

**TRAILS END WATER DISTRICT**  
**1/6/15 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:10 pm. A quorum was present.

**ATTENDANCE:** Joe Morris and Sarah Carlson, Commissioners  
Anne Montgomery, Attorney  
4 members of the public.

**MINUTES:** Sarah Carlson passed out copies of the **12/23/14** meeting minutes. Joe moved to approve the minutes as presented. Sarah seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:**

- Voucher Approval: Vouchers were presented in the amount of 1904.81 for regular vouchers and \$1084.38 Payroll. Joe moved to pay the vouchers as presented. Sarah seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing: We will be billing for excise tax on the January bill.
- Maintenance: We have not yet contracted for the repair on the meter damaged by the falling tree
- Miscellaneous: PUD replaced the light outside of the office building. It is an LED light. The engineer, Stan, from PUD said that the prohibition on LED's at business has been lifted. With that in mind, we could use those lights on a pole at the tower. The cost would be 0.35 per day.

**OLD BUSINESS:**

- Audit Update and Findings – We have a draft of the audit and will be sending a reply. Anne suggested we wait until the final report is available. Discussion on ways to disseminate the information and results.
- Commissioner Position – We still have not had contact with Dan Burrus. We excused him until this meeting. A position is vacant when a commissioner resides outside the district. Following lengthy discussion and review of RCW's 57.12.020, it was the decision of the board to draft a letter to Mr. Burrus telling him of our intent to declare his position vacant at the 1/20/15 meeting and fill the position. If there is no response, we will proceed on 1/20/15. In the meantime Joe will talk to Beau and Sarah will talk to Kelly.

Sarah moved to revoke the motion from the 12/23/14 meeting to change the meeting schedule. Joe seconded and the motion passed unanimously.

\*\*Agenda for 1/20/14 appointment of new position. New resolution on the

Anne brought our certificates for our records training. They will be filed in personnel files.

**NEW BUSINESS:**

Anne reviewed the contract with Oak Park. She will be changing the \$600 deposit language to reflect that Oak Park will return the deposit and H2O will be issued a new check for \$600. The new contract does not include an end date. We agreed that two year duration would be appropriate. The Oak Park contract has language regarding planning and technical advice. She will ask Drew to clarify where that goes – under the duties covered by the contract or under optional services.

Sarah moved to extend the Oak Park contract until 1/20/15 to allow for further clarification of the new H2O contract. Joe seconded and the motion passed unanimously.

Sarah expressed concern about item #8 of the auditor’s letter of representation that we swear there is no fraud. Anne will give us some language suggestions and Sarah will call April before the letter is signed.

Joe moved that we have PUD install a LED light for security at E 101 Crest Drive for an estimated cost of \$0.35 per day with no pole charge. Sarah seconded and the motion passed unanimously.

Joe feels we need to have at our disposal a battery powered weed-eater and brush bar when reading meters. He recommends a Stihl or Husqvarana.

**PUBLIC COMMENT:**

Question asked about information in the previous minutes about correspondence on twitter and social meeting. Discussion on that issue.

**GOOD OF THE ORDER:**

Nothing

**ADJOURNMENT:**

Sarah moved to adjourn the meeting at 8:30 pm.

Submitted by:

