

**TRAILS END WATER DISTRICT**  
**11/10/15 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:30 pm. A quorum was present.

**ATTENDANCE:** Deb Watson, Joe Morris, Commissioners in person  
Sarah Carlson, Commissioner by telephone  
Anne Montgomery, Attorney  
9 members of the public

**MINUTES:** Ms. Carlson passed out copies of the meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** A copy of the 10/31/15 Financial Statement was passed out. Mr. Morris moved to accept the report as presented. Deb Watson seconded and the motion passed unanimously.

- Bank Transfer: Mr. Morris moved to transfer \$8511.10 from Olympia Federal to the Treasurer's Office. Ms. Watson seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$6,714.01. Mr. Morris moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

Customers were billed approximately \$9000 this month.

- Maintenance:

Work continues on the generator. We will run it for 4 hours, 2 ½ hours of which will be with a full load. Frenchie can do meter shut-offs now as he has been trained and approved by Drew Noble of H2O, our water system operator. This is now a function that can be done in-house. One shut-off valve was prepared.

- Miscellaneous:

Nothing reported.

## **OLD BUSINESS:**

**Rate Study Update:** There has been no news from Northwest Water. Ms. Montgomery presented the resolution discussed at the October meeting for discussion and review. Resolution 2015-4 allowed an amendment to the 2015 budget providing that \$5000 be from the General Revenue account. Ms. Watson moved to approve Resolution 2015-4 as presented. Ms. Watson seconded and the motion passed unanimously.

**Top-fill Update:** We did not hear from the divers. Mr. Noble does not have to be here for this part of the work. Mr. Morris will follow-up.

**Teleconference:** Ms. Montgomery reported that there are no restrictions specifically outlined for alternate forms of meeting attendance. She did, however, feel that it might be wise to set the parameters for what platforms will be accepted and what will not be accepted. Ms. Carlson moved that if a commissioner was not able to attend a meeting in person, they may be approved to attend via telephone conference, a Skype-type or webinar based platform only. Ms. Watson seconded and the motion passed unanimously.

**Special Provisional Billing:** Ms. Montgomery presented the resolution discussed at the October meeting for discussion and review. Resolution 2015-3, provides for the twelve properties identified that had not been billed previously to pay the \$32.06 as their provisional rate. This rate goes back to 1/1/14 or the date the current owner purchased the property, whichever date occurred later in time. Ms. Carlson moved to accept Resolution 2015-3 as presented. Mr. Morris seconded and the motion passed unanimously.

**Provisional Billing:** Ms. Montgomery presented the resolution discussed at the October meeting for discussion and review. Resolution 2015-5 provides for continuing the provisional billing schedule for all ratepayers until further action is taken by the board. That is currently, and will remain, set at \$31.00 per month except those customers on “minimal usage” which will remain at \$16.50. Ms. Watson moved to accept Resolution 2015-5 as presented. Mr. Morris seconded and the motion passed unanimously.

## **NEW BUSINESS:**

None

## **PUBLIC COMMENT:**

Barb found an error on the Treasurer’s Report for the Petty Cash. This appears be a typo but it is off by \$100.00. Ms. Carlson will fix the mistake.

## **GOOD OF THE ORDER:**

There will be no working sessions occurring in the month of November because of vacation and holiday times.

**EXECUTIVE SESSION:**

**None**

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 7:43 pm.

Taken by:

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Alonna Watson

Submitted by:

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Sarah Carlson                      Date 12/8/15  
Commissioner, Secretary

APPROVED:

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Deb Watson                      Date  
Commissioner, President

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Joe Morris                      Date  
Commissioner, Treasurer