

**TRAILS END WATER DISTRICT**  
**8/8/17 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:04 pm. A quorum was present.

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

**MINUTES:** Ms. Carlson passed out copies of the 7/11/17 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 public hearing minutes. Ms. Watson pointed out that Rasor Road was misspelled in three places. Ms. Watson moved to correct the spelling in the draft. Mr. Morris seconded and the motion passed unanimously. Ms. Watson moved to accept the minutes as amended. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 7/14/17 Working Session minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 7/28/17 Working Session minutes. Ms. Carlson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 7/31/17 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 7/31/17 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 \$14,805.45 in the Olympia Federal Account. We currently have \$25,557.02 in the general account with outstanding checks of \$4140.96, leaving an actual balance \$21,416.06.

- Bank Transfer: Mr. Morris moved to transfer \$12,008.08 from Olympia Federal to the Treasurer's Office. Ms. Watson seconded and the motion passed unanimously.
- Voucher Approval: The board agreed to approve the vouchers after the discussion on customer refunds

**STAFF REPORTS:**

- Billing:

With the summer warm weather, we have been billing around \$9500-9800 monthly. This is above our projected budget.

- Maintenance:

Mr. Morris reported on the work on the easement off West Drive. The water was shut off and they made the first pipe cut. It took 4.5 hours until the lines were being opened again. Top

Dog organized the repair, and our staff did the turn-offs. They found and operated all but two blow-off valves on the system. The pipe at the end of Razor Rd was cleaned out. Our operator, Drew Noble of H2O, stopped by two times and was pleased with the work. Mr. Morris explained some of the mechanics of the project and work still to be done upon availability of Top Dog. Our operator also recommended that we consider asking for a well field at the tower.

There is a guideline that a district maintain 10% or less water loss. We are now at 8.8%. Our average household use in this past month is 800 cubic feet per month.

- Miscellaneous:

Ms. Snow is working on organizing the office and going through what old materials and documents were left.

- Liens:

There are no new liens to report. We are now down to one lien still active. All others have been satisfied. That one is scheduled for a potential sale. We only had to tag one door. A tag was sent with the bill, as the billing address differs from the property location, to ensure the customer was aware. The customer has until 8/11/17 to pay. There are only 5 delinquent notices still outstanding.

## **OLD BUSINESS:**

**Lighting:** Ms. Watson has not spoken with Vince. People have 30 days to respond to the public meeting and that period has not expired. Once the 30 days have past, she will contact Vince. There was a nice article about our public in the

## **Policies:**

*Cash Receipting Policy.* Ms. Carlson presented a Cash Receipting Policy that she drew up. It was previously reviewed by Ms. Montgomery. Ms. Watson moved to adopt the policy as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson and Mr. Morris have been reviewing information on other policies at the working sessions. There was discussion on some of the issues around policies and future policies. The work will be on-going.

**Rental Agreement:** TECC has not yet returned the signed rental agreement. Ms. Watson gave it to them in June. The next TECC meeting is 8/16. Ms. Watson will bring it up.

## **NEW BUSINESS:**

*Budget Review:* Ms. Carlson passed out an accounting of expenditures and income from 1/1/17 through 7/31/17. There are a number of line items that have already gone way over the budgeted amount. There are others that are way below the budgeted amount. Overall numbers show we are at 50% of expenditures and 65% of revenue. The information was reviewed and discussed.

*Customer Refunds:* The board viewed documents on Kelly West's request for refunds. Ms. Montgomery outlined the time line.

