

**TRAILS END WATER DISTRICT**  
**5/10/16 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:01 pm. A quorum was present.

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

**MINUTES:** Ms. Carlson passed out copies of the meeting minutes. Ms. Watson moved to amend the minutes that the third paragraph, 3<sup>rd</sup> sentence end following "...billing period." and the remainder be struck. Mr. Morris moved to accept the minutes amended, Mr. Morris seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. The balance at Olympia Federal is \$ 5397.24 as of today but with a deposit going in tomorrow the balance will be 6187.78. A copy of the 4/30/16 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- **Bank Transfer:** Ms. Carlson moved to transfer 6005.10 from Olympia Federal to the Treasurer's Office. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson moved to transfer \$2005.10 from Water Revenue to General Account. Ms. Watson seconded and the motion passed unanimously.
- **Voucher Approval:** Vouchers were presented in the amount of \$11395.49. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- **Billing:**

We will be sending out the rates to RVS to take a look at the system and give us rate codes, etc. Mr. Morris would also like to send out a sample bill with the new rates to show the customers what the next bill will look.

- **Maintenance:**

We had a major leak at 911 E Trails End Dr. It was our line that leaked. it was 7.5 feet under ground. The line was put in 2 feet under ground but the owner wanted more parking space so put an additional 5.5 feet on top of it. That required lots of other costs. We had to replace the fill. We also needed gravel at the tower, so Mr. Morris got enough to do both jobs since they

had to deliver anyway. We identified another leak at 91 E Trails End Place. The owner is in California. He will be contacted to get it fixed as soon as possible. There is another leak at 2101 E Trails End Dr. That leak has been fixed but the County will need to follow up on what they found concerning his line.

- Miscellaneous:

Discussion on renter payer vs owner payer. Ms. Montgomery suggested that we have options. We could send a letter to the tenant asking if they want the bill in their name. Copy of the bill could be sent to the owner as well as the tenant. MCRS had information that the district could not shut off water to a tenant unless that tenant's name was on the bill. Ms. Montgomery said that is a best practices not a law.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Mr. Morris asked about get paid an hourly per diem for some of the extra work that is being done. With our meter reader out of town, Mr. Morris has been doing that. Frenchie is also working a different job and does not have the time he usually does. Mr. Morris could be considered an employee. Ms. Montgomery made some suggestions. Following discussion it was decided that Mr. Morris will take over Connie's spot temporarily at the rate of %15 per hour. He will maintain a time sheet as do the rest of the employees and agrees not to work on Tuesdays so as to maintain separation of labor and commissioner positions.

There are two meters that we have not yet found on Razor Road. We have a responsibility to maintain the 10' easement . We have talked about that at meetings in the past.

**PUBLIC COMMENT:**

Barbara Coombs was not at the last meeting and asked for a copy of the rates. She also asked for a public disclosure request.

**GOOD OF THE ORDER:**

Nothing

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:10 pm

