TRAILS END WATER DISTRICT
5/11/18 Working Session
MINUTES

CALL TO ORDER: The working session came to order at 10:35 am

ATTENDANCE: Joe Morris, Sarah Carlson, Commissioners

DISCUSSION TOPICS:

Ms. Carlson brought up an issue that she is working with at her place of employment that she felt would be good for the district. The use of work orders would greatly enhance tracking of work done on the system. Her office uses a system of work orders. When a job needs to be done, the order is filled out, including the needs, urgency, etc. It is reviewed by the person overseeing the project who will add estimated information as to materials, labor and details about the job requirements, etc, before assigning job for completion. When the job is complete, the assigned person will complete his/her portion of the form and return it to the person overseeing the project. Finally, that person will complete the remainder of the form including verification of all stages of the process including financial and labor information before signing it off as complete and returning it to the office for filing. Ms. Carlson said this would provide a record of all work done, when, costs, etc. It would help her in tracking for the next year's budget and provide a good record not only for accountability but for any commissioners/staff to refer to in the future. Mr. Morris felt that might be a good idea. Ms. Carlson will do some further research into developing policy, procedures and forms to review for further discussion.

Personnel issues and policies were also discussed.

Mr. Morris reported the theft of three boxes earlier this week. He will be arranging for repairs. There was discussion on security and theft prevention.

ADJOURNMENT:

The meeting adjourned at 1:00 p m

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

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