

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
May 27, 2025

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, May 27, 2025, at 6 p.m. in the New River Room of the Pulaski County Innovation Center, 6580 Valley Center Drive, 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.

Guest present: Mr. Kenny Bratton.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the May 27, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:05 p.m.

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

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. Setliff, Mr. Miles, Mr. Stafford, Mr. Harp.

Voting No: None.

Absent: Mr. Sheffey.

Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the minutes from the April 22, 2025, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.
Absent: Mr. Sheffey.

Public Hearing

Mr. Setliff opened the Public Hearing on the Proposed Fiscal Year 2025-2026 Budget.

There were no individuals present from the public and no written comments were submitted.

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board authorized the Chair to close the Public Hearing.

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

Mr. Setliff closed the Public Hearing.

Citizen Comments

There were no citizen comments.

2. Information Points

PSA Support Hours

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

Rural King Manhole Replacement Is Tentatively Scheduled for July 2025

The work to replace the manhole at Rural King is tentatively scheduled for July 2025. Work to be completed by Premier with costs under \$17,000.

Repair Application to the Pine Street Manhole Is Tentatively Scheduled for July 2025

The repair application to the Pine Street Manhole is tentatively scheduled for July 2025.

ACH Customers

There are one hundred seventy-four customers using ACH and thirty-four customers who receive their invoices via email.

Board of Directors' Christmas Dinner

The Board of Directors' Christmas Dinner is scheduled for December 10, 2025, at 6 p.m. at Sal's Jr. in Fairlawn, Virginia.

River Trail Ridge

The first deposit for service has been received from a customer living in the River Trail Ridge development.

Correspondence to Mark Wiley

Mr. Setliff responded to Mark Wiley and Mr. Wiley signed up for email invoices.

Status of Audit

Mr. Setliff reported that the audit is late.

3. Action Matters

Board Emeritus Nomination and Decision

This item was tabled for consideration until Mr. Sheffey is present. The Board will consider the recommendation of Kenny Bratton as a candidate for appointment to the Fairlawn Sewer Authority Board of Directors at their June 24, 2025, meeting.

Confirm Walnut Project Activity Plan

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board confirmed and the actions taken and the payment of invoices.

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

Voting No: None.

Absent: Mr. Sheffey.

Confirm Rose Project Activity Plan

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board confirmed the actions taken regarding the Rose Project Activity Plan.

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

Voting No: None.

Absent: Mr. Sheffey.

T & L Project Support Costs

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board authorized payment of the work to be completed by Thompson & Litton, which includes a site visit during construction for the Rural King Manhole project at a cost of \$1,655.00.

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

Voting No: None.

Absent: Mr. Sheffey.

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board authorized payment of \$2,390.00 to Thompson & Litton to coordinate the cleaning, camera and recording of the line and a site visit for the Fu Lin Line Cleaning project.

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

Voting No: None.

Absent: Mr. Sheffey.

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board authorized payment of \$1,435.00 to Thompson & Litton for the coordination, site visit, and shop drawing review for the Rose Manhole Repair project.

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

Voting No: None.

Absent: Mr. Sheffey.

Confirm System Operating Requirements

The Board reviewed the evaluation provided by NetSuites and the software comparisons.

4. Superintendent's Report

The Board reviewed the Superintendent's activity report and a proposed five (5) year plan for May 2025.

5. Attorney Comments

Mr. Durbin is working on draft correspondence to Fu Lin advising of grease issues and request for better evidence or documentation of grease removal efforts. Mr. Bill Cunningham will be provided with a copy of the letter. The Authority will also investigate cost to assess Fu Lin for grease remediation efforts.

6. Administrative Reports

The Board reviewed the Administrative Reports to include the Customer Status/Delinquency Reports, Financial Statement for April 2025 and the current Budget status.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, June 24, 2025, 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 May 27, 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
- Rural King Manhole Replacement
- Research Line Issue Between Fu Lin and Rural King
- Treat Pine Manhole with Chemical Coating to Reduce Surface Water Infiltration

Additional Items for Future Consideration

- Define Project Actions Route 114 - On hold.
- Auto Fill Forms
- Hickman Cemetery Extension - On hold.
- Belspring Estates Installation Project - On hold.
- Brooklyn CCTV Investigation
- Brandon Line Blockages - The PSA will not be repairing the line at Brandon.