

TRAILS END WATER DISTRICT

8/8/14 Meeting
MINUTES

Present were: Joe Morris, Sarah Carlson, Dan Burris (arrived at 7:50)
5 members of the public
Anne Montgomery

The meeting was called to order at 7:20 pm. A quorum was present.

MINUTES: Ms. Carlson presented minutes from the 7/22/14 meeting. Mr. Morris moved to accept the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: Mr. Morris presented the Treasurer's report. As of this afternoon we had \$9618 in our checking account.

Voucher Approval: Vouchers were presented. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

Mr. Morris moved to authorize payment to L&I in an amount to be set at the next working session. There was no seconded and the motion died.

Ms. Carlson moved authorized up to 2000.00 to L&I in order to avoid more penalties and present an accounting at the next meeting. Mr. Morris seconded and the motion passed.

REPORTS:

Billing: Bills for the month of July are printed and ready to send. We have an 85% response with payments. Fifteen checks were misplaced but found in the office.

Maintenance: 80% of the tower property has been mowed. There was a leak at 491 Trails End Drive but it was found to be about 15 feet from the meter on the customer side. Charles Hutter helped them fix the leak. Mr. Morris got materials to fix the entry point on the fence and a screen to replace the entry point where the potential vandals tried to get into the pump house. He also replaced a cover over one meter. We have had successful bacterial tests and flushing continues every other day. It has impacted our power bill.

OLD BUSINESS

Hiring: Ms. Carlson presented job descriptions for both office worker and meter reader positions. Ms. Montgomery reviewed them and feels they are appropriate. Ms. Carlson feels listing through Work Source is the best option. She is willing to take this on. She recommended we post it Friday 8/8/14 to begin running Monday 8/11/14 and remain open for two week until Sunday 8/24.

Ms. Carlson moved to accept the two proposed job descriptions for meter reader and office worker and list with Work Source opening Monday 8/11/14 and remaining open for two weeks until Sunday 8/24/14, with additional posting at the office. Mr. Morris seconded and the motion passed unanimously.

Fee Schedule: We are continuing to work on this and are getting closer. It will take more work. Ms. Montgomery asked if we are going to address the rate resolution at the next working session, we can conference call with her. Ms. Carlson reported that she has obtained contact information for Derek Zock who is being assigned to us as an outrider from Evergreen Rural Water of Washington.

Ms. Carlson reported that she continues to work on a new budget document.

NEW BUSINESS:

Dept of Health would like us to bring the fourth source on line. They also wanted the two well heads be covered. Mitchell Lumber quoted \$2412.15 for all of the materials to build the two sheds. Mr. Morris moved to authorize \$2412.15 plus 10% (241.21) for incidental needs. He is hoping to employ part time help and volunteer help. Ms. Montgomery suggested that we get at least two more bids. The motion died for lack of a second. It will be put on the agenda for the next meeting pending more information. Mr. Burrus will make some calls.

PUBLIC COMMENT:

There was a question about the "full time" and "part time." It will be considered in the new rate schedule.

When David Hutsell left the district, things were pretty stable but he knew there was lots of work to be done. He expected those things would have been done and he has not seen that happen. Mr. Morris explained some of the upgrades.

FOR THE GOOD OF THE ORDER:

Ms. Montgomery mentioned that the Washington Water and Sewer conference coming up in Spokane. She highly recommended as many of the commissioners as possible attend.

Ms. Montgomery also discussed the Washington Open Public Meeting Law: All commissioners must either take the class at the up-coming conference or watch the on-line training at a meeting in a future meeting. Mr. Burrus said North Mason Regional Fire Authority is considering putting on the class locally. He will let us know if that is scheduled. He has already taken the class through his work with NMRFA.

EXECUTIVE SESSION (If necessary): Not needed

ADJOURNMENT:

Ms. Carlson moved to adjourn at 8:20. Mr. Burrus seconded and the motion passed unanimously.

Presented by:	Approved:	Approved:
<u>Sarah Carlson</u> 8-5-14	<u>Dan Burrus</u>	<u>Joe Morris</u> 8-5-2014
Sarah Carlson Date Commissioner, Secretary	Dan Burrus Date Commissioner, President	Joe Morris Date Commissioner, Treasurer