

**TRAILS END WATER DISTRICT**  
**10/8/19 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:10 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 9/10/19 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 9/13/19 Working Session. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 9/27/19 Working Session. 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 9/30/19 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 9/30/19 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- **Voucher Approval:** Vouchers were presented in the amount of \$13,603.45. We had our system operator bill higher because of tests done on Razor Rd. Also, HD Fowler and Top Dog accounted for significant work on E. Norte Pl. Quarterly reports were also due. Mr. Morris moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- **Billing:** Ms. Snow reported that a door was tagged yesterday. One of the other accounts ready to be tagged came in and paid. A customer reported as a problem with a bill. It was investigated and found that the numbers had been transposed. The error has been corrected and a credit has been issued.
- **Maintenance:** Mr. Morris reported that he mowed and salted the grass at the tower inside the fence to mitigate further weed growth. A new service was put in at 1941. He still has not heard back on the work on the tower. We are proceeding with a 72-hour pump on one well for the test. The well cap cover will need to be modified to allow for the transponder at Source 3. The records the past 3 ½ year monthly meter readings has been sent to Northwest Water. With regard to the 10% of lost water we have been experiencing, Mr. Morris found that this loss was nearly 100% covered by taking into account the way the meters are read. The figures on the meter are read only to the one hundreds. Anything more than that (ie: 101, 220, 416 etc.) is not taken into account. When the amounts past the one hundred were taken into account, the

water loss was so small that it does not seem correct. He speculates that we may need to replace the main meter, or at least have it flow-checked. He will be following up.

- Miscellaneous: Nothing to report
- Liens: One new lien has been filed

#### **OLD BUSINESS:**

**Amendment 4 Corrections:** At the last meeting we did a resolution to change the working session meeting time. Ms. Montgomery brought typed resolution 2019-5 and commissioners signed the document. There are a couple of housekeeping items on Addendum A that was approved at the last meeting. These were reviewed and discussed. The particular items discussed were recreational properties, Mini Minimum and meter reading fees. Ms. Watson moved to accept the proposed changes to Amendment A – 5<sup>th</sup> Edition, Mr. Morris second and the motion passed unanimously. Ms. Watson moved to approve Resolution 2019-6 amending Addendum A of Resolution 2016-2. Mr. Morris seconded and the motion passed unanimously.

**Well Update:** Discussed in Maintenance above.

**Investments:** Ms. Carlson intended to move monies into investments. However, pending discussion of the 2020 budget, that was not done.

**Property Acquisition:** Ms. Montgomery reported that Land Title has finished the title search and they are ready to close. That will be scheduled within the next few days. They will also do the recording.

#### **NEW BUSINESS:**

**2020 Budget:** Ms. Carlson presented a proposed budget for 2020 in the amount of \$171,500.00. There was discussion and some suggestions. Because the report is not due until the end of November, further discussion will take place at the next working session. The 2020 budget will be on the 11/12/19 agenda for approval.

**Penalty Fee for Failure to Allow Meter Reading:** Covered in the amendment correction section.

**Billing – Paid Hookup Not Using:** Mr. Morris reported that right now there are 4-6 customers who have paid for meters and service but never called to request installation. This issue will need more discussion and should be addressed in a working session. It will be on the November agenda for further consideration.

**Printer Lease:** Commissioners discussed the need for an upgraded printer. Ms. Carlson moved to get the upgraded color printer. Mr. Morris seconded and the motion passed unanimously.

**Easement:** Tabled until next month

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:** Ms. Carlson will be out of town for the November regular meeting and asked to be excused. That was granted.

**ADJOURNMENT:** Ms. Watson moved to adjourn the meeting at 9:11 pm.

Submitted by:

Sarah Carlson      10-8-19  
Sarah Carlson      Date  
Commissioner, Secretary

APPROVED:

Deb Watson      12 Nov 2019  
Deb Watson      Date  
Commissioner, President

Joe Morris      12 Nov 2019  
Joe Morris      Date  
Commissioner, Treasurer

# TRAILS END WATER DISTRICT FINANCIAL REPORT

September 30, 2019

## COUNTY TREASURER ACCOUNTS

General Account		General Investment Account	
Beginning Balance	\$51,959.92	Beginning Balance	\$27,481.80
Credits	\$15,203.41	Credits	
Debits	\$24,008.88	Debits	
Ending Balance	\$43,154.45	Ending Balance	\$27,481.80
<b>Total General Account Balance:</b>		<b>\$70,636.25</b>	
Water Revenue Account		Water Revenue Investment Account	
Beginning Balance	\$19,396.63	Beginning Balance	\$118,781.64
Credits	\$219.37	Credits	
Debits		Debits	
Ending Balance	\$19,616.00	Ending Balance	\$118,781.64
<b>Total Revenue Account Balance:</b>		<b>\$138,397.64</b>	
Assessment Revenue Account		Assessment Revenue Investment Account	
Beginning Balance	\$469.82	Beginning Balance	\$8,533.18
Credits	\$15.76	Credits	
Debits		Debits	
Ending Balance	\$485.58	Ending Balance	\$8,533.18
<b>Total Assessment Revenue Balance:</b>		<b>\$9,018.76</b>	
Reserve Maintenance Account		Reserve Maintenance Investment Account	
Beginning Balance	\$1,433.29	Beginning Balance	\$26,983.79
Credits	\$49.84	Credits	
Debits		Debits	
Ending Balance	\$1,483.13	Ending Balance	\$26,983.79
<b>Total Maintenance Account Balance:</b>		<b>\$28,466.92</b>	
		<b>Total Investments</b>	<b>\$181,780.41</b>

## OLYMPIA FEDERAL ACCOUNTS

Main Account		Petty Cash Account	
Beginning Balance	\$2,717.97	Beginning Balance	\$219.57
Credits	\$14,938.88	Credits	\$454.73
Debits	\$15,195.01	Debits	\$264.80
Ending Balance	\$2,461.84	Ending Balance	\$409.50

### TOTAL CASH BALANCE

**\$249,390.91**