

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
May 23, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, May 23, 2023, at 6 p.m. in the New River Room of the Pulaski County Innovation Center, 6580 Valley Center Drive, in Fairlawn, Virginia, the following members were present: Mr. Dennis Setliff, Chair; Mr. Tom Lillard, Vice Chair; Mr. Randy Miles; Mr. Joseph Sheffey and Mr. Christopher Stafford. 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 May 23, 2023, 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 arrived at 6:06 p.m. and all members were in attendance.

2. Approval of the Agenda

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board accepted the May 23, 2023, agenda with the following addition:

- Action Items New Business, Final Invoice RE: H.T. BOWLING

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

Voting No: None.

Absent: Mr. Sheffey.

3. Public Hearing

Mr. Setliff opened the Public Hearing on the Proposed Revision of Sewer Rates.

There were no individuals present and no written comments were submitted.

Mr. Setliff closed the Public Hearing.

4. Items of Consent

On a motion by Mr. Sheffey, second by Mr. Lillard and carried, the Board

approved all Items of Consent to include the minutes from the April 25, 2023, Fairlawn Sewer Authority Board of Directors meeting, the Financial Statements for the month of April 2023, the Delinquency Reports, the review of the current Budget Status and PSA work hours.

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

Voting No: None.

5. Action Item (New Business)

A. Approve Quotation for Additional CCTV Work

On a motion by Mr. Stafford, second by Mr. Lillard and carried, the Board approved the CCTV project with Hurt & Proffitt along Walnut, Pine and Rose with funding not to exceed \$7,000.00 and to send notification to affected customers.

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

Voting No: None.

The tentative date for commencement is the first week of June 2023. Mr. Setliff will serve as the Authority's primary contact with Mr. Lillard as secondary contact.

B. Approve Fairlawn Avenue Change Order #1 and Final Invoice

On a motion by Mr. Sheffey, second by Mr. Lillard and carried, the Board approved H.T. Bowling, Inc.'s Change Order #1 for \$1,408.00 for charges related to the placement, grading and compacting of gravel in an alley way (3 loads of gravel), VDOT LUP Permit Fee with 10% markup and fees related to Policy #GM226195 for the VDOT Performance Bond.

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

Voting No: None.

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved the final invoice from H.T. Bowling for the Fairlawn Avenue Project in the sum of \$56,188.00 and to reallocate funds from the money market to the checking account for payment in full.

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

Voting No: None.

C. Approve Quotation for IT Work to Support Rate Revisions

On a motion by Mr. Lillard, second by Mr. Stafford and carried, the Board approved a quote from Mike Whitaker DBA Customized Computers for \$100.00 for Information Technology services associated with the implementation of proposed rate revisions.

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

Voting No: None.

6. Action Items (Old Business)

A. Provide Input Into Budget Plan

The following revisions were provided for the proposed budget:

- A 5% increase to Labor/Maintenance & Equipment (\$52,500.00) to Pulaski County
- Telephone: Six (6) months of fax services to be factored into the proposed budget with service to be discontinued after this period. Assistance with dedicated email account offered to the Bookkeeping service for Authority business use.

B. Annie Akers Road Delinquency Final Statement

Mr. Setliff relayed his correspondence with Austin J. Cummings, Principal Broker and Owner, GRAVITY Real Estate Group, with the Board members and advised payment in the amount of \$160.00 was received.

C. Fairlawn Avenue Future Plans

The Board concurred with the recommendation of the Authority's Attorney to not pursue liquated damages and to add additional language to contracts in the future.

7. Informational Items

A. PSA Work Hours

The Board reviewed and accepted the PSA Work Hours report for April 2023.

B. New Invoice Format Has Been Implemented

Implementation occurred with the May invoices. Mr. Setliff expects for there to be some feedback from the Authority's customer base and will share any received with the Board.

C. Thank You Letter for Hazen and Sawyer Plus Ryan Hendrix

The Board reviewed correspondence drafted to Janice Carroll, P.E., Vice President, Hazen and Sawyer, to advise of the Authority's appreciation of their assistance with a customer's inquiry regarding the possible relocation of the Fairlawn flume and corresponding flow measuring devices.

Mr. Setliff also advised that on behalf of the Authority a \$100.00 gift card was presented to Lee Bentley, Construction Inspector, Pulaski County, for his expertise and efforts during the Fairlawn Avenue project.

8. Attorney Comments

No comments.

9. To Do Listing

A. Define Short Term Telephone Plans

In progress (Randy Miles).

B. Investigate Authority's Website to Ensure Up to Date and Accurate Content

In progress (Joseph Sheffey).

C. Investigate Costs to Provide Auto Fill Forms On Our Website

In Progress (Joseph Sheffey)

D. Remove Brush and Trees Along Madison and Retreat with Root Control

4th Quarter

E. CCTV Walnut, Rose, and Pine Streets

Quote received.

Items for Future Consideration

A. Brooklyn Road Sewer Extension

No report.

B. Hickman Sewer Extension

Future agenda item/project.

C. Define Project Actions Route 114 and Fairlawn Avenue

On hold.

G. Investigate Online Bill Pay

No report.

10. Adjournment

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board adjourned its May 23, 2023, meeting.

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

Voting No: None.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, June 27, 2023, at 6 p.m., in the Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Administration Building, 7797 Mason Street, in Fairlawn, Virginia.

