

**TRAILS END WATER DISTRICT**  
**11/8/16 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:07 pm. A quorum was present.

**ATTENDANCE:** Deb Watson, Joe Morris, Sarah Carlson (by phone), Commissioners  
Anne Montgomery, Attorney  
1 members of the public.

**MINUTES:** Ms. Carlson left copies of the meeting minutes from 9/30/16 emergency meeting. This was done via telephone for the purpose of transferring money from Olympia Federal to the Treasurer to cover the amount of our checks. Mr. Morris moved to accept the meeting minutes as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson also left copies of the minutes of the 10/11/16 regular meeting, the 10/11/16 working session and the 10/28/16 working session. Ms. Watson moved to accept the 10/11/16 minutes as presented. Mr. Morris seconded and the motion passed unanimously. Mr. Morris moved to accept the 10/11/16 working session meeting as presented. Ms. Watson seconded and the motion passed unanimously. Mr. Morris moved to approve the 10/28/16 working session minutes as presented. Ms. Watson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** Mr. Morris pointed out that in the last 10 months the district received \$90,353.20 in receipts. The board members reviewed the October 2016 Olympia Federal bank statements, Treasurer's Report and Auditor's Report, including outstanding checks. They were in order and consistent. A copy of the October 2016 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Bank Transfer: As of 10/31/16 there was \$9499.86 in the account at Olympia Federal. Mr. Morris moved to transfer \$9411.08 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 \$8089.49. The amount reflects the payment for our yearly insurance. Mr. Morris moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

We now have 100% of occupied properties paying and we have filed 3 liens. As reported above, the district has collected over \$90,000 in receipts.

- Maintenance:

We have a system inspection by the Department of Health for the sanitary survey on 11/17/16 at 10:00 am. Work has been done to get ready for this inspection.

- Miscellaneous:

We had someone take the lock off one of the shut-off meters. A police report was filed. The officer said since no one saw it happen, there is no probable cause. Therefore, they will not do anything. That meter has been removed to prevent further damage or unauthorized connection.

- Liens:

No new liens are needed.

### **OLD BUSINESS:**

Sonic Sounder: Mr. Morris gave provided a written estimate \$1164.95 for a new unit. He proposed that the purchase be approved, with the proviso that we make the purchase at a later time. He did not feel that we could realistically get it installed and working before January. Mr. Morris moved to authorize the purchase of the sonic sounder and that the payment be made with the December vouchers. Ms. Watson seconded and the motion passed unanimously.

Signing of Resolution 2016-04: Ms. Montgomery wanted Ms. Carlson to take a look at the Resolution setting the 2017 budget before we signed it. She will send it to Ms. Carlson. Ms. Carlson will review it for accuracy of the figures and it will be signed at a working session later in the month.

We are still gathering information on the credit card payment issue.

### **NEW BUSINESS:**

Court Representative: When the deputy took the report on the broken lock, he wanted the name of a “designated” representative of the district for court matters. Ms. Carlson volunteered. Mr. Morris made a motion to designate Ms. Carlson’s position as the legal designee. Ms. Watson seconded and the motion passed unanimously. Ms. Montgomery will do a resolution 2016-5 designating her commissioner position as the authorized representative.

Insurance Pool: Overall the Pool is well in excess of its 95% of finances. There are options, including more coverage at a lower price. The Pool made the decision to raise loss limits to \$1 million on certain losses. The Pool also recommended that each member district’s board pass a resolution to accept the errors and omissions liabilities coverage of the Pool.

The Pool also expanded the area of coverage to a 1.5 mile radius of an entity (structure.) In our district, that would be the tower and pump station. Mr. Morris explained that we can have the entire district within that insurable area if we put a structure over the check valve station and designate it as an entity. Ms. Montgomery will call the Pool for the exact language and prepare resolution 2016 – 6.

