

TRAILS END WATER DISTRICT
9-11-18 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:02 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 8/14/18 meeting minutes. Deb moved to approve the minutes as presented. Joe seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 8/24/18 Working Session. Deb moved to approve the minutes as presented. Joe seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 8/31/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 8/31/18 Financial Statement was passed out. Sarah moved to accept the report as presented. Deb seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$11,198.71 in the Olympia Federal Account.

- Bank Transfer: Joe moved to transfer \$10,009.11 from Olympia Federal to the Treasurer's Office. Sarah seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$6664.51. Joe moved to pay the vouchers as presented. Sarah seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

\$1214 in arrears. One account has an awfully large usage so that will be looked into. Denise feels that there seems to be quite a bit of owner turn-over. It has been a busy month.
- Maintenance:

We have no large outstanding projects now. We have pending two to three meters. Joe ordered two new gauges to more accurately reflect the tank storage.
- Miscellaneous:

none

- Liens: No new liens have been placed. That property has been turned off but Joe closed the gate at that property. However, he noticed that someone has opened the gate and is accessing the property.

OLD BUSINESS:

Well Update: Joe and the engineer met this morning. Tomorrow Joe will be going to the county to see if he can get a map similar to what we have without the writing. They will then draw in the actual lines as placed. Joe found the hand-drawn maps at the county with the permits to install the well show the property lines and shows the 15' easement. That takes care of the exclusion area, so we do not need the survey. David reported that he has some maps from the time he was on the district. The next board of commissioners did not want them. He still has them and will let us have them.

IRS Update: Sarah has completed the paperwork for the Electronic Transfer process with the County and the Bank. She also had to re-submit the 2nd Quarter 941 form. Apparently, they lost one of the pages.

Resolution on Rent: This resolution was discussed at the Working Session. Joe moved to accept the resolution as presented. Deb seconded. Denise asked a few questions for clarification on the process. The motion passed unanimously. This resolution will be 2018-10.

Sarah moved to approved the Amendment to Rates and Charges Resolution 2016-2 to include the duplicate billing fee. Deb seconded and the motion passed unanimously.

Ms. Montgomery provided the form from the resolution to Ms. Snow.

NEW BUSINESS:

WASWD: Joe was given a scholarship to attend the fall conference in Spokane next week.

Budget Spreadsheet: Sarah passed out

PUBLIC COMMENT:

Community Club was approached by the county about punching Razor Road through from Hwy 3 and Trails Road. David asked if it would impact the water district. Our lines are on the high side, not where they would be working.

GOOD OF THE ORDER:

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:02 pm

