

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
May 28, 2024

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, May 28, 2024, 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. 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 May 28, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

A quorum was confirmed with (5) members present.

2. Approval of the Agenda

On a motion by Mr. Sheffey, second by Mr. Harp and carried, the Board accepted the May 28, 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. Public Hearing

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

There were no individuals present from the public and no written comments were submitted.

Mr. Setliff closed the Public Hearing.

5. Items of Consent

Approval of Minutes

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved the minutes from the April 23, 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. Harp, second by Mr. Sheffey and carried, the Financial Statements for April 2024, the Delinquency Reports and the review of the current Budget Status were approved.

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

5. Action Items (New Business)

A. Review T & L Draft Plans for Walnut, Pine and Rose Line Project

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the draft plan submitted by Thompson & Litton with feedback.

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

Mr. Setliff will send the discussion items to Thompson & Litton.

B. Initial Review of Draft Audit Material

On a motion by Mr. Sheffey, second by Mr. Harp and carried, the Board approved the draft audit report as presented.

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

A representative from the auditing firm will present the audit at the June 25, 2024, meeting.

C. Board Members to Identify Our Next Prospective Projects for Funding

On a motion by Mr. Harp, second by Mr. Miles and carried, the Board authorized submission to support funding of a sewer project at Riverbend and adjacent parcel.

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

Voting No: None.

6. Action Items (Old Business)

A. Refine Draft Budget for Upcoming Fiscal Year

Updates to telephone and maintenance were reviewed. Revisions to wages, employer taxes, wireless and insurance are to be completed.

B. Review Draft Position Profile for System Superintendent

The Board discussed the average working hours (25 hours) and compensation (\$25.00 per hour) for a system superintendent. The Board authorized Mr. Setliff to adapt the position profile with these changes and feedback from the Board members and work with Dr. Davis on advertisement of the position.

C. Board Members to Identify Our Next Prospective Member

Ms. Edmonds, Recording Secretary, reviewed the following prospective candidates' names: Mr. Charles Haynes, Kenny Bratton, Danny Collins, Dale Quesenberry, Shirley Mann and Joe Trigg. Mr. Setliff will approach Mr. Bratton to gauge his interest concerning membership.

7. Informational Items

Mr. Setliff advised of the following:

The Pulaski County Public Service Authority will commence with water turnoff service for delinquent accounts on June 3, 2024.

One hundred and thirty-six FSA customers are currently using auto draft.

Photos of work at Pyramid were displayed with completion anticipated in mid-June 2024. Mr. Setliff has requested a full set of drawings to be provided to the Authority.

A. PSA Work Hours

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

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

B. Response RE: HICKMAN CEMETERY ROAD REQUEST

Reviewed correspondence sent to Lisa Dignan along with her response.

C. Rural Acres Development

Reviewed the Rural Acres development footprint.

D. May Newsletter Was Published

The May (second submission) newsletter was published.

E. Confirmation of Solution for Village Oaks Retail Location

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board approved the following solution for the Village Oaks retail location: The developer would be responsible to construct a discharge line, install a grease trap from the new retail store to the Authority's manhole with the discharge from the retail store to be pumped and the line would have a clean out included at the existing SHAH property line; the Pulaski County Public Service Authority maintenance would inspect the initial installation and upon completion, the Fairlawn Sewer Authority would own the new installation from the cleanout to the Authority's manhole and any future

maintenance on the limited section of line would be the Authority's and if the customer should experience service disruptions, the Authority would assist in clearing the issues.

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

F. Confirmation of Actions for Grant Submissions

On a motion by Mr. Miles, second by Mr. Harp and carried, the Board approved of the actions associated with grant submissions.

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

G. Confirmation of Discussion and Actions for Future Board Member

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board approved inviting Mr. Kenny Bratton to a future Authority meeting.

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

H. Refine Draft Budget for Upcoming Fiscal Year

Wireless and insurance amounts are needed for draft budget; feedback to be provided at June meeting.

I. Finalize and Publish Position Profile for System Superintendent

On a motion by Mr. harp, second by Mr. Stafford and carried, the Board approved publication of an abbreviated position profile for System Superintendent.

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

On a motion by Mr. Sheffey, second by Mr. Harp and carried, the Board approved costs associated with publication of the position profile for System Superintendent.

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

J. Define Next Steps for Belspring Estates

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board authorized correspondence to be drafted to reflect updated costs for the Belspring Estates project and to reiterate the Authority's requirement of developer to contribute to the costs of the project.

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

8. Attorney Comments

Mr. Durbin will be looking at the prospective legislative actions related to service disruptions based on delinquencies and will provide the Board with guidance relative to the action.

9. To Do Listing

- A. Walnut, Rose and Pine Streets - Out to bid.
- B. Belspring Estates Funding Investigation - On Hold.
- C. Hickman Cemetery Extension PER - On Hold.

Items for Future Consideration

- A. Investigate Investment Schedules in June
- B. Define Project Actions Route 114 - On Hold.
- C. Auto Fill Forms

11. Adjournment

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board adjourned its May 28, 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, June 25, 2024, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority, 7797 Mason Street, in Fairlawn, Virginia.