

**TRAILS END WATER DISTRICT**  
**3/13/18 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:12. A quorum was present.

**ATTENDANCE:** Deb Watson, Joe Morris, Sarah Carlson, Commissioners  
Anne Montgomery, Attorney; 2 Staff – Denise Snow, Gene Boisseau  
1 member of the public.

**MINUTES:** Ms. Carlson passed out copies of the 2/13/18 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 2/23/18 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the minutes of 3/9/18. Mr. Morris moved to approve the minutes as presented and the motion passed unanimously

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 2/28/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 2/28/18 Financial Statement was passed out. Mr. Morris moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously. Mr. Morris reported that the current balance in the Olympia Federal Account is \$12,128.10. He also pointed out that we are up to \$225,000 in the Treasurer's Office account. We are moving up about \$1000 a month. We have not had an audit and that has helped financially, given the costs involved. We are getting filings done and bills paid on time.

The problems with the cut-back of check run dates at the Auditor's Office, the problems that caused last month with some late fees, and potential solutions.

- Bank Transfer: Mr. Morris moved to transfer \$11003.13 from Olympia Federal to the Treasurer's Office. Ms. Watson seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$8187.29. Ms. Carlson moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

Ms. Snow reported that we have 10 accounts that are 90 day past due totaling approximately \$1572. One door tag hung last week.

- Maintenance:

Another three blow-off valves were located and flushed. Work continues to get the Drasbek hook-up done. They are going to set up for 2 meters but only put in 1 at this time.

- Miscellaneous:

Mr. Morris gave an update on the lighting. They put up four more lights on Razor Rd. Ms. Carlson pointed out that the bill this month was \$186.40, which is concerning. Apparently, because of the meter changes done by PUD #3, there were 10 extra days in the billing period. That increase would be fairly consistent with the amount of the additional charge. We will watch the bill in the next couple of months to see if it goes back down as anticipated.

- Liens:

No new liens to report.

## **OLD BUSINESS:**

Well Update: Mr. Morris has requested a meeting with DOH to provide documentation for approval of the new well. He was told that Regina Grimm is available “most of next week.” He is hoping to get this done Monday.

WASWD Visit: Jim Kuntz, president of WASWD, came for a visit. He spent about two hours with Mr. Morris and Ms. Snow. He asked lots of questions about our operation. One of the things they discussed was Labor and Industries. WASWD will put us in a self-insured risk pool. We have to continue to pay your L&I as usual. Once a year, WASWD will review payment and claim history of all participating WASWD members. If we don’t have any claims, we could potentially get money back. He explained how the program worked. This is included for the price of our membership and would not be an additional cost to us.

## **NEW BUSINESS:**

Out-of-District Hook-up: We have a request to provide water for a lot adjacent to our district. There is a line in the area but it will require a push under Razor Road. There was general agreement of the Mr. Morris can continue research on the project but that it would not be considered until the new well is on line.

Training: Training is offered as an enticement to attend WASWD meetings. Mr. Morris would like to attend April 4-6. Ms. Montgomery said there would be some good sessions at the meeting. Mr. Morris would like to get more training for Ms. Snow. Ms. Montgomery referred her to the Secretary of State to take the on-line public records training. Ms. Carlson plans to take a budgeting webinar.

## **PUBLIC COMMENT:**

None

