

TRAILS END WATER DISTRICT

**6/11/19 Meeting
MINUTES**

CALL TO ORDER: The meeting was called to order at 7:24 pm. A quorum was present.

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners
Anne Montgomery, Attorney;
0 members of the public

MINUTES: Ms. Carlson passed out copies of the 5/14/19 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 5/24/19 Working Session. 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 5/31/19 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 5/31/19 Financial Statement was passed out. Mr. Morris pointed out that our income was about \$10000 higher than usual due to two hookups. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$7095.54. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:
We are doing well with billing and receiving payments. There is one account scheduled for shut-off this weekend.

- Maintenance:

Ms. Watson has not been able to get the generators going. She is recommending that we have a representative from the generator company, Cummins, come out and do the repair. It will be expensive but will likely be done quicker. They will have access to parts and will be more familiar with the units. Ms. Watson will take one more look at it and report back at the next meeting as to whether we should have them do it and she will get an estimate.

- Liens: There will be one lien that will be filed in the next couple of weeks.

OLD BUSINESS:

Audit Report: Ms. Carlson got the accountability audit submitted in a timely manner.

Well Update: Work continues. We have all the hardware for the test. We have cleared quite a bit of our property around the well. We are paying \$45 per hour rental on the machine. They found a patch of sedge grass. This is grass that usually grows in marshy areas but there were no signs of marshy areas near the well. There is a pile of rubble on the property that will be used as fill.

Auxiliary Dwelling Units: Ms. Montgomery did not get the update to the rate schedule completed in time for this meeting. She will get that to us before the July meeting.

NEW BUSINESS:

Review of Rate Study: Mr. Morris wants to continue the SRF payment after the loan to help bolster our capital reserve account. Ms. Montgomery said this would revert to a special assessment at that time, if we want to do that. It would then be subject to the state revenue tax. We looked at the recommendation of the rate study to increase the base rate each year which we have not done. Mr. Morris suggested we start with a 4% that would play “catch up.” Ms. Montgomery suggested that we then continue to review this annually. It should be posted on the website and in the minutes. The rate will effectively bring the base rate up \$1.50.

Consumer Confidence Report: Ms. Carlson passed out a draft of the 2018 Consumer Confidence Report for review and correction. Discussion led to a few changes which Ms. Carlson will make. Commissioners will sign the original on Friday, and Ms. Snow will include it with the next billing.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:15 pm.

Submitted by:

Sarah Carlson
Commissioner, Secretary

Date

APPROVED:

Deb Watson
Commissioner, President

Date

Joe Morris
Commissioner, Treasurer

Date

DRAFT