

**TRAILS END WATER DISTRICT**  
**9/9/14 Meeting**  
**MINUTES**

CALL TO ORDER: The meeting was called to order at 7:11 pm. A quorum was present.

Present were: Joe Morris, Sarah Carlson  
Anne Montgomery, Attorney  
10 Members of the public

MINUTES: Ms. Carlson passed out copies of the 8/19/14 minutes. Mr. Morris moved to accept the minutes as presented. Ms. Carlson seconded for the purpose of discussion. There were two changes on the second page, first sentence under New Business: Mr. Morris received a call from Regina Grimm. Under Public Comments, fourth paragraph should read, "She asked that if a customer has information about unpaid debt or accounts receivable, or know people who do, please provide it to the district.

Mr. Morris moved that we accept the minutes as amended. Ms. Carlson seconded and the motion passed unanimously.

Mr. Morris called for the question to accept the minutes as amended. The motion passed unanimously.

**TREASURER/FINANCIAL REPORT:**

Mr. Morris reported that the current balance at Olympia Federal as of 8/31/14 was just under \$5000.00. He recommended that we do not make a bank transfer at this meeting.

Voucher Approval: Vouchers in the amount of \$16,425.97 were presented for payment. Mr. Morris moved to pay the bills as presented in the amount of \$16,425.97. Ms. Carlson seconded and the motion passed unanimously.

**REPORTS:**

Billing: Mr. Morris has been working on getting the bills out. They will show a date of 1 day service on 8/31/14 and it will be the \$31. There is a core of about 20% who have not responded to the billing. He has begun making phone call on 6 of those who have made no payments. He will be following follow-up.

Maintenance: Right now we have a situation on Trails End Place. There is water coming up in the roadway. It can be either a main leak or a lateral leak. There is a house with an outdoor faucet that is shut off but there is a ¼" hole under the faucet that is leaking. Our operator will be here to investigate tomorrow. We have not been able to contact the property owner.

Miscellaneous: We have had a request to bring the fourth pump on line. It will require a shelter to be built over the pump. This is an on-going consideration. Lead and copper tests were taken at 5 sites. The results have not been received yet. Mr. Morris explained the process to the audience.

**OLD BUSINESS:**

Hiring: Ms. Carlson reported that the open application period has expired. She has read through all applications received and is prepared to recommend the three top candidates for each position. Ms. Montgomery suggested we discuss further procedure for hiring in the executive session.

Fee Schedule: Mr. Morris and Ms. Carlson met with Derek Zock from Evergreen Rural Water at the Friday working meeting 8/22/14. He says he is ready to help where he can and has some suggestions for us. His first suggestion was that we literally go door-to-door at each house and question them about their water. He gave a list of things to ask, look for and record. Ms. Carlson agreed to draft a form for that purpose. This would also be a good way for the new meter reader to get acquainted with the system and our customers. Ms. Montgomery re-did the proposed resolutions according to the information that came out of our phone conference at the working session. She asked us to review the highlighted information and fill in some of the blanks by the next meeting.

#### NEW BUSINESS:

Mr. Morris feels we need to purchase a \$200-\$300 metal detector to help us find lines, meters, etc. Mr. Morris researched this type of unit on line. The difference in the lower and higher costs will be determined by whether it detects metals other than ferrous.

Ms. Carlson moved to approve up to \$400 for purchase of a machine. Mr. Morris seconded and the motion passed unanimously.

Audit: As mentioned briefly at the last meeting, the district has been notified that we will be audited by the Washington State Auditor's Office. Since Ms. Carlson has been through several audits for the district during her previous time as a commissioner and several similar audits through her employment, she volunteered to take the lead with the audit. She has gathered together the requested material that we have available and taken it to the Auditor's Office. She then met with two of the auditors who would be conducting our audit again on Friday, 9/3/14. Part of the audit process is for the auditors to conduct an entry meeting with the district and interested public. This meeting has been scheduled for the working session on 10/10/14 at 10:00 am. They will explain the audit process and what to expect. Once the audit is concluded, an exit meeting will be conducted and they will share their findings. The public is welcome at both meetings.

Conference: At the last meeting, attendance at the Washington Association of Sewer and Water Districts was mentioned briefly. Ms. Montgomery had urged the district to send as many of the commissioners as possible and so did Derek Zock from Evergreen Rural Water during our conversation on 8/22/14. Both Mr. Morris and Ms. Carlson are willing to attend had have put in applications. The registration cost of \$475 per person includes breakfast and lunch all three days as well as a reception on Wednesday and dinner on Friday

#### PUBLIC COMMENT:

Concern was expressed about how people are notified of bad sample. We do have a procedure in place for notifying the public. We can notify by going door-door. Public announcements can be posted at the building. Notice can be made by mail. The Department of Health governs which method can be used depending on the nature of the sample Mike Siptroth volunteered, as part of the community response team, to assist with this. He noted that the community response team was formed to help the community and he feels this would fall under their mission. Mr. Morris reported that DOH will notify people through

