

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
February 27, 2024

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, February 27, 2024, 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. Benny Harp; Mr. Randy Miles; Mr. Christopher Stafford (arriving 6:01 p.m.); Participating R Mr. Joseph Sheffey.

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 February 27, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6 p.m.

A quorum was confirmed with three (3) members present. Mr. Stafford arrived at 6:01 p.m. and Mr. Sheffey arrived 6:12 p.m.

2. Approval of the Agenda

On a motion by Mr. Harp, second by Mr. Miles and carried, the Board accepted the February 27, 2024, agenda, with the addition of documents from Gordon Jones and Wordsprint.

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

Voting No: None.

Absent: Mr. Stafford, Mr. Sheffey.

3. Citizen Comments

There were no citizen comments.

4. Items of Consent

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board approved the minutes from the January 23, 2024, Fairlawn Sewer Authority Board of Directors meeting with corrections; Financial Statements for January 2024, the Delinquency Reports and the review of the current Budget Status.

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

6. Action Item (New Business)

A. Move Commercial Customers to Digital Invoices Where Possible

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board authorized the Chair to issue a letter to commercial customers to encourage use of digital invoices (email invoices).

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

B. Additional Resource for System Superintendent

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved working on a position description for a part time system superintendent.

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

Mr. Setliff requested the Board members submit items for the job description.

C. Rate Revision Potential

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board authorized advertising for a Public Hearing at the Authority's May 28, 2024, meeting on the proposed revision of sewer rates structure to reflect the following:

- A change in residential usage (incremental) rate from \$3.00 to \$3.50 (first 1,000 gallons inclusive in the base rate) and in commercial

usage (incremental) rate from \$6.00 to \$7.00.

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

Voting No: None.

The proposed revisions, if approved, would become effective July 1, 2024.

Mr. Setliff will reserve the New River Room at the Pulaski County Innovation Center for the Public Hearing.

D. Develop Draft Budget for Upcoming Fiscal Year

The Board discussed the upcoming fiscal year draft budget specifically, the impact postage has on costs and the auditor's recommended amount to be placed for unplanned expenses.

E. Define Items and Timing for Our Next Newsletter

A graphic and article on the Madison Avenue clean up to be added to next newsletter.

F. Update Delegation Log

To be discussed at March 26, 2024, meeting.

7. Action Items (Old Business)

A. Support Activities for Pyramid Healthcare Location

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board reaffirmed its authorization of the contract with Thompson & Litton and its intent to reimburse Pyramid the cost for one-half (1/2) of the required length of pipe which is required to complete the new sewer line.

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

Voting No: None.

B. Review Plan for Auto Fill Forms - Joe Sheffey Responsibility

No report given.

C. Board Members to Provide Names for the Prospective Member Listing

Mr. Stafford advised that Mr. Daniel Porter was not interested in Board membership at this time.

8. Informational Items

A. PSA Work Hours

The PSA Work Hours reports for January 2024 were reviewed.

B. PFRWA Proposed Rate Increase

The Board reviewed PFRWTA proposed FY 2024/2025 rate increase for the Authority (FY 2024/2025 Proposed: \$288,688 and FY 2023/2024 Adopted: \$277,220).

C. Appeal from Rocas

The Board reviewed the appeal request to remove the \$800 penalty. The penalty has been removed from their February bill.

9. Attorney Comments

No comments.

10. To Do Listing

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

Mr. Sheffey - In progress

B. Walnut, Rose and Pine Streets - Begin Quotation Process

Items for Future Consideration

A. Hickman Sewer Extension PER

No report.

B. Investigate Investment Schedules in June

No report.

C. Define Project Actions Route 114

On hold.

D. Investigate Infrastructure Capabilities to Support Belspring Road
Apartment Complex

On Hold.

11. Adjournment

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board adjourned its February 27, 2024, meeting.

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

Voting No: None.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, March 26, 2024, at 6 p.m., in the Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Administration Building, 7797 Mason Street, in Fairlawn, Virginia.