

TRAILS END WATER DISTRICT
11/12/19 Meeting
MINUTES

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

ATTENDANCE: Deb Watson and Joe Morris, Commissioners
Anne Montgomery, Attorney; Denise Snow, Office Manager
1 member of the public

EXCUSED ABSENCE: At the last meeting Commissioner Sarah Carlson asked and was granted an excused absence from the 11/12/19 meeting. Deb Watson asked to be excused from the next meeting on December 10, 2019.

MINUTES: Copies of the 10/8/19 meeting minutes were passed out. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Copies of the 10/11/19 Working Session minutes were passed out. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Copies of the 10/25/19 Working Session were passed out. 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 10/31/19 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 10/31/19 Financial Statement was passed out. Mr. Morris reported debit card activity was busy due to water break and tower repair needs. 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 \$33,414.90. Ms. Watson moved to pay the vouchers as presented. Joe M seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing: Ms. Snow reported all statements were mailed with no returns. There are 10 accounts in the 61+ days late but none are over \$200 and most of these have a history of paying every 3 to 4 months in full. We will be following up on all late accounts.
- Maintenance: The main meter has not been working for sometime and last week it quit. A new meter has been ordered and will be installed within the week. The new meter senses the magnitude of the water. In the near future, we will install a remote read to the meter so that we can keep track of high usage and slack demands.
- Mr. Morris spent the past weekend locating valves along the system to make much needed repairs and know where shut offs are located in case of future need.
- DOH has enough information and reports to raise our connections possibly 240+. We will still be working on maximizing the connection numbers. The pump test will be done in near future.

- With the new top loading fill, all water will go into the tank and then out through the bottom. This will mix and change the water every 48 hours in the tank. This will address three critical questions with Dept of Ecology, Dept of Health, and NW Water Systems.
- The water main was cut by construction work in the 510/520 E Trails End Dr. area. The cost to repair the damage was approximately \$890.00, plus the cost of 15 hours of labor.
- Miscellaneous: There was discussion of the clean-up of the debris left from cleaning the property around the tank. The cost of rental a container and disposal of debris was discussed. The cost would be \$425 for the container for three weeks and \$15 per cubic yard for debris disposal. Construction type debris would be \$125 per ton. Mr. Morris hopes to clear another 15 feet towards mountain side (east side of property line).
- Liens: Prestige Properties paid their account in full, and we released that Lien. We have one lien currently on 1750 E. Trails End Dr.

OLD BUSINESS:

Budget: Ms. Watson made a motion to increase our expenditures by \$16,000 for 2019 budget, with \$15,400 to be allocated to capital outlay and \$700 to maintenance. Mr. Morris seconded and the motion passed unanimously.

Ms. Watson made a motion to accept the 2020 budget of \$121,500. Mr. Morris Seconded and the motion passed unanimously.

Well Update: See above information under Maintenance.

Property Purchase: The property purchase from Baumgartens has been recorded and completed per Joe Morris.

NEW BUSINESS:

Change in Working Sessions: Ms. Morris made a motion to change the commissioners working session to once a month, the 4th Friday of the month beginning at 4:30 pm. Mr. Morris seconded and the motion passed unanimously.

PUBLIC COMMENT: It was mentioned that the word Liens was misspelled on the agenda. It will be corrected.

GOOD OF THE ORDER: N/A

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:45pm.

Submitted by:

Sarah Carlson 12-10-19
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris 12-10-19
Joe Morris Date
Commissioner, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

October 31, 2019

COUNTY TREASURER ACCOUNTS

<u>General Account</u>			<u>General Investment Account</u>	
Beginning Balance		\$43,154.45	Beginning Balance	\$27,481.80
Credits		\$15,619.40	Credits	
Debits		\$13,603.45	Debits	
Ending Balance		\$45,170.40	Ending Balance	\$27,481.80
Total General Account Balance:		\$72,652.20		
<u>Water Revenue Account</u>			<u>Water Revenue Investment Account</u>	
Beginning Balance		\$19,616.00	Beginning Balance	\$118,781.64
Credits		\$203.70	Credits	
Debits			Debits	
Ending Balance		\$19,819.70	Ending Balance	\$118,781.64
Total Revenue Account Balance:		\$138,601.34		
<u>Assessment Revenue Account</u>			<u>Assessment Revenue Investment Account</u>	
Beginning Balance		\$485.58	Beginning Balance	\$8,533.18
Credits		\$14.63	Credits	
Debits			Debits	
Ending Balance		\$500.21	Ending Balance	\$8,533.18
Total Assessment Revenue Balance:		\$9,033.39		
<u>Reserve Maintenance Account</u>			<u>Reserve Maintenance Investment Account</u>	
Beginning Balance		\$1,483.13	Beginning Balance	\$26,983.79
Credits		\$46.27	Credits	
Debits			Debits	
Ending Balance		\$1,529.40	Ending Balance	\$26,983.79
Total Maintenance Account Balance:		\$28,513.19		
			Total Investments	\$181,780.41
OLYMPIA FEDERAL ACCOUNTS				
<u>Main Account</u>			<u>Petty Cash Account</u>	
Beginning Balance		\$2,461.84	Beginning Balance	\$409.50
Credits		\$14,845.42	Credits	\$90.60
Debits		\$15,656.27	Debits	\$351.27
Ending Balance		\$1,650.99	Ending Balance	\$148.83
TOTAL CASH BALANCE				
Last month	\$249,390.91	\$1,209.03		
				\$250,599.94