

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
July 26, 2022

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, July 26, 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, Mr. Tom Lillard and Mr. Joseph Sheffey.

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

Guest present: Mr. Bill Gilmer, Owner, Wordsprint.

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

Mr. Setliff welcomed all present and called the July 26, 2022, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

A quorum was confirmed with five members present.

2. Approval of the Agenda

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board accepted the July 26, 2022, agenda as presented.

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

Voting No: None.

3. Citizen Comments

There were no citizen comments.

4. Items of Consent

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

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

Voting No: None.

The Board approved the corrected minutes of June 28, 2022, Fairlawn Sewer Authority Board of Directors meeting.

The Board accepted the Financial Statements for the month of June 2022 as presented.

The Board accepted the Delinquency Reports.

The Board accepted the review of the current Budget Status.

5. Action Item (New Business)

A. Review Riverbend, Riverbluff, and Hickman Cemetery Project

Recommendations

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board approved the removal of Riverbend and Riverbluff from the Authority's project list and to retain Hickman Cemetery Road.

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

Voting No: None.

B. Review Request to Reverse Hardees Penalty

On a motion by Mr. Sheffey, second by Mr. Lillard and carried, the Board rejected Hardees request to reverse the penalty assessed for late fees (\$50.67).

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

Voting No: None.

C. Review Position Profile

The Board reviewed the proposed Wastewater Leader position profile and discussed wage, hours, cell phone and possible reimbursement for mileage. The Board tabled the discussion for a month to add salary numbers for budgetary planning.

6. Action Items (Old Business)

A. Review Renter Deposit Report Needs

On a motion by Mr. Hall, second by Mr. Lillard and carried, the Board authorized payment of \$250.00 to Mike Whitaker to perform the IT tasks required for the renter deposit report.

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

Voting No: None.

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board authorized payment up to \$1,000.00 to the Bookkeeping staff to translate data to digital format, complete the validation of data and continue maintenance (contingent upon agreeance from Bookkeeping staff).

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

Voting No: None.

B. Review Fairlawn Avenue Bid Submissions

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board awarded the Fairlawn Avenue project to H.T. Bowling and authorized execution by staff to draft and send correspondence to affected residents in the project area.

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

Voting No: None.

C. Define Next Steps RE: MAILINGS

Mr. Setliff will contact Wordsprint to request a tour of the facility and to meet with the designer.

7. Informational Items

A. PSA Work Hours

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

B. Presentation by Wordsprint

Mr. Bill Gilmer, Owner, Wordsprint presented information on their core services, including invoice production.

C. PCB Testing Update

In lieu of testing at Manhole 1316, the Board approved of testing at Manhole 14.

D. DEQ Notification

The Board reviewed the correspondence sent to the Department of Environmental Quality (DEQ) regarding an overflow that occurred at 6430 Belspring Road on June 30, 2002. Mr. Setliff explained that the overflow occurred due to contractor error (failure to turn the pump station electricity back on).

E. VACORP Notice of Upcoming Audit

The Board reviewed information related to the upcoming 2021-2022 workers compensation payroll audit.

8. Attorney Comments

No comments.

9. To Do Listing

A. Brooklyn Road Sewer Extension

No report.

B. Hickman Sewer Extension

No report.

C. Change Pump Stations to Wireless

Ordered last auto dialer.

D. Walnut Line Replacement Tree Roots

Retreated; will need to replace line.

E. Madison Avenue Tree Roots

Retreated.

F. Review Invoice Mailing Options

Started.

G. Define Project Actions Route 114 & Fairlawn Avenue

Started.

H. Find Water Meter at Brooklyn Location

No Report.

I. Investigate Auto Form Fill and Online Bill Pay

No Report.

J. Implement Corrective Actions Resulting from FY21 Audit Summary Findings

Started.

K. Require Auto Draft for Delinquent Account Holders

Future agenda item.

10. Adjournment

On a motion duly made, second and carried, the Board adjourned its July 26, 2022, meeting.

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

Voting No: None.

The Fairlawn Sewer Authority Board of Directors will meet 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.

