

TRAILS END WATER DISTRICT
4/11/17 Meeting
MINUTES

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

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners
Anne Montgomery, Attorney; Denise Snow, Office Manager
0 members of the public.

MINUTES: Ms. Carlson passed out copies of the 2-14-17 meeting minutes which had been tabled at the last meeting. Ms. Carlson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out the 2/10/17 working session minutes. Ms. Carlson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 3-14-17 meeting minutes. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 3/31/17 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 3/31/17 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 \$14,293.30 in the Olympia Federal Account.

- **Bank Transfer:** Mr. Morris moved to transfer \$11,004.11 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 \$7250.95. Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

STAFF REPORTS:

- **Billing:**

Ms. Snow reported that there are still a few late payers and a couple of delinquents. Discussion on those accounts followed. There will be a couple of shut-off notices posted and at least one lien filed. We had originally filed 4 liens. Two have been paid, leaving just two. The credit/debit card system is up and working. We have had 12 customers pay that way so far. Ms. Snow reports a good response from customers to the new options.

- **Maintenance:**

Mr. Morris reported that floats have been put in the tanks. The floats and switches are working and Mr. Morris has been monitoring it. They have stopped the tank overflow which will cut

down on unaccounted for water. Mr. Morris has been working on clearing the easement. Weather has hampered work but they have done 300 feet.

- Miscellaneous:

Mr. Morris asked Ms. Montgomery about our authority to deal with garbage. There are a number of residents in the area who are allowing trash to accumulate on their properties. Ms. Montgomery explained that the water district does not have any authority. We need to report these issues to the Mason County Code Enforcement or the Health Department.

- Liens:

No new liens to report at this time, but one will be filed shortly.

OLD BUSINESS:

Credit Cards: See above under billing

NEW BUSINESS:

Investments: Ms. Carlson talked to the Treasurer's Office about investing and the process we must use. She learned that the interest rate is very low, and we are invested in the state investment pool. They could find no information on any current commissioner who was authorized to make transactions in the investment accounts. They will need a resolution authorizing someone. Ms. Carlson will ask the Treasurer if it can be "any commissioner" or if we have to be listed by name. Ms. Montgomery will work on the resolution

Mr. Morris and Ms. Montgomery discussed an updated rental agreement. She suggested we request the agreement through 2018, with two renewal 2 year extensions. We discussed several areas to address in the agreement: security, limited access to the office, payment in advance, etc.

Ms. Montgomery reminded us to use "Confidential Attorney Client Communication" in the subject of any e-mail sent to her.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

There was discussion on potential hiring for additional labor help on the easement project. The next meeting will be 5/9/17.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:12 pm

