

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

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, July 23, 2024, at 6 p.m. in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Facility, 7797 Mason Street, in Fairlawn, Virginia, the following members were present: Mr. Dennis Setliff, Chair; Mr. Benny Harp; Mr. Randy Miles; Mr. Christopher Stafford; 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 July 23, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:08 p.m.

A quorum was confirmed with five (5) members present.

2. Approval of the Agenda

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board accepted the July 23, 2024, agenda with the following revisions:

- Addition to Action Items New Business: Remote Participation Policy
- Modification to Informational Items - Consent Items: Line Blockage Along Brandon Avenue

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

Approval of Minutes

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved the minutes from the June 25, 2024, Fairlawn Sewer Authority Board of Directors meeting.

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

Financial Matters

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved the Financial Statements for June 2024, the Customer Account Status/Delinquency Reports and the current Budget Status.

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

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board authorized correspondence be drafted to Randy Sweeney to present a repayment plan and for the Authority to forgive penalty and interest on the account upon acceptance of the payment plan.

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

5. Informational Items

Mr. Setliff advised of the following:

Babcock Furniture has closed all stores, including the Fairlawn location.

The Halloween and Toteboys (wholesale and liquidation) stores along with a salon have recently opened.

Kenny Bratton has expressed interest in joining the Authority's Board of Directors.

145 customers are using auto draft services to pay invoices.

A. PSA Work Hours

The Board reviewed the PSA Work Hours report for June 2024.

B. Walnut, Pine and Rose Line Replacement Project Bid Date Is Postponed

The Walnut, Pine and Rose Line Replacement Project Bid Date is postponed; Board members reviewed a report and update issued July 15, 2024.

C. Line Blockage Along Brandon Avenue

The line along Brandon Avenue was jetted and chemicals brought in to kill tree roots. CCTV work to be completed and future action may include the replacement of segments of pipe.

6. Action Items (New Business)

A. Review of Latest Legislation RE: SERVICE TERMINATION

The Board reviewed information from the Authority's Attorney concerning the latest legislation regarding service termination for utilities. The Authority does not meet the definition of a utility as defined nor does the Authority report to the State Corporation Commission. The Authority also does not terminate service until an account is ninety (90) days delinquent.

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board approved placing the disconnection policy on the Authority's website, placing a note on the invoice and providing information to customers establishing service.

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

Voting No: None.

B. Remote Participation Policy

On a motion by Mr. Sheffey, second by Mr. Harp and carried, the Board approved the remote participation policy.

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

Voting No: None.

7. Action Items (Old Business)

A. Finalize and Publish Position Profile for System Superintendent

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board accepted the revised position profile for system superintendent and authorized the actions for posting.

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

8. Attorney Comments

None.

9. To Do Listing (Highlighted Items Are Being Worked on Currently)

A. Walnut, Rose and Pine Streets - Bid documents posted.

10. Additional Items for Future Consideration

A. Define Project Actions Route 114 - On hold.

B. Auto Fill Forms - No report.

C. Hickman Cemetery Extension PER - On hold.

D. Belspring Estates Installation Project - Mr. Stafford to inquiry about FSA's portion of grant funds received.

11. Adjournment

On a motion by Mr. Sheffey, second by Mr. Harp and carried, the Board adjourned its July 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, August 27, 2024, at 6 p.m., in the Administration Conference Room of the

Peppers Ferry Regional Wastewater Treatment Authority, 7797 Mason Street, in Fairlawn, Virginia.