

Fairlawn Sewer Authority Board of Directors Meeting  
Minutes  
July 28, 2026

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, July 28, 2026, 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. Kenny Bratton; Mr. Benny Harp; Mr. Randy Miles; Mr. Dennis Setliff, Chair and Mr. Christopher Stafford.

Staff members participating included Ms. Ashley Edmonds, Recording Secretary and Mr. T.J. Cox, Superintendent.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the July 28, 2026, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:05 p.m.

A quorum was confirmed with five (5) members.

Approval of Agenda

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

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

Voting No: None.

Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the minutes from the June 23, 2026, meeting of Fairlawn Sewer Authority Board of Directors.

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

Voting No: None.

Citizen Comments

There were no citizen comments.

## 2. Information Points

### PSA Support Hours

The Public Service Authority work hours for June 2026 were not available for review.

### Dudley Ferry Road Overflow

The Board reviewed the notification sent to the Virginia Department of Environmental Quality (DEQ) on June 28, 2026, regarding an overflow at 5980 Dudley Ferry Road resulting from a manhole where portions of the concrete structure had broken away and the failed components blocked the outflow from the manhole. Tree roots and miscellaneous debris further added to the blockage.

### First Bank & Trust Interest Rate = 3.11%

First Bank & Trust Interest Rate is down from 3.14% from 3.11%.

### Invoices Were Mailed On-Time This Month

Receipt of timely water readings allowed DocuSend to send invoices on the next day. Also, ACH was entered and received with no issues.

### First Steps Regarding Water Meter Topic Have Been Taken

A lunch meeting was held with Mr. Setliff, Mr. Cox, and Mr. Josh Tolbert, Deputy Director, Pulaski County Public Service Authority, regarding steps to address water meter inefficiencies. Subsequent meetings will be held to pursue options such as reading meters more frequently, and working on grant applications to secure funding for water meter replacement.

### Check Payment Scenario

Digital Checks, which can be printed and mailed, to be ordered.

### QuickBooks Status

The Board reviewed the notes on the status of QuickBooks. Mr. Setliff advised the Authority will have a process manual for QuickBooks.

### DocuSend and Post Office Delivery Metrics

The Board members reviewed DocuSend and Post Office delivery performance metrics from February 2026 - June 2026.

### 3. Action Matters

#### Randy Miles' Term Expires Next Month

Mr. Miles requested not to be reappointed to the Board. A list of potential candidates will be compiled and reviewed for submission to the Board of Supervisors for appointment.

#### Define Invoice Approval Tree - Who Are the Primary Approval Sources?

Mr. Setliff and Mr. Harp will be the primary approval sources.

#### PFRWTA Board Alternate Recommendation Status

The Pulaski County Board of Supervisors at their July 27, 2026, meeting appointed Mr. Bennett Harp, as the alternate for Mr. Chris Stafford on the Peppers Ferry Regional Wastewater Treatment Authority Board of Directors. Notification has been sent to Mr. Harp and Mr. Ryan Hendrix, Executive Director, Peppers Ferry Regional Wastewater Treatment Facility.

#### Begin Drafting Our Next Newsletter?

Items to be considered for placement in the next newsletter:

- Updates on projects (completed and upcoming)
- Cost saving measures utilized by Authority
- Request usage of email invoices and ACH by customers

Mr. Setliff will bring a draft newsletter for review at the August 25, 2026, meeting.

### Alternative Payment Plan for T.J. Cox

On a motion by Mr. Stafford, second by Mr. Harp, and carried, the Board authorized deferring payments to T.J. Cox as discussed in the meeting.

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

Voting No: None.

### 4. Superintendent's Report

The Board reviewed the Superintendent's activity report for June 16, 2026 - July 21, 2026.

### 5. Attorney Comments

There were no Attorney Comments.

### 6. Administrative Reports

The Board reviewed the Administrative Reports to include Delinquent Accounts Status, 2026 Rate Change Confirmation, Individual Account Payment Status, Financial Statement for June 2026, the current Budget status through June 2026 and outstanding obligations through June 2026.

### 7. Consideration of Matters Presented by Members

None.

### 8. Closed Meeting (If Required)

None required.

### 9. Next Meeting Date

Tuesday, August 25, 2026, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Facility, 7797 Mason Street, in Fairlawn, Virginia.

### 10. Adjournment

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board adjourned its July 28, 2026, meeting.

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

Voting No: None.

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

- Further reduce operating costs (Constant)
- Customer Comment Related to Property Drainage Along Walnut Avenue
- Install QuickBooks Essential at Bookkeeping - Ongoing
- Specific Project Priority: 1. Duke's Root Control Treatment Application, 2. Brooklyn CCTV, 3. Route 114 Smoke Test and CCTV Project Evaluation, 4. Replacement of Brandon Road Segment

Additional Items for Future Consideration

- Auto Fill Forms
- Hickman Cemetery Sewer Extension - On hold.
- Belspring Estates Installation Project - On hold.