

# Woodfin Sanitary Water and Sewer District

## Meeting of Board of Trustees

### Minutes of January 20th, 2026

Chairman Gordon Maybury called the meeting to order at 5 p.m. In attendance were Larry Hopkins, Vice Chair; Carter James, Secretary; Dr. Joseph Martin, Finance Officer; and Seth Eckard, Executive Director.

#### Approval of Agenda

The Board of Trustees approved the agenda by unanimous consent.

#### Approval of Minutes

Trustee Hopkins seconded Trustee James' motion to approve the December 8th, 2025, minutes. The motion carried unanimously.

#### MSD Report

Ms. Bryson was unable to attend the meeting.

#### Public Comment

No public comment month.

#### Director's Report

Director Eckard provided the following updates:

**FY 2024–2025 Audit:** The District's FY 2024–2025 audit has been submitted and approved by the Local Government Commission (LGC). A copy is included in your board packet for review.

**Warden House Demolition:** Contractors completed demolition of the Warden House at the Water Treatment Plant on **January 12, 2026**.

**Engineering Updates (McGill):** McGill engineer **Keith Webb** has provided updates on (1) the **Safe Yield Analysis** and (2) the **Second Lagoon Project**. The latest information is included in your reading materials.

**Reservoir Level:** The reservoir is currently at **100% capacity**.

**Board Expansion Resolution:** I am working with legal counsel to draft a resolution for Board consideration that—if approved—would be transmitted to the Buncombe County Board of Commissioners to request:

- expansion of the Board of Trustees from **three (3)** to **five (5)** seats,
- increasing trustee terms to **four (4)** years, and
- **staggering** terms to support continuity and governance stability.

The Board of Trustees discussed the matter further and decided not to proceed with changes to the board's size and terms at this time.

**Winter Weather:** Director Eckard shared that the team is prepared for the upcoming winter weather. Preparations included installing tire chains, refueling the fleet, and making accommodations for plant operators who may need to stay overnight at the plant.

**New Team Member:** Director Eckard shared with the board that one of our team members is out for the next six months recovering from rotator cuff surgery, and that he will be advertising to fill the open distribution water technician position in the budget to provide the team with additional support.

Chairman Maybury shared that he and the Board greatly enjoyed their recent experience with the Essentials of Municipal Government training. Chairman Maybury reiterated to Director Eckard the importance of providing memos for all checks to help the Board better understand District expenditures. Director Eckard stated that he will make this a priority moving forward.

### **Old Business**

No old business.

### **New Business**

- A. 2026 Board meeting Calendar:** Director Eckard proposed the 2026 Board of Trustees Calendar. Chairman Maybury seconded Trustee Hopkins' motion to approve the 2026 Board of Trustees meeting calendar. The motion carried unanimously.
- B. Resolution 2026-01 FY 2025-2026 Budget Amendment #2:** Director Eckard shared that The purpose of Resolution No. 2026-01 is to adopt Budget Amendment #2 for the Fiscal Year 2025–2026 budget to recognize and appropriate FEMA funds related to Hurricane Helene.

FEMA has provided a total of \$337,242.78 to the District associated with Hurricane Helene. This amendment increases FY 2025–2026 expenditures by that amount to properly account for the receipt and use of these funds, consistent with budgetary and auditing requirements.

This amendment increases the District's FY 2025–2026 budget from **\$3,062,774.00** to **\$3,400,016.78**, an increase of **\$337,242.78** funded by FEMA.

The FEMA funding consists of two components:

- 1. Prior-year reimbursements (FY 2023–2024 storm-related expenses): \$163,370.00**
  - These funds reimburse costs incurred in 2024 related to Hurricane Helene.
  - Because the expenses have already been incurred and paid, the reimbursement will be **moved to General Fund cash reserves**.
- 2. Water Treatment Plant storm-damage funding: \$173,872.78**
  - These funds are restricted for storm-related repairs at the Water Treatment Plant and associated facilities.
  - Eligible uses include **engineering services** and **contractor repairs** related to the **dam, spillway, and erosion near the lagoon and the WTP bridge**.

### **Fiscal Impact**

- **Revenue Source:** FEMA (restricted and reimbursement components as described above)
- **Expenditure Impact:** Increase of **\$337,242.78**
- **Net Impact on Fund Balance:**
  - **+\$163,370.00** increase to General Fund cash reserves (reimbursement)
  - The remaining FEMA funds will be expended on eligible storm-damage repair activities at the Water Treatment Plant.

Chairman Maybury seconded Trustee Hopkins' motion to approve Resolution 2026-01. The motion carried unanimously.

### **Call of the Board**

The Board asked Director Eckard about the status of the SRF-Helene grant. Director Eckard provided a brief update on the project's milestones.

Chairman Maybury asked Director Eckard to look into the procedural issue regarding the selection of a surveyor for the feasibility study of the Elkwood Avenue property. Director Eckard said he would consult the attorney and return with recommendations at the next board meeting.

### **Adjournment**

The meeting was adjourned at 6:17 p.m.