Fairlawn Sewer Authority Board of Directors Meeting
Minutes
September 29, 2026

At a meeting of the Fairlawn Sewer Authority Board of Directors held on Tuesday, September 29, 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; Mr. Benny Harp; Mr. Dennis Setliff, Chair and Mr. Christopher Stafford.

Staff members participating included Ms. Ashley Edmonds, Recording Secretary and Mr. T.J. Cox, Superintendent.

1. Call to Order and General Matters

Mr. Setliff welcomed all present and called the September 29, 2026, meeting of the Fairlawn Sewer Authority Board of Directors to order at 6:04 p.m.

A quorum was confirmed with four (4) members.

Approval of Agenda

On a motion by Mr. Harp, second by Mr. Bratton and carried, the Board approved the agenda as presented.

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

Approval of Minutes

On a motion by Mr. Stafford, second by Mr. Harp, and carried, the Board approved the minutes from the August 25, 2026, meeting of Fairlawn Sewer Authority Board of Directors.

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

Citizen Comments

There were no citizen comments.

2. Information Points

PSA Support Hours

The Public Service Authority work hours for August 2026 were reviewed by the Board.

First Bank & Trust Interest Rate = 3.19%

First Bank & Trust Interest Rate is up from 3.13% from 3.19%.

Sweeney Communication and Account Adjustment Implemented

Mr. Setliff advised the implementation of the account adjustment for the Sweeney account. Additionally, correspondence has been mailed to the Sweeneys regarding the adjustment.

Communication to T & L Regarding Bid Proposal Has Been Sent

Mr. Setliff advised correspondence has been sent to T&L regarding their bid proposal.

DEQ Warning Letter Has Been Received

Mr. Setliff advised of the receipt of a DEQ warning letter; no action is required by the Authority.

VACORP Audit Indicated that the Insurance Cover Letter Was Not Signed

The VACORP audit was completed and it was found that the insurance cover letter had not be signed. This has been rectified with the letter signed and submitted.

Digital Payments Have Been Established for the Following Suppliers:

- TAK
- DocuSend

- Thompson & Litton
- City of Radford
- VACORP
- PC Land

The Authority will need to provide validation of its EIN number from the IRS to complete requirements for TAK.

Mr. Stafford Reappointed to the Authority's Board of Directors

The Pulaski County Board of Supervisors reappointed Mr. Stafford to the Fairlawn Sewer Authority Board of Directors for a term expiring October 31, 2030.

3. Action Matters

Discuss Potential Board Member Candidates

The Board discussed and suggested the following potential Board member candidates:

1. Daniel Porter
2. Taylor Ritter
3. Eddie Combs
4. Dana Jackson
5. Dale McCoy

A Board member will approach top candidate to assess interest and invite to October 27, 2026, meeting.

Review the Draft Newsletter

The Board reviewed and approved the draft newsletter for inclusion with the January 2027 invoices.

TRC Proposal – Brooklyn CCTV Bid and Project Quotation

The Board reviewed the Brooklyn CCTB Bid and Project Quotation.

On a motion by Mr. Stafford, second by Mr. Harp and carried, the Board approved TRC's Proposal for the Brooklyn CCTV Bid and Project Quotation at $16,333.00.

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

TRC Proposal – Brooklyn Pump Station Evaluation Quotation

The Board reviewed the Brooklyn Pump Station Evalution Quotation.

On a motion by Mr. Harp, second by Mr. Bratton and carried, the Board approved TRC's Proposal for the Brooklyn Pump Station Evaluation Quotation at $15,756.00.

The evaluation should be completed by end of December 2026.

Discussion Our Position Related to Continued Postal Rate Increases and Deteriorated in Service

On a motion by Mr. Harp, second by Mr. Stafford and carried, the Board agreed to work toward implementation of a fee for every paper invoice mailed effective with July 2027 billing.

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

First steps: The Board will draft correspondence to commercial accounts requesting their assistance with email invoice sign-up.

Review FSA Delegation Spreadsheet

The Board reviewed the FSA Delegation spreadsheet. Mr. Setliff will update the spreadsheet with revisions and will present for action by the Board at the October 27, 2026, meeting.

4. Superintendent's Report

The Board reviewed the Superintendent's activity report for August 18, 2026 – September 21, 2026.

5. Attorney Comments

There were no Attorney Comments.

6. Administrative Reports

The Board reviewed the Administrative Reports to include Delinquent Accounts Status, Financial Statement for August 2026, and third quarter budget reports.

7. Consideration of Matters Presented by Members

None.

8. Closed Meeting (If Required)

None required.

9. Next Meeting Date

Tuesday, October 27, 2026, at 6 p.m., in the Administration Conference Room of the Peppers Ferry Regional Wastewater Treatment 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 29, 2026, meeting.

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

<u>To Do Listing (Highlighted Items Are Being Worked on Currently)</u>

- Further reduce operating costs (Constant)
- Customer Comment Related to Property Drainage Along Walnut Avenue
- Install QuickBooks Essential at Bookkeeping - Ongoing

- Specific Project Priority (operating system): 1. Brooklyn CCTV, 2. Route 114 CCTV Project Evaluation; Replacement of Brandon Road Segment

Additional Items for Future Consideration

- Auto Fill Forms
- Hickman Cemetery Sewer Extension – On hold.
- Belspring Estates Installation Project – On hold.