

TRAILS END WATER DISTRICT
2/14/17 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
Denise Snow, Office Manager
2 members of the public.

At the 1/10/17 meeting Commissioner Deb Watson was excused from the 2/14/17 meeting.

MINUTES: Ms. Carlson passed out copies of the 1/10/17 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 2/10/17 Working Session Minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 1/31/17 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 1/31/17 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$14,486.00 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$12,002.14 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 \$7271.25. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

The insert on the electronic payment was sent with the bills. Thanks were given to Ms. Snow for her hard work and diligence on this project. We have several people who will be receiving shut-off notices on the 2/16. The list of delinquencies is getting much shorter. Almost everybody is trying to keep up.

- Maintenance:

We got our permits from the county to elevate the 18 meters at a cost of \$143. Mr. Morris reported that repairs have brought our amount of water pumped way down but there is still some leakage.

- Miscellaneous:

Mr. Morris did an informal minute by minute study of our water pumping. He estimates we pump about 116 gallons per minute. He also estimates it runs about 7 hours per day or less.

- Liens:

A Lien was filed on 700 E. Trails End Drive. This property is a repossession held by Chase Bank.

OLD BUSINESS:

Street Lighting: Commissioners Morris and Carlson met with Vince Campagna of PUD and signed as receiving the proposal. The proposal includes only the main road around the lake, not the side streets. He said we can add the side streets later if we want. We had discussion about adding the side streets now and get everything done at once. There has been discussion with neighbors about wanting the side street lights. Other neighbors don't want any lights at all. The cost will be less than \$2 per customer. Ms. Carlson moved to proceed with the proposal with the addition of the side streets at the same spacing. Mr. Morris seconded and the motion passed unanimously.

Easement: We discussed the possibility that leaks will be found there that might account for nearly 1/3 of what we pump. No one has maintained the area for years. Trees and brush have grown up. Roots could have grown into and damaged pipes. Mr. Morris suggested we purchase a "billy goat" brush cutter. He found a used one for approximately \$700. Clearing the easement (3/5 of a mile) will be a mammoth undertaking. Ms. Carlson moved to authorize up to \$1000 for the purchase of a used brush cutter. Mr. Morris seconded and the motion passed unanimously.

Electronic Payments: Ms. Snow signed all the paperwork required to get started with the Nexbillpay company and sent it in. She also sent out notices to customers. The Nexbillpay is now working with RVS on integrating with our billing system. They have worked with RVS before, so it should be an easy process. We will pay \$125 to RVS as one-time set-up fee. We will have to guarantee Nexbillpay \$75. They have required a 1 year contract at \$75 minimum per month. The fee that the customers pay goes toward that cost. If the fees fall short of \$75 per month the district will be responsible for the difference. They will send a daily report to Ms. Snow, so she will be able to post in a timely manner. It should be up and running in about 30 days.

NEW BUSINESS:

None

PUBLIC COMMENT:

Nothing

GOOD OF THE ORDER:

Nothing

ADJOURNMENT:

The meeting adjourned at 8:13 pm.

Submitted by:

Sarah Carlson	Date
Commissioner, Secretary	

APPROVED:

Deb Watson	Date
Commissioner, President	

Joe Morris	Date
Commissioner, Treasurer	