

Woodfin Sanitary Water and Sewer District
Meeting of Board of Trustees
Minutes of December 15, 2008

The meeting was called to order at 7 P.M. by James Latimore, Chair. In attendance: Marjorie Meares, Vice chair; Keith Snyder, Secretary; Director Joseph Martin; Jackie Bryson, MSD Representative; Chuck Killian from Gould-Killian; one interested citizen; and Katherine Hunter from the Weaverville Tribune.

Approval of the Agenda

Meares moved approval of the agenda, Snyder seconded. Motion carried unanimously.

Approval of Minutes

Meares moved approval of the November 2008 minutes, Snyder seconded. Motion carried unanimously.

MSD Report

Jackie Bryson reported a) MSD's hydroelectric plant saved \$226k in energy costs through June 2008, b) was to be honored at the Atlanta Conference of the National Association of Clean Water, c) Has a list of projects ready to go if stimulus money is released for use, d) thanked the Director for the letter to MSD regarding their assistance.

Audit Presentation

Charles Killian of Gould-Killian CPA Group presented the District's FY 2008 audit. A clean audit was issued with positive revenue growth and four material weaknesses noted. A copy of the Audit was provided for maintenance at District offices.

District Reports

Latimore noted for the minutes expenditures from the conservation easement are greater than interest earned at this time but the gap had decreased over the past several months. Motion by Meares to accept the reports, Snyder seconded. Motion carried unanimously.

Old Business

- A. Consideration of Water Conservation Program – General Board consensus to set a February 1st deadline for comments from various groups to whom the plan was submitted. Plan to be reconsidered within a work session in February.
- B. MSD Representative Reappointment – Motion by Snyder to reappoint Jackie Bryson as MSD Representative for a three-year term, seconded by Meares. Motion carried unanimously. Request by Latimore to note for minutes that appointment period was held open for one month to provide opportunity for additional applicants, of which there were none.

New Business

- A. Consideration of Internal Controls – General Board consensus to table pending further comments and consideration.

Call of Director

- A. The District's free water audit is underway and reports should be issued sometime after the holidays.
- B. There has been little movement with the Versant development.
- C. The District's raw water reservoir is full.
- D. Fiscal Officer Shirley Wood will be out for several weeks for shoulder surgery.
- E. Director will be on vacation but nearby from December 22nd through the end of the year.
- F. The annual inspection of the watershed conservation easement was completed by Southern Appalachian Highlands Conservancy.
- G. District offices will be closed 12/24-26 in observance of Christmas and 1/1 in observance of New Year's Day.

Call of Board Members

Latimore inquired about the status of the developer surveys; Director reported only four surveys had been received to date but would follow up after the holidays with developers. Latimore inquired about the status of emergency training; Director reported requesting more information from colleagues in ICMA to continue developing a plan of action. Latimore mentioned continuing to keep woolly adelgid issue in mind.

Call of Citizens

No concerns from citizens at this time.

Executive Session

Motion by Snyder at 8:25 to go into executive session to discuss personnel, seconded by Meares. Motion carried unanimously. Board exited executive session at 8:44 with no action taken.

Adjournment

Meeting was adjourned at 8:45 P.M.