



FAIRLAWN SEWER AUTHORITY BOARD OF DIRECTORS

Meeting agenda – November 25, 2025

6:00 P.M. at Peppers Ferry Regional Wastewater Treatment conference room

1. CALL TO ORDER and GENERAL MATTERS

- Approval of the agenda
- Approval of minutes of October 28, 2025 meeting
- Citizen's time

2. INFORMATION POINTS

- PSA support hours
Not available at time of distribution
- Internet has been installed at the bookkeeping office
- New computer hardware and software are in place
- Training has begun
- Full training manual has been downloaded
- We have requested a quote to have TAK import our year ending customer financial status
- DocuSend has been advised that we will begin using them in January, 2026
- WordSprint will be advised of our change in service providers
- We are working to confirm that the delivered ACH file from QuikWater satisfies the NACA file format used by First Bank and Trust
- Our invoice will be mildly reconfigured with the DocuSend implementation
- There are new owners of the Fairlawn Wendy's
- Preaudit materials were delivered in late October
- Donation has been made in memory of Kyle Dehart
- First Bank money market interest rate dropped to 3.41%
- Renovations to the Pro Comm building are on-going and will be completed over the coming year. There will be a vehicle garage in a portion of the building that will complete vehicle upfits for police and VDOT equipment. Pro Comm owns the entire building
- We received a DEQ warning letter

3. ACTION MATTERS

- Approve Board attendance records for 2025
- Request Board approval to research replacement of the existing bookkeeping fax line to VoIP and authorize maximum project funding level

4. SUPERINTENDENT REPORT

5. ATTORNEY COMMENTS

6. ADMINISTRATIVE REPORTS

- Delinquent accounts status
- Financial report
- Budget status

7. CONSIDERATION OF MATTERS PRESENTED BY MEMBERS

8. CLOSED MEETING (IF REQUIRED)

9. NEXT MEETING DATE: January 27, 2026

10. ADJOURNMENT

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

- Further reduce operating costs
- Replace the current operating system within the bookkeeping service
- Customer comment related to property drainage along Walnut Av.
- Replace the manhole behind Shentel

Additional items for future consideration

- Define project actions Rt. 114 - on hold
- Auto fill forms
- Hickman sewer extension - on hold
- Belspring Estates installation project- on hold
- Brooklyn CCTV investigation
- Brandon line blockages
- Investigate VoIP as a potential solution
- Replace a discharged battery in a Timberlane pump station
- Renew wireless plan for the pump stations

Board of Director Name	Term Expiration Date
Chris Stafford	October 31, 2026
Bennett (Benny) Harp	October 31, 2027
James R. (Randy) Miles	August 31, 2026
Dennis L. Setliff	December 31, 2027
Kenneth Bratton	May 31, 2028

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Pulaski County Sewerage Authority D.B.A. Fairlawn Sewer Authority