

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
November 26, 2024

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, November 26, 2024, 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. Randy Miles; Mr. Christopher Stafford and Mr. Joseph Sheffey (arrived at 6:20 p.m.). Participating remotely: Mr. Benny Harp (beginning at 6:25 p.m.).

Staff members participating included Mr. Theodore “TJ” Cox, Superintendent and Ms. Ashley Edmonds, Recording Secretary.

1. Welcome, Call to Order and Confirmation of A Quorum

Mr. Setliff welcomed all present and called the November 26, 2024, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6 p.m.

A quorum was confirmed with three (3) members present. Mr. Sheffey arrived at 6:20 p.m. Participating remotely beginning at 6:25 p.m. was Mr. Benny Harp who advised he was in Vienna, Virginia on personal family business.

On a motion by Mr. Stafford, second by Mr. Sheffey and carried, the Board allowed Mr. Harp to participate remotely.

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

2. Approval of the Agenda

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board accepted the November 26, 2024, agenda as presented.

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

3. Citizen Comments

There were no citizen comments.

4. Items of Consent

Approval of Minutes

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board approved the minutes from the October 22, 2024, Fairlawn Sewer Authority Board of Directors meeting.

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

Voting No: None.

Absent: Mr. Harp, Mr. Sheffey.

Financial Matters

On a motion by Mr. Stafford, second by Mr. Miles and carried, the Board approved the Financial Statements for October 2024.

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

Voting No: None.

Absent: Mr. Harp, Mr. Sheffey.

On a motion by Mr. Miles, second by Mr. Stafford and carried, the Board approved the Customer Account Status/Delinquency Reports.

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

Voting No: None.

Absent: Mr. Harp, Mr. Sheffey.

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the current Budget status.

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

Voting No: None.

Mr. Stafford reported the completion of the third (3rd) quarter SPDA requirement. He advised a copy of this notice of completion has been faxed to the Bookkeeping Service for recordation.

Mr. Setliff reported one hundred and fifty-five (155) accounts are using ACH.

5. Informational Items

On a motion by Mr. Sheffey, second by Mr. Miles and carried, the Board approved the Informational Items (Consent Items) as presented.

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

A. T.J. Cox Acceptance Letter

The Board reviewed the acceptance letter and was welcomed by the Board members.

B. PSA Work Hours

The PSA Work Hours reports for September and October 2024 were reviewed.

C. Sweeney Notification Related to Removal of Penalties

Mr. Sweeney advised of the Sweeney's continued efforts to adhere to the payment. Notification has been sent to the Sweeney concerning removal of penalties.

D. VACORP Valuation Summary Has Been Signed and Delivered

Mr. Setliff advised the valuation summary has been signed and delivered to VACORP.

E. Agreement with T & L Associated to the Rose Project Has Signed and Delivered

Mr. Setliff advised the agreement with T & L associated to the Rose project has been signed and delivered.

F. Notice of Award for the Walnut Project Has Been Signed and Delivered

Mr. Setliff advised the notice of award for the Walnut project has been signed and delivered.

6. Action Items (New Business)

A. Approve Pine Street Project Approach

On a motion by Mr. Harp, second by Mr. Sheffey and carried, the Board approved to treat the roots, leave the line alone and close the Pine Street project from the To Do List.

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

B. Approve Development of A Future Treatment Program with Duke's Root Control

On a motion by Mr. Sheffey, second by Mr. Stafford and carried, the Board approved the development of a future treatment program with Duke's Root Control.

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

C. Confirm Meeting Attendance Report

On a motion by Mr. Miles, second by Mr. Harp and carried, the Board confirmed the revised 2024 meeting attendance report as presented in the meeting.

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

D. Authorize T.J. Cox Announcement Via Newsletter

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board authorized placing the T.J. Cox announcement as System Superintendent on the back of the invoices.

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

7. Action Items (Old Business)

A. Walnut Project Status

On a motion by Mr. Miles, second by Mr. Sheffey, the Board confirmed the decision relative to the Walnut project.

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

B. Rose Project Status

On a motion by Mr. Miles, second by Mr. Harp and carried, the Board authorized to revise the bid package timing by delaying the bid opening to early January 2025 from December 17, 2025.

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

8. Attorney Comments

None.

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

- A. Walnut - Bid award has occurred; post bid conference to be held followed by a notice to proceed.
- B. Rose - Publication is in process with intent to distribute.

10. Additional Items for Future Consideration

- A. Define Project Actions Route 114 - On hold.

- B. Auto Fill Forms - No report.
- C. Hickman Cemetery Extension - On hold.
- D. Belspring Estates Installation Project - On hold.
- E. Brooklyn CCTV Investigation
- F. Brandon Line Blockages
- G. Development of Duke's Root Control Plan

11. Adjournment

On a motion Duly made, second and carried, the Board adjourned its November 26, 2024, meeting.

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

Voting No: None.

The Fairlawn Sewer Authority Board of Directors will meet on Tuesday, January 28, 2025, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment Authority, 7797 Mason Street, in Fairlawn, Virginia.