

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. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 8/24/18 Working Session. Ms. Watson moved to approve the minutes as presented. Mr. Morris 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. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$11,198.71 in the Olympia Federal Account.

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

STAFF REPORTS:

- Billing:

Ms. Snow reported that there is \$1214 in arrears. One account has an awfully large usage so that will be looked into. Ms. Snow noted 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 are pending two to three potential meter installations. Mr. Morris ordered two new gauges to more accurately reflect the tank storage.

- Miscellaneous:

None

- Liens: No new liens have been placed. The one property with a lien has been turned off. Mr. Morris had closed the gate at that property. However, he noticed that someone has opened the gate and is accessing the property.

OLD BUSINESS:

Well Update: Mr. Morris and the engineer met this morning. Tomorrow Mr. Morris 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 originally. Mr. Morris found the hand-drawn maps at the county with the permits to install the well show the property lines and shows the 15-foot easement. That takes care of the exclusion area, so we do not need the survey. The drawings of the lines will also be useful for the 811 system. 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: Ms. Carlson has completed the paperwork for the Electronic Transfer process with the County and the Columbia Bank. She also had to re-submit the 2nd Quarter 941 form. Apparently, they lost one of the pages.

Resolution on Renters: This resolution presented for consideration at the 8/14/18 and was discussed at the Working Session. Mr. Morris moved to accept the resolution as presented. Ms. Watson seconded. Ms. Snow asked a few questions for clarification on the process. The motion passed unanimously. This resolution will be 2018-10.

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

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

NEW BUSINESS:

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

Budget Spreadsheet: Ms. Carlson passed out copies of the budget spreadsheet that is complete through June, 2018. She feels we are in good shape. Our expenditures and income are where they should be half way through the year. Some of the line items are over and some are under their budgeted amount but overall, we are right on track.

PUBLIC COMMENT:

Community Club was approached by the county about punching Razor Road through from Hwy 3 to Trails Road. Mr. Hutsell asked if it would impact the water district. Our lines are on the high side, not where they would be working and there should be no impact.

GOOD OF THE ORDER:

Nothing to report.

ADJOURNMENT:

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

