

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
January 27, 2026

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, January 27, 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 remotely included Ms. Ashley Edmonds, Recording Secretary.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the January 27, 2026, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6 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. Stafford, second by Mr. Bratton and carried, the Board approved the minutes from the November 25, 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 December 2025 were reviewed.

The Board also reviewed and discussed the following items:

- Suzanne Ramsey's account activities: No further action will be taken by the Board as the residence is in default due to delinquent taxes with the Pulaski County Treasurer's Office
- Account and System Issues
- A Credit Has Been Established in DocuSend
- Flowers Were Provided in Honor of Ralph Sheffey to the Sheffey Family
- Random QuikWater Reports
- Pre-Audit Status: The Authority/Bookkeeping Service sent a package to staff completing the pre-audit knowing that information was missing; we (the Authority/Bookkeeping Service) did not bring it to anyone's attention that certain documents were missing; upon examination, "the system changed", deleting a portion of the information; and no one from the FSA Board was notified that "the system changed"
- Water Readings will be received late on January 30, 2026, T.J. Cox will set up a session with TAK to download the readings to DocuSend

3. Action Matters

Election of Board Chairperson

Mr. Harp nominated Mr. Setliff as Board Chairperson for the calendar year 2026. Mr. Stafford seconded the nomination and Mr. Setliff accepted the nomination.

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

Voting No: None.

Election of Board Vice Chairperson

Action table due to lack of nominations.

Adopt 2026 Meeting Schedule

On a motion by Mr. Harp, second by Mr. Bratton and carried, the Board adopted the 2026 Meeting Schedule.

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

Shentel Manhole Replacement Project Bid Recommendation

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board authorized awarding the Shentel Manhole Replacement Project to Premier.

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

Integrate EasyPay into QuikWater

On a motion by Mr. Harp, second by Mr. Bratton and carried, the Board decided to pursue integration of EasyPay into QuikWater.

Voting Yes: Mr. Bratton, Mr. Harp, Mr. Setliff, Mr. Stafford.
Voting No: Mr. Miles.

Define Future Projects for Budget Inclusion

The Board members defined the following future projects for budget inclusion:

- Brooklyn CCTV
- Place flowmeters downstream toward Oxford Avenue
- Implement QuickBooks Essential into the Bookkeeping Service and designate to own the project
- Build revenue plan to move out of the Bookkeeping office and into a storefront

Initial Discussions Regarding Future Rate Structures

Discussion to be held at a future meeting.

VoIP at Bookkeeping

VoIP to cost \$50.00 not including the \$30.00 monthly fee and taxes; the Board will proceed with implementation.

Finalize Our Next Newsletter

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board authorized production of the newsletter.

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

Voting No: None.

Absent: Mr. Bratton.

FSA Alternate Member of PFRWTA

Mr. Sheffey will remain the FSA alternate member.

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for November 15 - January 19, 2026.

5. Attorney Comments

None.

6. Administrative Reports

The Board reviewed the Administrative Reports to include Delinquent Accounts Status, Financial Statement for December 2025, the current Budget status through December 2025 and outstanding financial obligations as of December 2025.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, February 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. Harp, second by Mr. Stafford and carried, the Board adjourned its January 27, 2026, meeting.

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

Voting No: None.

Absent: Mr. Bratton.

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 Manhole Behind Shentel

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
- Investigate VOIP for Bookkeeping Service
- Replace A Discharged Battery in A Timberlake Pump Station
- Renew Wireless Plan for the Pump Station

