

TRAILS END WATER DISTRICT
February 11, 2020 Meeting 7pm
MINUTES

CALL TO ORDER: The meeting was called to order at 7:00 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 1/14/2020 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 1/31/2020 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 1/31/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 1/31/20 Financial Statement was passed out. We have quite a few uncleared checks. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$10,496.63. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

There are two accounts that are under consideration for shut-off notices.

- Maintenance:

Maintenance has been on-going. Sunday our operator and his employee were out. We had to re-build the hatch on the top of the tower. They also took photos to satisfy the Department of Health requirements. Drew feels that his employee's inspection should also satisfy DOH. Drew asked if we would consider giving our old tower ladder to another district. Per Ms. Montgomery, we need to declare the item surplus. From there we can either donate or sell. After discussion, we felt it was not worth anything but the cost of scrap material. Ms. Montgomery will be doing some research into the proper procedure to do that.

- Miscellaneous:

Because of the recent heavy rains, we have found four meters that will need to be raised.

- Liens: We have no liens at this time.

OLD BUSINESS:

TRAINING UPDATE: Mr. Morris reported on his three days training. He reported that he passed the mock test. He will be attending the annual Evergreen Rural Water training at the end of the month. He will have about 9 continuing education credits and will take the water operator test when he can. Mr. Morris also attended the open government training at WASWD. Ms. Watson did it on-line.

WELL UPDATE: Northwest Water had a conversation with the DOH. Mr. Morris got some parts that are not the best for the particular use. He will return those. Ferguson's in Silverdale is the only company that has what we need. Those parts will be delivered tomorrow.

NEW BUSINESS:

DEPARTMENT OF HEALTH REPORT: According to DOH, there were several things that needed to be addressed on our sanitary survey. We also need to pay the bill. Apparently, the bill was sent to Drew and had some inconsistencies. We now have the bill and it is paid in the vouchers we just approved. Mr. Morris has already taken care of most of the items. The pictures and our formal response to the report will be completed and sent in on Friday.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:58 pm.

Submitted by:

Sarah Carlson 2-11-20

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 03/10/2020

Deb Watson Date
Commissioner, President

Joe Morris 03/10/2020

Joe Morris Date
Commissioner, Treasurer