

TRAILS END WATER DISTRICT
7/14/20 Meeting
MINUTES

CALL TO ORDER: The meeting was called to order at 7:06 PM. A quorum was present.

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners
Scott Shoemaker, Attorney; Denise Snow, Office Manager
0 members of the public

MINUTES: Ms. Carlson passed out copies of the 6/9/20 meeting minutes. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 6/26/20 Working Session. Ms. Watson moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 6/30/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 6/30/20 Financial Statement was passed out. Ms. Snow reported that we spent a little more than we brought in due to continuing bills from the water main repair. 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 \$11,088.09. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow reported that two of our customers with long-term delinquency problems have paid in full. We only have two accounts with small past due balances.

- Maintenance:

Discussed below.

- Miscellaneous:

Mr. Morris reported that we had the chlorinator long enough to make three rental payments of \$350. He said if we make one more payment of \$350 on the chlorinator, we will have paid the total cost and can own it outright. He is recommending that we do that. If we ever have another need to chlorinate, we will not incur rental costs. Having it on hand will also save time

in getting chlorination going. Discussion followed and the general consensus was to put the cost in the August voucher request for approval.

- Liens: None

OLD BUSINESS:

GENERATOR:

Ms. Watson has been working long and has not been able to speak with the person who agreed to look at the generator. She hopes to go back to her regular schedule next week and get it scheduled.

LINE REPAIR:

Mr. Morris is working on repairing the line that is not deep enough by the fire station. He will be ordering materials through Ferguson and we have \$400 of materials on already on hand. Mr. Morris explained the new plan for the sensor at source 4. Northwest Water is now working available and people are available to inspect the test.

CONSUMER CONFIDENCE REPORT: Ms. Carlson reported that the CCR went out in the June billing, prior to the deadline. Ms. Snow mailed or e-mailed the report to the appropriate places and sent in the signed notice of mailing.

NEW BUSINESS:

CUSTOMER SUPPORT PROGRAM: The governor has requested utilities to have a customer support program concerning delinquent accounts in place as part of COVID-19 response. Mr. Shoemaker presented a resolution for our consideration. He explained that this is just a formality for us since we have already addressed these issues in either our rates and fees schedule or in previous minutes. Ms. Watson suggested and Mr. Shoemaker agreed that we replace the < and > signs (less than and greater than) be the actual words. Ms. Carlson moved to approve resolution 2020-04 COVID-19 Delinquent Account Payment Plan with the changes of < to less than and > to greater than. Mr. Morris seconded and motion passed unanimously.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:30.

Submitted by:

Sarah Carlson 7-14-20
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 11 Aug 2020
Deb Watson Date
Commissioner, President

Joe Morris 7-11-2020
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
7/14/20 MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**GENERATOR
LINE REPAIR
CCR**

NEW BUSINESS

**CUSTOMER SUPPORT PROGRAM
INVESTMENT IN CHLORINATOR**

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

