

**TRAILS END WATER DISTRICT**  
**4/9/19 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:07 pm. A quorum was present.

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

**MINUTES:** Ms. Carlson passed out copies of the 3/12/19 meeting minutes. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 3/22/19 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 3/31/19 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 3/31/19 Financial Statement was passed out. A total of \$9258.91 has been transferred from Olympia Federal to the county. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$8326.09. Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

We have 12 delinquent accounts. Two of the 12 have liens, we only have \$460.95 over 10 accounts that is delinquent. Two doors were tagged and both paid promptly.

- Maintenance:

Ms. Watson reported that Noah from Kitsap Mobile Diesel Equipment and Repair went to the boost station and serviced the generator. The generator does not have a sensor that shows when there is or isn't power coming to the unit. As a result, the generator does not automatically turn on when the power goes out. He has contacted the generator's manufacturer and will be getting the parts to fix the problem. The generator at the tower was also serviced. The sensor unit is in place on that generator, but it has not been hooked up. He has also requested diagrams for that generator so it can be hooked up too.

With the snow, there have been a few leaks reported.

- Miscellaneous: None
- Liens: No new liens

**OLD BUSINESS:**

Engineering Report:

There has been nothing received from Northwest Resources. Mr. Morris will contact them to see where we are in that process.

**NEW BUSINESS:**

Auxiliary Dwelling Units (ADU):

Ms. Montgomery did some research into the ADU's and reviewed our rate schedules. She explained we have wide range on how we set rates. Other districts charge the capital facilities fees for an additional dwelling. The reasoning behind that is that one more dwelling putting a burden on the system, and it should share the total cost as would any new hook-up. Other districts are charging a front footing fee (length of the lot along the road), but we do not have that charge. We need to make a decision on whether to collect the capital facilities fees on an additional hook-up for an ADU. As our rates stand now, we are set up to charge the capital fee "per dwelling" not "per lot". To charge only "per lot" would require a change in Schedule A of our Rates and Charges Resolution. The Department of Health says every "dwelling" has to have a meter. However, at this point in time there is no law governing that. This issue will be further discussed at a working session.

**PUBLIC COMMENT:**

None

**GOOD OF THE ORDER:**

Ms. Carlson reported that she may not be available in May due to medical issues.

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:02.

