

TRAILS END WATER DISTRICT
10/13/20 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:19 due to technical difficulties with Zoom. A quorum was present.

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

MINUTES: Ms. Carlson passed out copies of the 9/8/20 meeting minutes. Ms. Watson brought up a correction. Line 6: Date should be 8/28/20. Under the treasurer's section it should be 8/30/20. Ms. Watson moved to amend the 8/28/20 minutes to reflect the correct date. The motion died for lack of a second. Ms. Watson moved to correct the 9/8/20 minutes under Minutes, line 6, to read 8/28/"20" and under Treasurer, line 3, to read the 8/30/"20" financial report. Mr. Morris seconded and the motion passed unanimously. Ms. Watson moved to approve the minutes of 9/8/20 as corrected. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 9/29/20 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 9/30/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 9/30/20 Financial Statement was passed out. A check for \$40.72 to Fidelity Title Insurance has not cleared. The County Treasurer's Office has requested that it be cancelled and reissued. Since this happened after the vouchers were already filled out, there are actually two voucher request forms to be signed. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Two vouchers were presented in the amounts of \$7517.06 and \$40.72. Ms. Carlson explained that the amount for family leave was hand calculated because their website was down. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow explained we are having some problems with the mail delivery to our customers. We have had people telling us they are not receiving the billing. She is personally contacting people who usually pay but didn't and as soon as they received the information, they paid. We only have two people who are late.

Ms. Snow has contacted the Post Office to inquire. They Post Office seemed to think it was not their problem. Ms. Watson has spoken with the deliverer. She explained the route is very big, and she is having trouble. Ms. Montgomery suggested that we file a complaint via the USPS

- Maintenance:

The line between 1751-1761 is nearly ready to complete the lowering of the line. Mr. Morris thinks it would be best to put in a second valve on the other end of the line. One will become redundant when the work is complete, but it would prevent some other risks. He feels that the extra \$400 will be worth the cost. Ms. Watson reported that her contact for the generator, Nick, will be working on the generator Friday. The chlorinator is in the way. Mr. Morris will get it moved. Ms. Watson will pay Nick and submit for reimbursement.

- Miscellaneous: Nothing to report.
- Liens: None

OLD BUSINESS:

Well-update: Nothing going on right now.

Insurance: The report was received. It is very involved. Mr. Morris feels we need to have a discussion at a work session. He feels that all the commissioners need to be aware of and understand the contents. The estimated replacement value on the tower is \$825,600 and the pump/pump house at Source 4 is \$164,800. This gives concerns of replacement planning. Mr. Morris said things were undervalued by a factor of 3 based on the last documentation we had from 2001.

Resolution: Based on previous discussions and the information from the insurance report, Ms. Montgomery presented a resolution for consideration on reallocating the amount of money collected to the loan to the Reserve Maintenance account. After discussion, some minor corrections were made. Ms. Carlson moved to approved resolutions 2020-5 regarding reallocation of the SRF loan fee to the Reserve Maintenance Account. Ms. Watson seconded and the motion passed unanimously.

Budget: At the 9/25/20 working session Ms. Carlson had provided a draft of the 2021 budget for possible adoption at this meeting. Because of the discussions above regarding the insurance report and resolution, it was decided to table further budget discussions until more information was available. It will be an agenda item at the 11/10/20 meeting.

NEW BUSINESS:

Washington Association of Sewer and Water Districts sent correspondence about our participation in the Retro refund program. Because we entered the program late, this year we will have to pay \$73.44.

PUBLIC COMMENT:

GOOD OF THE ORDER:

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:10 pm.

Submitted by:

Sarah Carlson 10-13-20
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris 11-10-2020
Joe Morris Date
Commissioner, Treasurer

