

TRAILS END WATER DISTRICT
2/9/16 Meeting
MINUTES

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

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

MINUTES:

Ms. Carlson passed out copies of the 1/12/16 meeting minutes. Ms. Montgomery suggested a correction on the third to the last sentence on the 5101 New Business section. Ms. Carlson moved to amend the minutes to add the following at the end of the sentence, "...and continue regular billing." Mr. Morris seconded and the motion passed unanimously. Mr. Morris moved to approve the minutes as amended. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT:

The 12/31/15 Financial Report was passed out. Documents have not been received from the Treasurer's Office to complete the 1/31/16 report. Mr. Morris moved to accept the 12/31/15 report as presented. Ms. Carlson seconded and the motion passed unanimously. There was discussion about possibly changing the date of the meetings to allow for this report to be received. Ms. Carlson will check with the Treasurer's Office to see if there are any other issues to consider or ways to get the report earlier.

- Bank Transfer: Mr. Morris moved to transfer \$5502.09 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 \$5085.40. Mr. Morris moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

We have the 9 new accounts that received letters regarding payment. Three have responded. Of those three, two are now paying. That leaves six accounts needing follow-up. Mr. Morris estimated that we could have \$24,000 in accounts receivable since January, 2014, when the current billing system was begun.

- Maintenance:

Mr. Morris explained that he has found 9 leaks. Three were on the main and were the district's responsibility to fix. That has been done. He outlined the leak repairs and some of the issues around them. He estimates since all the repairs have been done, we have saved roughly 3 million gallons over the same time period last year.

- Miscellaneous:

There was discussion on the proposed storage shed at the tower. With the new regulations and from his continuing research, Mr. Morris reported that it will not be possible to place a storage shed within the confines of the fence at the tower. We will continue to explore options. Additional safety equipment has been obtained for staff protection.

OLD BUSINESS:

UPDATES:

New Well:

\$1200 of this month's vouchers paid for piping and parts on the new well. A new control box has been ordered as well. Mr. Morris explained details of the process, work done and work yet to be done.

Rate Study:

Ms. Montgomery suggested we check in with each other to keep on top of the rate study. We will need to go over the resolution and addendum A at a work session in early March or the end of February. Once we have the study in hand, she recommends we have a second meeting in the month for presentation and public comment. We decided on putting up a big poster on the sign announcing two additional meetings on 3/22 and 4/26. It will also include adding an extra study session for 3/4/16 at 1:30 pm for the purpose of tracking the rate study and discussion of the resolution for rates and charges. Ms. Montgomery left a draft of the resolution with us and will also send it to the commissioners individually. Commissioners should have read, made comments and corrections and sent those comments and corrections to Ms. Montgomery in advance of the 3/4/16 study session.

Reimburse Overpayments:

As we have discussed in the past, there are a number of customers who have credit balances. Mr. Morris acknowledged all of the credit balances. He believes we should start crediting those overpayments back to the customers. He wants to make the refund either by resolution or policy. Following discussion, Mr. Morris moved customers with credit balances based on the February 22, 2014 disbursement journal, shall have that credit reflected on their current billing statements. Ms. Carlson seconded. There was additional discussion on the process that he, staff and volunteers went through to verify and confirm the figures. The motion passed unanimously.

NEW BUSINESS:

None

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

None

ADJOURNMENT:

Ms. Carlson moved to adjourn and the meeting adjourned at 8:25 pm.

Submitted by:

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris Date
Commissioner, Treasurer