

**TRAILS END WATER DISTRICT
6/8/2021 7PM ZOOM MEETING
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 5/11/21 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 5/28/21 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 5/31/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 5/31/21 Financial Statement was passed out. Ms. Snow and Ms. Carlson worked to make some changes on the Financial Report format to make it clearer to read. 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 \$9251.67. Top Dog did not get us their latest bill for the large amount we owe. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

Ms. Carlson brought up cost of stamps. The price will be going up in August. She asked Ms. Snow to check on our supply. It may be a cost savings to purchase a number of stamps before the price hike.

STAFF REPORTS:

- **Billing:**

Ms. Snow reported that only one statement is coming back unclaimed. Ms. Snow has made unsuccessful attempts to reach the customer by phone and mail. She has no e-mail address and has searched public records for information that would help her locate them. They may be out of state. Otherwise, including that one, there are only 4 accounts over 61 days past due. She has confirmed that the others have received their statements. As with all past due accounts, Ms. Snow said she has sent the customer care payment information in the bills.

- **Maintenance:**

Mr. Morris reported that all the parts are now in hand to complete the work being done on the wells. He is hoping to get started on the work, perhaps as early as tomorrow. Ms. Watson reported that Nick

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Howell is having personal difficulties. She is concerned that he will not be able to complete the work. When she gets back from vacation, she will take on the project herself.

- Miscellaneous:

Commissioners discussed the possibility of holding in-person meetings again when the Governor fully opens the state. Ms. Montgomery reported that it is all speculation and pending the governor's final decision. Everyone present agreed to stay with the ZOOM meetings until the whole COVID situation is all over.

- Liens:

No new liens to report.

OLD BUSINESS:

System Updates: Discussed above. We have received nine new applications for water hook-ups.

Annual Reports: Ms. Carlson reported that the annual Auditor's Report was been submitted prior to the due date. She has started working on the other mandatory report, Consumer Confidence Report, which must be sent out prior to June 30, 2021. She asked for feed-back and suggestions for updates to include in the report. Commissioners felt that there was nothing to add to the previous report. Ms. Carlson will update the necessary data.

NEW BUSINESS:

Transfer of Funds: As discussed at the 5/28/21 working session, commissioners were concerned that there would not be enough money in the General Account to pay the large bill expected for work done by Top Dog. Following discussion at that meeting, it was decided to move \$9,000 from the Reserve Maintenance account and \$11,000 from the Water Revenue account into the General account. Ms. Carlson reported that she has submitted the transfer account request to the Treasurer's Office.

Working Session Cancellation: Ms. Watson and Ms. Carlson are going to be unavailable for the June Working Session. Ms. Montgomery explained that we do not need to do a motion to cancel the meeting. It is sufficient to let today's minutes reflect that there will be no working session in June.

PUBLIC COMMENT:

Nothing

GOOD OF THE ORDER:

Ms. Snow will be gone from 6/11 through 6/28. She will back

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ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:24 pm

Submitted by:

Sarah Carlson 6-8-21
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris 13 July 21
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
6/8/21 MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**SYSTEM UPDATE
AUDITOR REPORT**

NEW BUSINESS

**TRANSFER OF MONEY
WORKING SESSION CANCELLED**

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

