

Woodfin Sanitary Water and Sewer District

Meeting of Board of Trustees

Minutes of August 17th, 2026

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

Approval of Agenda

The Board of Trustees moved new business item “Resolution of Appreciation for Jim Angel” to the top of the agenda. The Board of Trustees approved the agenda by unanimous consent.

A. Resolution 2026-11: Resolution of Appreciation for Jim Angel

The Board of Trustees presented a Resolution of Appreciation and a plaque recognizing Jim Angel for his many years of dedicated service to the Woodfin community. Mr. Angel served as a District Trustee, a member of Woodfin Fire & Rescue, and a member of the Woodfin Town Council. Members of Mr. Angel’s family were in attendance and accepted the recognition on his behalf.

Trustee James seconded Chairman Maybury’s motion to approve Resolution 2026-11. The motion carried unanimously.

Approval of Minutes

Chairman Maybury seconded Trustee James’ motion to approve the July 20th, 2026, minutes. The motion carried unanimously.

MSD Report

Tom Hartye provided the board with an overview of MSD’s operations and upcoming capital projects over the next 10-years. The board thanked Mr. Hartye for his time, years of service, and expertise.

Public Comment

No one from the public spoke.

Director’s Report

Director Eckard provided the following updates:

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 **4,430 lines**. This project should be complete by the end of this month. The next step will be for the District to input all of the data into spreadsheet that the State has given us. The submission deadline for the final inventory due to the North Carolina Department of Environmental Quality by November 1, 2027.

State of the District Presentation

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

New Business

B. Reynolds Mountain Tank Washout, Condition Assessment, and Disinfection

Utility Service Co., Inc., operating as USG Water Solutions, has submitted a proposal to perform a washout, condition assessment, and disinfection of the Reynolds Mountain Tank. The tank is a 750,000-gallon concrete water storage tank located at 119 Weaverville Road in Asheville. The total proposed cost is \$4,000. The proposal is valid for 90 days.

Cleaning and inspecting the tank will allow the District to remove accumulated sediment, evaluate the tank's current condition, and identify maintenance or rehabilitation needs.

Scope of Work

Under the proposal, USG Water Solutions will:

- Wash the accessible portions of the tank's walls, baffle walls, and floor;
- Inspect the tank's sanitary, safety, structural, security, and coating conditions;
- Disinfect the walls, floor, and ceiling in accordance with AWWA C652, Method 2;
- Prepare a comprehensive written condition assessment report with color photographs; and
- Meet with District representatives to present the findings and recommendations.

District staff will be responsible for isolating and fully draining the tank before the work begins. The district must also provide a potable water source within 250 feet of the tank and handle any required dichlorination of discharged wash water.

Trustee James seconded Chairman Maybury's motion to approve the contract as presented. The motion carried unanimously.

C. FY2026-2027 Water System Capital Improvements Plan and Financial Analysis Update – McGill Associates

The District periodically updates its 10-year Water System Capital Improvements Plan (CIP) and associated financial analysis to ensure that anticipated capital needs are appropriately planned for and incorporated into the District's long-term financial strategy.

McGill Associates has submitted a proposal to assist the District with an update of the existing 10-year CIP and financial analysis. The work is intended to identify and prioritize future capital projects while evaluating the revenues and rate structure necessary to support the continued operation, maintenance, replacement, and improvement of the water system.

Scope of Work

Under the proposal, McGill Associates would perform the following major tasks:

- Review the District's financial objectives, assumptions, policies, and benchmarks.

- Review the existing CIP, including key system assets, critical infrastructure, known deficiencies, poorly performing equipment, high-maintenance areas, and other operational concerns.
- Develop new capital projects and update existing projects and cost estimates as necessary.
- Update project priorities and prepare a 10-year CIP for incorporation into the District's financial model.
- Analyze historical financial information, water consumption, customer demand, growth patterns, and other factors to develop a 10-year revenue requirements projection.
- Determine the timing and magnitude of potential revenue adjustments needed to support the long-term financial needs of the water system.
- Evaluate the District's existing rate structure using an industry-standard cost-of-service approach.
- Develop up to three potential rate adjustment strategies for consideration.
- Compare the District's water and sewer rates with other municipal utilities in the area.
- Present the findings to the Board of Trustees at a regular public meeting.
- Prepare a final written report containing the updated CIP, financial analysis, and recommended water rate adjustments.

