

Woodfin Sanitary Water and Sewer District

Meeting of Board of Trustees

Minutes of July 20th, 2026

Chairman Gordon Maybury called the meeting to order at 5 p.m. In attendance were Larry Hopkins (virtually), 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

Chairman Maybury seconded Trustee James' motion to approve the June 15th, 2026, minutes. The motion carried unanimously.

MSD Report

Ms. Bryson provided the board with various MSD project updates. She also confirmed that MSD's executive Director will attend the August Board meeting to provide the Board with an update. She also confirmed the date of an upcoming tour of the wastewater plant.

Public Comment

No one from the public spoke.

Director's Report

Director Eckard provided the following updates:

Fiscal Year ending June 30th, 2026

Director Eckard summarized to the Board that the District closed the previous year's budget by spending less than that was were allowed to and brought in more revenue than originally estimated. Some of the excess revenue came from FEMA and Bridge loan grants that were received before June 30th, but will be expensed in FY 2026-2027.

Reservoir Level

The District's reservoir is currently at **100% capacity**.

Lead and Copper Service Line Inventory

As part of the District's ongoing Lead and Copper Service Line Inventory process, staff has identified 3,962 service lines. The inventory remains an active project, and staff will continue updating the Board as additional information is verified.

State of the District Presentation

The Woodfin Town Manager has afforded me the opportunity to present a State of the District presentation at their August 18th meeting at 5 p.m.

Woodfin Community Day Out: The District will participate in Woodfin Community Day Out on Saturday, August 8, 2026, from 9:00 a.m. to 1:00 p.m. at Pope Park. District staff will have a booth at the event and plan to bring a piece of heavy equipment for attendees, particularly children, to view up

close. The event will provide the District with an opportunity to engage with the community, share information about our operations and services, and interact with residents in a fun and informal setting.

Second Lagoon Project Update: The second lagoon project is currently undergoing State review. The permit application was submitted in June, and DEQ provided review comments on July 6. McGill is preparing a response and will also incorporate the site-access adjustments discussed with staff. Once the State approves the plans, the project will move to bidding and then construction. The current construction estimate is \$530,000, plus a 10% contingency, for an expected total of approximately \$583,000. A firm completion date has not yet been established because the schedule depends primarily on the State's review and approval process.

Although the current project estimate is approximately \$583,000, the final cost will be determined through a competitive bidding process and could come in below the estimate. As discussed during the budgeting process, the project will be funded from the District's cash reserves. The final recommended bid will come before the Board for final approval, along with a corresponding budget amendment. A copy of the cost estimate is included in your reading materials.

Dam Repair Update: Staff is working to have the Woodfin Dam repair project funded through the District's SRF-Helene grant. Because the damage to the dam was caused by Hurricane Helene, the repair appears to qualify under the terms of the SRF-Helene grant. The District also plans to include the cost of removing the overgrown vegetation from the top of the dam as part of the grant-funded work. If approved, using SRF-Helene grant funds for these items would reduce the amount the District would otherwise need to pay from its cash reserves.

Leak Detection update: The District has ordered the budgeted leak detection equipment. We are hoping it will arrive within the next 30 days or so. Once the equipment arrives, we will begin systematically looking for hidden leaks throughout the Distribution system.

AC Out at Plant: Just before the July 4th holiday, the HVAC system at the Water Plant failed. After evaluating the cost and timeline for repairing the original system, including replacement of the failed control board, staff determined that replacing the unit was the most practical and cost-effective option. A replacement control board would have taken several weeks to obtain, and with the ongoing heat wave, it was important to restore air conditioning as quickly as possible to provide relief for employees working at the plant. The cost to replace the commercial unit is estimated to be around \$13,000. We will pay for this new unit within the existing adopted budget funds.

Western, NC Table Top Exercise: Staff will be attending a Western, NC wildfire table top exercise in Morganton, NC on July 28th. This event is hosted by the EPA and will be coordinated with regional utilities and emergency agencies.

Tour of MSD Plant: District staff and the Board of Trustees have been invited by MSD for a tour of the wastewater plant on July 22nd at 10 a.m.

An MSD representative plans to attend the August 17th Board of Trustees meeting to provide an update.

New Business

A. McGill Task Order No. 3: Woodfin Reservoir Dam Emergency Reponses Plan (EAP)

McGill engineer, Mike Waresak explained that the Woodfin Reservoir Dam is classified as a Class C, high-hazard dam. North Carolina Dam Safety now requires inundation maps for high- and intermediate-hazard dams to be developed using detailed hydraulic modeling. The previously accepted simplified methodology may no longer be used for updating the District's Emergency Action Plan.

To comply with these requirements, McGill Associates will conduct hydrologic and hydraulic analyses to model both a sunny-day dam breach and a breach occurring during the required Spillway Design Flood. The resulting inundation maps will identify downstream areas, roadways, structures, residences, and businesses that could be affected by a dam failure.

Scope of Services

Under Task Order No. 3, McGill Associates will:

- Collect available LiDAR, soil, land-use, dam construction, and reservoir data.
- Perform the hydrologic analysis necessary to calculate the Spillway Design Flood.
- Develop a two-dimensional HEC-RAS hydraulic model.
- Prepare inundation maps for sunny-day and Spillway Design Flood breach scenarios.
- Identify downstream hazards located within the modeled inundation areas.
- Update the Emergency Action Plan using the most recent North Carolina Dam Safety template.
- Confirm emergency contacts and coordinate with emergency response personnel and other stakeholders.
- Survey up to six downstream bridge structures needed to support the hydraulic model.
- Submit the updated Emergency Action Plan to Dam Safety and respond to one round of reasonable review comments.
- Distribute the approved Emergency Action Plan to the appropriate emergency response agencies and stakeholders.
- Attend the July Board meeting and prepare an initial response to the Letter of Deficiency.

