

**TRAILS END WATER DISTRICT**  
**1/9/18 Meeting**  
**MINUTES**

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

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

Commissioner Watson asked to be excused from today's meeting. Ms. Carlson moved to excuse Commissioner from the meeting. Mr. Morris seconded and the motion passed unanimously.

**MINUTES:** Ms. Carlson passed out copies of the 12/12/17 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 12/22/17 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 12/31/17 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 12/31/17 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously. Mr. Morris reported that there is currently a balance of \$15,968.77 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$14,001.09 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 \$13,467.72. Mr. Morris moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

Ms. Snow reported that billings are doing well. There are only 15 accounts that are over 90 days.

- Maintenance:

Mr. Morris reports that he will need to get permits for asphalt around a valve to spare it further damage. It has been knocked out of kilter. They continue to work to get our system qualified as a "well field." Since we put in the float valves we pumped about 400,000 fewer cubic feet

than last year. The 2017 volume was 1,584,415 cubic feet. In 2016 it was 1,984,000. They are still waiting for better weather to replace the 8 meters that fog up.

- Miscellaneous:

Nothing to report.

- Liens:

One lien was lifted and we have no more liens filed.

## **OLD BUSINESS:**

Swearing in of Commissioner: Commissioner Carlson was sworn in by Attorney Anne Montgomery.

Lighting Update: The customer who had to give permission for PUD to work on her property has signed the required document. The light poles should be put up fairly shortly.

Cross Connection Update: Mr. Morris has had conversation with both Drew Noble of H2O Management and Nick Ernst of Top Dog Drilling who will both get back to us with additional information.

## **NEW BUSINESS:**

New Legislation:

Sick Leave: Ms. Carlson reported that a new law requiring sick leave to be given to all employees was passed and took effect 1/1/18. This law is being managed by Labor and Industries. She has updated all forms to accommodate the newly required information, made copies of a flier to be given to employees with their pay stubs and acquired necessary information to post on the bulletin board. The law required that 1 hour of sick leave be given to each employee for every 40 hours they worked in 2017 to start out with in 2017. From that beginning, each employee will add 1 hour sick leave for each 40 they work going forward in 2018. She asked Ms. Montgomery if commissioners were subject to the sick leave, depending on if they are viewed as the “employers” or if they, too, are considered “employees of the District.” Ms. Montgomery will check this out and report back.

Public Records Act: Ms. Carlson reported that there have also been changes in the Public Records Act enacted by the legislature that took effect 1/1/18. She reviewed the highlights of changes and feels that we are already doing most of the things required. She asked if Ms. Montgomery knew anything more about the grant program and training that is to be funded through a \$1 surcharge on recorded documents. It sounds to Ms. Carlson as if that is done at the county level. Ms. Montgomery said she is scheduled to take training on this issue and will bring back information.

Debit Card: Ms. Montgomery provided a resolution on the debit card information that was approved at the last meeting. It will be resolution 2018-1. Ms. Carlson moved to accept resolution 2018-1 granting authorization for debt cards for the petty cash account at Olympia Federal. Mr. Morris seconded and the motion was passed unanimously.

