

TRAILS END WATER DISTRICT
12/9/14 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:10 pm. A quorum was present.

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

MINUTES: Ms. Carlson passed out copies of the minutes from the 11/24/14 meeting. A typing correction was made on page 2, under Audit Update, "He took more things there." Mr. Morris moved to amend the minutes as noted above. Ms. Carlson 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: We are working on the meter reading and have found some unimproved lots that are being billed. That will have an impact on estimated income. A full financial report will be provided at the next meeting.

- Bank Transfer: Mr. Morris moved to transfer \$5041.25 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 \$5344.50. Mr. Morris moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing: Bills went out on the 3rd of December. Work has begun on the meter information. There was discussion on the process. We will continue to gather information and document it for our use. The "estimated amount of \$31.00" that is in place until March, 2015, will continue to be billed and collected.
- Maintenance: We are installing a service ASAP and another service by the 15th. We are continuing to work on problems as they arise.
- Miscellaneous: Nothing

OLD BUSINESS:

Audit – The Auditor asked for minutes to be taken at the work sessions. Ms. Carlson did a draft from the meeting of 11/25/14. Ms. Montgomery said the minutes needed to reflect the date, time, attendance, work done and topics discussed, if any. If there are none, that should also be noted.

