

Fairlawn Sewer Authority Board of Directors Meeting  
Minutes  
July 25, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, July 25, 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; Mr. Joseph Sheffey and Mr. Christopher Stafford. Absent: Mr. Tom Lillard, Vice Chair.

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 July 25, 2023, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

A quorum was confirmed with three (3) members present. Mr. Sheffey arrived at 6:12 p.m. Mr. Lillard was absent.

2. Approval of the Agenda

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board accepted the July 25, 2023, agenda with the following addition:

- Action Items New Business, Hazel Hollow Road

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

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 June 27, 2023, Fairlawn Sewer Authority Board of Directors meeting (with correction to #6.

Action Items Old Business, B. Approve FY 23/24 Budget, to read: Mr. Setliff officially requested an agenda item be placed for the next meeting to appoint a Board member to track financials and budget performance), the Financial Statements for the month of June 2023, the Delinquency Report 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. Estimates for A Potential Hickman Cemetery Road PER

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board tabled the pursuit of obtaining estimates for a Preliminary Engineering Report (PER) for a potential Hickman Cemetery sewer expansion project and place this item on the To Do List.

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

Voting No: None.

Absent: Mr. Lillard.

### B. Secure Volunteer Responsible for Budget Tracking and Financial Report Generation

Mr. Miles will contact Mr. Lillard to discuss possibly taking responsibility for tracking the Authority's budget and financial report generation. Mr. Stafford advised he would consider these responsibilities if he is reelected and reappointed to the Board.

### C. Board Member Feedback Relative to Potential Expansion Along Brooklyn Road

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board authorized removal of the potential expansion along Brooklyn Road from the To Do List.

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

Voting No: None.

Absent: Mr. Lillard.

#### D. Verbal Update Related to St. Albans Sewer Blockages

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board approved to approach Thompson and Litton for development of construction design and costs for installation for a gravity feed sewer line installation for the St. Albans campus. FSA has agreed to participate in funding a portion of the new line installation.

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

Voting No: None.

Absent: Mr. Lillard.

Mr. Setliff will meet with Jesse Miller, VDOT, on Tuesday, August 1, 2023, at 10 a.m.

#### 6. Action Items (Old Business)

##### A. Develop A List of Potential Board Members

The Board solidified its list of four (4) recommended Board member candidates for appointment: Mr. Dale White, Mr. Armand Parah, Mr. Eddie Campbell and Mr. Benny Harp.

##### B. Board Member Feedback Regarding IT Business Solution Providers RE: OPERATING SYSTEM

Mr. Setliff met with Peppers Ferry staff members and reviewed desktop QuickBooks. The staff members relayed their favorable impression of the tightly integrated system. He also advised of the auditor's positive reinforcement of the system.

The Board agreed to further exploration regarding IT Business Solutions with Mr. Setliff speaking with Will (Bookkeeping Service) and Mr. Setliff and Mr. Sheffey meeting with Town of Dublin representatives to review their system.

##### C. Use Our Invoice to Sell Advertising Space

Mr. Setliff to draft correspondence regarding the selling of advertising space on the Authority's invoice.

## 7. Informational Items

### A. PSA Work Hours

The PSA Work Hours reports for May and June 2023 were reviewed.

### B. Fairlawn Avenue Bid Has Been Released

The Board reviewed correspondence from the Virginia Department of Transportation (VDOT) advised the land use permit for the Fairlawn Avenue project has been satisfactorily completed and the surety bond has been marked complete and mailed to H.T. Bowling, Inc.

### C. Verizon Costs to Add Long Distance to the Fax Line

The Board reviewed documentation regarding costs to add Verizon long distance to the Bookkeeping Service's fax line.

### D. PFRWA Board Appointments

The Board reviewed information regarding Pulaski County's Peppers Ferry Regional Wastewater Treatment Authority Board of Directors appointments.

### E. Capital and Operation Budgeting Reserves

The Board reviewed correspondence from Gordon Jones, CPA, Member, Robinson, Farmer, Cox Associates, regarding recommendations for operating and capital reserves.

## 8. Attorney Comments

No comments.

## 9. To Do Listing

### A. Eliminate Fax Lines at Bookkeeping Service

Replace with email to be implemented by years end (Board's responsibility)

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

Mr. Sheffey (In Progress)

C. Remove Brush and Trees Along Madison and Retreat with Root Control

4th Quarter

D. CCTV Walnut, Rose and Pine Streets

August meeting, Authority will have responses to RFP/RFQ to review

E. Hickman Sewer Extension

Tabled

#### Items for Future Consideration

A. Define Project Actions Route 114 and Fairlawn Avenue

On hold.

B. Investigate Online Bill Pay

No report.

#### For Your Information

Mr. Setliff relayed a conversation he had with Mark Wiley, who advised that he made it a lease violation for tenants at Schooler Station Apartments who fail to sign up for utilities and place them in their name.

Mr. Setliff posted audited financial statement on the Authority's website and in the local newspapers.

Mr. Setliff updated the Board members on Tara Lane sewer line damage from Public Service Authority water line work.

#### 10. Adjournment

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board adjourned its July 25, 2023, meeting.

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

Voting No: None.

None: Mr. Lillard.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, August 22, 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.

