

Woodfin Sanitary Water and Sewer District  
Meeting of Board of Trustees  
Minutes of November 28, 2009

The meeting was called to order at 4 P.M. by Keith Snyder. In attendance: Lisa McDaris, Trustee elect; Sarah Gassaway, Trustee elect; Director Joseph Martin; Matt Tate from the Weaverville Tribune; Jackie Bryson, MSD Representative; Shirley Wood, Finance Officer.

Election of Officers

Motion by Snyder to nominate Director as temporary chair for the purpose of electing officers, McDaris seconded. Motion carried unanimously. Motion by Gassaway to elect Snyder as Chair, McDaris seconded. Motion by Snyder to elect Gassaway as Vice Chair, McDaris seconded. Motion carried unanimously. Motion by Gassaway to elect McDaris as Secretary, Snyder seconded. Motion carried unanimously. Board commenced introductions.

Approval of the Agenda

Snyder proposed renaming "Call of Citizens" as "Public Comment". Gassaway moved approval of the amended agenda, McDaris seconded. Motion carried unanimously.

Approval of Minutes

Snyder moved approval of the October 2009 minutes, Gassaway seconded. Motion carried unanimously.

MSD Report

Jackie Bryson introduced herself to the new Board and provided a list of MSD accomplishments.

Public Comment

No public comments at this time.

District Reports

Director introduced and gave a brief explanation of the monthly reports and relevant reading material.

Old Business

No old business at this time.

New Business

- A. Consideration of Riverside Drive project – Motion by Snyder to approve engineering costs of thirty thousand dollars as presented to bring the Riverside Drive project to successful bidding, McDaris seconded. Motion carried unanimously.
- B. Consideration of annual employee bonus – Motion by Snyder to approve a one percent annual employee bonus for calendar year 2009, Gassaway seconded. Motion carried unanimously.

Call of Director

- A. Conduit repair construction work on the District's dam is complete. Follow-up inspections and paperwork still lack completion at this time.

- B. The Baird Cove tank project is nearly complete – SCADA bid specs have been assembled and sent to bidders.

Call of Board Members

McDaris inquired about longevity pay for employees. Director explained longevity pay system of two-tenths of a percent bonus per year of service with a cap of twenty-five years. Gassaway noted interest in reviewing the possibility of increasing the employee bonus in future years. McDaris noted interest in continuing work on a gainsharing program. Motion by Snyder to maintain regular monthly meeting time of 4 P.M. on the third Monday of the month, Gassaway seconded. Motion carried unanimously. Motion by Snyder to reschedule monthly meeting date of December 21, 2009, to coincide with the annual Christmas Board/Employee Luncheon/Dinner, McDaris seconded. Motion carried unanimously.

Adjournment

Meeting was adjourned at 5:15 P.M.