

**TRAILS END WATER DISTRICT**  
**8/9/16 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:17 pm. A quorum was present.

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

**MINUTES:** Ms. Carlson passed out copies of the meeting minutes from the 7/12/16 General Meeting, the 7/29/16 Special Meeting and the 7/29/16 Working Session. Ms. Watson moved to approve all three minutes as presented. Mr. Morris seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** Mr. Morris reported that we have improved our cash balance by \$6000. The board members reviewed the 7/31/16 Olympia Federal bank statements, Treasurer's Report, uncleared warrants and Auditor's Report. They were in order and consistent. A copy of the 7/31/16 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Bank Transfer: There have been deposits made since the Olympia Federal Statement on 7/31/16 and there is around \$12,500 available for transfer. Ms. Carlson moved to transfer \$12,008.09 from Olympia Federal to the Treasurer's Office. Mr. Morris seconded and the motion passed unanimously.
- Voucher Approval: Vouchers were presented in the amount of \$3499.46. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously. Unfortunately, two staff have not submitted time sheets. They will be paid out next month.

**STAFF REPORTS:**

- Billing:

Our past due balances are down. The top 24 balances range from \$1026 down to \$208. Three months ago there were 40 who had balances in excess of \$500. This reflects those accounts that were on-line but not reflected in our records. There are 9 properties in foreclosure. Mr. Morris acknowledged Denise for her help in getting this done. There are a couple of ways to deal with these. We could file the lien and have the balance paid if/when the property sells. We could turn off the water. There was discussion about specific situations. Ms. Montgomery will check into some of the ramifications.

- Maintenance:

The tapping project has been completed. We are waiting on a response from the engineer as to whether he can use the hydraulic drawing we have for his study. There are still 7 meters that need to be replaced.

- Miscellaneous:

None

#### **OLD BUSINESS:**

- Late fees: Ms. Montgomery presented 2016-3 resolution amending the delinquency and changing addendum A. It reflected the 10% penalty for active accounts and 1% per month for the accounts that have been shut off. Discussion followed.

Ms. Watson moved to approve the resolution with the 10% penalty on delinquency. This motion failed for a lack of a second. Following additional discussion Ms. Watson moved to accept the resolution with the 10% delinquency penalty. Ms. Carlson seconded and the motion passed unanimously.

#### **NEW BUSINESS:**

- Mr. Morris asked about getting a battery powered weed eater. We cannot store a gas powered one anywhere near the water source. Ms. Watson said she has one that she does not like and she is willing to donate it. The board agreed to authorize purchase of a battery for the donated weed eater and try it out before actually purchasing one.
- Ms. Carlson said she has run into several instances where agencies have the old names of the district and they need official documentation to change it. Ms. Carlson moved that the official name of this district be TRAILS END WATER DISTRICT 2. Ms. Watson seconded and the motion passed unanimously.
- Following the name clarification, Ms. Carlson also pointed out that we do not have an official corporate seal. Some of our documents require the seal. The seal should also contain the correct name for the district. The Board agreed that we need to purchase one.
- Consumer Confidence Report. It should have gone out with the bills in June. Mr. Morris and Ms. Montgomery each made suggestions to put additional information in the CCR along with some examples. We also need to send out conservation information. We will try to get this out in the next mailing.

#### **PUBLIC COMMENT:**

David Hutsell asked if we could put the information about the tiers on the bill so he can calculate his bill for himself. He feels that it would provide more transparency in the billing. Ms. Watson suggested a worksheet that people could calculate their own.

Ramona Perkins asked if meters were read. Yes, they were. Mr. Morris and Denise will check the figures on the bills.

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

