

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
July 22, 2025

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, July 22, 2025, 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; and Mr. Randy Miles. Absent: Mr. Joseph Sheffey and Mr. Christopher Stafford.

Staff members participating included Mr. Theodore “TJ” Cox, Superintendent and Ms. Ashley Edmonds, Recording Secretary.

Guest present: Mr. Kenny Bratton.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the July 22, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:02 p.m.

A quorum was confirmed with three (3) members present. Mr. Sheffey and Mr. Stafford were absent.

Approval of Agenda

On a motion by Mr. Harp, second by Mr. Miles and carried, the Board approved the agenda as presented.

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

Voting No: None.

Absent: Mr. Sheffey and Mr. Stafford.

Approval of Minutes

On a motion by Mr. Harp, second by Mr. Miles and carried, the Board approved the minutes from the June 24, 2025, Fairlawn Sewer Authority Board of Directors meeting with corrections to #2. Information Points, Walnut Mandrel Feedback.

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

Voting No: None.

Absent: Mr. Sheffey and Mr. Stafford.

Citizen Comments

There were no citizen comments.

2. Information Points

PSA Support Hours

The Board reviewed Public Service Authority work hours for June 2025.

Water Turn Off Report Implemented End of June

Water Turn Off Report which was implemented at the end of June was reviewed.

Rural King Manhole Replacement Is Tentatively Scheduled for the Week of August 3, 2025

Rural King manhole replacement is tentatively scheduled for the week of August 3, 2025.

Sweeney Communication

The Board reviewed the correspondence to be sent to the Sweeneys regarding the status of their delinquent account balance.

DEQ Notification of Overflow on Oxford Avenue

The Board reviewed the notification sent to the Virginia Department of Environmental Quality (DEQ) on June 28, 2025, regarding an overflow at 6726 Oxford Avenue resulting from an excessive amount of rainfall measured at 3.5" occurring in less than one (1) hour.

3. Action Matters

Confirmation of Final Payment for Rose Retainage Plus Pine Street Manhole Rehabilitation

On a motion by Mr. Harp, second by Mr. Miles and carried, the Board authorized release of payment for Rose Street retainage and Pine Street manhole rehabilitation.

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

Voting No: None.

Absent: Mr. Sheffey and Mr. Stafford.

Direction Setting Based Upon QuikWater Customer Feedback

The Board reviewed QuikWater customer summary notes and will move forward with the development of a contract for services.

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for July 2025 and five (5) year plan.

5. Attorney Comments

None.

6. Administrative Reports

The Board reviewed the Administrative Reports to include Financial Statement for June 2025, the current Budget status through June 2025 and committed balance as of July 2025.

The monthly delinquent accounts report was not available for review during or after the meeting. T.J. Cox, Superintendent, is the process owner for report development and will provide this document for inclusion in future board meeting distributions.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, August 26, 2025, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Facility, 7797 Mason Street, in Fairlawn, Virginia.

10. Adjournment

On a motion by Mr. Harp, second by Mr. Miles and carried, the Board adjourned its July 22, 2025, meeting.

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

Voting No: None.

Absent: Mr. Sheffey and Mr. Stafford.

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

- Further reduce operating costs
- Rural King Manhole Replacement
- Research Line Issue Between Fu Lin and Rural King

Additional Items for Future Consideration

- Define Project Actions Route 114 - On hold.
- Auto Fill Forms
- Hickman Cemetery Extension - On hold.
- Belspring Estates Installation Project - On hold.
- Brooklyn CCTV Investigation
- Brandon Line Blockages