

TRAILS END WATER DISTRICT 2
December 14, 2021 ZOOM MEETING 7 PM
MINUTES

CALL TO ORDER: The meeting was called to order at 7:02. 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 11/9/21 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 11/24/21 Working Session. Mr. Morris moved to approve the minutes as presented. Mr. Morris withdrew the motion when a typing error was found. In the first paragraph under Discussion Topics, line 1 the word "electrical" to "elected." With that change, Mr. Morris moved to accepted the 11/24 meetings as corrected. Ms. Watson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 11/30/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/21 Financial Statement was passed out. Ms. Snow pointed out that the Maintenance Reserve account deposits are averaging about \$2500 per month is being. That account is growing. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$12,122.37. Ms. Carlson moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow reported of the six delinquent accounts, two have agreed to pay this month, two may have to be tagged and three may have delinquent letters at the end of the month. She asked Ms. Montgomery if we can stop sending the notices to these accounts every month. She suggested we continue to send out the notices.

- Maintenance:

Ms. Watson recommended someone who might be able to replace Top Dog. There is job that needs to be done in the boost station. Mr. Morris will contact him. Mr. Morris has been ill so he had not done much around the system. He has a few things to do at pump 4 and then contact Northwest Water Systems. Ms. Watson reported that the generator is done. It automatically starts by itself. We shouldn't touch anything when it starts. Once power comes back on there is a 15- minute lag for it to power down and reset. It will all happens automatically. Mr.

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Morris said this may pick up a little bit of sand. We may need to do an adjustment. Otherwise, Mr. Morris has to manually reset that. Mr. Howell examined the generator and feels that the oil and filter need to be changed again.

- Miscellaneous:

Ms. Watson has clarified with her employer that there is no conflict of interest and she can still hold her job and her position as commissioner. She cannot run under a political party, but the commissioner position is non-partisan. She cannot mention anything to do with her job while engaged in duties for the district nor do any type of campaigning or district business while at her job, etc.

- Liens: We still have a lien in place. Of the six delinquents, 2 are scheduled to pay this month and 2 may have to be tagged and 3 may have delinquent letters at the end of the month and the water is off. Asked Ms. Montgomery if we can stop sending the notices. She suggested we continue to send out the notices.

OLD BUSINESS:

Ms. Montgomery provided a draft of resolution 2021-3 to approve the 2022 budget of \$148,000. Ms. Carlson moved to accept the resolution as written. Ms. Watson seconded and the motion passed unanimously.

NEW BUSINESS:

Commissioner Ms. Watson has been elected for the 2022 – 2028 term. She received paperwork from the County stating that she must take her oath before starting office. Ms. Montgomery administered the oath and Ms. Snow witnessed as notary.

The Community Club has requested that they be listed named as an additional insured on our insurance. This is in case there is some damage to the building caused by the district, they will get paid by our insurance. Mr. Morris said it is a standard addition with the Insurance Pool. The Pool will send a letter for the club.

PUBLIC COMMENT: None

GOOD OF THE ORDER: None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:52 pm.

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Submitted by:

Sarah Carlson 12-14-21
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris 11 JAN 2022
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
12/14/2021 ZOOM MEETING 7PM**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

BILLING

MAINTENANCE

Generator

Wells

MISCELLANEOUS

LEINS

OLD BUSINESS

2022 Budget Resolution

IRS Updates – Accounting

NEW BUSINESS

Commissioner Deb Watson – Sworn In

Insurance – Community Club

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT