

TRAILS END WATER DISTRICT
6/13/17 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:05 pm. A quorum was present.

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

MINUTES: Ms. Carlson passed out copies of the 5/9/17 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 6/9/17 Working Session Minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the May, 2017 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 5/31/17 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$12,128.92 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$7306.13 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 \$6277.24. Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Status Quo
- Maintenance:

Our electric bill reflects that we as much as 1/3 of the bill was for overflow until the floats were put in March. The floats are doing their job. We should see an improvement in our water loss statistics. We are also seeing a reduction in the power bill. We have had the locaters out and marked the power and gas lines. Shut off valves are being installed at 1900 and 2200 Trails End Drive. At the booster pump there is a blow-off valve. They will put a standing line out with a guard on each side. On West Dr., in the right-of-way, there will be another shut-off to the lateral, then 2 others to isolate laterals lines each direction. With the over-pumping of water

identified as a big issue, it is likely there will be fewer problems with these lines. Parts will be about \$5000.

- Miscellaneous:

Nothing

- Liens:

Ms. Snow reported that 4 doors were tagged. There were two responses. The other two have not responded. They were offered an opportunity to come to the meeting, but no one came. They will be shut off on the 16th. Five total liens have been placed. Two were paid off and the other three are still intact. We may have to place a lien on the door tag from this week.

OLD BUSINESS:

Promissory Notes: Ms. Montgomery liked the reasoning that we request something in writing when making a payment agreement with a customer. This would allow all staff to be aware of the agreement and able to answer questions if asked. It would also avoid confusion and be a reminder to the customer of what was said. She agrees with this analysis. Ms. Montgomery will send Denise a sample form.

Rental Agreement: (added to the agenda) Ms. Montgomery made the changes we discussed at the last meeting. This includes the rent and the \$30 for utilities. There are three exhibits that need to be attached: A) property description; B) hand drawn map of the building with the office designated and C) our meeting times. Ms. Watson reported that the TECC meeting is next Wednesday, so the issue will be put on their July Agenda.

Resolution 2017-3: We have our revised resolution grant. Ms. Watson moved to accept resolution 2017-3 as presented. Mr. Morris seconded and the motion passed unanimously.

NEW BUSINESS:

Street Lighting: Ms. Watson had a conversation with PUD about the poles on Razor Rd. It is confirmed that the poles are 10 cents per pole per day in perpetuity. (\$3 per month). Discussion followed. Mr. Morris's suggestion was to create a different route in RVS that would not charge the lighting fee. Another issue is the language in the RCW regarding meeting notification. Options from Ms. Montgomery were discussed

EXECUTIVE SESSION:

Executive Session was called at 8:00 to 8:05 to discuss litigation. At 8:05 the session was extended another 10 minutes. At 8:15 the session was extended another 10 min. The regular board meeting reconvene at 8:25

Ms. Watson moved upon further consideration of the procedure to establish street lighting in the district a public hearing will be set July 11 at 7:30 pm at which time the district's plan for lighting will be presented and the public will have an opportunity to comment on whether or not street lighting is desired. Mr. Morris seconded and the motion passed unanimously. Ms. Montgomery asked Ms.

Snow to get the notice out as soon as possible. Denise suggested the Bremerton Sun and we agreed to do that. At the regular meeting starting at 7:00 we will vacate the resolution 2017-2 regarding the street lighting. We will then take public comment and move forward.

Policy Development: Schedule 21 has been submitted. Also the district has a procedure and follows it, this year the audit required a copy of the policy. Ms. Carlson put the procedures into policy form and Ms. Montgomery reviewed it for content before it was sent in. Ms. Montgomery said will need cross connection, backflow prevention and personnel policies as soon as possible. Ms. Montgomery said a written financial policy is also very important and suggested we read the Belfair Water District audit. This issue was table until August meeting. Commissioners be prepared to comment at that time.

Consumer Confidence Report: The report is completed and will go out with the June bills.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 08:47

Submitted by:

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris Date
Commissioner, Treasurer