Fairlawn Sewer Authority Board of Directors Meeting
Minutes
August 25, 2026

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, August 25, 2026, 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. Kenny Bratton; Mr. Benny Harp; Mr. Randy Miles; Mr. Dennis Setliff, Chair and Mr. Christopher Stafford.

Staff members participating included Ms. Ashley Edmonds, Recording Secretary and Mr. T.J. Cox, Superintendent.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the August 25, 2026, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:30 p.m.

A quorum was confirmed with five (5) members.

Approval of Agenda

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the agenda as modified to include under #3. Action Matters, Resolution of Appreciation and Recognition for James Randall "Randy" Miles.

Voting Yes: Mr. Bratton, Mr. Harp, Mr. Miles, Mr. Setliff, Mr. Stafford.
Voting No: None.

Approval of Minutes

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the minutes from the July 28, 2026, meeting of Fairlawn Sewer Authority Board of Directors.

Voting Yes: Mr. Bratton, Mr. Harp, Mr. Miles, Mr. Setliff, Mr. Stafford.
Voting No: None.

Citizen Comments

There were no citizen comments.

2. Information Points

PSA Support Hours

The Public Service Authority work hours for June and July 2026 were reviewed by the Board.

First Bank & Trust Interest Rate = 3.13%

First Bank & Trust Interest Rate is up from 3.11% from 3.13%.

July Milestones

The Board reviewed the timeline for when QuikWater payments were entered, meter readings received, DocuSend receipt of the file from TAK, invoices to purchase orders and delivered in July 2026.

2026 Christmas Dinner

The Authority's 2026 Christmas Dinner will be held on Wednesday, December 9, 2026, at 6 p.m. at Sal's Jr. in Fairlawn.

3. Action Matters

Resolution of Appreciation and Recognition for James Randall "Randy" Miles

Mr. Setliff read the following Resolution into the record:

RESOLUTION OF APPRECIATION AND RECOGNITION FOR JAMES RANDALL "RANDY" MILES

WHEREAS, James Randall "Randy" Miles has served with distinction as a member of the Fairlawn Sewer Authority Board, having been first appointed by the Pulaski County Board of Supervisors on April 25, 2016; and

WHEREAS, Mr. Miles has served consecutively on the Fairlawn Sewer Authority Board since his initial appointment, demonstrating unwavering commitment, leadership, and integrity to the citizens of Fairlawn throughout his tenure, which concludes at the end of August 2026; and

WHEREAS, Mr. Miles has dedicated his life to public safety and community service as a lifelong member of the Fairlawn Volunteer Fire Department, beginning his service as a junior member and serving as Fire Chief from 2000 through 2024, protecting countless lives and property; and

WHEREAS, Mr. Miles has further served the families and youth of Pulaski County with care and dedication as a school bus driver for Pulaski County Public Schools since January 2004, ensuring the safe transportation of generations of students; and

WHEREAS, his decade of service to the Fairlawn Sewer Authority, combined with over two decades of fire department leadership and over twenty-two years of service to the public-school system, exemplifies the highest ideals of citizenship and community devotion;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Fairlawn Sewer Authority hereby expresses its deepest gratitude and highest commendation to James Randall "Randy" Miles for his exemplary service, leadership, and profound contributions to the Fairlawn community and Pulaski County, Virginia; and

BE IT FURTHER RESOLVED, that this Resolution be entered into the official minutes of the Fairlawn Sewer Authority, and that a copy be presented to James Randall "Randy" Miles as a token of our lasting appreciation and respect, along with our best wishes for his future endeavors.

Adopted this 25th day of August 2026.

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board adopted the Resolution of Appreciation and Recognition for James Randall "Randy" Miles.

Voting Yes: Mr. Bratton, Mr. Harp, Mr. Setliff, Mr. Stafford.
Voting No: None.
Abstain: Mr. Miles.

The Board members presented the framed Resolution to Mr. Miles.

Discuss Potential Board Member Candidate

Mr. Setliff asked the Board members to develop a list of potential board member candidates for further review and feedback by the group.

Mr. Stafford's Term Expires in October 2026

On a motion by Mr. Harp, second by Mr. Bratton and carried, the Board recommended consideration of Mr. Stafford for reappointment to the Fairlawn Sewer Authority Board of Directors.

Voting Yes: Mr. Bratton, Mr. Miles, Mr. Harp, Mr. Setliff, Mr. Stafford.
Voting No: None.

Review the Draft Newsletter

The Board reviewed the draft newsletter and provided feedback. Mr. Setliff will make revisions and will submit for approval at the September meeting.

Potential Sweeney Account Adjustment

On a motion by Mr. Harp, second by Mr. Bratton and carried, the Board authorized a manual reduction in the unpaid balance effective with the September invoice cycle that results in the balance being reduced to $1,000 total.

Voting Yes: Mr. Bratton, Mr. Miles, Mr. Harp, Mr. Setliff, Mr. Stafford.
Voting No: None.

Mr. Setliff will generate correspondence to the Sweeneys to advise of the Board's action.

Brooklyn CCTV Bid and Project Quotation

On a motion by Mr. Stafford, second by Mr. Bratton and carried, the Board rejected the Brooklyn CCTV Bid and Project Quotation as submitted by Thompson & Litton.

Voting Yes: Mr. Bratton, Mr. Harp, Mr. Miles, Mr. Setliff, Mr. Stafford.
Voting No: None.

Brooklyn Pump Station Analysis Study Quotation

The Board rejected the Brooklyn Pump Station Analysis Quotation as submitted by Thompson & Litton.

Discuss Our Position Related to Continued Postal Rate Increases and Deterioration in Service

The Board discussed options to encourage use of ACH and/or email invoices, such as providing credits for sign up or applying a fee for mail delivery of invoices.

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for July 21, 2026 – August 18, 2026.

5. Attorney Comments

There were no Attorney Comments.

6. Administrative Reports

The Board reviewed the Administrative Reports to include Delinquent Accounts Status, Financial Statement for July 2026, the current Budget status through July 2026 and outstanding obligations through August 2026.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, September 29, 2026, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Facility, 7797 Mason Street, in Fairlawn, Virginia.

10. Adjournment
On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board adjourned its August 25, 2026, meeting.

Voting Yes: Mr. Bratton, Mr. Harp, Mr. Miles, Mr. Setliff, Mr. Stafford.
Voting No: None.

<u>To Do Listing (Highlighted Items Are Being Worked on Currently)</u>

- Further reduce operating costs (Constant)
- Customer Comment Related to Property Drainage Along Walnut Avenue
- Install QuickBooks Essential at Bookkeeping - Ongoing
- Specific Project Priority: 1. Brooklyn CCTV, 2. Replacement of Brandon Road Segment

<u>Additional Items for Future Consideration</u>

- Auto Fill Forms
- Hickman Cemetery Sewer Extension – On hold.
- Belspring Estates Installation Project – On hold.