

WOODFIN SANITARY WATER & SEWER DISTRICT

December 9, 2003

MINUTES

A regular meeting of the Woodfin Sanitary Water & Sewer District Board of Trustees was held at the Woodfin Town Hall, December 9, 2003 at 7:00 PM. This being the first meeting of the newly elected Board of Trustees, the meeting was opened by District Director, Charles Rector. In attendance were Robin Cape, Henry Chandler, James Latimore, 4 additional employees from the Water District, Chuck Killian, Keith Webb, and numerous customers and non-customers.

The first order of business was the election of Chairman, Vice Chairman, and Secretary.

Robin Cape nominated Henry Chandler for the position of Chairman of the Board of Trustees. This was seconded by James Latimore and the vote was unanimous to elect Henry Chandler as Chairman. James Latimore nominated Robin Cape for the position of Vice Chairman. This was seconded by Henry Chandler. The vote was unanimous as Robin Cape was elected to serve as Vice Chairperson of the Board. Henry Chandler nominated James Latimore for the position of Secretary. Robin Cape seconded that and with a unanimous vote, James Latimore was elected Secretary to the Board.

With the elections in place, Mr. Rector turned the meeting over to Mr. Chandler to Chair.

This being the first meeting of the new Board, there was no formal agenda presented.

The next item of business was the presentation by Mr. Chuck Killian of the Annual Financial Reports and Audit. According to the presentation, there were no fiscal discrepancies found in the course of the audit. Mr. Killian did field a few questions from the audience as to the general audit procedure. Mr. Killian expressed that by governmental standards as established by the State of North Carolina and the Local Government Commission, it was a "clean audit." Questions regarding the allocation of the funds spent on the timber research were explained and the line item shown on the financial report.

Mr. Chandler asked Mr. Rector to present a map of the District boundaries. In the process of that presentation, Mr. Keith Webb, of McGill Engineering, offered to explain the history of the District and Watershed. In the attempt to present the 20 Year Master Plan, Mr. Webb and Mr. Rector were asked to refrain from that presentation at the present time to allow the new board opportunity for further research in the basic operations before deciding expansion projects. Ms. Cape expressed there would be a need to examine the various aspects of expanding the customer base, sub-contracting, and/or selling of portions of the service areas, but this needed to be part of a task force effort down the road. Brief discussion in among the Board regarding improvements to the infrastructure and the timing of the Master Plan resulted in that presentation being tabled until such a time that research was completed and a task force was in place.

The next item of discussion was the desire of the Board to form committees for Public Relations, Operations, and Financial Research. For now, the Board contacts for each committee will be: Public Relations/James Latimore; Operations/Henry Chandler; and Finance/Robin Cape. Various persons in attendance have offered their services on these committees and once the committees are officially in place, names and responsibilities will be presented.

There being no further business, the meeting was adjourned at 8:15 PM.

Chairman

Secretary

