

Fairlawn Sewer Authority Board of Directors Meeting  
Minutes  
June 28, 2022

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, June 28, 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 and Mr. Joseph Sheffey. Absent: Mr. Tom Lillard.

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

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

Mr. Setliff welcomed all present and called the June 28, 2022, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:06 p.m.

A quorum was confirmed with four members present. Mr. Lillard was absent.

2. Approval of the Agenda

On a motion by Mr. Sheffey, second by Mr. Hall and carried, the Board accepted the June 28, 2022, agenda with the following additions:

- PCB #4 Results
- Status of St. Albans
- Issues with Auto Draft

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

Voting No: None.

Absent: Mr. Lillard.

3. Citizen Comments

There were no citizen comments.

4. Items of Consent

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

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

Voting No: None.

Absent: Mr. Lillard.

The Board approved the minutes of May 24, 2022, Fairlawn Sewer Authority Board of Directors meeting.

The Board accepted the Financial Statements for the month of May 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. DEQ Warning Letter - Oxford Avenue

Mr. Setliff review the DEQ Warning letter drafted on June 10, 2022. Mr. Setliff advised that DEQ was in receipt of the Authority's letters of explanation for the incident and no further response is required at this time.

B. Order Auto Dialer for Belspring Road Pump Station

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board authorized the purchase and installation of the auto dialer for the Belspring Road Pump Station.

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

Voting No: None.

Absent: Mr. Lillard.

6. Action Items (Old Business)

A. Confirmation of FY23 Rate Structure

On a motion by Mr. Sheffey, carried by Mr. Hall and carried, the Board adopted the following rate schedule: Residential - base rate remains unchanged; the incremental rate changes from \$1.25 to \$2.00 per 1,000 gallons; Commercial - base rate remains unchanged; the incremental rate changes from \$4.40 to \$5.00 per 1,000 gallons to be effective with the July 2022 bills.

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

Voting No: None.

Absent: Mr. Lillard.

Mr. Setliff will advise Mr. Whitaker to get with the Bookkeeping Service to review prior to implementation.

B. Finalize FY23 Budget

On a motion by Mr. Miles, second by Mr. Hall and carried, the Board approved the FY23 budget as presented.

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

Voting No: None.

Absent: Mr. Lillard.

C. Joe and Randy to Update From Their Review of Judy's Registers

The Bookkeeping Service has two (2) books with renter's deposits but it is assumed that the format may not be what the auditor desires. The Chair

will make contact with the auditor to receive the necessary requirements and will schedule a conference with the auditor. The Board discussed compensation for the Bookkeeping staff to translate the data from the ledger to a digital format and conduct the ongoing maintenance.

D. Define Next Steps RE: MAILINGS

Mr. Setliff will contact Wordsprint to request a presentation to the Authority's Board at a future meeting.

E. Joe to Define Resolution Status

On a motion by Mr. Miles, second by Mr. Hall and carried, the Board adopted the Resolution in Recognition and Appreciation to Mr. Joseph W. Guthrie.

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

Voting No: None.

Absent: Mr. Lillard.

Signatures will be obtained and Mr. Sheffey will reach out to Mr. Guthrie to present.

7. Informational Items

A. PSA Work Hours

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

B. DEQ Overflow Report - Belspring Road

The Board reviewed the correspondence sent to the Department of Environmental Quality (DEQ) regarding an overflow that occurred at 6430 Belspring Road on June 16, 2002. Mr. Setliff explained that the overflow occurred due to sewer pump station failure.

C. Fairlawn Avenue Bid Documents Have Been Released

Mr. Setliff advised the Fairlawn Avenue Bid Documents have been released to contractors.

D. Draper Aden Acquired by TRC

Mr. Setliff advised that Draper Aden Associates was acquired by TRC Companies (TRC).

E. Delegation Log

The Board reviewed the delegation log and discussed the status for filling the Chair position next year. The Board also considered adding the hiring of a part-time superintendent as an item on the July 26, 2022, meeting agenda.

F. PCB #4 Results

The PCB #4 results are back; however, they have not been received.

G. Status of St. Albans

St. Albans (at the Old Carilion Radford University complex) has been sold to Pyramid Healthcare, Inc.

H. Issues with Auto Draft

First Bank & Trust and Mr. Whitaker worked to resolve issue with auto draft.

8. Attorney Comments

No comments.

9. To Do Listing

A. Brooklyn Road Sewer Extension

No report.

B. Hickman Sewer Extension

No report.

C. Riverbluff Sewer Extension

No report.

D. Riverbend Sewer Extension

Project stopped.

E. Change Pump Stations to Wireless  
Partially completed.

F. Belspring Estates Sewer Service

Project stopped.

G. Walnut Line Replacement Tree Roots

No report.

H. Madison Avenue Tree Roots

No report.

I. Review Invoice Mailing Options

Started.

J. Define Project Actions Route 114 & Fairlawn Avenue  
Started. Bids to be due in middle of July 2022.

K. Find Water Meter at Brooklyn Location

No Report.

L. Duke's To Retreat Specific Sewer Lines

Re-treatment completed on June 8, 2022.

M. Upgrade Wiring at Timberlane Pump Station

Junction boxes ordered and floats to be replaced by transducers.

N. Investigate Auto Form Fill and Online Bill Pay

No Report.

O. Implement Corrective Actions Resulting from FY21 Audit Summary Findings

Started.

P. Require Auto Draft for Delinquent Account Holders

Awaiting Authority's Attorney's response.

10. Adjournment

On a motion by Mr. Sheffey, second by Mr. Hall and carried, the Board adjourned its June 28, 2022, meeting.

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

Voting No: None.

Absent: Mr. Lillard.

The Fairlawn Sewer Authority Board of Directors will meet 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.

