

TRAILS END WATER DISTRICT
9/12/17 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 07:01 pm. A quorum was present.

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

MINUTES: Ms. Carlson passed out copies of the 8/8/17 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 8/25/17 Working Session. Ms. Carlson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 9/8/17 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 8/31/17 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 8/31/17 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 \$16,072.64 in the Olympia Federal Account.

- **Bank Transfer:** Mr. Morris moved to transfer \$16,009.12 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 \$28,429.37. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- **Billing:**

We are down to one bill that has not been paid. Four doors were tagged this month and so far three have responded. We are running about \$1800 income per month in the tier charges. That will probably end with the cooler weather this month.
- **Maintenance:**

Mr. Morris explained some of the work that has been done on the system. Six new shut-off valves will help us isolate leaks.

- Miscellaneous:

None

- Liens:

There are no new liens to report. Only one is left outstanding.

OLD BUSINESS:

Policies: Ms. Carlson presented a draft of the Records Retention policy for review. Ms. Watson moved to accept the records retention policy as presented. Mr. Morris seconded and the motion passed unanimously.

Rental Agreement: The rental agreement has finally been signed by all parties and is now in effect.

New Well: We still have not received the engineer's report. We must have it submitted before we can proceed with the next step of the project. Ms. Snow found an engineering report by Robinson & Noble dated 12/11/01 that details the work done on Source 4. It will be paramount in presenting our request of Department of Health to authorize the district to bring the source on line. Mr. Morris briefly reviewed the report. He put a call in today to our current engineer to ask for his report. He will also check with DOH to see if they will accept the 2001 report.

Lighting: The 30 days has passed without an appeal on the street lighting issue. Ms. Watson talked to Vince from PUD and let him know about the public meeting results. She explained that there will be no installation fees on the poles for lights where the power is run underground. Vince and Mr. Morris will get together and finalize the additional lights on Razor Road and the branch roads off the lake.

NEW BUSINESS:

WASWD Conference: Mr. Morris wants to attend. It is on the 27th. He will attend the Section 2 meeting and one day of the conference.

2018 Budget: Ms. Carlson reminded the commissioners that next month we will have to pass our 2018 budget in order to have it to the Auditor's Office by the deadline. She printed out a copy of this year's expenditures updated through 8/31/17 and projected to the 9/12/17 meeting. She pointed out some areas of concern and asked all interested parties to review the document. She asked that commissioners leave any comments or suggestions in her box no later than 9/22/17. She will be finalizing the 2018 budget at the working session on that date.

PUBLIC COMMENT:

There were some questions from the public. A musky taste was noticed in the water. That taste coincided with work being done on the system and it appears to be the cause. During his discussion of the engineer reports Mr. Morris mentioned a well field. Mr. Morris provided the definition for clarification.

