

TRAILS END WATER DISTRICT
12/13/16 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:03 pm. A quorum was present.

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

MINUTES: Ms. Carlson passed out copies of the 11/8/16 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 11/25/16 Working Session meeting minutes. 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 November 30, 2016 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/16 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$12,583.84 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$10,012.13 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 \$9069.50. There was discussion on the rent/utilities. The amount of the bill pays us through 12/31/16. Beginning in January 2017 we will be paying on a monthly basis. It is averaging \$26 per month for utilities. This voucher also includes the well sounder, annual RVS fee, more IRS fees and extra to H2O for work on the health department inspection. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Bills have been going out on time. Payments are, for the most part, coming in. There are a couple who are still not complying. Ms. Watson and Office Manager Snow are working on that.

- Maintenance:

We will have to dig a trench to find the meter for the place about 8 properties up from the corner on Razor Road. There is also a meter that has stopped functioning and will be replaced. The Source 3 cover is done and they are starting on the Source 4 cover.

- Miscellaneous:

Ms. Watson will not be here in February and will not be available by phone. Mr. Morris moved to excuse her from the February meeting. Ms. Carlson second and the motion passed unanimously.

- Liens:

No new liens to report.

OLD BUSINESS:

Resolutions Signing: Ms. Montgomery presented Resolution 2016-04 regarding the budget, Resolution 2016-05 regarding appointment of authorized representative, and Resolution 2016-06 regarding errors and omissions and entity designation for the Insurance Pool. Mr. Morris motioned to put the indemnity resolution 2016-06 on the agenda for next month to give the commissioners a chance to read the document. Resolutions 4 and 5 were signed.

Credit Card Payments: Ms. Snow provided information on Point & Pay that is used by Mason County. We also had information on Square. It has a flat 3% fee. She feels that the Point & Pay is more geared to government entities and service many other utilities as well as other water districts. She had explored the site and feels it is user friendly. Ms. Carlson moved to adopt the Point & Pay option for accepting payments. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson move that all associated fees charged by Point & Pay will be the responsibility of the customer. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson moved to give the authority to set up the Point & Pay system and activate it on behalf of the Board to our office manager. Mr. Morris seconded and the motion passed unanimously.

NEW BUSINESS:

DOH Inspection: Mr. Morris said he thinks the inspection went well. It took only 3 hours. The only thing she pointed out was that of screening. Every place a pipe goes in or out, there should be a screen. We have three places without screens. We are in the process of getting those put on. We will be receiving a final letter.

Ms. Watson asked to add street lights for the community. It is in statute that a water district can be responsible for lighting. Mr. Morris said he has talked to other people and no one disagrees. Discussion. Possibly contract with PUD. Ms. Montgomery said other districts have just added an average amount to each bill. Ms. Watson volunteered to do the research.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

John Clausen stepped up and will be the community club president.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:15 pm.

Submitted by:

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris Date
Commissioner, Treasurer