

TRAILS END WATER DISTRICT
6/11/18 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:12 pm. A quorum was present. The meeting was rescheduled from 6/12/18 to 6/11/18 because there were not enough commissioners on 6/12/18 for a quorum.

ATTENDANCE: Joe Morris, Sarah Carlson, Commissioners
Denise Snow, Office Manager
No members of the public.

MINUTES: Ms. Carlson passed out copies of the 5/8/18 meeting minutes. Joe moved to approve the minutes as presented. Sarah seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 5/11/18 Working Session. Joe moved to approve the minutes as presented. Sarah seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 5/31/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 5/31/18 Financial Statement was passed out. There was discussion about the debt card transaction made by Mr. Morris for concrete paint for the pump house on Crest. He lost the receipt and wrote a certification attesting to the payment of \$25. Ms. Carlson agreed and also signed the attestation. Sarah moved to accept the report as presented. Joe seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$14,914.58 in the Olympia Federal Account.

- Bank Transfer: Joe moved to transfer \$14,006.11 from Olympia Federal to the Treasurer's Office. Sarah seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$6995.56. Ms. Carlson moved to pay the vouchers as presented. Joe seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:
Nothing new to report. Our 90-day past due list is getting smaller.
- Maintenance:
Joe has not yet located the leak. The amount has remained constant. There is a leak at the upper 18 inches of the tank. The most economical way to get up to fix it is to rent scaffolding. There is an epoxy type paint that will cure in water. When that work is being done, we will also fix the exterior
- Miscellaneous:

About 80% of our system is drivable for access. The rest is accessible by foot or by ATV. Joe is getting estimates on clearing the lots at the tower.

- Liens and Owner/Rental Responsibilities:

One property, 2060 E. Trails End Drive, that has a large past due amount owing. Ms. Snow did some research. The property is owned by a business. That business has not filed appropriate paperwork to renew in Kitsap County. Websites show the business has not claimed any income. It has not filed an annual report for the Secretary of State. The property taxes at 2060 E. Trails End Drive have not been paid in two years. None of our mail or bills have been returned and the owner has not responded. Ms. Snow will file a lien tomorrow.

OLD BUSINESS:

Well: The Engineer still has not responded to our request for a written report. Sarah recommended that we send a strongly worded letter requesting a report or a refund of our money by a specific date or we will contact our attorney and the licensing agency.

Attorney Costs: Nothing at this time.

State Auditor: Sarah reported that the report was completed and submitted on time.

Consumer Confidence Report: Sarah presented the 2017 CCR for approval. Following brief discussion, Joe moved to accept the CRR. Sarah seconded and the motion passed unanimously. Denise will send the report out with the June bills.

NEW BUSINESS:

Owner Rental Responsibilities: We have trouble on occasion with collecting from renters. Denise has researched other districts' policies for owner-renter issues. She is suggesting that we look into having the bill only in the owner's name but that the owner be required to provide the district with the names of renters. She will continue to work on this and have something prepared to review at the next meeting.

New Computer Purchase Budget: Because Sarah's personal computer, which she has been using to take minutes, is no longer working and the PC's purchased four years ago for the commissioners are not have compatible with the main computer, commissioners discussed purchase of another lap-top. Joe feels we should stay ahead of technology if possible. New accessories and capabilities are coming out nearly daily. Research at Costco produced good prices. They will provide service and warranties. Commissioners reviewed some printed material and estimates. Joe moved to authorize the purchase of two computers, a HP All-in-One PC 24-H327C and a HP 17.3" Laptop 17-BY0053CL, a LogiTech MK735 set of key board and mouse, Norton security and a Seagate external hard drive not to exceed \$2000.00 and further, that Denise be authorized to make the purchase to be reimbursed next month. Sarah seconded and the motion passed unanimously.

Travel Expense Policy: In our attempt to complete a policy manual, Joe presented a proposed travel expense policy. Sarah moved to approve the policy as presented. Joe seconded and the motion passed unanimously.

Purchasing Policy: Joe also presented a proposed employee purchasing policy, providing for requirement of authority from a commissioner or the office manager prior to purchasing anything on behalf of the district up to \$250. Between \$250 and \$500 the acting general manager or a commissioner must approve the purchase. Over \$500, any purchase of supplies or services must be authorized by the majority of the commissioners. Sarah moved to accept the policy as presented. Joe seconded and the motion passed unanimously.

Auxiliary Dwelling Units: We have the first request for an auxiliary unit above the garage in addition to the home. Commissioners discussed a second meter installation on a lot that has an existing installation and the fees to charge.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

According to the Office of Financial Management a raise is authorized a raise in the commissioner salaries to \$128 per day with a maximum yearly compensation of \$12,288.

ADJOURNMENT:

Mr. Morris moved to adjourn the meeting at 8:20 pm

Submitted by:

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris Date
Commissioner, Treasurer