

**TRAILS END WATER DISTRICT**  
**7/13/2021 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 6/8/21 meeting minutes. Ms. Watson moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. There was no working session in June due to commissioner vacations.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 6/30/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 6/30/21 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Watson moved to accept the Treasurer's report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$16,755.74. A second portion of the Top Dog bill for the tower work, additional Top Dog expenses and quarterly taxes account for the larger than usual amount. Ms. Carlson moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

Ms. Snow reported that we have 6 accounts in excess of \$200 past due. She sent all the paperwork for the payment agreement and delinquency notices to each of them. There are two accounts that are very far past due. One account has a pattern of falling behind and then catching up that is not related to COVID. The other person seems to have disappeared. Ms. Montgomery told the board that we have to wait until the covid moratorium is lifted before any action can be taken.

- Maintenance:

Mr. Morris reported the usage statistics during the extremely hot days we had in June. Usage has fluctuated with the heat and the usual increase in population we experience on weekends during the summer. The pump and well are keeping up as expected. He and Top Dog continue to work on the well. Mr. Morris reported that the electrical problems have mostly been related to loose connections and faulty wiring. The wiring has all been fixed, but we still need to replace the check valves and the pump motor which are here and ready to go.

**TRAILS END WATER DISTRICT**  
**7/13/2021 ZOOM Meeting**  
**MINUTES**

- Miscellaneous:

Ms. Carlson reported that the annual Consumer Confidence Report was completed and mailed out with the June bills ahead of the due date of 6/30/21.

- Liens:

No new liens to report.

**OLD BUSINESS:**

Generator: Ms. Watson is back from vacation and is going to follow up on the generator. She plans to go to Mr. Howell's residence and get the directions and paperwork to fix the generator herself.

Moratorium: Ms. Montgomery said the governor extended the shut-off moratorium to 9/30/21. She suggested that, absent any contact by then, a lien be filed as soon as the moratorium is lifted on the property of the customer mentioned in the Billing section above. Discussion followed on the other delinquent accounts.

Well update & Generator updates – see above Maintenance and Generator sections.

**NEW BUSINESS:**

Cyber Security: The news has recently contained accounts of massive cyber security breaches. Ms. Carlson asked if the district should be concerned. She noticed pop-ups on our computer that we needed to have our security updated. Ms. Snow explained that she noticed that too and has already ordered the updated Norton . In addition, she regularly saves our data to an external hard drive. Ms. Montgomery knows of IT people working at other districts she represents. Except for large districts, IT work is usually hired it out. This topic will be discussed at the next working session. Ms. Montgomery said she has names of some reputable consultants if we decide to use one.

**PUBLIC COMMENT:**

**GOOD OF THE ORDER:**

In person if we choose. Discuss at working session.,

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 7:26

TRAILS END WATER DISTRICT  
7/13/2021 ZOOM Meeting  
MINUTES

Submitted by:

Sarah Carlson 7-13-21  
Sarah Carlson Date  
Commissioner, Secretary

APPROVED:

Deb Watson 10 Aug 2021  
Deb Watson Date  
Commissioner, President

Joe Morris AUG 10 21  
Joe Morris Date  
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2  
AGENDA  
8/10/21 ZOOM MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING**

**MAINTENANCE**

**MISCELLANEOUS**

**LEINS**

**OLD BUSINESS**

**CYBER SECURITY**

**NEW BUSINESS**

**2018 AUDIT REPORT ISSUES**

**PAID ANNUAL LEAVE**

**COMMISSIONER TRAINING – Public Disclosure Training?**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

