

TRAILS END WATER DISTRICT
12/11/18 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:05 pm. A quorum was present.

ATTENDANCE: Joe Morris, Sarah Carlson, Commissioners
Anne Montgomery, Attorney; Denise Snow, Office Manager
No members of the public.

Ms. Watson sent an e-mail asking to be excused from the meeting. Ms. Carlson moved to excuse her absence. Mr. Morris seconded and the motion passed unanimously.

MINUTES: Ms. Carlson passed out copies of the 11/2/18 Working Session. Ms. Carlson moved to accept the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 11/13/18 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson explained that there were no other working sessions held this month because there were not two commissioners available on any of the scheduled dates. Mr. Morris reported that he was in the office at the scheduled times, just in case someone from the public came expecting to attend. No one come.

TREASURER/FINANCIAL REPORT: The board members reviewed the 11/30/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/18 Financial Statement was passed out and reviewed. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$9165.22 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$8012.11 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 \$6810.20. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:
There are still 12 accounts and the lien account past due. The 12 past due accounts total \$528.76. There is one account that has had five debit auto-pay payments rejected. Both Mr. Morris and Ms. Snow have talked to the customer. Ms. Montgomery said we are within our policies to refuse his ability use the Nexpay system and require him to pay cash, money order or credit card and we can use a door tag/shut-off process.

- Maintenance:

No current maintenance issues. There are some installations pending, but we are still waiting for the request to install.

- Miscellaneous:

Nothing to report

- Liens:

No new liens to report.

OLD BUSINESS:

Lease Agreement: The Community Club has not returned the signed Addendum. Ms. Montgomery said it was sent to them. It may have gone to the street address instead of to their P.O. Box. She will check into it. Mr. Morris signed on behalf of the district and will take it to the next Community Club meeting for signature.

State Audit: Ms. Carlson reported that the state auditor finally contacted the district to schedule the audit. She and Ms. Snow spent today (12/11/18) with April Taylor, our assigned auditor. Things seemed to go well. Ms. Taylor asked for documents for the audit period which runs from 2015 through 2017 and asked some questions. Ms. Taylor went over a questionnaire which she completed with answers provided by Ms. Carlson and Ms. Snow. Prior to the audit Ms. Taylor explained she had reviewed all of the minutes and documents that were posted on our website. She took documents to review and discussed follow-up meetings as may be necessary. We have tentatively scheduled the in-person exit report at the 1/25/18 working session. Ms. Taylor made some initial recommends to make the process go more smoothly, such as an accounting software program and additional personnel file documentation of pay rate, raises, etc. Ms. Montgomery suggested a memo be put in everyone's file outlining benefits, wages, etc. each January. If there are any changes, raises, etc., during the year, another memo should be at that time.

NEW BUSINESS:

Lighting Review: Since we are nearly at the end of the first full year of the street lighting, commissioners wanted to review the year's cost vs collection status. Ms. Carlson passed out the most updated information which included 1/1/18 through 11/30/18. Her analysis is that we are nearly right on target. Over the eleven-month period, we collected \$63.41 more than our actual costs. This is less than \$0.03 per customer per month. Ms. Carlson suggested that given the varying numbers of days per month in the PUD billing period, the \$0.03 per customer per month difference did not warrant consideration of raising or lowering the amount charged to customers. Discussion followed. The board took no action. Since there will be some new lights added, the board will review this again in six months.

Visitors from Belfair Water District: Mr. Morris reported that some staff from Belfair Water District wanted to come out and see our system. They scheduled a time but did not come.

