

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
April 22, 2025

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, April 22, 2025, at 6 p.m. in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Facility, 7797 Mason Street, in Fairlawn, Virginia, the following members were present: Mr. Dennis Setliff, Chair; Mr. Benny Harp; Mr. Randy Miles; and Mr. Christopher Stafford. Absent: Mr. Joseph Sheffey.

Staff members participating included Mr. Theodore “TJ” Cox, Superintendent and Ms. Ashley Edmonds, Recording Secretary.

Guest present: Mr. Kenny Bratton.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the April 22, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:05 p.m.

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

Approval of Agenda

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the agenda with the addition of #3. Action Items, Manhole Repair at Pine Street.

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

Voting No: None.

Absent: Mr. Sheffey.

Approval of Minutes

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the minutes from the March 25, 2025, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.

Absent: Mr. Sheffey.

Announcements by Staff

Mr. Setliff advised of discussions with Mr. Sheffey concerning the Board Emeritus profile.

Citizen Comments

There were no citizen comments.

2. Information Points

PSA Support Hours

The Board reviewed Public Service Authority work hours for March 2025.

VDOT Surety Response

VDOT requires the Authority to retain the surety.

Belspring Estates Meeting

Mr. Setliff attended the Belspring Estates Infrastructure Improvements Project Kickoff meeting held on April 8, 2025. The team discussed an overview of the project, data needs and upcoming action items.

Dunkin Donuts Plan

The requested full-sized plans have been received and will be received.

Sidewalk Installation on Route 11

The full-sized plans will be reviewed upon receipt.

New Business Update

ThriftWell will open in May 2025 and will be located at 7327 Peppers Ferry Boulevard Suite B in Fairlawn.

Walnut and Rose Project Status

Projects are almost complete.

Dudley Farms Subdivision

A review of the plans shows twenty (20) homes but there are only eighteen (18) currently. The project is moving along and sewer lines are being installed.

Townhomes Behind Bojangles

New residents/customers are moving into the townhomes behind Bojangles.

3. Action Matters

Draft Budget FY26

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved to advertise and present the Draft Budget for FY 2026 with no revision to commercial and residential sewer rates at a Public Hearing to be held on May 27, 2025.

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

Voting No: None.

Absent: Mr. Sheffey.

Board Emeritus Profile Decision

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the Board Emeritus profile and set compensation for the position at \$35.00 per meeting attended.

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

Voting No: None.

Absent: Mr. Sheffey.

Board Emeritus Nomination and Election

This item was tabled for consideration at the May 27, 2025, meeting.

Rural King Manhole

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board supported replacement of the manhole at Rural King with the costs not to exceed \$18,000.00.

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

Voting No: None.

Absent: Mr. Sheffey.

Sewer Line from Fu Lin

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board declared the Sewer Line from Fu Lin project an emergency and approved a maximum of \$20,000.00 to be spent to investigate (secure a contractor to remove the grease and gravel restrictions and obtain CCTV footage of the line under the Shentel building).

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

Voting No: None.

Absent: Mr. Sheffey.

Pine Street Manhole

On a motion from Mr. Miles, second by Mr. Stafford and carried, the Board approved spending \$5,350.00 to address the issues with the Pine Street manhole.

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

Voting No: None.

Absent: Mr. Sheffey.

Confirm System Operating Requirements

The Board reviewed the Quikwater utility billing software features.

Delinquency Banner Activity Plan

The red delinquency banner will be implemented with the next month's invoices.

Response to Mark Wiley

Mr. Setliff will draft a response to Mr. Wiley.

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for April 2025.

5. Attorney Comments

Mr. Durbin advised a supporting Resolution will be necessary to implement the Board Emeritus position.

6. Administrative Reports

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the Administrative Reports to include the Customer Status/Delinquency Reports, Financial Statement for March 2025 and the current Budget status.

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

Voting No: None.

Absent: Mr. Sheffey.

Mr. Cox will be responsible for budget tracking beginning with the new fiscal year (July 1, 2025).

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, May 27, 2025, at 6 p.m., in the New River Room of the Pulaski County Innovation Center, 6580 Valley Center Drive, in Fairlawn, Virginia.

10. Adjournment

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board adjourned its April 22, 2025, meeting.

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

Voting No: None.

Absent: Mr. Sheffey.

To Do Listing (Highlighted Items Are Being Worked on Currently)

- Further reduce operating costs
- Programmatic service termination report
- Public Hearing on May 27, 2025
- Rural King Manhole Replacement
- Research Line Issue Between Fu Lin and Rural King

Additional Items for Future Consideration

- Define Project Actions Route 114 - On hold.
- Auto Fill Forms
- Hickman Cemetery Extension - On hold.
- Belspring Estates Installation Project - On hold.
- Brooklyn CCTV Investigation
- Brandon Line Blockages