

TRAILS END WATER DISTRICT
5/8/18 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:02 PM. A quorum was present.

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners
Anne Montgomery, Attorney; Denise Snow, Office Manager
1 members of the public.

MINUTES: Ms. Carlson passed out copies of the 4-10-18 meeting minutes. Deb moved to approve the minutes as presented. Joe seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 4-13-18 Working Session. Deb moved to approve the minutes as presented. Joe seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: Joe reported that we have been steadily raising our balance in the General Account. The board members reviewed the 4/30/18 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 4/30/18 Financial Statement was passed out. Sarah moved to accept the report as presented. Deb seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$10499.75 in the main Olympia Federal Account and \$445.42 in petty cash with two transactions totaling \$54.16 accounted for. There is a total of \$4712.63 in uncleared checks.

- Bank Transfer: Joe moved to transfer \$10,005.08 from Olympia Federal to the Treasurer's Office. Sarah seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of 6200.91. Sarah moved to pay the vouchers as presented. The motion died without a second. There was discussion about the PUD bill. Sarah moved to amend the voucher amount to \$7201.07. Deb seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow provided information that we have nine accounts with a total of \$1483.56 outstanding. There is an amount of \$665 past 90 days due. One of these accounts has been shut off.

- Maintenance:

Joe went to a stake that was left by the previous manager to look for a blow-off valve. Although the spot was marked with the stake, there was no valve. Joe also reported that we are experiencing a water loss. He is going to continue to look for a potential leak.

- Miscellaneous:

Nothing to report

- Liens:

There is one property that is being considered for a lien.

OLD BUSINESS:

Attorney Schedule: There was further discussion about reducing the legal costs. A plan was agreed upon. Ms. Montgomery is not going to be available to attend neither the June or October meetings. Rather than sending someone in her place, we will not have counsel at either of these meetings. Ms. Montgomery will be present at the July meeting. At that point, we can make the decision on whether she attends the August meeting. In the meantime, Ms. Montgomery will be available by telephone or e-mail if needed.

IRS Issues: Sarah reported that she found the error in the IRS form 940. She completed the necessary paperwork to amend the affected returns and request abatement of the penalty and interest charges.

NEW BUSINESS:

Commissioner Excused Absence: Deb will be on vacation during the June and July, 2018 meetings and asked to be excused. Sarah moved to excuse Deb from the June and July 2018 meetings. Joe seconded and the motion passed unanimously.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:46 pm

