

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
February 24, 2026

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, February 24, 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 member participating included Ms. Ashley Edmonds, Recording Secretary.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the February 24, 2026, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:05 p.m.

A quorum was confirmed with all members present.

Approval of Agenda

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the agenda as presented.

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. Bratton and carried, the Board approved the minutes from the January 27, 2025, 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 January 2026 were reviewed.

The Board also reviewed and discussed the following items:

- House Proposal as Relates to Agenda Revisions
- First Bank & Trust Money Market Rate is 3.13%
- Invoices Were Late This Month - Three (3) Day Delay, Two (2) Errors Out of Approximately Nine Hundred Fifty-Six (956) Customers, ACH Accounts Were Entered Incorrectly, Test Performed on February 4, 2026, Passed at 100% with First Bank & QuikWater; Invested \$1,500.00 for four (4) hours of Support for the Next Three (3) Months
- New Printer at Bookkeeping (Wireless with Scanning Capability)
- Fu Lin Manhole Replacement Schedule
- Communication with Bill Cunningham and Subsequent Decision
- Proposed PFRWTA Rates for FY27
- Implementation of VoIP (Shentel) Has Started
- Incorporation of Telephone Numbers Into QuikWater

3. Action Matters

Adopt 2026 Rules of Engagement

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board adopted the 2026 Fairlawn Sewer Authority Rules of Engagement.

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

Voting No: None.

Adopt Code of Conduct and Code of Ethics

On a motion by Mr. Harp, second by Mr. Bratton and carried, the Board adopted the Fairlawn Sewer Authority Code of Conduct and Fairlawn Sewer Authority Board Code of Ethics.

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

Define Future Projects for FY Budget Inclusion

Propose to Put \$125,000.00 for Projects in Capital Improvements/Reserve

- Brandon Line Replacement: (East \$10,000.00 Root Control)
- Brooklyn CCTV Project & Manhole Inspection
- Flow Meters Along Rt. 114 Between Fairlawn and Oxford Avenues (Future \$8,000.00 Consideration; Schedule Smoke Test - Fairlawn Avenue to Oxford Avenue; Route 114 Sewer Line Replacement - \$75,00.00)
- QuickBooks at Bookkeeping (Using PC Land for quote recommendation)
- Captive Storefront (No Definitive Quote)

Initial Discussions Regarding Future Rate Structures

The Board will review recommendations at their March 24, 2026, meeting.

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for January 19 - February 17, 2026.

5. Attorney Comments

None.

6. Administrative Reports

The Board reviewed the Administrative Reports to include Delinquent Accounts Status, Financial Statement for January 2026, the current Budget status through January 2026 and outstanding financial commitments.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, March 24, 2026, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority Facility, 7797 Mason Street, in Fairlawn, Virginia.

10. Adjournment

On a motion by Mr. Stafford, second by Mr. Bratton and carried, the Board adjourned its February 24, 2026, meeting.

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

To Do Listing (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 Avenue
- Replace the Fu Lin Manhole

Additional Items for Future Consideration

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