

TRAILS END WATER DISTRICT
10/13/15 Meeting
MINUTES

CALL TO ORDER: Commissioner Joe Morris called the meeting to order at 7:10 p.m. A quorum was present.

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

Commissioner Watson is out of town. She called in today. Mr. Morris moved that Commissioner Watson be excused from this meeting. Ms. Carlson seconded and the motion passed unanimously.

Commissioner Carlson announced that she would be out of town for the November meeting.

SECRETARY: Ms. Carlson presented the minutes from the 9/8/15 meeting. Ms. Carlson moved to correct the name of the commissioner on page 3 from Dan Burrus to Deb Watson. Mr. Morris seconded and the motion passed.

Mr. Morris moved to accept the minutes as corrected. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: A copy of the financial report was passed out and reviewed. The Mason County Treasurer statements were reviewed and all vouchers have been accounted for.

Ms. Carlson moved to accept the treasurer's report as presented. Mr. Morris seconded and the motion passed unanimously.

- Bank Transfer: Mr. Morris moved to transfer \$11,010.13 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 \$18,044.81. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

Ms. Carlson moved to transfer \$15,000 from Reserve Maintenance to the General Account to cover costs of the top-fill project. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing: Mr. Morris reported that we are working on a meter reading sheet which will make entering data from meter reading easier.

Ms. Montgomery explained that there were 12 people who never had an account set up and there is no record that they were customers. They have been using water for an undetermined time without paying. Because there is no policy and still no rate study yet to handle this situation, Ms. Montgomery recommended that there be a resolution be passed outlining provisions for collection. Mr. Morris said he had talked to several of them. Six letters were sent out and three came back. She said we should

draft a letter to these 12 customers explaining the history and reasoning behind what is going on. We should consider a resolution for these specific 12 properties. She is willing to draft the letter and resolution.

Ms. Carlson moved to pass resolution 2015-3 providing for the collection of the temporary flat rate beginning

1/1/14 or property acquisition date, whichever occurred later, for the 12 ascertained properties, who were never been entered into the district's records as customers. Mr. Morris seconded and the motion passed unanimously.

- Maintenance: We did a well test on the tank. Mr. Morris provided the statistics on that test and explained the process. Measurements were made on both sources. He explained how the tanks operate together, recovery time, etc. Two people come in and serviced the generator. They ran the main pump on the generator for 45 minutes. He also got information on operation of the generator with the tank. On Thursday, another practice test will be run for 6 hours. If this goes as well as the first, it will likely be approved. The DOH engineer came. She authorized us to use the new well on an emergency basis. We will still have to proceed with the rest of the process to have the new well up and running officially. We now have an emergency water source, an emergency pump and an emergency power.
- Miscellaneous: Nothing reported

OLD BUSINESS:

Top-fill Update: Mr. Morris explained some of the details of the work being done for the top-fill. The initial bid of \$11,000 will probably be pretty close in the end. It is anticipated that this will be completed within the next two months.

Security: We will have a total of seven cameras at the tower. Four are already installed. Work continues to get them all installed and operational. Similar camera installations will be made at the boost station. The lights are here and ready to be installed. Mr. Morris was able to get installation instructions for the concertina wire. He also picked up 16 traffic cones.

Rate Study: Ms. Montgomery contacted three companies regarding rate studies and a water district plan. Two responded. BHC Consultants said the rate study could be \$5000-\$25,000. To do a plan too was probably \$20000-30000. Northwest Water Systems also responded. A rate study and plan together which includes a capacity analysis, could be done for under \$20,000. If we just want the rate study, it could be done for around \$5000. She recommended NW Water Systems

Water systems plans and alternatives were discussed and reviewed. Ms. Carlson moved to accept the proposal from Northwest Water Systems for the rate study only. Mr. Morris seconded and the motion passed unanimously.

NEW BUSINESS:

2016 Budget: Ms. Carlson presented a proposed 2016 budget and some information on the first three quarters of 2015 for comparison. The budget for 2016 is very close to the 2015 budget. She explained some of the changes. Mr. Morris moved that we accept the budget as presented. Ms. Carlson seconded. Discussion followed and the motion passed unanimously.

