

**TRAILS END WATER DISTRICT**  
**1/8/19 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:01 pm. A quorum was present.

**ATTENDANCE:** Deb Watson, Joe Morris, Sarah Carlson, Commissioners  
Anne Montgomery, Attorney; Denise Snow, Office Manager  
1 members of the public.

**MINUTES:** Ms. Carlson passed out copies of the 12/11/18 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 12/14/18 Working Session minutes. Mr. Morris moved to correct the Scribner's error in spelling. Ms. Watson seconded and the motion passed unanimously. Ms. Watson moved to approve the minutes as corrected. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 12/28/18 Working Session minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 12/31/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 12/31/19 Financial Statement was passed out. Mr. Morris reviewed the information orally. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$10,810.90 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$10001.08 from Olympia Federal to the Treasurer's Office. Ms. Carlson seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$11,255.39. Mr. Morris moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

Ms. Snow said everything looks good. There is one account that has been problematic and is eligible for a shut-off notice. This will be the third shut-off notice on this account. It will be payment in full only before service is restored.

- Maintenance:

Mr. Morris has been working on the generator. The batteries are dead and new ones have been purchased. He will install a battery tender on them to help maintain their charge. Ms. Watson

will check the wiring for it. We have a man coming to change the oil, belts, etc. He also recommended that the generator be run regularly to keep it in good shape. Mr. Morris wondered about compatibility of the breakers and the generator. Ms. Watson will look into that as well. During the power outage, Mr. Morris also found that he had the only key to the generator. He passed out a key to all the commissioners so any one of them can respond in case of another power outage.

There have also been some concerns about security of the office. A joint decision with water district staff and the community club was made to put a separate lock on the exterior door of the district office and a lock on the interior door. The interior lock key that will only be accessible by authorized community club members so they can access the storage area.

- Miscellaneous:

Nothing to report

- Liens:

No new liens to report.

## **OLD BUSINESS:**

**Audit Update:** Ms. Carlson reported that the audit continues. The State Auditor's Office sent a letter that is serving in lieu of the initial interview. It was signed and will be returned to the Auditor's Office. Our auditor, April Taylor, had scheduled a tentative meeting on 12/31/18 but it was cancelled. Ms. Taylor also sent a request for additional information from Ms. Snow. There were also some forms that will need to be completed. More will be presented under New Business.

**New Well:** Mr. Morris learned that the engineer we hired is not specifically certified to do the report we need according to the Health Department. The engineer has not provided a product yet and we have not paid him anything. Ms. Montgomery gave us information on other available engineers who do have the correct certification. Mr. Morris will work on getting some estimates for our consideration.

**Family Leave Resolution:** Ms. Carlson presented Resolution 2019-1 authorizing the district to pay the employee premiums to the state of Washington for paid family and medical leave and will not collect said premiums from the employee's wages. Ms. Carlson moved to accept Resolution 2019-1 concerning payment of paid family and medical leave premiums. Mr. Morris seconded and the motion passed unanimously.

**Lease:** Ms. Montgomery inquired as to the status of the lease signing with the community club. Ms. Snow reported that he had been signed.

## **NEW BUSINESS:**

**Deposits to the Treasurer's Office:** One of the concerns brought up by the auditor is regarding the deposits to the Treasurer's Office. The law requires deposits be made no less than weekly. We have been doing it monthly. Ms. Carlson did some research on the issue. The commissioners have assumed

that the deposits made into Olympia Federal complied with the law since the Treasurer is a signatory on the account. According to the Treasurer, that is not the case. We have to make the transfer weekly. Our existing practice is to authorize the transfer at an open public meeting monthly. We need to establish a new procedure. Ms. Carlson did some research. She found that there are two resolutions that address the checking account: Resolution #86 signed 1/29/14 and Resolution #89 signed 2/4/14. Both resolutions discuss the fact that two commissioners must sign any checks. Neither requires the transfer to be authorized by a vote of the commissioners at an open public meeting. She suggested a process. By Friday of each week, staff or commissioners will pull and copy the balance in the Olympia Federal account. \$100 will be left in the account to keep it active and the balance will be transferred to the Treasurer. A check will be written for the correct amount and signed at the Working Session meeting by two commissioners. On weeks where there is no scheduled Working Session, two commissioners will come in to sign the check and its transmittal at different times over the weekend. On her next day at work, the Office Manager will place the check and transmittal into a stamped envelope and put it in the mail. Ms. Montgomery was asked for feedback. She was in agreement with the plan as presented. Ms. Carlson will draft the policy.

**Evergreen Rural Water Conference:** The conference is in February. Mr. Morris will be attending on behalf of the district. The district will pay tuition and per diem.

**PUBLIC COMMENT:**

None

**GOOD OF THE ORDER:**

None

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:16 pm

