

**TRAILS END WATER DISTRICT**  
**10/11/16 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:18 pm. A quorum was present.

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

**MINUTES:** Ms. Carlson passed out copies of the meeting minutes. There were a number of corrections: Page 1 under Bank Transfer “add cover the IRS penalties and interest.” Page 2 under rate study, strike “They.” Under William Stewart, second sentence add “in 2011” to the end of the sentence. After the next sentence add, “He did not shut it off at his house, he shut it off at the meter.” In the last line, it should read: “There is probably a leak that gotten progressively worse, if the leak is on his side of the meter it is likely his responsibility.” It was explained he should not do that. The last sentence, strike the “forgiveness” and insert “leak reduction.” Deb moved to approve the minutes as corrected. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson also passed out minutes of an emergency special to transfer \$809.29 from Olympia Federal to the Treasurer’s Office. Mr. Morris moved accept the minutes as presented. Deb seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** Mr. Morris went over the September financial statement and explained some of the entries. The board members reviewed the September 2016 Olympia Federal bank statements, Treasurer’s Report and Auditor’s Report, including outstanding checks. They were in order and consistent. A copy of the September 2016 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Bank Transfer: There is \$12,337.99 in Olympia Federal as of 10/8/16. Ms. Carlson moved to transfer \$12, 010.11 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 \$5236.10. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:  

We are making progress. There have been a couple of glitches found and corrected. With the September readings, they appeared to be corrected. The bills have been generating lots of customer complaint about the water usage. Mr. Morris has been following up on all of them, and they have been largely leaks on the property owner side of the meter. It is clearly generating awareness.
- Maintenance:

We have replaced three meters. Two had risers installed, so they now are in the appropriate position. One was broken. There are six more problem meters that will be replaced in the next two months. The hole at Source 4 has now been filled in. This is another step toward getting that well on line.

- Miscellaneous:

Nothing

- Liens:

There were six liens approved for filing. However, three are resolving themselves, so only three have now been filed. There are no new liens pending. Shut-offs will also be going out after the October 15, 2016.

### **OLD BUSINESS:**

Ms. Carlson presented the Consumer Confidence Report. The commissioners and Ms. Montgomery reviewed it and were satisfied with it. It will go out in the next billing.

IRS: Ms. Carlson explained where we stand with the IRS.

Source 4: Mr. Morris has been in contact with Jeff Brown, engineer, since last year. We are at the point where we can proceed with the approvals with the Department of Health. NW Waters wanted \$7000 to shepherd the process. Jeff presented a proposal to do it for \$3000. On the description of the work is tailored to the language that Regina Grimm put in her letter when we started the process. Much of the work Regina required has already been done. Jeff also recommended that we update the WFI. Drew will need to be involved in that. Discussion of the contract and process ensued. Mr. Morris moved to accept the Jeff Brown Engineering work order #016, for well #4 source approval. Ms. Carlson seconded and the motion passed unanimously. Mr. Morris moved to increase the previously approved voucher to include \$1500 for the down payment to Jeff Brown Engineering. Ms. Watson seconded and the motion passed unanimously.

### **NEW BUSINESS:**

WASWD: Mr. Morris reported on his WASWD meeting attendance. Mr. Morris has asked to be on the Small Water District committee.

SONIC WELL SOUNDER: Mr. Morris explained that when Source 4 is approved we will be considered to have a "well field". He explained some of the sampling of the draw-down process that will be required to measure how the two wells interact. It will have to be monitored on a quarterly basis. This will require a sonic well sounder. A used one will be about \$200 less than a new one at \$1145.00. They are also available to rent. Following discussion, Mr. Morris will do some more investigating and bring it to the next meeting.

BUDGET: Ms. Carlson presented a budget for 2017 of \$94,000. She explained that there were only a few changes from last year. She also explained that we do not have enough data yet to anticipate income from the new rate system. She recommended raising the estimated income only a small amount from

\$92,900 to \$94,000. Ms. Carlson moved to set the 2017 budget at \$94,000. Mr. Morris seconded and the motion passed unanimously.

Mr. Morris pointed out that we have a budget and income that is twice the 2012 income and three times the 2013 income.

**CREDIT CARD PAYMENTS:** Office Manager Denise Snow asked the board to consider accepting credit card payments. There have been many requests by customers to be able to pay by card. Anne explained that many companies accept automatic card payments and suggested we look at Westsound Utilities in Port Orchard. The compliance rate went up considerably and they felt it was worth the cost of the extra charges. They wanted people to do auto pay, so they absorbed the cost for the first few years. They may now be charging a fee it. We will do some more exploring but all three commissioners expressed a general acceptance of the idea.

**PUBLIC COMMENT:**

There was a car in a ditch in the culvert. It was suggested that we check it out to be sure there is no damage. There are asbestos pipes in that area and the potential for oil/gas to have spilled. Mr. Morris will go down and examine the area.

**GOOD OF THE ORDER:**

Nothing.

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 9:15 pm.

Submitted by:

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Sarah Carlson                                  Date  
Commissioner, Secretary

**APPROVED:**

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Deb Watson                                      Date  
Commissioner, President

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Joe Morris                                        Date  
Commissioner, Treasurer