# TRAILS END WATER DISTRICT 12/8/20 ZOOM Meeting 7 P.M. MINUTES

CALL TO ORDER: The meeting was called to order at 7:00 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 11/10/20 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 11/25/20 Working Session. 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 11/30/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/20 Financial Statement was passed out. We now have a system in place to put the money formerly applied toward the SRF loan into the Reserve Maintenance. Zoom is costing \$16.26 for each meeting. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

• <u>Voucher Approval</u>: Two sets of vouchers were presented. One in the amount of \$7601.54 and one in the amount of \$2427.84 for a total of \$10,029.38. Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

## **STAFF REPORTS:**

Billing:

We are now down to 9 past due accounts. This is about \$1300 in total.

• Maintenance:

Mr. Morris reported that the raising of the line by the fire station finished. He still not found the leak that was mentioned at the last meeting. He has been collecting items to put in the sounding equipment in each well. As soon as that is installed, the engineer come in and watch the first 4 hours of flushing. We are looking for a technician to work on the valves for the pumping station. Again, these were not put in correctly in the first place. Ms. Watson knows a potential person she will contact him to see if he can do the work.

<u>Miscellaneous</u>:

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There may be two water pipes connected to our system that should not be. Mr. Morris is looking into it and will try to locate and verify them.

• Liens: None

## **OLD BUSINESS:**

<u>Generator</u>: The man who is doing the generator has lost touch with the person at Cummins who was ordering the parts. That person quit and COVID has hit Cummins. He and Ms. Watson are still trying to get the parts for the switch.

#### NEW BUSINESS:

<u>Outside Storage shed</u>: Ms. Watson found the outside storage shed open. Ms. Snow noticed that the shelving unit was removed. Also missing is the timing meter on the heater. Mr. Morris thinks when the lights were put in, the timer for the heater may have been moved by the community club. He will replace the timer and check on the door.

<u>Late Accounts</u>: Ms. Snow reported that we have some people who are quite late in making payments. She asked if we need a resolution about the payment plan. We have already passed the customer support resolution. Ms. Montgomery sent Ms. Snow a payment form. She said that Ms. Snow needs to send a copy of the resolution and the payment form to each customer who is behind. If they do not have a payment plan in place, they will have 30 days to get current if the COVID restrictions.

## EXECUTIVE SESSION:

An Executive Session was called to discuss personnel issues. We are going to be in executive session for 10 minutes. The session began at 7:28 pm. Commissioners came out of the executive session at 7:37 pm.

Ms. Watson moved to increase the amount of pay for a meter reader to \$20 per hour. Mr. Morris seconded and the motion passed unanimously. Ms. Snow was asked to draft a letter informing the meter readers and Mr. Morris will deliver it.

#### **PUBLIC COMMENT:**

None

# GOOD OF THE ORDER:

None

## ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:40 pm.

# TRAILS END WATER DISTRICT 12/8/20 ZOOM Meeting 7 P.M. MINUTES

Submitted by:	
Sarah Carlson Commissioner, Secretary	) <u>1</u> -8-70) Date
APPROVED:	
Deb Watson	Date
Commissioner, President	
At & Mon	1-123-21
Joe Morris	Date
Commissioner, Treasurer	

# TRAILS END WATER DISTRICT 2 AGENDA 12/8/20 MEETING

CALL TO ORDER

**MINUTES** 

TREASURER'S REPORT

**VOUCHER APPROVAL** 

REPORTS

BILLING MAINTENANCE MISCELLANEOUS LEINS

**OLD BUSINESS** 

TRANSFER SWITCH/GENERATOR

**NEW BUSINESS** 

INSTALLATION OF DEPTH SOUNDING SYSTEM METER READER WAGE

**PUBLIC COMMENTS** 

GOOD OF THE ORDER

**EXECUTIVE SESSION (If necessary)** 

**ADJOURNMENT** 

		TRAILS END WATER DIS	TRICT FINANCIAL REPORT		
		Novemb	er 30, 2020 URER ACCOUNTS		
	· · · · · · · · · · · · · · · · · · ·	<u>COUNTY INCAS</u>			
Genera	I Account		General Investment Account		
	Beginning Balance	\$38,318.15	Beginning Balance	\$27,481.80	
	Credits	\$9,675.05	Credits	927,401.00	
	Debits	\$15,395.26	Debits		
	Ending Balance	\$32,597.94	Ending Balance	\$27,481.80	
Total G	eneral Account Balance:	\$60,079.74			
		, , , , , , , , , , , , , , , , , , ,			
Water	Revenue Account		Water Revenue Investment A	Account	
	Beginning Balance	\$21,026.42	Beginning Balance	\$118,781.64	
	Credits	\$17.82	Credits		
	Debits		Debits		
	Ending Balance	\$21,044.24	Ending Balance	\$118,781.64	
Total R	evenue Account Balance:	\$139,825.8	8	:	
Assessi	ment Revenue Account		Assessment Revenue Investr	Assessment Revenue Investment Account	
ļ	Beginning Balance	\$586.90	Beginning Balance	\$8,533.18	
	Credits	\$1.28	Credits		
	Debits	*****	Debits Delawar	60.500.40	
	Ending Balance	\$588.18	Ending Balance	\$8,533.18	
Total A	ssessment Revenue Balance:	\$9,121.36			
	<u>i</u> i				
Reserve	e Maintenance Account	}	Reserve Maintenance Invest	ment Account	
	Beginning Balance	\$1,803.54	Beginning Balance	\$26,983.79	
_	Credits	\$1,240.92	Credits		
	Debits		Debits		
	Ending Balance	\$3,044.46	Ending Balance	\$26,983.79	
Total N	laintenance Account Balance	\$30,028.25	5	-	
			Total Investments	\$181,780.41	
		OLYMPIA FEDE	ERAL ACCOUNTS		
<u>Main A</u>	ccount		Petty Cash Account	Petty Cash Account	
	Beginning Balance	\$1.571.70	Beginning Balance	\$498.96	
		\$1,571.29	<u> </u>		
	Credits	\$10,832.25	Credits	\$70.23	
	Credits Debits	\$10,832.25 \$10,907.80	Debits	\$70.23 \$99.85	
	Credits	\$10,832.25		\$70.23 \$99.85 \$469.34	
	Credits Debits Ending Balance	\$10,832.25 \$10,907.80 \$1,495.74	Debits	\$70.23 \$99.85	
Last mon	Credits Debits Ending Balance	\$10,832.25 \$10,907.80 \$1,495.74	Debits Ending Balance SH BALANCE	\$70.23 \$99.85	
Last mont	Credits Debits Ending Balance	\$10,832.25 \$10,907.80 \$1,495.74	Debits Ending Balance	\$70.23 \$99.85	
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Last mon	Credits Debits Ending Balance	\$10,832.25 \$10,907.80 \$1,495.74	Debits Ending Balance SH BALANCE	\$70.23 \$99.85	
Last moni	Credits Debits Ending Balance	\$10,832.25 \$10,907.80 \$1,495.74	Debits Ending Balance SH BALANCE	\$70.23 \$99.85	
Last mont	Credits Debits Ending Balance th \$245,585.67	\$10,832.25 \$10,907.80 \$1,495.74	Debits Ending Balance SH BALANCE	\$70.23 \$99.85	