

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
November 22, 2022

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, November 22, 2022, 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. Randy Miles, Vice Chair; Mr. Joseph Sheffey and Mr. Tom Lillard.

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

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

Mr. Setliff welcomed all present and called the November 22, 2022, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:01 p.m.

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

2. Approval of the Agenda

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board accepted the November 22, 2022, agenda with the following modifications:

- Informational Item: Appointment Letter - The Honorable Christopher Stafford
- Informational Item: Fairlawn Avenue Project Has A Start Date of the Week of December 5, 2022 (Contract with H.T. Bowling attachment)

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

Voting No: None.

3. Citizen Comments

There were no citizen comments.

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 October 25, 2022, Fairlawn Sewer Authority Board of Directors meeting, the Financial

Statements for the month of October 2022, the Delinquency Reports and the review of the current Budget Status.

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

Voting No: None.

Mr. Setliff advised a long term delinquent account (Sweeney) had entered into a payment plan and had paid \$250.00.

5. Action Item (New Business)

A. First Bank Lockbox Proposal

On a motion by Mr. Sheffey, second by Mr. Lillard and carried, the Board authorized review of First Bank & Trust's REMIT software.

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

Voting No: None.

B. Review Draft Customer Newsletter

The Board reviewed the draft customer newsletter. A final draft will be reviewed at the January 2023 meeting with a target date of end of January to mid- February to send to customers.

C. Review Board Member Attendance Summary

The Board reviewed the 2022 Board Member Meeting Attendance sheet. There were no adjustments identified.

D. Establish Our Future Plan Related to Rate Structure

The Board discussed where it would like to see the Authority be in five (5) years and will identify its position on revision of penalties and reconnection fees in 2023.

6. Action Items (Old Business)

A. New Position Posting Status

The Board discussed position profile(s) for Administrative and/or Financial personnel.

B. Review Draft Contract Related to Printing Services

At this time, the contract has not been signed by Wordsprint.

7. Informational Items

A. PSA Work Hours

The Board reviewed and accepted the PSA Work Hours report for October 2022. Mr. Setliff advised the Board members that the thirty-two (32) hours of manhole repair were actually County related. He asked Pulaski County staff to only report maintenance hours requested by or specifically related to the Fairlawn Sewer Authority.

B. Feedback Regarding Renter Deposit Summary

The Board reviewed correspondence from Gordon Jones, Robinson Farmer Cox Associates, who accepted the Authority's plan for reporting renter deposits.

C. FOG Request to Starbucks

The Board reviewed correspondence sent to Starbucks regarding the Authority's FOG program.

D. Accounts with Their Water Turned Off

Mr. Setliff advised that all but two (2) accounts have paid.

E. Feedback Has Been Provided to VDOT Related to the Intersection of Route 114 and Route 11

Mr. Setliff reported that VDOT requested to know where sewer lines are along with elevations.

F. Fairlawn Avenue Project Has A Start Date of the Week of December 5, 2022

The Board reviewed the contract with H.T. Bowling and correspondence to be sent to accountholders and affected community stakeholders.

G. Advertising Inquiry with Lowes

The Board reviewed a proposed email to be sent to Lowes regarding advertising on the Authority's invoices.

8. Attorney Comments

No comments.

9. To Do Listing

A. Review Invoice Mailing Options

Implementation Phase.

B. Require Auto Draft for Delinquent Account Holders

Started.

C. Replace Fairlawn Avenue Line Segment

Waiting on Contractor.

Items for Future Consideration

A. Brooklyn Road Sewer Extension

No report.

B. Hickman Sewer Extension

No report.

C. Define Project Actions Route 114 and Fairlawn Avenue

D. Walnut Line Replacement Tree Roots

Retreated.

E. Madison Avenue Tree Roots

Retreated.

F. Find Water Meter at Brooklyn Location

No report.

G. Investigate Auto Form Fill

No report.

H. Investigate Online Bill Pay

No report.

Mr. Setliff proposed January 7, or January 28, 2023, for prospective dates for dinner with Mr. Adam Hall.

10. Adjournment

On a motion by Mr. Lillard, second by Mr. Sheffey and carried, the Board adjourned its October 25, 2022, meeting.

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

Voting No: None.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, January 24, 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.

