

**TRAILS END WATER DISTRICT**  
**4/10/18 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:08. A quorum was present.

**ATTENDANCE:** Deb Watson, Joe Morris (by telephone), Sarah Carlson, Commissioners Anne Montgomery, Attorney; Denise Snow, Office Manager  
1 member of the public.

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

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 3/31/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 3/31/18 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson reported that there is currently \$10,045.20 in the Olympia Federal Account.

- Bank Transfer: Ms. Carlson moved to transfer \$9,004.10 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 \$14,461.41. The Petty Cash account balance is \$455.08. Purchases were to MRSC for a class and to McClendon's for nuts and bolts. \$44.96 to bring the account back to \$500.00 is included in the vouchers. Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

Ms. Snow reported that customers are paying well. We have 5 delinquent accounts. One sold and we now only have \$786.87 outstanding. One of those will be turned off on Thursday if it isn't paid.

- Maintenance:

Top Dog has been working replacing meters. All but 6 meters are fixed and readable. Nick put in a tap on the common water line from the two well supplies before it went into the tank. We

have to protect 100 feet from the well head. There is about a 6 feet area that is outside of our boundaries, but there is also a 5' protection on the other lot putting us in compliance.

- Miscellaneous:

At the last meeting we discussed the street lighting. Ms. Watson brought out a map and the placement of lights on Razor Road was reviewed at the map. There appears to be a large gap in the middle, with lights only at the beginning and end. Following discussion and review it was decided there needed to be a few more spaced out in the middle for good coverage. Mr. Morris reported that there are four lights but he, too, feels we should have at least 2 more.

- Liens:

No new liens to report.

### **OLD BUSINESS:**

Well Update and DOH Meeting: We need Jeff Brown to finish the engineering report so we can get the approval for our well field. Authorities at the Department of Health already agree that we have plenty of water to service our full area and more. However, the report must be filed before action can be taken.

### **NEW BUSINESS:**

IRS Issue: Ms. Carlson reported that we received a penalty from the IRS because we have had to pay in excess of \$2500 on our last two quarters' Employer's Quarterly Federal Tax Return. If we go over the \$2500 limit, we are required to deposit our payroll taxes on a quarterly basis. Ms. Carlson did some research and has all the information necessary to proceed with establishing the account and process necessary to do that. However, she is concerned that these two reports showed such a high amount when all of our others going back 3-4 years have been under the limit. Although we are paying the penalty with the vouchers passed above, she will continue to investigate before proceeding with future deposits.

WASWD Section II Meeting – Earthquake Preparedness: Mr. Morris attended the meeting and reported. It is recommended that we set up the compute, which would have the ability to signal a shut-off valve, which would then shut off the water in case of a catastrophic event. This would prevent losing all of the water out of the tank. The engineering would run around \$3000, plus cost of the assembly on the valve. Service is from USGS at no cost to the district. Mr. Morris feels it would be valid to look into. We are predicted to have an earthquake in the “near” future. He also learned is now money available in the SRF loan fund. However, he feels that we can probably do updates over time with our existing resources.

Attorney Costs: Since the district is now on firm legal grounds and many of the large issues facing us have been handled, it was suggested that we might be able to trim from the budget by reducing our legal costs. Discussion followed. Ms. Montgomery said there are some ways we could consider reducing her costs and gave some examples. We will put it on the agenda for the Friday working session to continue discussion on the topic.

MCRS Training – Budgeting for the Future: Ms. Carlson reported on the MCRS webinar on budgeting for the future. Although it was not as in depth as she was expecting, there was good information presented. With her attendance comes access to the transcript and the power-point slides to review in the future.

**PUBLIC COMMENT:**

None

**GOOD OF THE ORDER:**

None

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:08.

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