

# Woodfin Sanitary Water and Sewer District

## Meeting of Board of Trustees

### Minutes of February 16th, 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 James seconded Trustee Hopkins' motion to approve the December 20th, 2025, minutes. The motion carried unanimously.

#### MSD Report

Ms. Bryson provided a brief update on MSD. Ms. Bryson noted that MSD staff were working on their annual budget process, a cost-of-living adjustment plan for employees, and developing an updated 10-year capital improvement plan. Ms. Bryson also noted that MSD had \$80 million of bonds that were paying for past and future capital improvements.

#### Public Comment

No one from the public spoke during public comment.

#### Director's Report

Director Eckard provided the following updates:

- **Reservoir Level:** The District's reservoir is currently at **100% capacity**.
- **Lead and Copper Inventory:** The current count of identified lead and copper service lines is **1,348**.
- **Website Update:** Staff will receive training on the District's new website this coming Thursday. The website is expected to go live by the end of March or April.

#### Old Business

No old business.

#### New Business

##### **A. Safe Yield Analysis Presentation:**

Keith Webb from McGill Associates gave the Board the following update. The Woodfin Sanitary Water and Sewer District requested a Safe Yield Analysis of the Laurel Fork and Sugarcamp Fork Watersheds, both of which the District holds the water rights for. Currently, the District utilizes the Sugarcamp Fork Watershed for their Water Treatment Plant (WTP), in addition to purchasing water

from neighboring towns. In order to lower water purchasing costs, the District would like to determine if it is possible to utilize the Laurel Fork Watershed as a secondary water source for the WTP. In 2013, McGill Associates completed a survey of the Woodfin Sanitary Water and Sewer District Reservoir Plan. Utilizing this survey information, elevation lines within the reservoir can be utilized to approximate the volume.

Twenty-one (21) contour lines, each spaced 2 feet apart, were identified within the reservoir. The lowest elevation is 3056 feet, with the highest elevation being 3096 feet. The high water level is estimated to be 3095.63 feet, based on the spillway. To estimate the volume, the 21 contour lines were divided into sections based on their surface area (ft<sup>2</sup>). Each section, barring the highest elevation line, which is placed above the spillway, has a 2ft depth. The highest section of the lake, which has an elevation range between 3094 feet and 3096 feet, has a depth of only 0.63 feet, based on the spillway elevation posing as a limiting factor to the water level within the reservoir.

Utilizing the twenty-one section surface area analysis and the corresponding depths of each sector, one can determine the volume of the reservoir in increments, adding them together for a total volume estimate. Through this method, it is determined that the reservoir can store 20.7 million gallons of water.

Keith noted that, using 100-year flow and drought data, the safe yield of the reservoir is approximately 300,000 gallons per day. Fortunately, the District has a 1-million-gallon-per-day capacity agreement with the City of Asheville, and the District regularly produces 900,000 gallons of water each day under normal conditions. Keith said that he would investigate the infrastructure and operational cost of transferring water from the Laurel Fork watershed as a follow-up to this presentation. Being able to supplement the Sugarcamp Reservoir with additional water during drought conditions may allow the District to increase its own water production and not have to purchase as much water from the City of Asheville. McGill intends to provide the Board with a follow-up presentation this Spring with their final recommendations and cost estimates.

#### **B. Woodfin Dam Spillway Assessment and Repair Contract:**

Following flood damage associated with Tropical Storm Helene, FEMA assigned Project No. 824642 (PW#02486) for assessment and repair of the Woodfin reservoir spillway located at 439 Blackberry Inn Road, Weaverville, NC. Initial services were authorized under the Disaster Recovery Agreement. This amendment provides additional scope and funding necessary to move the project from assessment through design, permitting, construction oversight, and FEMA close-out documentation.

The expanded scope includes engineering management, contractor selection assistance, a geophysical (GPR) assessment of the spillway, design of spillway repairs, NC Dam Safety and environmental permitting, construction administration and observation, and preparation of record drawings and FEMA close-out documentation. The estimated project duration is approximately 10 months, subject to reservoir drawdown timing and regulatory review.

This amendment increases the total professional services contract amount to **\$58,800**, inclusive of estimated reimbursable expenses. All required FEMA contract provisions are incorporated to maintain eligibility for reimbursement.

