

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
June 25, 2024

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, June 25, 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. Randy Miles; Mr. Christopher Stafford and Mr. Joseph Sheffey. Participating remotely: Mr. Benny Harp.

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

Guests attending: Mr. Corbin Stone, CPA, MBA, Managing Director, Robinson Farmer Cox and Mr. Kenny Bratton.

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

Mr. Setliff welcomed all present and called the June 25, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6 p.m.

A quorum was confirmed with four (4) members present. Participating remotely was Mr. Benny Harp who advised he was in Arlington, Virginia on personal family business.

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board allowed Mr. Harp to participate remotely.

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

Voting No: None.

2. Approval of the Agenda

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board accepted the June 25, 2024, agenda as presented.

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. Harp, second by Mr. Miles and carried, the Board approved the minutes from the May 28, 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 May 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.

5. Informational Items

Mr. Setliff advised of the following:

One hundred and thirty-nine (139) FSA customers are currently using auto draft.

The lines and pump station at Pyramid are to be installed, the last invoice has been received and the drawings are on file at the Bookkeeping Service.

A new tattoo parlor and workout center have opened in Fairlawn; the Salvation Army moved to Dublin.

The New River Resource Authority's Hazardous Household Waste and Shredding Event will be held on August 10, 2024.

A. PSA Work Hours

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the PSA Work Hours report for May 2024 was approved.

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

B. Walnut, Pine and Rose Line Replacement Project Has Been Posted

Bid documents posted and emails sent to previous bidders, H.T. Bowling and Jones & Sons; VDOT notified. Three (3) contractors attended the pre-bid meeting on June 25, 2024: H.T. Bowling, Jones & Sons and Jones Road and Bridge. The bid opening is scheduled for July 16, 2024, at 2 p.m., in the Administration Conference Room, Peppers Ferry Regional Wastewater Treatment Facility.

C. IT Invoice for Rate Revision Updates

Reviewed invoice; reaffirmed approval for payment.

6. Action Items (New Business)

A. Review of FY 22 - 23 Audit

Mr. Stone reviewed the Authority's Fiscal Year Ended June 2023 to include a summary of financial data, key financial ratios, breakdown by type of asset, and revenue breakdown 2019-2023. Mr. Stone advised the Authority received an unmodified, clear opinion with a repeated segregation of duties finding.

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board approved the audit as presented and authorized posting of the audit and publication of the financial statement in the local newspapers.

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

7. Action Items (Old Business)

A. Approve the Budget for FY 24-25

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board adopted the FY 24-25 budget as presented.

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

B. Finalize and Publish Position Profile for System Superintendent

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board approved finalizing and publishing an abbreviated summary of the position profile for a system superintendent.

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

C. Define Next Steps for Belspring Estates

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board determined to take no action concerning Belspring Estates at this time.

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

Mr. Stafford will inquire about the \$50,000.00 grant award for Belspring Estates.

8. Attorney Comments

Mr. Durbin will update the remote participation policy to be considered by the Board at their July 23, 2024, meeting.

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

- A. Walnut, Rose and Pine Streets - Bid documents posted; pre-bid meeting held and bid opening scheduled.
- B. Belspring Estates Funding Investigation - No action taken; inquiry into \$50,000.00 grant award.

10. Additional Items for Future Consideration

- A. Investigate Investment Schedules in June - No movement at this time.
- B. Define Project Actions Route 114 - On hold.
- C. Auto Fill Forms - No report.
- D. Hickman Cemetery Extension PER - On hold.

11. Adjournment

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board adjourned its June 25, 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, July 23, 2024, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority, 7797 Mason Street, in Fairlawn, Virginia.