

Fairlawn Sewer Authority Board of Directors Meeting
Minutes
September 23, 2025

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, September 23, 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. Randy Miles; Mr. Dennis Setliff, Chair and Mr. Christopher Stafford.

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 September 23, 2025, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

A quorum was confirmed with five (5) members present.

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

Voting No: None.

Absent: None.

Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Bratton and carried, the Board approved the minutes from the August 26, 2025, meeting of Fairlawn Sewer Authority Board of Directors.

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

Voting No: None.

Citizen Comments

There were no citizen comments.

2. Information Points

PSA Support Hours

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

The Board also reviewed the following items:

- Shentel Roof Drains Are Not Tied Into Our System (Response from Richard Fasnacht after jetting and CCTV efforts at Shentel: We cleaned the sewer main enough to tv the main. We found the main is good structural condition. A little greasy though. We will clean it out. The roof drains do not tie into the sewer main.)
- Walnut Sewer Line Replacement Project Has Been Finalized
- Pulaski County Reports Fu Lin Manhole Is the Gravel Source and Needs Replacing (A Quote from Thompson & Litton is forthcoming)
- Pyramid Email Invoice Address Had Been Changed Without Advisement (This has been corrected)
- Commonwealth Paid Their Obligation and Signed Up for Email Invoicing and Auto Draft
- The Brooklyn Pump Station Has Been Rebuilt
- The Authority's Current Desktop Was Copied on August 29, 2025
- The New Water Meter Reading Format Has Been Provided to QuikWater
- The Authority's Mailing Address Listing Has Updated and Forwarded to QuikWater
- The ACH File Has Been Provided to QuikWater
- Rate Structure Has Been Provided to QuikWater
- General Ledger Format Has Been Provided to QuikWater
- Listing of Accounts Using Email Invoices Has Been Provided to QuikWater
- The Authority Will Provide the WordSprint Invoice Drafts to QuikWater Configure Customer Account Status & Confirm Training Plan

- There Will Be No Charges from Thompson & Litton for Their Research Into A Grease Cutting Contractor (Waterjet Can Run Through)
- The Final Signature Has Been Provided to VDOT for the Route 11 Sidewalk Project
- Pulaski County Public Service Authority (PCPSA) Sweeney Discussions
- Cunningham Billing Adjustment (Settled)
- Returned Invoices (4 Returned; Wordsprint Fixed Invoice/Address Window)
- Dunkin Donuts Is Under Constructed

3. Action Matters

Confirm Thompson & Litton Payment for Rural King Manhole Project

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board confirmed and reaffirmed payment of \$1,655.00 for the Rural King Manhole Project.

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

Confirm Premier Payment for Rural King Manhole Replacement

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board confirmed and reaffirmed payment of \$16,924.00 for the Rural King Manhole Replacement.

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

Confirm Thompson & Litton Payment for Final Form Drawings for Walnut and Rose Projects

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board confirmed and reaffirmed payment of \$3,000.00 for the Final Form Drawings for Walnut and Rose Projects.

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

Approve Quikwater Invoice for ACH Data Loads

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board approved payment of \$795.00 to TAK Technology Inc. (QuikWater) for ACH Data Loads.

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 August 20 - September 15, 2025.

5. Attorney Comments

None.

6. Administrative Reports

The Board reviewed the Administrative Reports to include Financial Statement for August 2025, the current Budget status through August 2025 and committed balance as of September 2025.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, October 28, 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. Stafford, second by Mr. Bratton and carried, the Board adjourned its September 23, 2025, 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 Manhole Behind Shentel

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
- Investigate DocuSend process