### TRAILS END WATER DISTRICT 3/9/2021 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 2/9/21 meeting minutes. Mr. Morris moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 2/26/21 Working Session. Mr. Morris moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 2/28/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 2/28/21 Financial Statement was passed out. Ms. Snow explained some of the entries. Mr. Morris moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson reported that there has been a problem with the IRS payroll taxes. We received a notice that we owed money. She contacted IRS. Apparently, the monthly deposits are not credited in the correct places. The IRS does not automatically carry things over between quarters received. This has caused a large credit balance in some quarters and delinquent balances in others, despite the fact the overall total is likely correct. They did move money from the credit quarter to the delinquent quarter for us by phone. Ms. Carlson will re-send the 941 reports and things will adjust out at their end from there.

• <u>Voucher Approval</u>: Vouchers were presented in the amount of \$8062.25. Mr. Morris moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

#### STAFF REPORTS:

#### Billing:

Ms. Snow reported that we have one account that is over \$200 past due. She spoke with the customer and sent a customer support agreement. Ms. Montgomery asked Ms. Snow to follow up and let the customer know about the protections that come with signing the document. She will do that.

#### Maintenance:

Mr. Morris reported on an upcoming repair of a leaking pipe under the road in the area of 1001 Trails End Drive. He estimates it will cost around \$5000. He also learned that we can no longer cut the roadway due to the county's new standard of underground boring. Hood Canal Communication has a boring machine and is willing to establish a relationship with us and Top Dog for quick response when such work is needed. They responded quickly to Mr. Morris' original request and he was satisfied with their response. We have recently resolved two major leaks. Fixing these leaks will significantly cut down on water losses.

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Miscellaneous:

None

Liens:

No new liens to report.

#### OLD BUSINESS:

<u>Generator Update</u>: Ms. Watson reported that we now have the switch to install that will solve the problem with the generator. She has it set up with Nick Howell to install the new switch later in March.

Well Update: Nothing new to report.

#### **NEW BUSINESS:**

Return to In-Person Meetings: Ms. Montgomery provided a memo on the opening of in-person meetings according to the Governor's COVID guidelines. If we hold an in-person meeting, the public must also be allowed to attend in person. The building has capacity of 65 and the guideline provides for no more than 25 percent of capacity. This would give us a maximum attendance capacity of 16. If we do have in-person meetings, we must also continue to have the Zoom access. The Board agreed to put this on the agenda for April's meeting for further discussion,

#### **PUBLIC COMMENT:**

None

#### GOOD OF THE ORDER:

Ms. Snow sent everyone information on Zoom fatigue. The information provided excellent information and good suggestions for avoiding the fatigue. Commissioners provided discussion and comment.

#### ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:29 pm

# TRAILS END WATER DISTRICT 3/9/2021 ZOOM Meeting MINUTES

Submitted by:	
Loroh Course	cm 3.7-21
Sarah Carlson	Date
Commissioner, Secretary	
APPROVED:	
Deb Watson	Date
Commissioner, President	
Joh E May	4-13-21
Joe Morris	Date
Commissioner, Treasurer	

	TRAILS END WATER DIS	TRICT FINANCIAL REPORT		
		y 28, 2021 URER ACCOUNTS		
	COUNTITIEAS			
General Account		General Investment Account		
Beginning Balance	\$31,971.31	Beginning Balance	\$27,481.8	
Credits	\$10,413.69	Credits	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Debits	\$8,062.25	Debits		
Ending Balance	\$34,322.75	Ending Balance	\$27,481.8	
Total General Account Balance:	\$61,804.55	5		
Water Revenue Account		Water Revenue Investment	Account	
Beginning Balance	\$21,087.54	Beginning Balance	\$118,781.6	
Credits	\$11.67	Credits	7220,70210	
Debits		Debits		
Ending Balance	\$21,099.21	Ending Balance	\$118,781.6	
Total Revenue Account Balance:	\$139,880.8	E		
Total Revenue Account Balance:	\$139,000.0	11 114 148		
Assessment Revenue Account		Assessment Revenue Investr	ment Account	
Beginning Balance	\$591.28	Beginning Balance	\$8,533.10	
Credits	\$0.84	Credits	, , , , , , , , , , , , , , , , , , ,	
Debits	75.54	Debits		
Ending Balance	\$592.12	Ending Balance	\$8,533.18	
	40.000.00			
Total Assessment Revenue Balance	; \$9,125.30			
Reserve Maintenance Account		Reserve Maintenance Invest	Reserve Maintenance Investment Account	
Beginning Balance	\$7,468.71	Beginning Balance	\$26,983.79	
Credits	\$1,830.80	Credits	ΨΕ <b>Ψ,303.7</b> 5	
Debits	\$2,000.000	Debits		
Ending Balance	\$9,299.51	Ending Balance	\$26,983.79	
			· · · · · ·	
Total Maintenance Account Balance	e: \$36,283.30	Total Investments	\$181,780.41	
	OLYMPIA FEDE	RAL ACCOUNTS	\$101,700.41	
Main Account		Petty Cash Account		
Beginning Balance	\$1,977.54	Beginning Balance	\$459.70	
Credits	\$10,761.80	Credits	\$56.58	
Debits	\$12,239.14	Debits	\$152.33	
Ending Balance	\$500.20	Ending Balance	\$363.95	
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		SH BALANCE		
Last month \$245336.49 \$2	2,521.66	958.15		
	7247,	336.13	1	
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# TRAILS END WATER DISTRICT 2 AGENDA 4/13/21 MEETING

CALL TO ORDER

**MINUTES** 

TREASURER'S REPORT

**VOUCHER APPROVAL** 

REPORTS

BILLING MAINTENANCE MISCELLANEOUS LEINS

**OLD BUSINESS** 

PUBLIC MEETING STATUS
GENERATOR/WELL UPDATES
SOURCE 3 STATUS – SOURCE 4 STATUS
IRS UPDATE

**NEW BUSINESS** 

RATE INCREASE LEAK 1491 AND OTHERS

**PUBLIC COMMENTS** 

GOOD OF THE ORDER

**EXECUTIVE SESSION (If necessary)** 

ADJOURNMENT