

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
March 26, 2024

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, March 26, 2024, 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. Benny Harp; Mr. Randy Miles; Mr. Christopher Stafford and Mr. Joseph Sheffey.

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

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

Mr. Setliff welcomed all present and called the March 26, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:01 p.m.

A quorum was confirmed with (5) members present.

2. Approval of the Agenda

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board accepted the March 26, 2024, agenda, with the addition of 6. Action Items Old Business, Belspring Estates.

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

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the minutes from the February 27, 2024, Fairlawn Sewer Authority Board of Directors meeting; Financial Statements for February 2024, the Delinquency Reports and the review of the current Budget Status.

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

5. Action Item (New Business)

A. Nomination and Election of A New Board Chairperson

Mr. Setliff will continue as Chair for an additional three (3) months.

B. Nomination and Election of A New Board Vice Chairperson

There was no nomination or election of a new Board Vice Chairperson at this meeting.

C. Customer Contact Form Usage

The Board reviewed and agreed to implement usage of the customer contact form as presented.

6. Action Items (Old Business)

A. Review Plan for Auto Fill Forms - Joseph Sheffey Responsibility

No report given.

B. Finalize Rate Structure for Upcoming Fiscal Year

On a motion by Mr. Sheffey, second by Mr. Harp and carried, the Board approved the advertisement of the revision of rates to reflect a 50¢ increase to incremental rates per 1,000 gallons for residential customers and \$1 increase to incremental rates per 1,000 gallons for commercial customers.

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

C. Resolution Approval FY 2024-25 Rate Structure

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board adopted the Resolution Providing for Advertisement and Holding of A Public Hearing on Amended Sewage Rates of the Pulaski County Sewerage Authority D/B/A Fairlawn Sewer Authority.

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

RESOLUTION PROVIDING FOR ADVERTISEMENT AND HOLDING OF A PUBLIC HEARING ON AMENDED SEWAGE RATES OF THE PULASKI COUNTY SEWERAGE AUTHORITY D/B/A FAIRLAWN SEWER AUTHORITY

WHEREAS, as provided in Section 15.2-5136 of the Code of Virginia, 1950, as amended, water and waste authorities may adjust, from time to time, rates charged for services rendered after due advertisement and the holding of a public hearing on such topic; and

WHEREAS, the Pulaski County Sewerage Authority d/b/a Fairlawn Sewer Authority has determined through its Board of Directors to hold a public hearing on the preliminary rate schedule, set forth below, and schedule said hearing for May 28, 2024, at 6:00 p.m.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PULASKI COUNTY SEWERAGE AUTHORITY D/B/A FAIRLAWN SEWER AUTHORITY:

A public hearing will be held on the rate schedule set forth below on May 28, 2024, at the Pulaski County Innovation Center, New River Room at 6:00 p.m. and the advertisement of same is hereby approved.

Preliminary Rate Schedule: the following preliminary rate schedule is hereby approved for advertisement:

- Residential - base rate remains unchanged. The incremental rate changes from \$3.00 to \$3.50 per 1,000 gallons.

- Commercial - base rate remains unchanged. The incremental rate changes from \$6.00 to \$7.00 per 1,000 gallons.
- Effective Date of New Rates: Upon approval, the rate revisions will be implemented with the July bills.

CERTIFICATION OF ADOPTION

The aforementioned Resolution was adopted by a majority of the Members of the Authority during open meeting at the Authority's regular meeting held on March 26, 2024, by the following votes.

AYES: 5

NAYS: 0

ABSTENTIONS: 0

ABSENCE: 0

D. Approval of Newsprint Publication FY 2024-25 Rate Structure

On a motion by Mr. Sheffey, second by Mr. Harp and carried, the Board approved the scheduled advertisement of the proposed FY 2024 - 25 rate structure and public hearing in local newspapers.

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

E. Refine Draft Budget for Upcoming Fiscal Year

The Board reviewed and updated projected audit costs, wages, employment taxes and consulting costs.

F. Review Draft Position Profile for System Superintendent

Mr. Setliff relayed his and Mr. Sheffey's experience with Dr. Davis regarding a compensation study with the Peppers Ferry authority and advised of sending the draft position profile to Dr. Davis for review and feedback.

G. Review Draft of Our Next Newsletter to Include Timing of Release

The Board decided to separate the current draft into two (2) with releases in April and May 2024.

H. Update Delegation Log for 2024

The Board reviewed the Delegation Log.

I. Board Members to Provide Names for the Prospective Member Listing

The Board reviewed the prospective member listing and added Mr. Joseph Trigg.

J. Belspring Estates

The Board concluded to move forward on Belspring Estates' request and will reach out County staff to ask Pulaski County to include a sewage request along with their water submission. The Board will relay to Belspring Estate's that the Authority is pursuing financial assistance with these projects based upon their request; however, the Authority reaffirmed its position relative to execution of a sewer project communicated in March 2023 to include the requirement for the developer's contribution to remain in place for the Authority's consideration to move forward if favorable feedback is received.

7. Informational Items

A. PSA Work Hours

The PSA Work Hours reports for February 2024 were reviewed.

8. Attorney Comments

No comments.

9. To Do Listing

A. Investigate Costs to Provide Auto Fill Forms on Authority's Website

Mr. Sheffey - In progress

B. Walnut, Rose and Pine Streets - Begin Quotation Process

Items for Future Consideration

A. Hickman Sewer Extension PER

No report.

B. Investigate Investment Schedules in June

No report.

C. Define Project Actions Route 114

On hold.

D. Investigate Infrastructure Capabilities to Support Belspring Road
Apartment Complex

On Hold.

E. Treat Madison by Duke's Root Control

In Progress.

11. Adjournment

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board adjourned its March 26, 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, April 23, 2024, at 6 p.m., in the Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Administration Building, 7797 Mason Street, in Fairlawn, Virginia.