



**Tuesday March 26, 2024**  
**Fairlawn Sewer Authority Board of Directors Meeting**

**1. Welcome and call to order**

**Subject: Confirmation of a Quorum**

**Type: Information**

A majority of members (3 out of 5) must be in attendance to qualify as a quorum of the Board

**2. Approval of the agenda**

**Subject: Revisions to the agenda**

**Type: Procedural**

All revisions to the published agenda are to be registered and approved prior to discussion

**3. Citizen comments**

**Subject: Citizen comments**

**Type: Procedural**

The Fairlawn Sewer Authority welcomes and appreciates comments and suggestions from the public regarding issues of concern to the Authority.

**4. CONSENT ITEMS 5, 6 and 7**

**5. Approval of minutes**

Subject: Review of minutes from monthly meeting

Type: Decision

Suggestion: Approval of minutes from February 27, 2024 Board meeting

**6. Financial matters**

Subject: Review of monthly statement of revenues and costs

Type: Decision

Suggestion: Approval of financial statement

Subject: Review of customer account status with influence of delinquency

Type: Decision

Suggestion: Approval of account status

Subject: Review of budget performance

Type: Decision

Suggestion: Approval of budget status

7. **Informational items**

Subject: PSA work hours  
Topic: Information

8. **Action items new business**

Subject: Nomination and election of a new Board chairperson  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Nomination and election of a new Board vice-chairperson  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Customer contact form usage  
Topic: Discussion and decision  
Suggestion: Decision

9. **Action items old business**

Subject: Review plan for auto fill forms – Joe Sheffey responsibility  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Finalize rate structure for upcoming fiscal year  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Resolution approval FY24.25 rate structure  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Approval of newsprint publication FY24.25 rate structure  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Refine draft budget for upcoming fiscal year  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Review draft position profile for system superintendent  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Review draft of our next newsletter to include timing of release  
Topic: Discussion and decision  
Suggestion: Decision  
Material will be available at or prior to our meeting

Subject: Update delegation log for 2024  
Topic: Discussion and decision  
Suggestion: Decision

Subject: Board members to provide names for the prospective member listing  
Topic: Discussion and decision  
Suggestion: Decision

**10. Attorney's comments**

**11. To do listings (highlighted items are being worked on currently)**

- a. Investigate costs to provide auto fill forms on our website – Joe – in progress
- b. Walnut, Rose, and Pine streets – begin quotation process

**12. Additional items for future consideration**

- a. Hickman sewer extension PER
- b. Investigate investment schedules in June
- c. Define project actions Rt. 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

**13. Adjournment**

**The next Board meeting is April 23, 2024**

Fairlawn Sewer Authority Board of Directors  
Term Information:

Board of Director Name	Term Expiration Date
Chris Stafford	October 31, 2026
Bennett (Benny) Harp	October 31, 2024
James R. (Randy) Miles	August 31, 2026
Dennis L. Setliff	December 31, 2024
Joseph L. Sheffey	May 31, 2025

Note: Board of Directors are appointed by the Pulaski County Board of Supervisors. Terms on the Board are for three years and there are no term limits.