

**TRAILS END WATER DISTRICT**  
**5/9/17 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; Denise Snow, Office Manager  
1 members of the public.

**MINUTES:** Ms. Carlson passed out copies of the 4/11/17 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 4/28/17 Working Session minutes. 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 4/30/17 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 4/30/17 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously. Mr. Morris reported that there is currently \$11,911.34 in the Olympia Federal Account.

- **Bank Transfer:** Mr. Morris moved to transfer \$10,005.09 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 \$9,722.44. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- **Billing:**

Ms. Snow reported that 27 people used the credit card. Thirty are needed to defray all costs. We will have to pay a small amount since we were three short. We are working on 22 ninety-day delinquencies. Two already have liens and several are less than \$500. Door hangers will be going out to some.

The lighting bill was about \$350. There was discussion about the customers on Razor Road not benefitting but paying. No lights were placed there as they have in-ground service, not poles. To service that area, we would have to pay to have the poles installed and the cost is prohibitive. It was Ms. Montgomery's opinion that every customer needed to be charged the \$2 per account.

- Maintenance:

Maintenance is on-going, and it is going to get expensive. Two holes for meters were dug and both had leaks on our side of the meter. Mr. Morris explained some of the findings they have encountered regarding water loss.

- Miscellaneous:

Mr. Morris pointed out the PUD bill has made some changes in the use chart showing on the bill making it easier to compare the temperature grid with our water use.

- Liens:

No new liens to report at this time. There are probably more coming unless there is a significant response to the door hangings.

### **OLD BUSINESS:**

Resolution 2017-3: As requested at the last meeting, Ms. Montgomery presented Resolution 2017-3 authorizing commissioners to move money in and out of investments. Following discussion, Mr. Morris moved to accept the Resolution granting authority for any duly elected commissioner of TEWD2 to move funds between district accounts. Ms. Carlson seconded. There was discussion. There were no aye votes and 3 nay votes. The motion was unanimously defeated. Ms. Watson moved to appoint Commissioner Carlson as the authorized individual who can move funds into and out of the districts investment accounts. Mr. Morris seconded and the motion passed unanimously.

Repayment of Incorrect Billing: The 2003 SRF was defunded and the district had no legal right to collect moneys for it. Two accounts were charged for that loan at hook-up. The district financial records from 2012 and 2013 show that two accounts were mistakenly charged \$588 for the 2003 SRF. Mr. Morris moved to ascribe a credit n the amount of \$588 in the Perkins Property and the Schold property. Ms. Watson seconded and the motion passed unanimously.

### **NEW BUSINESS:**

Clarification of Shut-Off Process: Mr. Morris wants to codify the process. Ms. Montgomery suggested, that if someone is not paying their bill and are chronically behind, the customer be told to come to a meeting and present their case to the entire commission. The board could then decide as a group what terms should be imposed and get a promissory note signed. Then, if they fail to comply, the process is clear in the resolution

Rental Agreement: Ms. Montgomery presented a sample rental agreement for our office space at the TECC building. She asked several informational questions to complete the form. We could pay a percent of utilities, a flat fee or an actual cost. The club may not have exact figures. Mr. Morris reviewed their figures and estimated our share to be approximately \$20 per month. Another option might be use of the Consumer Price Index.

