

WOODFIN WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING
January 13th, 2004
Minutes submitted by Renee Taylor

Read Minutes from the December meeting.
Motion to accept: Henry Second: James

Monthly financial and operations report presented by Robin. Explained the differences between different funds owned by the District, cash in bank, accounts receivable, and expenses. The District is on target in comparison with the budget for the year to date. Yvonne briefly explained the service order report for the month. Motion to accept the reports: Henry. Second: Robin

Acknowledged Charles Rector's resignation as of January 1st, 2004.

Intend to form a committee to search for replacement for superintendent position. The committee will help with formulating the final job description, placing ads, making recommendations to the Board, and other tasks as needed. James will be the Trustee in charge of the committee. (Sheila O'Brien and Ada Khoury volunteered to be on the committee.)

Robin moved to formally end the relationship with David McGrew & Ivy River Forestry. Seconded by Henry.

Clean Water Trust Fund Update: The Board wishes to seek timber easements for both the Laurel Fork and Sugar Camp properties, with the help of Carl Silverstein, in addition to conservation easements for the land itself. The floor was then opened for public comment. Motion by Robin to seek the timber easements as a means of expressing the intent of the Board to protect the property into perpetuity. Seconded by James. Robin also mentioned that the District has Congressman Taylor's support for the Forest Legacy Grant.

In its recent work session, the Board expressed an interest in seeking a person to audit the District's internal operations and to help with the development of a business plan. Land-Of-Sky Regional Council conducted such an audit two years ago, but the document has yet to be located. Motion by James to direct staff to locate the audit, seconded by Henry.

Motion by Robin to appoint Henry to investigate financing options for a new vehicle to replace the broken down truck. Seconded by James.

The District wishes to send a customer service survey, in an 8.5 x 11" format combined with a newsletter, to be bulk-mailed to district customers by February 1st. The purpose of this mailing is to help the District locate problem areas in the infrastructure and to solicit opinions from water customers about their water quality. The survey will also be available for completion online, pending Shirley's ability to download appropriate software (probably Java Script). Motion by Robin to complete the survey, seconded by James.

Henry gave a report on the status of the Pre-Con Litigation, which is in arbitration at this time. The attorney will be scheduled for an upcoming Monday work session.

James gave a report on SCADA and the State Revolving Fund Loan, from which the District has borrowed about ¾ of its allocated amount. The District spoke with Keith Webb earlier this week, and determined that the rest of the SCADA project is a bit of an extravagance. Robin moved to continue with the plant system as it currently exists, and to hold off on the radio communication system, which will save the District approximately \$60K at this time. Seconded by James. This leaves \$128,000 in the Fund for improvements, but the Board will need to get approval from the State in order to build a needed sludge pond with remaining funds since this isn't what the funds were intended for.

NOTE: Get Clearwell alert system installed.

Board will write memo to Staff requiring prior written approval from the Board for any new spending and overtime (other than regular and typical repair/leak work and budgeted monthly expenses) until new director is installed.

Other Business & Committee Reports : A) Bridget Nelson presented the Board with a list of contact names for grant writing. B) Ada Khoury mentioned her discussions with Gary Davis, an engineer formerly employed by McGill & Associates. She said that the Board needs to ask McGill for their "systems model" and the data on which that model was based. Mr. Davis is also willing to attend a work session pro bono. The Board delegated Ada to get these items on behalf of the Board. C) James made a statement on the amount of inoperable fire hydrants that exist in Woodfin. Robin moves that James adopt the fire hydrant "project." Seconded by Henry. D) Ada also wants to pursue the situation whereby the Town of Woodfin receives state money for their (non-existent) water department. Henry will talk with the Woodfin Mayor, and the Board authorizes Ada to provide back-up for Henry.

Meeting adjourned at 8:40 PM.