

**TRAILS END WATER DISTRICT**  
**1/14/20 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  
Denise Snow, Office Manager  
0 members of the public

**MINUTES:** Ms. Carlson passed out copies of the 11/22/19 working session 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 12/10/19 Minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 12/27/19 Working Session. 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 12/31/19 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 12/31/19 Financial Statement was passed out. We have a very large amount of bills to pay. The report from Northwest Water has been completed and accounted for \$10,202.09. In addition, we had to pay quarterly taxes and the 2019 excise tax. We have just enough in our general account. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$22,619.19. Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

Mr. Morris reported that we have cleared up a lot of our late and past-due accounts. We now only have \$595.29 in outstanding amount due.

- Maintenance:

We are waiting on spools to complete the lines and valves on the top fill and floats at the tower. That will give us more working storage. This is work recommended by Northwest Water. Once that is in, we can start the pump test.

- Miscellaneous:

None

- Liens: We still have one lien in place. The person tried to take care of it but did not pay the additional fees, so the lien stays.

**OLD BUSINESS:**

WELL UPDATES: The Northwest Water report has been submitted. It should take about 30 days, so we should hear back from Department of Health in about 30 days. Mr. Morris will be following up in the next few days if there is no response.

DIRECT DEPOSIT: In following up on whether the Treasurer will allow direct deposit of our weekly transfer deposits, Ms. Carlson found that we cannot do any type. We must be more diligent in getting the checks signed and mailed every week.

**NEW BUSINESS:**

TRAINING: Commissioners must take the public records training every four years. Mr. Morris will be taking it on 1/18/20. Ms. Watson and Ms. Carlson will take it on-line. Mr. Morris asked to attend the Water Distribution Manager Exam Review training on 1/28-30/20 in Fife. He is asking for the tuition of \$300 plus actual expenses not to exceed per diem. He would also like to attend the Evergreen Rural Water conference 2/25-27/20 in Yakima. Cost is \$275 plus actual expenses.

Ms. Carlson moved that Mr. Morris be authorized \$300 tuition plus expenses not to exceed per diem to attend the Water Distribution Manager Exam Review and \$275 tuition and actual expenses to attend the Evergreen Rural Water conference. Ms. Watson seconded and the motion passed unanimously.

WORK SESSION RESCHEDULE: In looking at 2020 working session meetings, the November meeting will be the day after Thanksgiving. We decided not to change the date at this time. Also, the December meeting is scheduled on Christmas. Decided to change the work sessions to Monday 12/28.

Ms. Carlson move that we change the December 2020 Working Session to Monday, 12/28/20 at 4:30 pm. Ms. Watson seconded and the motion passed unanimously.

BUILDING LEASE: Our lease was scheduled to renew in December. Scott Shumaker submitted a draft.

Ms. Watson moved to accept the Second Amendment to the Lease with Trails End Community for the building to include a flat rate \$30, a 5-year extension and cost of utilities. Mr. Morris seconded and the motion passed unanimously.

LAKE LEVELS: Mr. Morris expressed concern about the level of the lake. There are a number of different things working together to cause the problem. He would like

**PUBLIC COMMENT:**

None

**GOOD OF THE ORDER:**

Ms. Carlson sent cards of condolence to the Hutsell family for the loss of their son and to Belfair Water District of Commissioner Lenny Griffin.

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:20 pm.

Submitted by:

Sarah Carlson      1-14-20  
Sarah Carlson      Date  
Commissioner, Secretary

APPROVED:

Deb Watson      11 FEB 2020  
Deb Watson      Date  
Commissioner, President

Joe Morris      11 FEB 2020  
Joe Morris      Date  
Commissioner, Treasurer