

TRAILS END WATER DISTRICT
9/13/16 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:17 pm. A quorum was present.

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

MINUTES: Ms. Carlson passed out copies of the meeting minutes for 8/9/16. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

Ms. Carlson passed out copies of the working session for 8/12/16. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: Mr. Morris reported on the money that has come in this month. The board members reviewed the August 2016 Olympia Federal bank statements, Treasurer's Report and Auditor's Report, including the outstanding checks. They were in order and consistent. A copy of the August 2016 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Bank Transfer: Mr. Morris moved to transfer 15,009.13 from Olympia Federal to the Treasurer's Office. Ms. Watson seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$34,583.95. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.
- Transfer between accounts: Ms. Watson moved to transfer \$8000 from water investment to water revenue to cover the

STAFF REPORTS:

- Billing:

Mr. Morris reported that we are beginning to collect on some of the big balances due. We are now going to begin lien filings. There are 8 properties in foreclosure. The banks paid on 2. Some of the other banks said that the new owners will have to pay the old balances. We will be filing liens on these. There also individual customers who will have liens. Ms. Snow is working with one of the customers who is working hard to pay her balance. The rest have not made any contact or attempts to pay. The next reading will finalize that list.

- Maintenance:

We had a large leak. Mr. Morris feels we will need to put in yet another air valve in. He will do some flushing to see if that helps carry the air lock out. If that doesn't work, the new fitting will be about \$1500 to have installed.

- Miscellaneous:

None

OLD BUSINESS:

IRS: Anne suggested we send the auditor's reports. Ms. Carlson explained the issues she has been dealing with. Ms. Watson moved to pay the bill in full. Mr. Morris seconded. Discussion followed. Suggestion that we contact a local IRS office. Motion passed unanimously.

Rate Study: Liens were reported on above. Anne brought some sample lien forms. She gave them to Ms. Snow to use the wording on our letterhead. Liens need to be a line item on the agenda in the future. She also reviewed the RCW applicable to collections for water and methods of collection, ie. lien. She also let us know there is a person willing to volunteer to help us with this. Question asked about making payments. Example: if there is a leak and the bill is much higher than they can afford. Only the board has the authority to make those decisions. They

Door Hangers: Ms. Carlson reported that the door hangers are \$0.60 each with an order of 250 hangers. The board reviewed several samples and Anne made some corrections on what needed to appear on the hanger. She suggested we have a policy on the nuts and bolts of the posting.

NEW BUSINESS:

Vacations: Ms. Snow will be on vacation over the holidays. Ms. Carlson will contact Ramona to see if she is willing to come in to cover.

William Stewart: Mr. Stewart wrote a letter asking for forgiveness of his bill. He explained that he had a leak. He was out digging up the line. John came by and told him that the district was aware that the water was leaking for over a year. They never told Mr. Stewart. Mr. Stewart shut his water off but didn't actually get it turned all the way off. There were drips and leaks several thousand dollars in repairs. He quit making his payments last year because of all the problems he has been through. He also pointed out that his water usage in the last three months has gone from 0 to 200 to 700 to 2000. He has begun making payments since spring. It was agreed that Mr. Morris will come down to check on the meter. There is probably a leak that has gotten progressively worse. He will also be eligible for the forgiveness.

PUBLIC COMMENT:

There was a question about usage and how it could be calculated by the individuals from their bill. There was explanation and discussion. One suggestion was to put out a form that could be used by customers for this purpose.

