

TRAILS END WATER DISTRICT 2
4/13/21 ZOOM MEETING
MINUTES

CALL TO ORDER: The meeting was called to order at 7:30 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 3/9/21 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 3/26/21 Working Session. Ms. Watson pointed out a spelling error on the first line that was corrected. 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 3/31/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 3/31/21 Financial Statement was passed out. Mr. Morris reported that we finally received the receipt from paying off our 20 year SRF note. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$17,433.75. Ms. Carlson pointed out that the amount was higher than normal because of the 2020 Department of Revenue obligation, repairs on the system, extra money to the IRS and quarterly taxes. Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:
- Maintenance:

Two weeks ago, Mr. Morris found problem as the pump house and it blew the circuit breaker. A loose connection heated up. A new panel has been ordered. After repairing several substantial leaks last month, we are down to 10% loss instead of 40%.

- Miscellaneous: None
- Liens: None

OLD BUSINESS:

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Public Meetings Status: Ms. Montgomery explained the parameters for beginning in-person public meetings. If we keep our phase status, we can go back to public meetings. She read 16 rules that are required including masks, distancing, capacity limits, etc. In the current phase, we could have up to 50% of the building capacity. If we decide to have in-person meetings, they must be open to the public, but we must also continue to offer ZOOM attendance. Commissioners held discussion on the pros and cons of opening up the building for in-person attendance. Mr. Morris moved to continue the Zoom only attendance. Ms. Carlson seconded and the motion passed unanimously. Ms. Snow will sign the district up for another year of Zoom membership. Paying by the year rather than monthly will be a cost savings to the district.

Generator Updates: Ms. Watson reported that the automatic transfer switch has been replaced. She also cleaned up and repaired some loose wires inside the box. The factory wiring in the generator was not correct, so Nick Howell will be coming back to finish the job.

Source 3 & 4 Status: Mr. Morris reported that we are working on several things. We have an estimate from Top Dog of \$28,259.46. That will fix all of the check valves, replace the old pump and motor and a 30 hp motor.

NEW BUSINESS:

Rate Increase: The last estimate of our system's worth from the insurance company, revealed that the district's infrastructure had a significantly higher value than we previously thought. Part of the district's responsibility to the customers is to maintain the ability to make upgrades to the system as necessary and replace/repair catastrophic failures in the system (such as major lines, the tank, etc.) that may happen due to such things as natural or man-made disasters. After the cost of repairing the leaks last month and in anticipation of the \$28,259.46 cost to repair/complete Sources 3 & 4, Mr. Morris expressed his concern that we were falling behind in our ability to maintain enough reserves to adequately fund these situations. The rate study that was completed in 2016 recommended that the district increase rates in the amount of 3% annually. We have not been keeping up with that recommendation. Commissioners discussed the situation and potential solutions. The commissioners made some proposals regarding potential amounts for a rate increase. Ms. Snow will work with Ms. Montgomery on specific figures for the commissioners to discuss at the 4/30/21 Working Session. A rate increase will be added to the 5/11/21 Agenda.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:52 pm.

