

**TRAILS END WATER DISTRICT #2**  
**P.O. Box 850**  
**Belfair, WA 98528**  
**2/25/14 MINUTES**

Present were: Ms. Carlson and Mr. Morris Morris.  
Absent was: Doug Doll

Also present were 12 members of the public.

The meeting was called to order at 7:06 PM by Mr. Morris. He told the public that there was a voluntary sign-in sheet for those who want to make themselves known. It was made clear that this was totally voluntary and you did not need to sign in to speak during the meeting.

The new Water Facilities Inventory was passed out as were the agenda and the minutes.

MINUTES: Ms. Carlson pointed out a typographical error under the Business License and taxes. It should be UBI number instead of UBS in two places. There was also a correction from RBS to RVS. Ms. Carlson moved to approve the minutes as corrected. Mr. Morris seconded and the motion passed unanimously.

Mr. Morris met with TECC board this past week. We have agreed in principle and intent with the proposal. He hopes to finalize it during executive session.

Labor and Industries has been paid, so we are now in good standing with them for the first time since 2008.

Ms. Carlson reported that she has been in touch with IRS. They have no record of us without an EIN. Mr. Morris said he had obtained that number from the Bank. Ms. Carlson will follow up with IRS. The representative she spoke with was very optimistic about our ability to get caught up. They were willing to work with us.

Mr. Morris got the computers.

The sign has been put up. Several people indicated they would like to see the dates/times of the meetings larger so you didn't have to slow up.

Mr. Morris asked everyone to get to know our water district. There are websites and places to look for the district information.

The telephone service has been installed and is working. We have a new number. It is 360-552-2503.) The internet was hooked up last Thursday. We have a line in. We will be set up with guest privileges eventually. It is secure.

Belfair Water Dist is going to read the meters. We just received the list of all of the properties. There have been two closings in our district. Mr. Morris found out that the closing agency provides the district with the information on the new owners and how to contact them. There is no excuse for not being able to submit a bill to the new owners.

There was a question asking when the meters were going to be read. Mr. Morris just got the list of names from the assessor's office. Ms. Carlson got that list into an address list. We still need to put it together in a format that Belfair Water District can use for the billing. Ms. Carlson will be working on that this weekend.

An executive session was held from 7:53 pm to 7:58. The meeting was brought back to order.

Mr. Morris moved that trails end water district pay an amount of \$75 per week for rental of office space, storage and meeting space. The agreement will be in effect for 1 year with a 90 day cancellation clause. TEWD will bear the cost of furnishing, outfitting and operating the office. Utilities are included for the first 90 days. After that TEWD will pay any increase plus 15%. Insurance will be explored by both parties. Ms. Carlson seconded. There was discussion. Mr. Siproth will check on billing either monthly or quarterly. The motion passed unanimously.

Mr. Morris moved to retain the services of Don Black's law office to draft letters of dismissal for cause for each of our current staff members. Ms. Carlson seconded. A question was asked on whether or not the dismissal was for cause. It was explained that this was a personnel issue that could not be discussed in open meeting. However, the attorney will be able to do the appropriate wording. The motion passed unanimously.

Since we have no records, the houses that recently sold were billed one month's water, meter fee of \$6.35 for 6 months and \$10 assessment for 6 months. A question from audience was asked. If that was going to be the rate charged for the closing of these properties, what was going to be charged to the rest of the customers who have not been paying? What does this mean for those who have paid and those who have not paid? People who have paid may be penalized, when others have their bills forgiven. It was explained that the Board will need legal advice on that and to see the records that should come on the 28<sup>th</sup>. Mr. Morris presented a form letter for final billing. He moved to accept the form for future use. Ms. Carlson seconded and motion passed unanimously.

#### VOUCHERS:

Mr. Morris provided documentation of the following expenditures. These expenses were all approved at previous meetings. He paid them and is asking for reimbursement.

Re-Key Gates-Pumphouses	654.74
Re Key Post Office Box	27.00
Post Office Box Rental (6 mos)	56.00
Four Computers – Tiger Direct	1085.80

Property Taxes – 3 Parcels	64.44
Staples – Banner Sign	65.21
Mitchell Lumber – Desk Materials	142.48
Mitchell Lumber – Desk Hinge	14.10

TOTAL	2109.77
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RVS Maintenance / upload 2013-2014	1178.00
RVS Statements Blank 1000	78.23

Ms. Carlson moved to pay the vouchers as presented. She noted that no payroll was included pending potential receipt of time sheets and records from Mr. Loomis on 2/28/14. There were no bills for utilities, etc. Mr. Morris will contact PUD to see if there is a new bill. The telephone and cable companies will be billing us. Mr. Morris seconded and the motion passed.

The meeting adjourned at 8:50 pm. Next meeting will be 3/11/14 at 7:00 pm.

Submitted by:

Sarah Carlson