

**TRAILS END WATER DISTRICT**  
**11/10/2020 ZOOM Meeting**  
**MINUTES**

**CALL TO ORDER:** The Zoom meeting was called to order at 7:00 pm. 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 10/13/20 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 10/30/20 Working Session. 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 10/31/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 10/31/20 Financial Statement was passed out. We transferred \$10,252.25 to the Treasurer this month. Nine accounts are 3 months delinquent. Three of these accounts are consistently behind. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$15,395.26. Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing: No known issues.
- Maintenance:  
The water line was lowered in the area of 1761- 1781 E Trails End Dr. It has been found when running the water through our secondary standby boost pump, the pump runs but will not put water into the system. Mr. Morris has someone coming to take a look at the boost pump. In that regard, he also asked Top Dog to some additional work. Top Dog believes that the total bill will be approximately \$4500 to replumb and replace one of the valves. We haven't gotten anything more done on the pumping test for approving Source 4.
- Miscellaneous: none
- Liens: N/A

**OLD BUSINESS:**

2021 BUDGET: Ms. Carlson submitted her final draft for the 2021 budget, it was reviewed by the commissioners and discussed. Ms. Watson moved to approve the proposed budget of \$127,500 as presented. Mr. Morris seconded and the motion passed unanimously

GENERATOR: Ms. Watson reported that the switch to fix the generator is going to be about \$635. She plans to pick it up since she is in going to be in the area. Because of the company's policy of

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payment upon receipt, Ms. Watson will pay for the part and request reimbursement from the district. This will speed up the repair process. Otherwise, it will take a month to get a check to the company processed and then wait until the part arrives.

**NEW BUSINESS:**

TRAILS END COMMUNITY CLUB LEASE: Commissioners reviewed the most recent lease dated 1/18/2019, thinking that it may be time to adjust the rent. Ms. Montgomery pointed out that the current lease did not provide for any increases during the period of the lease.

CLAY VALVES: Mr. Morris feels we need to update the control mechanism at the pump station. He explained what he wants to do. He also explained we need to have someone come out and look at the system. Ms. Watson knows someone who might be able to give us some insight. She will make contact with him

RESOLUTION 2020-6: Ms. Montgomery presented the resolution amending Addendum A. She pointed out the language regarding the reallocation of the SRF loan payment to the Reserve Maintenance account. The purpose of continuing to collect the amount is to begin building up the Reserve Maintenance account. The total worth of the district has gone up considerably according to the audit completed by the Water and Sewer Risk Management Pool. The District needs to be prepared to meet the higher cost of replacing infrastructure such as the tower. Discussion followed. According to Ms. Montgomery, the basic rate includes the \$6.65 we have been charging and applying specifically to the SRF loan. Since it is already part of the basic rate, the only change that the commissioners need to make is to authorize reallocation of the \$6.56.

Ms. Carlson moved to accept Resolution 2020-6 amending Addendum A regarding allocation of funds. Ms. Watson seconded and the motion passed unanimously.

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:**

Ms. Watson will not be available for the November working session.

**ADJOURNMENT:** Ms. Watson moved to adjourn the meeting at 7:58 pm.

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Submitted by:

Sarah Carlson 11-25-20  
Sarah Carlson Date  
Commissioner, Secretary

APPROVED:

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Ms. Watson Date  
Commissioner, President

Joe Morris 12-08-2020  
Joe Morris Date  
Commissioner, Treasurer

