board of Directors meeting, the Financial Statements for the month of December 2022 (Note: Charges for

materials purchased by the PSA for PSA project to be reimbursed by the PSA), 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.

The Board reviewed commercial delinquencies and discussed specifically the impacts to Wheatland Hills and Nesselrod.

5. Action Item (New Business)

A. Nominations and Election of FSA Board Chair

Mr. Miles nominated Mr. Setliff for Chair of the Fairlawn Sewer Authority and Mr. Stafford seconded the nomination.

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

Voting No: None.

Absent: Mr. Lillard.

B. Nominations and Election of FSA Board Vice Chair

Mr. Sheffey nominated Mr. Lillard for Vice Chair of the Fairlawn Sewer Authority and Mr. Miles seconded the nomination.

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

Voting No: None.

Absent: Mr. Lillard.

C. Suggestions for Peppers Ferry Regional Wastewater Treatment Authority (PFRWTA) Alternate for Mr. Sheffey

Mr. Sheffey recommended Mr. Stafford as the Alternate for the Peppers Ferry Regional Wastewater Treatment Authority (PFRWTA) Board of Directors. The Board members agreed and Mr. Setliff will send correspondence to Mr. Jonathan Sweet with the Board's endorsement to share with the Board of Supervisors.

D. Confirmation Financial Disclosure Filings Have Been Submitted

Ms. Edmonds confirmed four (4) out of five (5) of the Authority's Board members had submitted Financial Disclosure Filings.

E. FSA Strategy and Process Cost Review

The Board discussed the process utilized by Fairlawn Sewer Authority, the methodology of costs and the implementation of new invoicing starting May 2023.

F. Establish Our Future Plan Related to the Rate Structure

The Board reviewed the focus of the Authority for the next five (5) years and the components necessary to remain independent:

- Develop a master plan for system improvements
- Improve features provided to customers
- Improve hours of service
- Provide sustainability in all business functions
- Expand investment portfolio - enable long term investment options

Mr. Setliff will continue to interface with First Bank & Trust on the services and capabilities they can offer the Authority.

6. Action Items (Old Business)

A. Counsel Feedback for Unclaimed Renter Deposit

Mr. Setliff advised that the Auditor wants totals on renter deposits and found the report submitted is adequate. This report will be implemented and produced going forward.

Mr. Durbin counseled that unclaimed renter deposits five (5) years or older belonged to the Authority/Utility. Unclaimed deposits less than 5 years, the Authority writes a check to the state and identifies those who claim and the state handles as unclaimed property. Mr. Setliff will draft a policy for the return of renter deposits for implementation.

B. Review Invoice Beta Test Feedback

Mr. Setliff has sent feedback regarding invoice beta test to Mr. Whitaker and Wordsprint. Another beta test will occur in February 2023.

C. Review Draft Newsletter Content

The Board reviewed the draft newsletter and provided feedback to be submitted to Mr. Lillard.

7. Informational Items

A. PSA Work Hours

The Board reviewed and accepted the PSA Work Hours report for December 2022.

B. Signed Contract with Wordsprint

A copy of the signed contract with Wordsprint is available for review at the Bookkeeping Service.

C. Communication Regarding Lack of Service Confirmation at Chipotle

The Board reviewed correspondence sent to Chipotle regarding the lack of service confirmation.

D. SHAH/Rural King Easement Documentation

A recommendation was presented for placement in front of the Rural King manhole.

E. The Rocks Townhouse Project Activity

The Authority requested the sewer line be relocated. Nine (9) townhomes are planned for the project.

F. Initial Remit Evaluation

Initial evaluation of the Remit program provided by First Bank and Trust showed no benefit to the Authority.

G. Address Update on Our Invoices Has Been Approved

Mr. Setliff advised for the Board members to expect a bill from Mr. Whitaker for implementation of the update. The Board also discussed the consideration to move from fax capabilities to email by the Bookkeeping Services for efficiency and cost savings.

H. Verbal Update Provided PCB Activities

The Authority is ready to finalize its activities related to PCBs as it has found the major contributor to be the train/ train depot. The Authority has also communicated that it has no responsibility to remediate or solve issues regarding PCBs.

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

The contractor, H.T. Bowling, has been found in violation of the contract as it has not initiated contact with the Authority regarding a start date for the project. The Board can consider liquidated damages in the near future as advised by Authority's attorney. The Authority has sent two hundred and five (205) letters to its customers and stakeholders regarding the project and its previous agreed upon start date.

On a motion by Mr. Miles, amended by Mr. Stafford, second by Mr. Sheffey and carried, the Board opted to delay the start date to replace the Fairlawn Avenue Line Segment project to April 3, 2023, with the Authority responsible for notification to its customers and stakeholders via mail and

the contractor to cover the costs of the mailing.

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

Voting No: Mr. Setliff.

Absent: Mr. Lillard.

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

Retreated.

F. Find Water Meter at Brooklyn Location

No report.

G. Investigate Auto Form Fill

No report.

H. Investigate Online Bill Pay

No report.

10. Adjournment

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board adjourned its January 24, 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, 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.