This project will be funded with funds the District has already received from FEMA. We anticipate the repair will cost approximately \$100,000. The estimated timeline for project completion is 10 months.

Trustee James seconded Trustee Hopkins' motion to approve the Woodfin Dam Spillway Assessment and Repair Contract with Withers Ravenel. The motion carried unanimously.

### **C. Rules of Procedure Update:**

At the January 2026 Board meeting, the Trustees expressed an interest in updating the District's bylaws to align with the UNC School of Government's Local Rules of Parliamentary Procedure. To implement this change, the District's bylaws must be amended.

Pursuant to the bylaws, the Board of Trustees may amend the bylaws by majority vote through adoption of a resolution approving the proposed amendments. Public notice of the proposed changes must be posted at the District offices a minimum of thirty (30) days prior to the Board's vote on the resolution.

Specifically, Section 3.07 of the current bylaws will be amended to reference the UNC School of Government's Local Rules of Parliamentary Procedure. Director Eckard said that, because February is a short month, the proposed resolution will be placed on the April agenda for consideration and adoption.

### **D. Audit Contract and Engagement Letter for Fiscal Year 2025 – 2026**

The contract and engagement letter formalize the District's independent financial audit for FY 2025-2026, as required by North Carolina law and the Local Government Commission (LGC). The audit will result in an independent opinion on the District's financial statements and related reports.

Total fixed audit fee: \$25,500. Single Audit (if required): Additional \$4,950 per major program

Chairman Maybury seconded Trustee Hopkins' motion to approve the audit contract and engagement letter. The motion carried unanimously.

### **E. First Amendment to Greenfinn Proposal for Feasibility Study**

Due to a procedural error, the contract with Greenfinn needs to be amended to remove the surveying and engineering work from the original scope of services. This contract removes those two services from the scope. Director Eckard will sign a new contract that is compliant with state laws on February 17<sup>th</sup>. Director Eckard noted that this contract amendment and any subsequent new contract will not change the cost of any of the services provided by Greenfinn.

Trustee Hopkins seconded Chairman Maybury's motion to approve the First Amendment to Greenfinn's Proposal for Feasibility Study. The motion carried unanimously.

### **F. Resolution 2026-2 Exempting Services from N.C.G.S. 143-64.31**

The District must procure engineering and surveying services. Under North Carolina law, these services are typically subject to a qualifications-based selection process. However, N.C.G.S. § 143-64.32 allows local governments to exempt such services from these requirements when the estimated professional fee is less than **\$50,000**.

### **Key Points of the Resolution**

- The estimated professional fees for the required engineering and surveying services are **below \$50,000**.
- The resolution formally exempts these services from the requirements of N.C.G.S. § 143-64.31, as permitted by statute.
- Adoption of the resolution ensures the District remains compliant with state procurement laws while allowing the project to proceed efficiently.
- The resolution becomes effective immediately upon adoption.

Trustee Hopkins seconded Chairman Maybury's motion to approve Resolution 2026-02. The motion carried unanimously.

### **G. Elkwood Property Purchase Discussion:**

Director Eckard provided the board with the following update. The District is in the process of acquiring four parcels on Elkwood Avenue to support a future relocation of its headquarters. After the purchase agreement was executed, Finance Officer Dr. Martin and Director Eckard met with the North Carolina Local Government Commission (LGC), which indicated it would consider approving only a commercial loan with a seven- to 10-year term. The District had hoped to finance the purchase over 30 years to keep annual debt service at an affordable level.

Compounding this challenge, Director Eckard advised the Board that the District's revenues are expected to decline following the loss of the prison laundry facility as a customer. Given the shorter financing term and projected revenue impacts, Director Eckard recommended that the Board not pursue the property purchase at this time, citing potential strain on future budgets.

Trustee Hopkins seconded Trustee James' motion to cancel the purchase of the Elkwood property purchase. The motion carried unanimously.

### **H. Call for Public Hearing: Debt Financing for Elkwood Property March 16<sup>th</sup> at 5:00 p.m.**

The Board of Trustees tabled this item by unanimous consent.

### **Call of the Board**

Chairman Maybury noted that a second and final scan for system water leaks had been conducted by Asterra and was curious to learn more about the results. Director Eckard said he would work with staff to prepare an update for the Board on the results and status of the repairs at the upcoming March Board meeting.

### **Adjournment**

The meeting was adjourned at 6:49 p.m.