

**TRAILS END WATER DISTRICT**  
**8-14-18 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:00 pm. A quorum was present.

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

**MINUTES:** Ms. Carlson passed out copies of the 7-10-18 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson reported that she did not have time to type up the Working Session.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 7-31-18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 7-31-18 Financial Statement was passed out. Mr. Morris reported that we are still making positive progress financially. He reviewed some of the expenditures and the credit card purchases. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$16,807.14 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$15,008.14 from Olympia Federal to the Treasurer's Office. Ms. Watson seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$9291.87. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

We have an account with no response whatsoever. We have a lien filed. Ms. Montgomery was asked when a foreclosure happens and by whom. She explained that the county does the foreclosure after 3 years of unpaid taxes. Ms. Montgomery responded that we just wait it out. She also suggested that we contact the Mason County Prosecutor's Office and speak to the deputy who handles foreclosures. They can provide additional information. We then need to track that time frame.

- Maintenance:

Mr. Morris is sounding the well on a regular basis and gathering data. He found the limit of around 157 gal/min could mean that we are getting air. We are finishing up insulation on the

pipes hoping to cut down water which attracts ants. Mr. Morris got some traps. There was discussion of non-toxic methods of pest and weed control.

- Miscellaneous:

Nothing

- Liens:

No new liens to report.

### **OLD BUSINESS:**

NEW WELL UPDATE: Ken Netvig has agreed to be our engineer. We have a verbal estimate of \$3600 to \$5100 for work to get Source 4 approved and get the hook-ups approved. The current estimate is 368 hook-ups. Mr. Morris moved to retain Professional Engineer Ken Netvig for work to complete the well approval and report to Department of Health, in an amount not to exceed \$5100.00. Ms. Watson seconded and the motion passed.

We did get our money back from the previous engineer, Jeff Brown.

Mr. Morris met with Mr. Netvig. Mr. Morris will be working on a map of our district with the residences and lines to save quite a bit of money. David explained that the community club has maps with the houses and addresses. This information was obtained from the county engineering department.

IRS Update: Ms. Carlson continues to work on this issue and hopes to have it resolved before the next quarter's taxes are due.

### **NEW BUSINESS:**

Audit: Ms. Carlson received a notice from the Washington State Auditor's Office informing us that they will be performing an audit on the water district in the fall. They asked for a potential time frame. Because of Ms. Carlson's schedule, she suggested no later than October 15. With the help of Ms. Snow, she and the district should have all of the necessary documents ready to take to them by then.

Survey: Mr. Morris also feels that we should get our property surveyed. There was discussion of the well exclusion zone.

### **PUBLIC COMMENT:**

None

### **GOOD OF THE ORDER:**

Ms. Montgomery provided information on e-cycling old computers.

There is a “Landlord/Tenant” form that can be completed that makes provisions for the owner of a property to always know what the water bill for that property is.

She prepared resolution regarding property rental, an amendment A to the rates and fees adding a fee for the convenience, and a resolution adopting the policy. This would basically say that the owner is responsible unless they “sign up” for the option of billing the tenant. The form would gather all information about both owner and tenant. There would be a “service fee” and the plan would provide that

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:45 pm.

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