

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

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, March 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 (Arriving at 6:15 p.m.); 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 March 24, 2026, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:05 p.m.

A quorum was confirmed with four (4) members. Mr. Bratton arrived at 6:15 p.m.

Approval of Agenda

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the agenda with the following additions:

- #6. Administrative Reports (Financial Statement, Outstanding Financial Obligations, Budget FY26 Through February)
- #3. Set Public Hearing Date (May 2026)

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

Voting No: None.

Absent: Mr. Bratton.

Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the minutes from the February 24, 2026, meeting of Fairlawn Sewer Authority Board of Directors.

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

Voting No: None.

Absent: Mr. Bratton.

### Citizen Comments

There were no citizen comments.

## 2. Information Points

### PSA Support Hours

The Public Service Authority work hours for February were not received.

The Board also reviewed and discussed the following items:

- Fu Lin Manhole Replacement Status
- Peppers Ferry Regional Wastewater Treatment Authority (PFRWTA) rates have been adopted
- Clarke Wallcraft, former Executive Director, Peppers Ferry Regional Wastewater Treatment Authority (PFRWTA), has passed away
- Doug's Suds Car Wash Has Closed
- Audit to be Presented at June 22, 2026, meeting

## 3. Action Matters

### Adopt Xpress Pay as An Additional Alternative Bill Pay Service

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board adopted Xpress Pay as an additional alternative bill pay service not to occur before July 1, 2026, for a one-year trial period and authorize notification to our customers.

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

Voting No: None.

### Authorize TAK Monthly Fee for Process and System Support

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board authorized the paying \$500.00 a month for process and system to the Bookkeeping Service.

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

Voting No: Mr. Miles.

### QuickBooks Project Investigation and Implementation

On a motion by Mr. Harp, second Mr. Bratton and carried, the Board approved the Statement of Work submitted by PC Land Electronic Repair.

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

Voting No: Mr. Miles.

### Define Future Projects for Budget Inclusion

Table discussion/action for a future meeting.

### Initial Discussions Regarding Future Rate Structures

On a motion by Mr. Harp, second by Mr. Bratton and carried, the Board recommended planning a budget of \$684,197.00.

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

Voting No: None.

On a motion by Mr. Harp, second by Mr. Bratton and carried, the Board authorized advertisement of an increase of fifty cents (50¢) in the incremental rate for residential and commercial customers.

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

Voting No: None.

### Set Date for Public Hearing and May Meeting

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board set Tuesday, May 19, 2026, at 6 p.m. at the New River Room, in the Pulaski County Innovation Center, 6580 Valley Center Drive, Fairlawn, Virginia.

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

#### 4. Superintendent's Report

The Board reviewed the Superintendent's activity report for February 17 - March 18, 2026.

#### 5. Attorney Comments

None.

#### 6. Administrative Reports

The Board reviewed the Administrative Reports to include Delinquent Accounts Status, Financial Statement for February 2026, the current Budget status through February 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, April 28, 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. Harp and carried, the Board adjourned its March 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