

**TRAILS END WATER DISTRICT**  
**9/8/15 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:10 pm. A quorum was present.

**ATTENDANCE:** Deb Watson, Joe Morris, Sarah Carlson, Commissioners  
Anne Montgomery, Attorney  
9 members of the public.

**MINUTES:** Sarah Carlson passed out copies of the **8/11/15** meeting minutes. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** There was no written report available. Because of the holiday, the financial institutions' reports have not been received. As of August 31, 2015, \$10,559.75 was in the Olympia Federal main account and 283.38 in the petty cash fund. As of today after the most recent deposit the balance is \$15,645.31. There has been some confusion about the SRF loans. There was one loan that was taken out and used. Customers are paying that back with the \$10 monthly charge on their bills. There was a second loan applied for and granted. Customers were charged an additional \$14 per month on their bills. However, that loan was rescinded before it was used. The \$14 per month is not being assessed any longer. Ms. Carlson moved and Ms. Watson seconded to approve the oral report as presented. The motion passed unanimously.

- Bank Transfer: Mr. Morris moved to transfer \$10,709.08 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 \$18,719.66. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.
- Transfer Between Accounts: Mr. Morris moved to transfer within the General Account \$9009.08. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing: We are adding 12 families to our billing roles. With the addition of these 12 accounts, all of the missing accounts will be receiving bills. There are still 17 non-paying customers. This is down from 119 people. We have now taken 5 meter readings. Unfortunately, there are still mistakes in the computer. The bills are still not correct. The board asks for customer patience as we continue to work this out. It is looking like the average usage will be somewhere in the neighborhood of 350 in a non-drought month. Bills went out on 9/2/15. Mr. Morris explained some of the statistics and scenarios.

- Maintenance: There is now a lid over Source 3 and the shed is nearly complete. We are working to get Source 4 approved for emergency uses. It is hoped that by tomorrow the pump will be ready for testing. Mr. Morris gave details. The Constantia wire has arrived and is being installed to assist with safety.
- Miscellaneous: The DOH engineer, who was supposed to come tomorrow, sent an e-mail today stating she would not be able to make it. It is being rescheduled. Ms. Watson reported that the three LED lights for the pump station and the tank will be here this week. She hopes that they will be installed soon.

Ms. Watson made a motion accept the Billing, Maintenance and Miscellaneous Reports as presented. Mr. Morris seconded and the motion passed unanimously.

### **OLD BUSINESS:**

Mr. Morris discussed the stratification issue in the tower. The cold water is in the bottom 18 feet of the tank. It appears that the top 30 feet of water may be warm. We are proceeding with the top-fill installation as presented.

Derek Zock still has not come. Ms. Montgomery agreed to contact a couple of people and get an estimate for having it done privately.

Website: padapple has provided a test site for us to view. Commissioners are reviewing it. Ms. Watson said she felt it was very user friendly. Ms. Montgomery has reviewed it and sent comments.

Training: Mr. Morris went to Dept of Ecology/DOH/Dept of Commerce training. He learned about financial risk exposure in systems. He learned that our system has three potential risk areas: well, pump and tank. There are no back-up contingencies. We need to know the financial impact of failure in these and other areas of the system. Later in September is the WASWD fall meeting in Wenatchee. Mr. Morris would like to go one day for the general meeting and sessions. He is asking for mileage.

Resolution 2015-2 setting the hook-up rate approved at the last meeting was presented by Ms. Montgomery and signed by all three commissioners

### **NEW BUSINESS:**

Keys: We had to re-key the club house. The new keys have been passed out to appropriate club and district personnel.

### **PUBLIC COMMENT:**

Question about security. Motion lights are going to be installed. There are safeguards happening as well such as locks on the top and the generator.

