

TRAILS END WATER DISTRICT
1/10/17 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:23 pm. A quorum was present.

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners
Anne Montgomery, Attorney
Denise Snow, Office Manager

MINUTES: Ms. Carlson passed out copies of the 12/13/16 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 12/31/16 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 12/31/16 Financial Statement was passed out. Mr. Morris pointed out that we are steadily growing our funds. Ms. Carlson moved to accept the report as presented. Deb seconded and the motion passed unanimously. Ms. Carlson reported that there is currently \$10,073.14 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$9501.10 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 \$9496.06. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Bills went out. Ms. Snow presented a list of past due accounts. There are 5 customers not paying. We got positive responses from all and payment agreements made. However, payments have not been made according to those agreements. Ms. Watson agreed to speak with two of the customers. Discussion ensued. We will re-tag on Monday to give people a chance to get into compliance after Ms. Watson's contact.

Ms. Snow has been working on getting the credit card payment situation set up.

- Maintenance:

Thursday, Mr. Morris will be meeting with the county road department to get right-of-way permits to complete work on raising and repairing meters. He is going to finish the covers on the Source 3 and 4 and put screens on the drain lines.

- Miscellaneous:

Ms. Watson talked to PUD about the street lighting. She has a meeting with the engineer from PUD tomorrow.

- Liens:

No new liens to report. Ms. Snow reported that one of the properties with a lien was sold. Another will be auctioned next week.

OLD BUSINESS:

Resolution 2016-6: We will have to re-number this resolution to 2017-1. Although drafted in 2016, it will not be accepted and signed until 2017. Ms. Montgomery drafted the resolution with information provided and approved by the insurance pool. Ms. Carlson moved to accept the newly numbered resolution as presented. Mr. Morris seconded and the motion passed unanimously.

Department of Health Report: Copies of the Health Department Survey were passed out. There were no significant deficiencies or findings. The full report will be put on the website. There were comments in the report about cross connections. She suggested a customer survey to determine who may have a facility (such as an irrigation system, lawn watering system, swimming pool, hot tub) that will require a cross connection device. Ms. Montgomery will get us a template to include with the bill for that survey.

NEW BUSINESS:

None

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

Mr. Morris went over the SRF loan. Our balance owing is \$47,946.70. Last year's receipts showed that we collected \$24,265.54. During 2016 we collected \$10 per lot until the new rates were approved. The rate study recommended \$6.65 and was instituted. The yearly amount collected for 2017 should more closely approximate the yearly payment. Mr. Morris reminded us we need to refund the SRF loan payments that were never funded. Ms. Montgomery suggested we get a paper trail from those customers to get started.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:25 pm.

Submitted by:

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris Date
Commissioner, Treasurer