

TRAILS END WATER DISTRICT
3/9/2021 ZOOM Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:01 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 2/9/21 meeting minutes. Mr. Morris moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 2/26/21 Working Session. Mr. Morris moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 2/28/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 2/28/21 Financial Statement was passed out. Ms. Snow explained some of the entries. Mr. Morris moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson reported that there has been a problem with the IRS payroll taxes. We received a notice that we owed money. She contacted IRS. Apparently, the monthly deposits are not credited in the correct places. The IRS does not automatically carry things over between quarters received. This has caused a large credit balance in some quarters and delinquent balances in others, despite the fact the overall total is likely correct. They did move money from the credit quarter to the delinquent quarter for us by phone. Ms. Carlson will re-send the 941 reports and things will adjust out at their end from there.

- Voucher Approval: Vouchers were presented in the amount of \$8062.25. Mr. Morris moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow reported that we have one account that is over \$200 past due. She spoke with the customer and sent a customer support agreement. Ms. Montgomery asked Ms. Snow to follow up and let the customer know about the protections that come with signing the document. She will do that.

- Maintenance:

Mr. Morris reported on an upcoming repair of a leaking pipe under the road in the area of 1001 Trails End Drive. He estimates it will cost around \$5000. He also learned that we can no longer cut the roadway due to the county's new standard of underground boring. Hood Canal Communication has a boring machine and is willing to establish a relationship with us and Top Dog for quick response when such work is needed. They responded quickly to Mr. Morris' original request and he was satisfied with their response. We have recently resolved two major leaks. Fixing these leaks will significantly cut down on water losses.

TRAILS END WATER DISTRICT
3/9/2021 ZOOM Meeting
MINUTES

- Miscellaneous:

None

- Liens:

No new liens to report.

OLD BUSINESS:

Generator Update: Ms. Watson reported that we now have the switch to install that will solve the problem with the generator. She has it set up with Nick Howell to install the new switch later in March.

Well Update: Nothing new to report.

NEW BUSINESS:

Return to In-Person Meetings: Ms. Montgomery provided a memo on the opening of in-person meetings according to the Governor's COVID guidelines. If we hold an in-person meeting, the public must also be allowed to attend in person. The building has capacity of 65 and the guideline provides for no more than 25 percent of capacity. This would give us a maximum attendance capacity of 16. If we do have in-person meetings, we must also continue to have the Zoom access. The Board agreed to put this on the agenda for April's meeting for further discussion,

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

Ms. Snow sent everyone information on Zoom fatigue. The information provided excellent information and good suggestions for avoiding the fatigue. Commissioners provided discussion and comment.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:29 pm

TRAILS END WATER DISTRICT
3/9/2021 ZOOM Meeting
MINUTES

Submitted by:

Sarah Carlson 3-9-21
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris 4-13-21
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
4/13/21 MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**PUBLIC MEETING STATUS
GENERATOR/WELL UPDATES
SOURCE 3 STATUS – SOURCE 4 STATUS
IRS UPDATE**

NEW BUSINESS

**RATE INCREASE
LEAK 1491 AND OTHERS**

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT