

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

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, November 28, 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. Kenny Bratton; Mr. Benny Harp; Mr. Dennis Setliff, Chair and Mr. Christopher Stafford. Absent: Mr. Randy Miles.

Staff members participating included Ms. Ashley Edmonds, Recording Secretary.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the November 25, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:06 p.m.

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

Approval of Agenda

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved the agenda with the addition of #3. Action Matters, Draft Wordsprint Announcement and TAK/Quikwater.

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

Voting No: None.

Absent: Mr. Miles

Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved the minutes from the October 28, 2025, meeting of Fairlawn Sewer Authority Board of Directors.

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

Voting No: None.
Absent: Mr. Miles.

Citizen Comments

There were no citizen comments.

2. Information Points

PSA Support Hours

The Public Service Authority work hours for October 2025 were not available at the time of distribution of the meeting materials.

The Board also reviewed and the following items:

- Internet has been installed at the Bookkeeping Office
- New computer hardware and software are in place
- Training has begun
- Full training manual has been downloaded
- We have requested a quote to have TAK import our year ending customer financial status
- DocuSend has been advised that we will begin using them in January 2026
- Wordsprint will be advised of our change in service providers
- We are working to confirm that the delivered ACH file from QuikWater satisfies the NACA file format used by First Bank and Trust
- Our invoice will be mildly reconfigured with the DocuSend implementation
- There are new owners of the Fairlawn Wendy's
- Preaudit materials were delivered in late October
- Donation has been made in memory of Kyle DeHart
- First Bank's money market interest rate dropped to 3.41%
- Renovations to the Pro Comm building are ongoing and will be completed over the coming year. There will be a vehicle garage in a portion of the building that will complete vehicle uplifts for police and VDOT equipment. Pro Comm owns the entire building.
- We received a DEQ warning letter; no action required.

3. Action Matters

Approve Board Attendance Records for 2025

The Board members reviewed the attendance records for 2025. There were no changes requested and the record was accepted.

Request Board Approval to Research Replacement of the Existing Bookkeeping Fax Line to VoIP and Authorize Maximum Project Funding Level

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved contacting Shentel to investigate replacement of the existing bookkeeping service fax line to VoIP and set the initial set up cost to be paid at \$100.00 (maximum).

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

Voting No: None.

Absent: Mr. Miles.

Draft to Wordsprint (As Amended) to Terminate Invoicing Services

On a motion by Mr. Stafford, second by Mr. Bratton and carried, the Board authorized proceeding with sending the correspondence drafted to Wordsprint to terminate invoicing services.

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

Voting No: None.

Absent: Mr. Miles

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for October 15 - November 25, 2025.

5. Attorney Comments

None.

6. Administrative Reports

The Board reviewed the Administrative Reports to include Delinquent Accounts Status, Financial Statement for October 2025, the current Budget status through October 2025 and committed balance as of October 2025.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, January 27, 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. Bratton, second by Mr. Stafford and carried, the Board adjourned its November 25, 2025, meeting.

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

Voting No: None.

Absent: Mr. Miles.

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 Manhole Behind Shentel

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
- Investigate VOIP for Bookkeeping Service