

**TRAILS END WATER DISTRICT**  
**2/13/18 Meeting**  
**MINUTES\$1**

**CALL TO ORDER:** The meeting was called to order at 7:10 pm. A quorum was present.

**ATTENDANCE:** Joe Morris, Sarah Carlson, Commissioners  
Scott Shoemaker, Attorney; Denise Snow, Office Manager  
1 member of the public.

Commissioner Watson asked to be excused from today's meeting. Mr. Morris moved to excuse Commissioner from the meeting. Ms. Carlson seconded and the motion passed unanimously.

**MINUTES:** Ms. Carlson passed out copies of the 1/9/18 meeting 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 1/26/18 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 1/31/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 1/31/18 Financial Statement was passed out. There have been no changes. Ms. Snow received payments that bring down our past due accounts. There is only one account past due more than 90 days and our total past due amount down to less than \$800. Ms. Carlson moved to accept the treasurer's report as presented. Mr. Morris seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$15,946.43 in the Olympia Federal Account.

- Bank Transfer: Mr. Morris moved to transfer \$14,002.13 from Olympia Federal to the Treasurer's Office. Ms. Carlson seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$6422.35. Mr. Morris moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Snow reported that we had late fees from several of our vendors because of the timing of our meeting and changes in the auditor's schedule for putting out checks.

**STAFF REPORTS:**

- Billing:

No issues to report.

- Maintenance:

Today they opened three blow-off valves. Mr. Morris felt it had probably been 15 years since all have been opened. When they were done the lines and water looked very good. They will be working their way around the lake cleaning the lines. They also fixed the pipe around E.

990 Trails End Drive. We now have a single tap point between source 3 and source 4 which will qualify our system for a well field. Mr. Morris will be asking Mr. Noble of H2O Management Services, our System Operator, to approach the Department of Health for that consideration. Mr. Morris purchased two ladders and placed one in each pump house. Worked is on-going to replace or raise meters over the next month. We have a utility permit for work in the vicinity of E. 1550 Trails End Drive for 30 feet of pipe.

- Miscellaneous:

Nothing

- Liens:

No new liens to report.

### **OLD BUSINESS:**

**Lighting Update:** We had a complaint about the lights on Razor Road. The gentleman said the lights were too bright and shine in his eyes. Mr. Morris thinks there is one more pole to install around West & Razor. The issue of the brightness has been reported to PUD.

**Sick Leave for Commissioners:** Due to the implementation of sick leave, there was a question as to whether or not the commissioners were to be given sick leave as “employees.” Mr. Shoemaker reported that he did not believe commissioners are entitled to sick leave.

**Public Disclosure Act Update:** At the last meeting Ms. Montgomery indicated she would be attending some training on this issue. Mr. Shoemaker said she reported nothing significant from the training that would impact TEWD.

### **NEW BUSINESS:**

**Mr. Shoemaker:** Mr. Shoemaker provided a report of commissioner service to the district as employees. He circulated a visual aid and memo he prepared. This was informational only. The commissioners reviewed the documents and there was brief discussion.

**Meeting Attendance:** Mr. Morris attended the WASWD meeting held on 1/27/18 in Tukwilla. The meeting was addressed the state hosting a cloud for record storage. Basically, Mr. Morris felt this would not benefit us. The state is now requiring that we track and report disclosure costs. However, Mr. Morris learned we only have to do the tracking if it is more than \$10,000. It doesn't have to be filed until the cost reaches \$100,000. There was also a new mandate for training every four years.

### **PUBLIC COMMENT:**

None

### **GOOD OF THE ORDER:**

None

