

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
June 24, 2025

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, June 24, 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; Mr. Randy Miles; and Mr. Christopher Stafford. Absent: Mr. Joseph Sheffey.

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

Guests present: Mr. Gordon B. Jones, CPA, Director, Robinson, Farmer, Cox Associates and Mr. Kenny Bratton.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the June 24, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:02 p.m.

A quorum was confirmed with four (4) members present. Mr. Sheffey was absent.

Approval of Agenda

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the agenda with a correction to the meeting location.

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

Voting No: None.

Absent: Mr. Sheffey.

Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the minutes from the May 27, 2025, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.

Absent: Mr. Sheffey.

Citizen Comments

There were no citizen comments.

2. Information Points

PSA Support Hours

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

Water Turn Off Report Implements End of June

T.J. Cox to assume responsibilities for the water turn off report and will collaborate with the Bookkeeping Service.

Rural King Manhole Replacement Is Tentatively Scheduled for July 2025

The Authority will communicate with Bill Cunningham to prepare for any possible disruptions.

Repair Application to the Pine Street Manhole Is Scheduled for June 21, 2025

The repair application to the Pine Street Manhole is complete.

Walnut Mandrel Feedback

The Walnut sewer line requires a successful test with mandrel before project may be closed.

Bookkeeping Computer Status

The power supply for the computer was replaced.

Customers Using ACH

One hundred seventy-eight (178) customers are using ACH to pay their invoices.

Former Food Lion Shopping Center

The former Food Lion shopping center has been sold. There will be some modifications completed of the existing spaces.

3. Action Matters

Presentation and adoption of the FY24 Audit Report

Mr. Gordon B. Jones, CPA, Director, Robinson, Farmer, Cox Associates, presented the audit for Fiscal Year Ended June 30, 2024, which included a summary of financial data, key financial ratios 2020-2024, breakdown by type of asset 2020-2024, revenue breakdown 2020-2024 and required communication to those in charge of governance. The auditors issued an unmodified report with no significant deficiencies identified. The Governing Auditing Standards report notes a finding related to segregation of duties resulting from the bookkeeping company only having two (2) who are related.

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board accepted the audit report for Fiscal Year Ended June 30, 2024, as presented.

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

Voting No: None.

Absent: Mr. Sheffey.

Board Emeritus Nomination and Election

The Board decided to discontinue with placement of this item on future meeting agendas.

Board Member Nominations

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board nominated Mr. Kenny Bratton to serve on the Fairlawn Sewer Authority

Board of Directors and recommended his appointment to the Pulaski County Board of Supervisors for consideration.

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

Voting No: None.

Absent: Mr. Sheffey.

Adopt FY26 Budget

Mr. Setliff advised of redistributed funds in the proposed budget to allow for minor adjustments to expenses regarding Peppers Ferry and insurance.

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board adopted the FY 2026 Budget as presented.

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

Voting No: None.

Absent: Mr. Sheffey.

Confirm System Recommendation

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board authorized the purchase of a new computer and replacement of the current operating system with Quikwater/QuickBooks integration.

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

Voting No: None.

Absent: Mr. Sheffey.

Approval of Communication to Fu Lin

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the correspondence drafted to Fu Lin as presented.

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

Voting No: None.

Absent: Mr. Sheffey.

The correspondence will be hand delivered to Fu Lin with copies provided to Bill Cunningham and the Peppers Ferry Regional Wastewater Treatment Authority.

4. Superintendent's Report

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

5. Attorney Comments

Comments from the Authority's attorney were included in the correspondence to Fu Lin.

6. Administrative Reports

The Board reviewed the Administrative Reports to include the Customer Status/Delinquency Reports, Financial Statement for May 2025, the current Budget status and outstanding obligations for June 2025.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, July 22, 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 duly made, second and carried, the Board adjourned its June 24, 2025, meeting.

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

Voting No: None.

Absent: Mr. Sheffey.

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