

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

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, January 23, 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. Benny Harp; Mr. Randy Miles; Mr. Christopher Stafford. Participating Remotely: 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 January 23, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

A quorum was confirmed with four (4) members present. Mr. Sheffey participated remotely.

2. Approval of the Agenda

On a motion by Mr. Miles, second by Mr. Harp and carried, the Board accepted the January 23, 2024, agenda, with the deletion of:

- Action Items New Business, Review Plan for Auto Fill Forms (Joseph Sheffey's Responsibility)

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. Harp, second by Mr. Miles and carried, the Board approved the minutes from the November 28, 2023, Fairlawn Sewer Authority Board of Directors meeting; Financial Statements for November and December 2023, 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.

Mr. Setliff remarked that from 2018 through December 2023, the Authority was required to spend \$494,103.00 on system maintenance and repair and from July 2021 - July 2023, the Authority spent \$263,439.99 (this amount is included in the 2018-2023 numbers).

6. Action Item (New Business)

A. Confirm Return of Financial Disclosure Documents

The Recording Secretary confirmed receipt of 4/5 completed Financial Disclosure Statements and advised of the appointment of the fifth Board member for completion.

B. Amberley Crossing Sewage Discharge Requirements

The Board is insistent on the use of the Walmart route for sewer and has communicated this in writing twice.

C. Confirm 2024 Meeting Dates

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved the 2024 meeting dates as presented.

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

D. Confirmation of Decision to Redistribute FSA Available Funds

The Board reconfirmed the decision to reallocate \$100,000.00 from the Authority's checking account at First Bank and Trust.

E. Delete A Fax Line Plus Purchase A Printer

Further discussion on this matter is forthcoming.

F. Initiate Walnut Avenue Line Replacement Project

The Board discussed requesting a quote from Thompson & Litton to develop and distribute a new series of bid documents to be taken forward in anticipation of a contract award.

G. Review Online Bill Pay Options

The Board decided not to pursue online bill pay options at this time.

H. Update Delegation Log for 2024

A Chair for the Board will be nominated in March and updates to the delegation log will be made at next month's meeting.

7. Action Items (Old Business)

A. Board Members to Provide Names for Prospective Member Listing

Mr. Stafford suggested Mr. Daniel Porter and advised he would check with him to assess his interest in serving.

8. Informational Items

A. PSA Work Hours

The PSA Work Hours reports for November and December 2023 were reviewed.

B. Communication Regarding Pump Station Alternative at St. Albans

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board reaffirmed their direction in discussion of the system resolution to connect to the Authority's system.

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

Voting No: None.

C. PSA Has Notified Fairlawn Tax and Bookkeeping to Cease Accepting PSA Applications

The Board reviewed the notification from the PSA.

D. Pulaski County PSA Have Decided to Implement A FOG Program Based Upon the Attached Model

Mr. Setliff advised of the PSA's decision to implement a FOG program based upon the Western Virginia Water Authority's policy.

E. Madison Street Brush Removal Plan

Mr. Setliff advised of the County's Madison Street Brush removal plan.

F. Recent Customer Communications

Mr. Setliff advised correspondence had been sent to Mr. Aravind Jasty (re: penalties and interest on delinquencies), Mr. Thomas Holsinger (non-user fee delinquencies) and Ms. Luppino (non-user fee delinquencies). He further advised that Mr. Jasty's account is now current; however, no response had been received from Mr. Holsinger and Ms. Luppino.

G. FY 23 Customer Segmentation

Mr. Setliff provided the FY 23 Customer Segmentation and encouraged the Board members to review it and prepare for further discussion.

9. Attorney Comments

No comments.

10. To Do Listing

A. Investigate Costs to Provide Auto Fill Forms on Authority's Website

Mr. Sheffey (Report - February meeting)

- B. Remove Brush and Trees Along Madison and Retreat with Root Control

4th Quarter

Items for Future Consideration

- A. Hickman Sewer Extension PER

No report.

- B. Define Project Actions Route 114
On hold.

- C. Walnut, Rose and Pine Streets

Re-quote line replacements.

Mr. Setliff mentioned a sewer backup occurred that entered into two bathrooms in a duplex apartment building (Rose Lane). The property owner is Mr. Timothy Dalton of Giles County.

Mr. Dalton shared that the renter or renters were told by the county employees that they should contact Servpro to have the bathrooms disinfected. Mr. Dalton has individual Servpro quotes for the bathrooms. Both bathrooms require floor and wall coverings to be replaced due to localized damage and the total costs are just under \$10,000.

I have instructed Mr. Dalton to contact VACORP to file a claim. I provided the contact information for the Roanoke office for the claim submission.

- D. Investigate Infrastructure Capabilities to Support Belspring Road Apartment Complex

On Hold.

11. Adjournment

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board adjourned its January 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, February 27, 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.