

**TRAILS END WATER DISTRICT**  
**11/25/14 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:15 p.m. A quorum was present.

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

**SECRETARY:** Ms. Carlson presented the minutes from the 11/4/14 meeting. There was a correction in that Anne Montgomery was NOT present.

Ms. Carlson moved to strike Ms. Montgomery's name from the minutes. Mr. Morris seconded and the motion passed unanimously.

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

**TREASURER/FINANCIAL REPORT:** A copy of the 10/31/14 financial report was passed out. Since that report, we transferred \$8011.04 and our balance as of today is \$5411.96.

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

- Bank Transfer: Ms. Carlson moved to transfer \$5011.25 from Olympia Federal to the Treasurer's Office. Mr. Morris seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$3527.60. Mr. Morris moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing: At the work session on 11/28/14, the bills will be printed on that day and will show service from 11/28/14 – 11/24/14. We have 21 people who have not responded to bills. 7 properties are not in our billing system and will be added when we next run a billing. 4 are staff error issues and will be fixed.
- Maintenance: Two weeks ago we were notified that there was a leak at 20 E. Trails End Place. The operator was called as was Top Dog to trouble shoot and fix the problem. The leak was estimated at 100 gallons/minute. It has been fixed with a sleeve clamp. We will be buying six new meters. Two will be installed on new hook-ups and four will be spares. They will be used to replace old fogged meters.
- Miscellaneous: Thanks to our new staff.

## **OLD BUSINESS:**

- We have a person here tonight, Connie Black, will be our new meter reader. She and Mr. Morris will be going around locating and reading meters with the goal of having every meter read.
- Audit update – Mr. Morris spent time with the team last week. He took more things here. They will be giving us a 10 day notice for the public meeting. Prior to that they will meet with each commissioner individually. They estimated \$5000 on costs, of which \$2000 has been paid.
- New Well Update – an electrician is looking at the wiring. There are two pumps.. Initial word was that we could only have a 5 hp pump but PUD verified that it was 7.5 hp. We have two 7.5 hp pumps. It is supposed transfer between the two pumps so that only 1 is working at a time. We have to do a preliminary flow study and we have an engineer who was one of the people who worked on it originally. Once that is complete, we will proceed with the coverage sheds. We will also have to replace some of the PVC pipe with 4” galvanized pipe at the recommendation of the operator. A longer term plan is to revise the old well.
- Security lights – all three were missing. They were found inside but new lights have been ordered. Mr. Morris checked into having PUD put the lights on poles but it would add significantly to our electric bill. Two lights will be motion sensor and the third will be on from dark to dawn.

## **NEW BUSINESS:**

**Budget:** A proposed budget for 2015 of \$92,913. Ms. Carlson moved to adopt the budget as presented. Mr. Morris seconded and the motion passed unanimously.

## **PUBLIC COMMENT:**

There was a suggestion to use existing commissioner’s resources in-house.

## **GOOD OF THE ORDER:**

Mr. Morris moved to extend to Dan Burrus excused leave until 1/1/14. Ms. Carlson seconded. Discussion followed and Ms. Montgomery explained the laws surrounding the issue. The motion passed unanimously.

Ms. Montgomery said we will need to look at putting together a small water system business plan. Ours expired in 2008. Ms. Carlson still needs to do the open meeting training. Ms. Montgomery can certify us as trained and it can be done on line. It will be put on the agenda for the December 9 meeting.

## **ADJOURNMENT:**

Ms. Carlson moved to adjourn the meeting at 8:00 pm. Mr. Morris seconded and the meeting adjourned.

