

**TRAILS END WATER DISTRICT**  
**7-10-18 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:02 pm. A quorum was present.

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

Deb Watson is out on an excused absence for this meeting.

**MINUTES:** Ms. Carlson passed out copies of the 6/11/18 meeting 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 6/30/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. Our overall financial situation has grown by over \$8000. A copy of the 6/30/18 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$11,974.87 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$11,007.10 from Olympia Federal to the Treasurer's Office. Ms. Carlson seconded and the motion passed unanimously.
- Voucher Approval: This month is a tax month so vouchers are higher than normal. Vouchers were presented in the amount of \$10,018.62. Mr. Morris moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

We have 8 accounts that are 61+ days delinquent for a total of \$674.11. One of these now has a lien.

- Maintenance:

The shed at Source 4 is almost completed. We need to put a sign on the drop box and a sign indicating the office door. The sign at the bottom of the hill is also fading and needs to be replaced. Mr. Morris will do the sign on the hill and Ms. Carlson will do the building. We have cleaned the water line area from 5061 north to 4651 Razor Road. Mr. Morris estimates that this is about 75% complete. David reported that there is a lot of water in his yard area. He outlined the problems that have occurred there and the history. Nick and Mr. Morris checked

that area. Nick said what is being measured coming out of the ground is not enough to cause the problem. They are going to dig out that area starting at 620 TED in the next couple of weeks to check out the area. The 18" repair at the tank will happen during the next dry spell.

- Miscellaneous:

We need to provide the health department with telephone numbers of both property owners and tenants to the Health Department. Forms were sent out. Many have come back but not all

- Liens:

One hook-up has been shut off and a lien has been placed. The cost of placing a lien has gone up and is now \$99.00.

## **OLD BUSINESS:**

Well Update: An e-mail went out to the engineer, Jeff Brown. No response was received. We still have not received a report. Two months ago, Mr. Morris drove to his house and left some information at his door with no response. Ms. Snow tried to call earlier today and could only leave a message. Ms. Montgomery recommended that we send a letter (both regular mail and certified mail) requesting our money back within 14 days. Regina at DOH gave Mr. Morris the name of an acceptable person. Mr. Morris will be contacting her.

New Computers: We got the new computers.

Reports: The Consumer Confidence Report went out in the last mailing before the deadline. Mr. Morris did the water use efficiency report. We had a composite leak of 14.1% over the past three years.

## **NEW BUSINESS:**

2<sup>nd</sup> Quarter Taxes: We

ADU Meter Charges and Implementation: We have our first official auxiliary dwelling unit going in. We have a new meter going in. It will have the same connection fee as any other dwelling unit. Mr. Morris and Ms. Montgomery agree that the SRF payment is per property. However, the lighting is per dwelling, so they will be charged for that.

Disposal of Surplus Equipment: Since we have new computers. Ms. Montgomery said we have to have them scrubbed and that can be expensive. We have to first find it surplus. Ms. Montgomery said to bring a list of the surplus items and enter them into the minutes. WE can then do what we want. We can give them to a non-profit or to a computer organization to use them for parts, or just throw them out. Ms. Montgomery will check with their computer people for some more information. Ms. Carlson will bring the list to the next meeting.

