

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
February 25, 2025

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, February 25, 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; Mr. Joseph Sheffey; and Mr. Christopher Stafford.

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

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the February 25, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6 p.m.

A quorum was confirmed with five (5) members present.

Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the minutes from the January 28, 2025, Fairlawn Sewer Authority Board of Directors meeting.

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

Approval of Agenda

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board approved the agenda with the addition of consideration of approval of Dukes Root Removal Plan under #4. Superintendent Report.

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

Announcements by Staff

Mr. Setliff advised Comcast is investigating expansion into the Fairlawn area.

Citizen Comments

There were no citizen comments.

2. Information Points

Hickman and Belspring Estates Federal Funding Submissions Will Be Decided In Early 2025

Mr. Setliff advised Pulaski County was awarded \$47,159.00 in Community Development Block Grant funding for Belspring Estates.

Per an email received from John Crockett, Community Development Director/GIS/Title VI Coordinator, Pulaski County, income surveys would be completed this quarter and a project team assembled. He stated the goal was to use this planning grant to leverage an application for a construction grant that would go towards said infrastructure.

Manhole Overflow on Oxford Avenue

Correspondence was sent on February 17, 2025, to the Virginia Department of Environmental Quality to provide documentation of a sewage overflow that occurred on February 15, 2025, at 6726 Oxford Avenue which resulted from an excessive amount of rainfall coupled with an already saturated ground.

Water Turnoffs Have Not Occurred at This Time

Due to internal communication issues within the Pulaski County Public Service Authority, water turnoffs have not occurred.

PSA Support Hours

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

Operating System Status at Bookkeeping

The Board reviewed comments from Mr. Whitaker and Mr. Setliff regarding the status of the operating system used at the Bookkeeping office.

Route 11 50% Sidewalk Project Drawings Have Been Approved

Mr. Setliff advised that 50% of the Route 11 sidewalk project drawings have been approved.

Walnut and Rose Documents Are On File at Our Bookkeeping Office

Mr. Setliff advised the Walnut and Rose Documents are on file at the Bookkeeping office.

Audit Status

The Board reviewed correspondence from the auditing firms regarding their current activities/status.

3. Action Matters

Confirmation of Code of Conduct and Ethics

The Board members reconfirmed their acceptance/approval of the Authority's Code of Conduct and Code of Ethics.

Thank You Letter to the Board of Supervisors (BOS)

On a motion by Mr. Sheffey, second by Mr. Harp and carried, the Board approved the Thank You Letter to the Pulaski County Board of Supervisors as submitted.

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

Activity Plan Approval

The Board reviewed the submitted activity plan.

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the investigation of procurement of a new operating system and hardware for the Authority.

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

Approve Mission Statement

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board adopted the mission statement as presented and approved its placement on the Authority's invoice.

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

Draft Budget FY26

The Board reviewed the planning budget and budget timing.

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board approved the FY26 budget timing as submitted.

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

Quote Request Issued for Water Turnoff Listing Development and Integrated Notice of Service Termination

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board authorized \$250.00 payment to Mike Whitaker for software programming changes for the development of a water turnoff listing and integrated notice of service termination.

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

Approve Additional Cost for Final Project Drawings for Walnut and Rose

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved \$3,000.00 be spent on surveyed as build drawings for Walnut and Rose.

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

Voting No: None.

4. Superintendent's Report

The Board reviewed the Superintendent's activity reports for January - February 2025.

On a motion by Mr. Setliff, second by Mr. Harp and carried, the Board authorized staff to spend up to \$6,565.00 as discussed for Duke's Root Control services.

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

Voting No: None.

5. Attorney Comments

None.

6. Administrative Reports

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

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

Voting No: None.

The Board reviewed the report provided by Mr. Setliff on Wheatland Hills' account and correspondence to be sent to the Sweeneys regarding their account status.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, March 25, 2025, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority, 7797 Mason Street, in Fairlawn, Virginia.

10. Adjournment

On a motion duly made, second and carried, the Board adjourned its February 25, 2025, meeting.

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

Voting No: None.

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

- Walnut and Rose lines are being replaced
- Implement Root Treatment Plan
- Further reduce operating costs
- Programmatic service termination report and notification

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