

**TRAILS END WATER DISTRICT**  
**6/9/20 Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:27 following technical difficulties with the Zoom program. 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 5/12/20 meeting minutes. Ms. Watson moved to approve the minutes as presented. Joe seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 5/29/20 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 5/31/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 5/31/20 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$14461.93. Due to a break in the water main, we had substantially higher expenses. We had to order chlorine and other items, new water meter mount assemblies, Top Dog work, H2O additional hours and there were a considerable number of extra staff hours. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:  
We only have six accounts past due and there are new hook-ups going in.
- Maintenance: See New Business below.
- Miscellaneous: None
- Liens: None

## **OLD BUSINESS:**

**Annual State Auditor's Report:** Ms. Carlson reported on the annual state auditor's report. Despite a last-minute extension of the legislated due date, our report was submitted prior to the original date. We have received a confirmation e-mail from the Auditor's Office that our report was accepted.

**Generator:** Ms. Watson got ahold of Blain R. Smart with Cummins. She will try to schedule the service call around her work schedule and Mr. Morris' availability.

## **NEW BUSINESS:**

**Main Break:** We had a significant main break. Thanks to quick work from the person whose excavator broke the main, the running water was diverted and did not run into the lake. The initial test following repair was positive, so a boil water notice was issued. A subsequent test was also positive, so the system had to be chlorinated to assure that there were no contaminants remaining in the water. The chlorination completed on Friday. We are now down about half way to getting all of it out of the system. Part of the reason that the break occurred was that the line was not nearly as deep as it should have been. Mr. Morris developed a plan to lower the line to a depth more acceptable for driveways, right of way, etc. Our Water District Operator, Drew Noble of H2O has agreed to the plan. There was discussion on collecting damages.

CCR- Ms. Carlson passed out the draft she has been working on for our annual Consumer Confidence Report for 2019 which is due on 6/30/20. This report is a federally mandated report (EPA). Discussion followed and some suggestions were made. Ms. Carlson will put together the final report in time to go out to customers with the next billing. The report is also sent to the Department of Health and it will be available on our website.

## **PUBLIC COMMENT:**

Ms. Montgomery discussed updates with the COVID-19 status. When Mason County goes to Phase 3, we can hold meetings with the public again. However, there is a long list of policies and protocols that must be available and followed. Short of that, there is nothing new. Commissioner per diem was discussed at the previous meeting. She has heard nothing from Municipal Research. All three commissioners agreed we will leave it as was decided at the previous meeting until a formal decision is made.

## **GOOD OF THE ORDER:**

Mr. Morris may have limited availability during the coming weeks.

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:11.

Submitted by:

Sarah Carlson      6-9-20  
Sarah Carlson      Date  
Commissioner, Secretary

APPROVED:

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Deb Watson      Date  
Commissioner, President

Joe Morris      7-14-20  
Joe Morris      Date  
Commissioner, Treasurer