

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
June 23, 2026

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, June 23, 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 (arrived at 6:34 p.m.); Mr. Miles; Mr. Dennis Setliff, Chair and Mr. Christopher Stafford.

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

Guest present included Mr. Gordon B. Jones, CPA, Director, Robinson Farmer Cox Associates.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the June 23, 2026, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

A quorum was confirmed with five (5) members. Mr. Harp arrived at 6:34 p.m.

Approval of Agenda

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

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

Voting No: None.

Absent: Mr. Harp.

Approval of Minutes

On a motion by Mr. Bratton, second by Mr. Stafford and carried, the Board approved the minutes from the May 19, 2026, meeting of Fairlawn Sewer Authority Board of Directors.

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

Voting No: None.

Absent: Mr. Harp.

Citizen Comments

There were no citizen comments.

FY25 Audit Presentation

Mr. Gordon B. Jones, CPA, Director, Robinson Farmer Cox Associates presented the FY25 audit. The auditors issued an unmodified report with no significant deficiencies identified. The Governing Auditing Standards report notes a finding related to segregation of duties resulting from the bookkeeping company only having two (2) who are related.

On a motion by Mr. Stafford, second by Mr. Bratton and carried, the Board accepted the audit report for Fiscal Year Ended June 30, 2025, as presented.

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

Voting No: None.

Absent: Mr. Harp.

2. Information Points

PSA Support Hours

The Public Service Authority work hours for May 2026 were reviewed.

Oxford Avenue Overflow

The Board reviewed the notification sent to the Virginia Department of Environmental Quality (DEQ) on May 26, 2026, regarding an overflow at 6748 Oxford Avenue resulting from an excessive amount of rainfall occurring in a brief period.

Belspring Road Pump Station Electrical Panel Installation is Complete

The Belspring Road Pump Station Electrical Panel Installation is complete and payment remitted.

First Bank & Trust Interest Rate = 3.14%

First Bank & Trust Interest Rate is up to 3.14% from 3.11%.

Shentel/Fu Lin Manhole Replacement Is Complete

The Shentel/Fu Lin Manhole replacement is complete and payment remitted. Mr. Bill Cunningham reported he was pleased with the work performed.

DocuSend Pricing Is Increasing Due to Postage Increase

DocuSend pricing is increasing due to an increase in postage. Additional increases in postage are anticipated.

Invoices Were Mailed Late This Month

Due to late receipt of water meter readings, the invoices were mailed late this month.

First Steps Regarding Water Meter Topic Have Been Taken

Lunch meeting scheduled with Nancy M. Burchett, Chair, Pulaski County Public Service Authority Board of Directors and Josh Tolbert, Deputy Director, Pulaski County Public Service Authority, to review highlighted water meter readings.

Fu Lin Manhole Replacement Costs Have Been Paid

The Fu Lin manhole replacement costs have been paid.

3. Action Matters

Adopt FY27 Budget

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board adopted the FY 2027 Budget as presented.

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

Decision Regarding Web Version of QuikWater

On a motion by Mr. Bratton, second by Mr. Stafford and carried, the Board approved the funding of the web-based version of QuikWater (\$5,695.00).

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

Project Priority for FY27

The Board determined the project priority for FY27 as following:

- #1 - Duke's Root Control
- #2 - Brooklyn CCTV
- #3 - Route 114
- #4 - Brandon Line Replacement

PFRWTA Board Alternate Recommendation

The Board recommended Mr. Benny Harp to replace Mr. Joseph Sheffey and fulfill the remainder of the term as the PFRWTA Board Alternate (Mr. Chris Stafford is the Member) for the Fairlawn Sewer Authority Board of Directors.

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for May 12 - June 16, 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 May 2026, Billing Report for May

2026, Cash Received for May, historical adjustments and refunds for May, the current Budget status through May 2026 and FY26 obligations.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, July 28, 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 duly made, second and carried, the Board adjourned its June 23, 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
- Customer Comment Related to Property Drainage Along Walnut Avenue
- Install QuickBooks Essential at Bookkeeping
- Line Treatment by Duke's Root Control

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