

TRAILS END WATER DISTRICT
12/12/17 Meeting
MINUTES

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

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

MINUTES: Ms. Watson moved to amend and approve the minutes as presented to include typing error on pg 1 under Treasurer/Financial Report, line 3 inserted "Mr. Morris reported..." and line 5 changing "went" to "sent." Under New Business, WASWD Conference, "Conference" was replaced with "Section 2 Meeting." Mr. Morris seconded and the motion passed u. Ms. Carlson passed out copies of the **11/14/17** meeting minutes. Ms. Watson moved to approve the amended minutes corrected. Mr. Morris seconded the motion to approve the amended minutes and the motion passed unanimously. Ms. Carlson passed out copies of the 11/24/17 working session minutes. Ms. Watson moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously

TREASURER/FINANCIAL REPORT: The board members reviewed the 11/30/17 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/17 Financial Statement was passed out.

We Have \$12,144.97 available in Olympia Fed and \$6479.80 in vouchers to pay.

Ms. Watson moved to accept the Treasurer's Report as presented. Mr. Morris seconded and the motion passed unanimously.

- **Bank Transfer:** Mr. Morris moved to transfer \$10,012.12 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 \$6479.80. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- **Billing:** We have very few people over 90 days in arrears.
- **Maintenance:** Staff are finding some meters fogged. Mr. Morris will be checking those. From 880 to 1150 there are 5 meters that flood this time of year. We will need to be working on those.

- Miscellaneous: Mr. Morris was going to be rent a chipper to deal with the downed brush from cleaning along the easement and road. Ms. Snow suggested loading it up in a truck and taking it to the dump for recycling. All agreed that was an excellent idea and it will be done as time and weather permit.

OLD BUSINESS:

Lighting: Everything is set to go on Razor Road. One customer has a tree or large shrub that PUD will have to take down or trim. A release has been sent to the customer to authorize PUD to do that work on her property. Once it is signed, PUD will come and do all the lights at once.

Our operator, Drew Noble of H2O was here during the month and worked with Mr. Morris on what we need to do to get a “well field” qualification. That would speed up getting the new well on line.

Budget Resolution: Ms. Carlson asked for clarification on the reference to Addendum A in the budget resolution. Ms. Montgomery explained we need to copy the Addendum A from 2017 and place it with the 2018 budget resolution for easy reference.

Cross Connection: The commissioners discussed methods of paying for the cross connection implementation. The law is clear that the responsibility of cross connection falls on the customer and not the district. We do not have information on what the cost per hook-up will be or what types devices will be acceptable. Concern was expressed about people not being able to afford to comply. Ms. Montgomery reported that Scott Shoemaker thinks we can do one of 3 things for those who need the cross connections and cannot come up with that money all at once. The District can pay the amount up front and:

- 1) Spread the cost among whole district via a rate increase
- 2) Add the cost to the individual customers' bills
- 3) Allowing customers to pay overtime via their bill in a form similar to a loan, with or without interest.

Anyone wanting more information can reference RCW 70.54.020.

More discussion on this issue will be placed on the agenda in January. Ms. Montgomery asks that we research costs, talk to Mr. Noble and other possible vendors. This will also be discussed in working session prior to the next regular scheduled meeting.

NEW BUSINESS:

Debit card: Ms. Snow called the bank and asked about options for using what we refer to as our “Petty Cash” account. We have no check writing ability, but we are allowed up to 6 debts per month for no extra cost. We would need to set the limit and guidelines for such a card but this would help speed things up and save staff from purchasing out of pocket and then waiting a month to be reimbursed.

Ms. Carlson move that we establish a debit card for the account listed as petty cash with Olympia Federal bank, with a account limit of \$500 and a single transaction limit of \$300, to be accessed by

