

Woodfin Water District  
May 11, 2004 Monthly Meeting Minutes

Meeting called to order at 7:00 P.M. by Chairman Henry Chandler.

Board Members Present: Henry Chandler, Robin Cape, James Latimore

Also Present: Director Joe Martin, interested citizens.

Motion by Robin to set a time limit of two hours on all regularly scheduled meetings, seconded by James. Motion carried unanimously.

Motion by James to accept the agenda as presented, seconded by Robin. Motion carried unanimously.

Motion by Robin to accept the minutes as presented from the April 2004 meeting, seconded by James. Motion carried unanimously.

Monthly Reports:

Robin asked if the financial reports would be simplified in the future. Joe stated that the financial reports would continue to be printed in that fashion due to the software that was used but that he would provide the Board with a simplified summary starting at the beginning of the next fiscal year.

James inquired about apparent discrepancies in the billing amounts for telephone usage from the March report to the April report. Joe stated he did not know what was the reason for the discrepancy but he would check into it.

Henry asked about the status of the costs for uniforms. Joe stated he had renegotiated a tentative deal with the uniform company for a two-year reduced contract with a one-year opt-out clause. This would save approximately \$1,000 over the current contract.

Motion by James to accept the financial reports as presented, seconded by Robin. Motion carried unanimously.

Activity Report:

James inquired about the meaning of various items on the activity report. He stated that he appreciated being able to see the different items being addressed.

Robin asked if a database was being kept or could be compiled on areas as we did repairs and maintenance so that it would be easy to refer to later. Joe stated one wasn't kept at this time but it was something he would look into for the future.

Motion by Robin to accept the activity report as presented, seconded by James. Motion carried unanimously.

#### Old Business:

Joe reported to the Board that letters had gone out to all of the Laurel Terrace residents advising them of the District's attempt to increase their water pressure. He stated that only one resident had inquired about the purpose of a pressure reducing valve and that they had not received any other complaints/concerns regarding the upgrades. Robin mentioned that a project like this would be good public relations to let the community know what the District was doing for the residents.

Joe reported to the Board that the state loan for the water line upgrades and the SCADA project had finally been closed out, at a final cost of approximately \$820,000.

Joe reported to the Board that PreCon would be coming on May 18 to finish cleaning the inside of the clear well and to paint the clear well. He stated that he had the water treatment plant personnel take pictures of the clear well to record its condition before painting and that as soon as they had procured a video camera they would tape it as well. He also stated that he had the employees bring gravel up to the road to level it off and that the plant personnel would have the tank filled as requested by PreCon so that they had no excuses for not getting the job done properly. Robin asked if there was any agreement regarding an extended warranty on the clear well. Joe stated that the District's attorney had mentioned this possibility but that it would probably be better financially for him to work out something acceptable with PreCon and then have the attorneys put it to paper.

#### New Business:

Henry gave the first reading of Resolution 2004-01, proposed budget for fiscal year 2005. Joe presented the highlights of the proposed budget to the Board. He also provided a list of fee increases that would better reflect the cost of doing business to the Board. James asked what depletion fees were used for. Joe stated these were fees that would be in place for developers in lieu of tap fees since they put in all of the infrastructure, but would be charged to individuals in addition to the tap fee. This would better reflect not only the cost of doing the work of adding a customer but also the depletion of the capacity of the system every time a new customer was added. He stated that these fees were still lower than either Asheville or Weaverville but were more competitive with those two entities. Henry stated that he thought Joe had a good proposal for the elimination of most overtime with scheduling and the granting of compensatory time for overtime worked.

Joe reported that a safety grant he had applied for to help mitigate the cost of the fence for Reynolds Mountain was approved for \$1,000.

Joe presented a proposal for the collection of delinquent accounts to the Board. The proposal included several policy changes or enactments. He reported that there were

nearly \$150,000 outstanding delinquent fees uncollected. He proposed forgiving 15% of the uncollected fees and giving a deadline of September 1 for customers to pay their bills in full or face disconnection.

After some general discussion, Henry stated that he felt the issue should be tabled until the next workshop meeting to give the Board members time to review the policy suggestions. Motion by Robin to table the delinquent accounts issue until the next workshop, seconded by James. Motion carried unanimously.

Motion by Robin to meet again in regular workshop on May 24, seconded by James. Motion carried unanimously.

Call of Director:

Joe reported all fire hydrants in Woodfin except 2 had been repaired or replaced and three hydrants remained to be serviced. A citizen complimented James on his fulfilling a campaign promise to get all the fire hydrants working properly.

Joe reported that the District had received its license to broadcast from the FCC for the SCADA system and that it may be able to be used in the future for 2-way radios.

Joe reported the District was given a letter of support for its grant proposal by the Blue Ridge Parkway superintendent. He also stated he had met with the Southern Appalachian Highlands Conservancy about the grant and that it looked very favorable that the District would be given the grant. He stated that it might be a good idea for the District to appear at Montreat's celebration of their grant so that the Board members can make it known to state and local representatives the importance of this grant application.

Call of Board:

Robin asked if it was possible to include funding in the budget for a quarterly newsletter. Joe stated that there was more than enough reserve funds to fund a newsletter and that the approximate cost in materials per quarter would be \$1,200 for a newsletter. Robin stated she felt it was important to get information to the public regarding the different things that were going on. James agreed.

Call of Citizens:

Dr. Ada Khoury asked Joe if the SAHC had everything they need for the grant. He stated there was an option that needed to be signed but the director stated he would provide that information for him.

With no further business to discuss, motion was made by James to adjourn, seconded by Robin. Motion carried unanimously.

Meeting adjourned at 9:00 P.M.