

TRAILS END WATER DISTRICT
11/13/18 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:02 pm. A quorum was present.

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

Ms. Carlson was excused from this meeting at the 10/9/18 meeting

MINUTES:

Minutes of the 10/9/18 meeting were passed out. Deb moved to approve the minutes as presented. Joe seconded and the motion passed unanimously. Minutes of the 10/12/18 Emergency Special Meeting were passed out. The purpose of this meeting was to sign the corrected vouchers that had been approved on 10/9/18. Joe moved to accept the minutes as presented. Deb seconded and the motion passed unanimously. Minutes of the 10/12/18 Working Session were passed out. Joe moved to accept the minutes as presented. Deb seconded and the motion passed unanimously. Minutes of the 10/26/18 Working Session were passed out. Joe moved to approve the minutes as presented. Deb seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT:

The board members reviewed the 9/30/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 9/30/18 Financial Statement was passed out. Denise was asked to review the specifics. There are only 3 uncleared checks and 2 transactions on from the Petty Cash account. Denise reported that there is currently about \$15,000 in the Olympia Federal Account. We have 12 accounts with past-due balances, one of which is the account with the lien. The other eleven total \$631. Denise explained these are the usual slow-paying customers and no one account has a balance over about \$100. They usually catch up at some point.

- Bank Transfer: Joe moved to transfer \$14,011.13 from Olympia Federal to the Treasurer's Office. Deb seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$25,157.75. This month's bills are high because of the SRF loan payment, our yearly Insurance Pool premium, postage for billing and membership in both WASWD and Evergreen Rural Water. Deb moved to pay the vouchers as presented. Joe seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Denise reported that billing is going well.

- Maintenance:

Joe reported that remaining to be done are three 2-meter installations. Only one is paid and ready to go. The only other remaining issue is a blow-off valve installation.

- Miscellaneous:

Connie Black has resigned her position with the water district. We have hired a new person for meter reading and general work. He has experience and lives in the area.

- Liens:

No new liens to report.

OLD BUSINESS:

Keys: There was discussion about key control for the district facilities and for the club house.

Lease Up-date: Anne said that since everyone is in agreement to exercise the option of the lease, all we need to do is add an amendment on the cleaning issue. Scott from Anne's office will draft the amendment and forward it to the parties. The old lease provided for a possible increase in rent that could be exercised and listed the parameters. Joe said he feels an increase in the rent and utilities is appropriate. He proposed 4% given the wording in the lease. John said he thought that would be acceptable to the community club. The club will be having a general meeting this week and they will vote on the issue.

NEW BUSINESS:

Budget: Copies of the proposed 2019 budget that was worked out during working sessions were distributed. It is for \$126,000. Deb moved to accept the budget as presented. Joe seconded and the motion passed unanimously. Anne presented the resolution adopting the budget and commissioners signed it.

PUBLIC COMMENT:

Nothing

GOOD OF THE ORDER:

Nothing

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:29 pm.

Minutes transcribed from audio recording of the meeting and submitted by:

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris Date
Commissioner, Treasurer