

**TRAILS END WATER DISTRICT**  
**7/12/16 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:28 pm. A quorum was present.

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

Commissioner Deb Watson was not present. No one has heard from her.

**MINUTES:** Ms. Carlson passed out copies of the meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** Mr. Morris reported that due to a holiday mix-up no checks were processed. There are 43 payments received that need to be deposited. With the balance in Olympia Federal at \$10,000 and those payments, there should be roughly \$14,000. The board members reviewed the 6/30/16 Olympia Federal bank statements, Treasurer's Report, uncleared warrants and Auditor's Report. They were in order and consistent. A copy of the 6/30/16 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Bank Transfer: Mr. Morris moved to transfer \$10,007.12 from Olympia Federal to the Treasurer's Office. Ms. Carson seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$4586.61. Mr. Morris moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously. There was a change on the vouchers from last month. The actual amount was \$41670.

**STAFF REPORTS:**

- Billing:

Mr. Morris reported that we have already received around 28% of our billing payments. There were 196 properties out of 241 accounts that had water usage. There are some issues with the billing that have been brought to our attention. One issue was the billing on four properties who bought into the system and have been paying the CSRF amount. This is something that has been billed that way for quite awhile but we had not taken into account in Addendum A. There have also been some bills that have not come out as expected. We will be fine-tuning the system as we go. It doesn't seem to be moving from tier to tier. RVS will be contacted. Discussion followed. Ms. Montgomery suggested we look at these accounts and make adjustments. She expressed concern about treating everyone equally.

- Maintenance:

Today we installed an air vacuum tap. We are still waiting on filling the trench at the tower.

- Miscellaneous:

None

**OLD BUSINESS:**

- Late fees: Ms. Montgomery related her findings on the late fees. We did not put a late fee in the addendum. She looked around at other districts and recommends when an account is declared delinquent a 10% fee is added to the account. This will be a one-time charge, because by the third month, the account is eligible for shut-off. There are other options including interest, etc. However, this is simple. She also suggested that the bill be clearly noted delinquent and the fee attached and consequences explained. She presented a resolution amending the addendum. The Board took no action pending consideration when Ms. Watson is present.

**NEW BUSINESS:**

- Air Vacuum Valve Tap: Because of the top-fill project, we now have air in our system. That air is coming out on the low side of the lake in the water and affecting water pressure. Testing will be conducted tomorrow.
- WASWD L & I Rating Program: Ms. Montgomery suggested we call for more details.
- Treasurer's Letters: Sarah moved that the following be authorized signers on the Trails End Water District 2 Olympia Federal Savings bank accounts: Julie Rickert, Joe Morris, Deborah Watson, Sarah Carlson and Elizabeth Frazier. Mr. Morris seconded and the motion passed unanimously. The Board wanted to place on the record its appreciation of Ms. Dawna Woodruff's help over the past two years. She has gone above and beyond to assist us in straightening out the problems we encountered when we took office. She took time to educate us and help us through step-by-step with a positive, friendly attitude and a competent manor. She will be missed.

**PUBLIC COMMENT:**

None

**GOOD OF THE ORDER:**

None

**ADJOURNMENT:**

Mr. Morris moved to adjourn the meeting at 8:45 pm

Submitted by:

\_\_\_\_\_  
Sarah Carlson                      Date  
Commissioner, Secretary

APPROVED:

\_\_\_\_\_  
Deb Watson                      Date  
Commissioner, President

\_\_\_\_\_  
Joe Morris                      Date  
Commissioner, Treasurer