

**TRAILS END WATER DISTRICT**  
**9/8/20 ZOOM Meeting**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:15 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 8/11/20 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 8/28/20 Working Session. There was discussion about the wording in the second paragraph. Ms. Watson moved to table the minutes until the October meeting. Mr. Morris seconded and the motion passed unanimously. Following discussion, Ms. Watson moved to take the 8/28/<sup>20</sup>minutes off the table and deal with them at this meeting. Mr. Morris seconded and the motion passed unanimously. Ms. Watson moved to accept the meeting minutes as read. Mr. Morris seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 8/28/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 8/<sup>28</sup>/~~31~~/20 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$21,596.62 and \$76.18. The unusually large amount this month represents the last payment on our loan. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

Ms. Snow reported that we have gone up to 11 customers who are behind. She called six of them and four have not received bills. Ms. Snow is going to discuss with the post master. Two of the six are sending checks.

- Maintenance:

Mr. Morris reported that maintenance discussed at the working session was completed right after the meeting. The problem is that there was a check valve that wore out. The water going through the restrictor instead of 1 gal per min was up to 10 gal per min. The boost was operating at about 70%. This issue will be further discussed under New Business.

- Miscellaneous:

Nothing

- Liens: None

#### **OLD BUSINESS:**

WELL UPDATE: Nothing new to report

INSURANCE UPDATE: Have not received yet the report from the Insurance Pool, so we do not have a cost for our 2021 insurance.

#### **NEW BUSINESS:**

RECHEDULE MEETINGS: At the 8/31/20 Working Session, commissioners discussed the schedule of working session meetings during the upcoming holidays. The November meeting is scheduled for the day after Thanksgiving and the December meeting is scheduled for Christmas Day. Mr. Morris moved to reschedule working sessions to 11/25 and 12/28. Ms. Watson seconded and the motion passed unanimously.

LEAK ADJUSTMENT/BILL: Commissioner Watson recused herself from any decision making. Commissioner Watson is requesting a leak adjustment due to the following circumstances: The customer is requesting the one-time consideration for 50% off an excessive bill. The customer also requests that the board consider additional options due to the circumstance surrounding the issue, as the water district has assumed some partial responsibility. At this point, Mr. Morris feels the general manager should have been more prompt in diagnosing the issue when it was first brought to his attention. During discussion, Mr. Morris's position is that the length of time in diagnosing and fixing the issue should be taken into consideration and is recommending a further 25% reduction. There is also been a payment made on that bill of \$101. There is precedent for this type of reduction, for example during a break-in when vandalized trailer went unnoticed for 3 ½ weeks. In this case it would be a credit to the account of \$616.06, making the bill to the customer \$255.74 after application of the leak adjustment.

Mr. Morris moved to offer the customer the 50% adjustment per our rates and charges plus an addition 25% due to the district's contribution to the problem based on the above facts for a total of 75% reduction. Ms. Carlson seconded and the motion passed unanimously.

#### **PUBLIC COMMENT:**

None

#### **GOOD OF THE ORDER:**

Ms. Carlson told the Board that it is time to prepare the 2021 budget. We have not yet received the due date from the County Auditor's office, but it is usually some date in November. In past years, we

have approved the budget at the October meeting. Ms. Watson asked if a draft could be prepared for discussion at the September working session in anticipation of a resolution to approve at the October meeting. Ms. Carlson said she would have that information available for working session.

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:04 am.

Submitted by:

Sarah Carlson      10-13-20  
Sarah Carlson      Date  
Commissioner, Secretary

APPROVED:

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Deb Watson      Date  
Commissioner, President

Joe Morris      10-13-20  
Joe Morris      Date  
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2  
AGENDA  
9/08/20 MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING  
MAINTENANCE  
MISCELLANEOUS  
LEINS**

**OLD BUSINESS**

**SOURCE FOUR PROGRESS:  
GENERATOR:  
RAISING WATER LINE:**

**NEW BUSINESS**

**ADJUSTMENT OF SCHEDULED MEETINGS DURING HOLIDAYS  
IE; THANKSGIVING, CHRISTMAS**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

