

**TRAILS END WATER DISTRICT**  
**2/12/19 Meeting 2/15/19 Continuation**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 10:00 am. A quorum was present.

**ATTENDANCE:** Deb Watson, Joe Morris, Sarah Carlson, Commissioners  
Denise Snow, Office Manager

**MINUTES:** Ms. Carlson passed out copies of the 1/8/19 meeting minutes. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 1/11/19 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 1/25/19 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 1/31/19 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 1/31/19 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- **Bank Transfer:** As of 2/12/19 a total of five transfers were made from Olympia Federal to the Treasurer's Office totaling \$11,478.20.
- **Voucher Approval:** Vouchers were presented in the amount of \$13,237.39. The large amount was due in part to \$4490.46 to the State Auditor for costs of the audit. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- **Billing:**

Three letters were sent out on delinquent accounts. Two have paid in full.

- **Maintenance:**

One customer had a split in her line and the water was turned off pending repair. Mr. Morris will be going there after the meeting to assist the home owner and turn the water back on. There still remains a leak that we have not been able to locate. Todd Krause at Northwest Water Systems can review our water usage and do some calculations that might help with this issue.

- Miscellaneous:

Nothing to report.

- Liens: No new liens to report.

### **OLD BUSINESS:**

Audit Findings: The official written report from the Accountability Audit has been filed and is available on the State Auditor's Office website. It will also be posted on the TEWD website for easier access by our customers. The recommendation of the auditor to transfer money from Olympia Federal to the Treasurer's Office on a weekly basis. That procedure has been established and is working well. Overall, the audit was an excellent experience.

### **NEW BUSINESS:**

Old Computers: We still have the old laptop computers and no one uses them. Mr. Morris reported that there is a cost to wipe the hardware. We need to gather the information on the computers and think about what we want to do with them. Ms. Carlson said she doubted she had any documents on the one that was assigned to her.

Conference: Mr. Morris reported on his attendance at the Evergreen Rural Water Conference.

Commissioners E-mail Addresses: Ms. Watson said that she has never been able to use the e-mail address she set up through the website. Ms. Carlson has not received anything, and she has not tried to send from the site. After a phone call to our website company, Padapple, the issue was resolved.

### **PUBLIC COMMENT:**

None

### **GOOD OF THE ORDER:**

None

### **EXECUTIVE SESSION:**

The Commissioners went into a 10-minute executive session at 12:00 pm to discuss personnel issues. The meeting reconvened at 12:10 pm.

### **ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 12:10 pm.

Submitted by:

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Sarah Carlson                      Date  
Commissioner, Secretary

APPROVED:

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Deb Watson                      Date  
Commissioner, President

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Joe Morris                      Date  
Commissioner, Treasurer