

Fairlawn Sewer Authority Board of Directors Meeting  
Minutes  
September 26, 2023

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, September 26, 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, the following members were present: Mr. Dennis Setliff, Chair; Mr. Randy Miles and Mr. Joseph Sheffey. Absent: 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 September 26, 2023, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:01 p.m.

A quorum was confirmed with three (3) members present. Mr. Stafford was absent.

2. Approval of the Agenda

On a motion by Mr. Sheffey, second by Mr. Miles and carried, the Board accepted the September 26, 2023, agenda, as presented.

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

Voting No: None.

Absent: Mr. Stafford.

3. Citizen Comments

There were no citizen comments.

4. Items of Consent

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board approved all Items of Consent to include the minutes from the August 22, 2023, Fairlawn Sewer Authority Board of Directors meeting, the Financial Statements for the month of August 2023, the Delinquency Report and the review of the current Budget Status.

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

Voting No: None.

Absent: Mr. Stafford.

## 5. Action Item (New Business)

### A. Budget Adjustment Recommendations

On a motion by Mr. Sheffey, second by Mr. Miles and carried, the Board approved reallocation of \$207.00 towards insurance and reallocation of \$300.00 to the telephone line items.

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

Voting No: None.

Absent: Mr. Stafford.

### B. Stop Redundant Mailing of Invoices to Customers Receiving Email Invoices

On a motion by Mr. Sheffey, second by Mr. Miles and carried, the Board approved stoppage of the production of paper invoices for those accounts that are receiving electronic invoices.

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

Voting No: None.

Absent: Mr. Stafford.

### C. Board Members to Define Their Strategic Desires for FSA Plus Their Plans for Next Year's Board Chair

Focus on those projects as prioritized in Draper Aden plus whatever comes to the attention of the Authority, i.e., Rose, Pine, Walnut Streets.

Discussion regarding plans for next years Board chair will continue with a decision at the October 24, 2023, meeting.

### D. Identify Top 3 Candidates for Board Membership

Dale White, Benny Harp and Armand Parah were selected as candidates for Board membership. Mr. Setliff and Mr. Miles will speak to the candidates to assess their willingness to serve.

## 6. Action Items (Old Business)

### A. Define Advertising Rates for Our Invoices

On a motion by Mr. Miles, second by Mr. Sheffey and carried, the Board authorized the following rates for advertising on the Authority's website: ¼: \$100; ½ : 175.00, whole page: \$250.00 with a maximum of two times per quarter with the Authority having approval of what is posted.

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

Voting No: None.

Absent: Mr. Stafford.

## 7. Informational Items

### A. PSA Work Hours

The PSA Work Hours reports for August 2023 were reviewed.

### B. FOG Program Reporting Status

The FOG Program Report was reviewed.

### C. FSA Website Viewer Metrics

The FSA website viewer metrics were reviewed.

### D. The FSA PCB Summary Report Has Been Submitted to PFRWTA

Mr. Setliff advised the FSA's PCB Summary Report has been submitted to Peppers Ferry Regional Wastewater Treatment Authority.

### E. Budget Tracking, Financial Reporting and Check Signer for 2024 Is Secured

Mr. Setliff will continue to provide budget tracking, financial reporting and check signatory services for 2024.

## 8. Attorney Comments

No comments.

## 9. To Do Listing

A. Eliminate Fax Lines at Bookkeeping Service

Replace with email to be implemented by years end (Board's responsibility)

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

Mr. Sheffey (In Progress)

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

4th Quarter

### Items for Future Consideration

A. Hickman Sewer Extension PER

No report.

B. Define Project Actions Route 114 and Fairlawn Avenue

On hold.

C. Investigate Online Bill Pay

No report.

D. Walnut, Rose and Pine Streets

Re-quote line replacements

## 10. Adjournment

On a motion by Mr. Sheffey, second by Mr. Miles and carried, the Board adjourned its September 26, 2023, meeting.

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

Voting No: None.

None: Mr. Stafford.

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

