

**TRAILS END WATER DISTRICT**  
**5/12/20 Meeting**  
**MINUTES**

**CALL TO ORDER:** The 5/12/20 regularly scheduled open public meeting was held via ZOOM to comply with Governor Jay Inslee's Emergency Proclamation regarding public meetings and gatherings. The meeting was called to order at 7:03 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 4/14/20 meeting minutes. There was an auto-correct in the resolution discussion section. Ms. Watson moved to amend the meeting minutes to replace "Ms. Montgomery" with Queen Anne when referring to "Queen Anne" Water Works. Mr. Morris seconded, and the motion passed unanimously. Ms. Watson moved to approve the minutes as amended. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 4/24/20 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 4/30/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 4/30/20 Financial Statement was passed out. Ms. Snow reviewed the amounts. Mr. Morris reported we've received for six hook-ups that have been promised. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson brought up an issue that the district has been having with the required ETFS (employee federal tax deposits). There was a miscalculation in the spreadsheet used to determine the amounts to be sent in. There were also a couple of problems with the deposit process. Discussion followed and Ms. Carlson feels the problems have been fixed.

- Voucher Approval: Vouchers were presented in the amount of \$7387.24. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:  
We have 9 accounts past due. We can't do take any action because of the COVID 19 requirements. The majority of these accounts had a history of being behind before COVID 19. Ms. Montgomery explained that we should continue to charge as usual. We can still collect in the future; however, we cannot turn off water or charge late fees during the COVID 19 period.
- Maintenance:  
We are installing the six new services and trying to arrange to have the pump test done so we can get the new well on line.
- Miscellaneous: We now have 10 new orange safety cones.
- Liens: None.

**OLD BUSINESS:**

Commissioners' Compensation: Ms. Montgomery explained that our pay structure as put forth in a new statute adopted language from a 2008 statute. The new legislation sets the rate back at \$90. She

did some research as have other districts and organizations. Everyone at OFM said “that wasn’t our intent” but the bottom line, it isn’t in writing anywhere at this time. She drafted a resolution. Discussion followed. Ms. Snow drafted a time sheet for commissioners to track their meetings and work.

Ms. Carlson moved to adopt Resolution 2020-03, regarding commissioner compensation. Mr. Morris seconded and the motion passed unanimously.

Hook Ups Approved: We got approved by the Department of Health for 254 hook-ups.

Source 4 Test: Northwest Water Systems is working from home and not traveling due to COVID 19. Mr. Morris is trying to work with Doug Piel to help us get started doing the test while still respecting social distancing and complying with the Governor’s proclamation. Once that test is done, Mr. Piel will submit another report to the health department approving 388 potential hook-ups, up from the current 254.

Old Tower Ladder: Queen Anne Water Works has not picked up the ladder. Mr. Morris met with Drew Noble. Drew will take a closer look at it and see what can be done to facilitate the transfer.

**NEW BUSINESS:**

Generator Service: Cummins needs to be called to do the work on the generator. Ms. Watson has done all she can to get it operating correctly. She will make the call to schedule servicing.

New Employees: Carlos Asuna and Renee Willey have been hired to read meters. Mr. Morris provided them with some training and they did the reading at the end of April. He was pleased with their work.

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:** None

**ADJOURNMENT:**

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

Submitted by:

Sarah Carlson                      5-12-20  
Sarah Carlson                      Date  
Commissioner, Secretary

**APPROVED:**

Deb Watson                      09 June 2020  
Deb Watson                      Date  
Commissioner, President

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Joe Morris                      Date  
Commissioner, Treasurer

