

TRAILS END WATER DISTRICT 2
January 12, 2021- ZOOM MEETING 7 PM
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
No members of the public

MINUTES: Ms. Carlson passed out copies of the 12/8/20 meeting minutes. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 12/28/20 Working Session minutes. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 12/31/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 12/31/20 Financial Statement was passed out. Ms. Snow reported that we started moving reallocated SRF loan money to the reserve maintenance account and it is working out well. We have five uncleared checks and she is tracing them down. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$9,966.04. Ms. Carlson moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing: We have 10 accounts behind but the total for all of them is less than \$500.
- Maintenance: Mr. Morris reported that we have a working valve in tank 3 but we are still losing lots of water. He has called American Meter to request assistance in locating the loss. Their cost will be \$2300 per day for the crew. They estimate it may take two days. For source 4, all the piping has been purchased to put down the hole for the air compressor. We need a 2-modulating valve and a check valve. Once those are installed, he will work with Northwest Water Systems to schedule the test.
- Miscellaneous: None
- Liens: None

OLD BUSINESS:

Rental Agreement Discussion:

As discussed in the previous meeting and working session, the lease with the community club for our office session was placed on the agenda for further consideration. The lease that was signed last year was for five years. That lease provided for consideration of a raise in rent at the end of the lease, which is for five years. Mr. Morris was under the impression that the rate increase would be reviewed

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annually and be tied to the Consumer Price Index in Seattle. From his conversations with the Club, that was their understanding as well.

Mr. Morris moved to add the word “annually” in front of sub paragraph under E, line 3. Ms. Carlson seconded. A lengthy and detailed discussion followed, including input from counsel. Mr. Morris withdrew the motion; Ms. Carlson withdrew her second. In the end, the Commissioners agreed that, instead of using the CPI figure, a \$5 per month per annum rate increase would be best. Mr. Morris will make the proposal to the club and gather their feedback. At the next working session, it will be discussed further before taking any official action.

Generator Update: Ms. Watson reported that her contact, Nick, got sent out on a job with Generac, another company dealing with generators, and eventually got certified as a technician for them. He will try to source the needed switch through Generac if he can’t get it from Cummins. Hopefully by the end of this month he will have a price and an order.

Well Update: Covered in maintenance.

NEW BUSINESS:

American Leak Detection/Tower Readings: Covered in maintenance.

Quarterly and Annual Reports: Ms. Carlson reported on the quarterly and annual reports. Only the Department of Revenue report has not been filed. DOR has extended the filing date to 4/15/21

Mr. Morris asked for a pay equity for our laborer (water works helper) at an apprentice water works operator rate. Anne suggested we do some research – perhaps Evergreen Rural Water. Ms. Carlson will contact her friend at Beacon Hill. Mr. Morris moved to raise the wage for the water works helper to \$21.50 effective from 12/1/2020. Ms. Carlson seconded and the motion passed unanimously.

PUBLIC COMMENT: None

GOOD OF THE ORDER: None

ADJOURNMENT: Ms. Watson moved to adjourn the meeting at 8:34 pm.

Submitted by:

Sarah Carlson 1-12-21
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 09 Feb 2021
Deb Watson Date
Commissioner, President

Joe Morris 02/09/21
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
1/12/21 MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**Rental Agreement discussion/ COLA 1.3%
GENERATOR UPDATE
WELL UPDATE**

NEW BUSINESS

**American Leak Detection/ tower readings
QUARTERLY & ANNUAL REPORTS
Nick Ernst- Payroll Increase**

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TRAILS END WATER DISTRICT FINANCIAL REPORT

December 31, 2020

COUNTY TREASURER ACCOUNTS

<u>General Account</u>		<u>General Investment Account</u>	
Beginning Balance	\$32,597.94	Beginning Balance	\$27,481.80
Credits	\$10,490.05	Credits	
Debits	\$9,983.86	Debits	
Ending Balance	\$33,104.13	Ending Balance	\$27,481.80
Total General Account Balance:		\$60,585.93	
<u>Water Revenue Account</u>		<u>Water Revenue Investment Account</u>	
Beginning Balance	\$21,044.24	Beginning Balance	\$118,781.64
Credits	\$14.97	Credits	
Debits		Debits	
Ending Balance	\$21,059.21	Ending Balance	\$118,781.64
Total Revenue Account Balance:		\$139,840.85	
<u>Assessment Revenue Account</u>		<u>Assessment Revenue Investment Account</u>	
Beginning Balance	\$588.18	Beginning Balance	\$8,533.18
Credits	\$1.07	Credits	
Debits		Debits	
Ending Balance	\$589.25	Ending Balance	\$8,533.18
Total Assessment Revenue Balance:		\$9,122.43	
<u>Reserve Maintenance Account</u>		<u>Reserve Maintenance Investment Account</u>	
Beginning Balance	\$3,044.46	Beginning Balance	\$26,983.79
Credits	\$1,452.53	Credits	
Debits		Debits	
Ending Balance	\$4,496.99	Ending Balance	\$26,983.79
Total Maintenance Account Balance:		\$31,480.78	
		Total Investments	\$181,780.41
<u>OLYMPIA FEDERAL ACCOUNTS</u>			
<u>Main Account</u>		<u>Petty Cash Account</u>	
Beginning Balance	\$1,495.74	Beginning Balance	\$469.34
Credits	\$11,686.10	Credits	\$46.94
Debits	\$11,989.41	Debits	\$16.26
Ending Balance	\$1,192.43	Ending Balance	\$500.02
<u>TOTAL CASH BALANCE</u>			
Last month	\$241,020.31	\$1,702.13	
			\$242,722.44
General Acct Bal	\$33,104.13		