

TRAILS END WATER DISTRICT
12/8/20 ZOOM Meeting 7 P.M.
MINUTES

CALL TO ORDER: The 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 11/10/20 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 11/25/20 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 11/30/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/20 Financial Statement was passed out. We now have a system in place to put the money formerly applied toward the SRF loan into the Reserve Maintenance. Zoom is costing \$16.26 for each meeting. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Two sets of vouchers were presented. One in the amount of \$7601.54 and one in the amount of \$2427.84 for a total of \$10,029.38. Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

We are now down to 9 past due accounts. This is about \$1300 in total.

- Maintenance:

Mr. Morris reported that the raising of the line by the fire station finished. He still not found the leak that was mentioned at the last meeting. He has been collecting items to put in the sounding equipment in each well. As soon as that is installed, the engineer come in and watch the first 4 hours of flushing. We are looking for a technician to work on the valves for the pumping station. Again, these were not put in correctly in the first place. Ms. Watson knows a potential person she will contact him to see if he can do the work.

- Miscellaneous:

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There may be two water pipes connected to our system that should not be. Mr. Morris is looking into it and will try to locate and verify them.

- Liens: None

OLD BUSINESS:

Generator: The man who is doing the generator has lost touch with the person at Cummins who was ordering the parts. That person quit and COVID has hit Cummins. He and Ms. Watson are still trying to get the parts for the switch.

NEW BUSINESS:

Outside Storage shed: Ms. Watson found the outside storage shed open. Ms. Snow noticed that the shelving unit was removed. Also missing is the timing meter on the heater. Mr. Morris thinks when the lights were put in, the timer for the heater may have been moved by the community club. He will replace the timer and check on the door.

Late Accounts: Ms. Snow reported that we have some people who are quite late in making payments. She asked if we need a resolution about the payment plan. We have already passed the customer support resolution. Ms. Montgomery sent Ms. Snow a payment form. She said that Ms. Snow needs to send a copy of the resolution and the payment form to each customer who is behind. If they do not have a payment plan in place, they will have 30 days to get current if the COVID restrictions.

EXECUTIVE SESSION:

An Executive Session was called to discuss personnel issues. We are going to be in executive session for 10 minutes. The session began at 7:28 pm. Commissioners came out of the executive session at 7:37 pm.

Ms. Watson moved to increase the amount of pay for a meter reader to \$20 per hour. Mr. Morris seconded and the motion passed unanimously. Ms. Snow was asked to draft a letter informing the meter readers and Mr. Morris will deliver it.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:40 pm.

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Submitted by:

Sarah Carlson 12-8-20
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris 1-12-21
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
12/8/20 MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

TRANSFER SWITCH/GENERATOR

NEW BUSINESS

**INSTALLATION OF DEPTH SOUNDING SYSTEM
METER READER WAGE**

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