McGill Associates proposes to complete the Capital Improvements Plan Update and Financial Analysis Update for a **lump-sum fee of \$39,700**.

The District continues to face significant long-term capital needs associated with maintaining and improving its treatment, storage, and distribution infrastructure. Updating the CIP and integrating those needs into a long-term financial model will provide the Board and staff with a more comprehensive tool for evaluating future capital investments and their impact on District finances.

The financial analysis will also help determine whether existing rates and revenues are sufficient to support operations, capital replacement, system improvements, reserves, and other long-term financial obligations. Providing multiple rate adjustment scenarios will allow the Board to consider different approaches for meeting these needs over the 10-year planning period.

Trustee James seconded Chairman Maybury's motion to approve the contract as presented. The motion carried unanimously.

D. Resolution 2026-12 Proposed Bylaw Amendment Regarding Remote Trustee Attendance

After some discussion by the Board, it was determined that the District may not need this policy at this time. The Board of Trustees decided table Resolution 2026-12.

Trustee James seconded Chairman Maybury's motion to table Resolution 2026-12. The motion carried unanimously.

E. Resolution No. 2026-13 Approval of the 2025 Local Water Supply Plan

North Carolina General Statute 143-355(l) requires units of local government that provide public water service and large community water systems to prepare and submit a Local Water Supply Plan. The Woodfin Sanitary Water and Sewer District's 2025 Local Water Supply Plan has been developed and is presented to the Board of Trustees for review and approval. The plan provides information concerning the District's water supply and serves as a planning tool for the future management of the

District's water resources. The information contained in the plan will also assist the North Carolina Department of Environmental Quality in developing the State Water Supply Plan.

Upon approval by the Board, the 2025 Local Water Supply Plan will be submitted to the North Carolina Department of Environmental Quality, Division of Water Resources. The plan will be updated at least once every five years, or as otherwise requested by the Department, to reflect changes in relevant data and projections.

Chairman Maybury seconded Trustee James' motion to approve Resolution 2026-13. The motion carried unanimously.

F. Resolution No. 2026-14 — Resolution Authorizing a Temporary Pay Adjustment for Distribution Team Employees and the Purchase of Employee Lockers

Since December 2025, the District's Distribution Team has been operating with one fewer employee than its normal staffing level due to a team member being unable to work while on workers' compensation leave.

During this period, the remaining five Distribution employees have continued to maintain normal operations while assuming additional responsibilities and workload associated with the staffing shortage. This includes responding to leaks and service issues, completing system maintenance, performing water taps and repairs, and addressing other daily distribution system needs.

In recognition of the additional workload being carried by the five Distribution employees, I am recommending that the Board authorize a temporary pay adjustment of **\$1.00 per hour** for each of the five employees.

The adjustment would become effective upon approval by the Board and would remain in place only while the Distribution Team continues to operate short-staffed. The temporary adjustment would end when either:

- The employee currently on workers' compensation leave becomes eligible to return to work; or
- The District hires another employee to fill the staffing need.

The additional \$1.00 per hour would be treated as a temporary staffing-related pay adjustment and would not represent a permanent increase to the employees' established base hourly rates.

Director Eckard said that he is also requesting authorization to expend an amount **not to exceed \$3,000** to purchase four lockers for employee use.

The lockers will provide employees with secure and appropriate storage for personal belongings, uniforms, work clothing, and other items while at work.

Funding for both the temporary Distribution Team pay adjustment and the purchase of the lockers is available within the District's existing **FY 2026–2027 budget**. No increase to the overall adopted budget is anticipated as a result of these expenditures.

The Board concurred with the assessment and directed Executive Director Eckard to begin the recruitment process for the unfunded position in the Distribution Department. Director Eckard agreed and stated that he would present a budget amendment at the September meeting to fund the position.

Chairman Maybury seconded Trustee James' motion to approve Resolution 2026-14. The motion carried unanimously.

Call of the Board

No comments were made.

Adjournment

The meeting was adjourned at 6:38 p.m.