McGill Associates will also coordinate with the District and Dam Safety to define the scope of a second phase of work addressing the remaining items contained in the Letter of Deficiency. Phase 2 services are not included in the current fee and will not begin until the scope and compensation are separately agreed upon.

Project Cost

The proposed lump-sum compensation is as follows:

Service	Cost
Engineering documentation for the Emergency Action Plan	\$28,400
Dam Safety coordination	\$4,250
Board meeting and initial Letter of Deficiency response	\$1,200
Downstream structure survey	\$13,000
Total	\$46,850

The lump-sum amount includes reimbursable expenses associated with the identified scope of services. Any additional services, including the future Phase 2 response, would require a separate agreement or amendment.

Trustee James seconded Chairman Maybury's motion to approve McGill Task Order No. 3. The motion carried unanimously.

B. Award of Bid for Woodfin Spillway Repair Phase 1

Director Eckard explained that the District received **\$89,626.67 in FEMA Public Assistance funding** to address damage caused by Tropical Storm Helene at the Woodfin Reservoir. Post-storm inspections conducted by District staff, WithersRavenel, and FEMA identified cracking and joint-sealant damage at the Auxiliary Spillway, along with the need for additional investigation of the spillway foundation.

WithersRavenel prepared conceptual plans and requested line-item and unit-rate pricing from seven qualified contractors. Two contractors—Morgan Corp. and Stream Initiative—submitted pricing. Stream Initiative provided the lowest overall estimate and unit-rate costs. Stream Initiative is a local water-resources contractor with an unlimited contractor's license and experience repairing high- and intermediate-hazard dams in the region.

Because the estimated cost of completing all improvements shown in the conceptual design exceeds the FEMA funding currently available, WithersRavenel revised the scope to include the highest-priority work necessary to prepare the Auxiliary Spillway for a Ground Penetrating Radar assessment. The proposed work includes mobilization, water-level management, vegetation clearing, and cleaning approximately 10,000 square feet of the spillway to provide a safe, walkable surface for the assessment. The revised proposal from Stream Initiative totals **\$62,500**.

The Ground Penetrating Radar assessment will provide WithersRavenel with additional information regarding the condition of the spillway foundation and help determine whether foundation repairs should be included in a phase 2 for the project.

For Phase 2 of the project, we have \$27,126.67 remaining from the original \$89,626.67, along with an additional \$73,254.49 in unspent FEMA funds received last year.

Funding

The proposed **\$62,500** contract will be funded through the District's FEMA Public Assistance allocation for Tropical Storm Helene damage. No local funding is anticipated for this phase of the work.

Trustee James seconded Chairman Maybury's motion to approve the award to Stream Initiative for an amount not to exceed \$62,500 and authorize the Executive Director to execute the contract and related documents. The motion carried unanimously.

C. Resolution 2026-10 Fiscal Year 2026-2027 Budget Amendment #1

Director Eckard explained that the proposed budget amendment appropriates funding for three items: Phase 1 improvements to the Woodfin Reservoir Dam spillway, WithersRavenel FEMA consulting

services, and McGill Associates Task Order No. 3 for the Emergency Action Plan update and response to the Letter of Deficiency.

BACKGROUND AND FUNDING

The \$62,500 appropriation for the Woodfin Reservoir Dam Spillway Phase 1 Improvements will be funded from FEMA proceeds received by the District during the prior fiscal year and carried forward in fund balance. The \$46,807.58 appropriation for WithersRavenel FEMA consulting services will be offset by \$25,738.58 in Bridge Loan Grant funds and \$21,069.00 in FEMA grant funds. The \$46,850 appropriation for McGill Associates Task Order No. 3 will be funded from the District's unrestricted reserves.

FISCAL IMPACT

Budget Item		Expenditures		Funding Source	
Woodfin Reservoir Dam Spillway Phase 1 Improvements		\$62,500.00		Prior-year FEMA proceeds / appropriated fund balance	
WithersRavenel FEMA Consulting		\$46,807.58		\$25,738.58 Bridge Loan Grant; \$21,069.00 FEMA Grant	
McGill Task Order No. 3 – EAP Update and Letter of Deficiency Response		\$46,850.00		Appropriated fund balance / District reserves	
Total Amendment		\$156,157.58		Total new revenues and appropriated fund balance	
	Current Budget	Amendment No. 1		Amended Budget	
Expenditures	\$3,157,811.00	\$156,157.58		\$3,313,968.58	
Revenues and Other Financing Sources	\$3,193,489.00	\$156,157.58		\$3,349,646.58	

Trustee James seconded Chairman Maybury's motion to approve Resolution 2026-10. The motion carried unanimously.

Call of the Board

Trustee James noted that the downward trend in Asheville water usage was encouraging and asked whether staff could provide additional historical usage data for comparison. Director Eckard stated that he would follow up by emailing the Board the requested information.

Adjournment

The meeting was adjourned at 5:43 p.m.