

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

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

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 March 25, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

A quorum was confirmed with four (4) members present. Mr. Sheffey was absent.

Approval of Agenda

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

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

Voting No: None.

Absent: Mr. Sheffey.

Approval of Minutes

On a motion by Mr. Harp, second by Mr. Miles and carried, the Board approved the minutes from the February 25, 2025, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.

Absent: Mr. Sheffey.

Announcements by Staff

Mr. Setliff advised the Fairlawn Convenience Center would be temporarily closed as paving is being conducted. Mr. Setliff updated the Board on the manhole overflow and Peppers Ferry rainfall numbers were reviewed.

Citizen Comments

There were no citizen comments.

2. Information Points

Water Turnoffs Have Occurred

Public Service Authority (PSA) water turnoffs have restarted.

PSA Support Hours

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

Walnut and Rose Project Status

Mr. Setliff expressed his pleasure with Premier's professionalism and equipment. Pressure testing for Walnut will be completed on March 28, 2025. Mr. Setliff advised that Rose is in worse shape than Walnut.

Mission Statement Was Added to Our Invoice Effective with the March Distribution

The mission statement adopted at the February 25, 2025, meeting was added to the Authority's invoice effective with the March 2025 distribution.

Mission Statement and Delinquency Notice Artwork Charge at WordSprint was \$150.00

Mr. Setliff advised WordSprint charged the Authority \$150.00 for the addition of the mission statement and delinquency notice artwork on the invoice.

3. Action Matters

Draft Budget FY26

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the draft budget for Fiscal Year 2026 as presented.

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

Voting No: None.

Absent: Mr. Sheffey.

Confirm System Operating Requirements

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved a deep dive/sales call with QuickBooks (Quikwater).

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

Voting No: None.

Absent: Mr. Sheffey.

Waterproof Manhole at Presbyterian Church

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board reaffirmed its decision approving the \$1,850.00 investment in the waterproof manhole at the Presbyterian Church.

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

Voting No: None.

Absent: Mr. Sheffey.

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for March 2025.

5. Attorney Comments

None.

6. Administrative Reports

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

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

Voting No: None.

Absent: Mr. Sheffey.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, April 22, 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 by Mr. Harp, second by Mr. Stafford and carried, the Board adjourned its March 25, 2025, meeting.

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

Voting No: None.

Absent: Mr. Sheffey.

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

- Further reduce operating costs
- Programmatic service termination report and notification
- Waterproof manhole at Presbyterian Church
- Public Hearing on May 27, 2025

Additional Items for Future Consideration

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