

**WOODFIN WATER AND SEWER SANITARY DISTRICT  
BOARD OF DIRECTORS MEETING  
Minutes  
February 10<sup>th</sup>, 2004**

**Call to Order and Roll Call**

Henry Chandler called the meeting to order at 7:05 pm, in attendance were the board members, Bridgette Nelson, Barry in Durand, Frances Cox, Vicky Hoefman, John and Wanda Payne, Ada Khoury and Renee Taylor acting graciously as note recorder.

**Discussion and Adjustment of Agenda**

All Board Members: James moved that we accept the agenda for tonight, Henry seconded.

**Reading and Approval of Prior Minutes**

James Latimore read the minutes in review, Robin moved to accept the minutes. Minutes were approved by the Board.

**Report of the Monthly Financial Statement**

All income and expense items appear to be satisfactorily in line with the budget and with financial history to date. The Finance Committee will work with the staff in making more complete reports for the future (ie. Comparing income and expenses to the budget *to date* versus to the *annual* budget; also having a column that shows income and expense for the same period in the previous year). Robin moved to accept the report, Henry seconded.

**Approve changes per SCADA to reduce the size of the telemetry system and to improve the sludge pond**

Robin Cape presented the report. She commented that we still need to be involved with McGill & Associates because of all the engineering reporting required in this project. The board would like to get a more complete breakdown of the dollars involved, and will ask the staff to provide what information they have available. James moved to accept the report, Robin seconded.

**Appropriation of money for advertising for the supervisor position**

James Latimore moved that the board authorize up to \$1,000 for the purposes of advertising by the Search Committee. Robin seconded.

**Search Committee Report**

Vicky Hoefman, chairman of the search committee, presented the committee's report. Ads have been placed in various publications and at the Employment Security Commission. They're working to get the ad on the district's web site, but the job description still needs a bit of work before that can be done. The board asks that the deadline for acceptance of resumes be changed from February 28<sup>th</sup> to "Open until filled." Vicky will be the chairperson of the committee, and will be the only liaison with whom the staff will work.

### **Board training consultant search**

Renee Taylor agreed to help find a training consultant for the board.

### **Update on Conservation Easement with CWMTF**

Robin Cape reported on the \$12 million appraisal of the watershed property, and the plan to apply for an easement that prohibits all logging and development. The proposal as it certainly stands is that the CWMTF will give \$4 million for the Laurel Fork, and the district will "donate" development rights on the Sugar Camp Fork. James moved to accept this report, Robin seconded.

### **Infrastructure Grant Development Committee set up**

James Latimore spoke of the capital improvement workshop he attended in Chapel Hill last weekend, and of his continuing interest in making sure the water pipe system and fire hydrants are fit for the future. Robin also spoke of the importance of formulating a graduated rate increase plan. James moved to form a Grants Committee, Robin seconded. Bridget Nelson and Ada Khoury agreed to help.

### **Old business**

Vicky Hoefman reported on the Land of Sky "internal audit," which turned out not to be an internal audit at all but rather a report on the determination of whether the district should merge with the city. (It shouldn't.)

Henry reported on the new truck, and said that it would be better to purchase a vehicle rather than lease. He also said the truck that we currently own will probably last awhile longer.

### **New business**

The board will look into charging a fee to McGill & Associates for their delay in drawing the district boundary, which caused the district to incur an expense with the Board of Elections.

### **Next agenda items for meeting of March 10**

**Adjourned at 8:30 PM.**

*Henry Chandler*  
**Henry Chandler,**  
**Chairman**

*James Latimore*  
**James Latimore,**  
**Secretary**