

TRAILS END WATER DISTRICT 2
11/9/21 ZOOM MEETING 7 PM
MINUTES

CALL TO ORDER: The meeting was called to order at 7:05 pm. A quorum was present.

ATTENDANCE: Joe Morris and Sarah Carlson, Commissioners
Anne Montgomery, Attorney; Denise Snow, Office Manager
0 members of the public

Ms. Watson called to say that she was delayed at the airport and asked to be excused. Ms. Carlson moved to excuse Ms. Watson due to unforeseen travel delays. Mr. Morris seconded and the motion passed unanimously.

MINUTES: Ms. Carlson passed out copies of the 10/12/21 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 10/29/21 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 10/31/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 10/31/21 Financial Statement was passed out. Ms. Snow reported Water Revenue is going up with only one customer calling to question the raise in the Reserve Maintenance. We had 5 weeks of transfers in October. Mr. Morris moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$14,367.52. The amount is much higher due to the increased appraisal of the property completed by the Insurance Pool. Ms. Carlson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow reported that 6 doors were tagged last month because of lack of payments. Two of the six are construction sites. One was the person given the exception last month and was withdrawn. One customer paid in full and one lien has been filed.

- Maintenance:

Nick Howell was unable to keep their appointment for the generator due to medical issues. His work on the generator has been rescheduled to December. We have 4 meters that need to be replaced when it dries out a bit. Three of these are under reporting and one has a leak on the supply side. Mr. Morris will get that done weather and time permitting. The 24-hour source 4 test is ready to be scheduled. Mr. Morris is working with Northwest to get that completed. He

TRAILS END WATER DISTRICT 2
11/9/21 ZOOM MEETING 7 PM
MINUTES

hopes it can be tested this month. The pumps will shut down from noon to noon the next day, preferably mid-week. He has been doing some studies himself and assures us it will be acceptable.

- Miscellaneous: None

- Liens: One lien has been filed as mentioned above.

OLD BUSINESS:

IRS Update: Ms. Carlson reported that she continued to follow up on the problems with the IRS. After talking to several different IRS representatives, she has confirmed that the district, as a junior taxing district, a part of the county government, and does not have a requirement to pay Federal unemployment tax. All of the 941 forms the IRS, claimed not to have been received, have been sent. When those are all compared with the payments sent in, we will be notified if we still owe money. Ms. Montgomery suggested we explore hiring a CPA for this. Ms. Carlson will explore options and costs.

NEW BUSINESS:

2022 Budget: Ms. Carlson presented a proposed 2022 budget in the amount of \$148,000, as discussions at the last working session. Discussion followed and some amounts were moved between suggested line items to more accurately reflect expected expenditures in maintenance. Ms. Carlson moved to accept the budget for 2022 of \$148,000.00 dollars. Mr. Morris seconded and the motion passed unanimously. Ms. Montgomery will provide the resolution for signature. This will be resolution 2021-3.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

Commissioners were reminded of the change in the working session meeting to November 24, 2021, and December 30, 2021.

ADJOURNMENT:

Mr. Morris moved to adjourn the meeting at 8:07pm.

TRAILS END WATER DISTRICT 2
11/9/21 ZOOM MEETING 7 PM
MINUTES

Submitted by:

Sarah Carlson 11-9-21
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 12/14/2021
Deb Watson Date
Commissioner, President

Joe Morris 12/14/21
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
11/9/21 ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

IRS ISSUE UPDATE

NEW BUSINESS

2022 BUDGET

PUBLIC COMMENTS

GOOD OF THE ORDER – Reminder of meeting change

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TRAILS END WATER DISTRICT FINANCIAL REPORT

October 31 2021

COUNTY TREASURER ACCOUNTS

<u>General Account</u>			<u>General Investment Account</u>	
Beginning Balance		\$47,085.56	Beginning Balance	\$27,481.80
Credits		\$11,677.80	Credits	\$0.00
Debits		\$10,470.25	Debits	\$0.00
Ending Balance		\$48,293.11	Ending Balance	\$27,481.80
Total General Account Balance:		\$75,774.91		
<u>Water Revenue Account</u>			<u>Water Revenue Investment Account</u>	
Beginning Balance		\$10,158.45	Beginning Balance	\$118,781.64
Credits		\$8.07	Credits	\$0.00
Debits		\$0.00	Debits	\$0.00
Ending Balance		\$10,166.52	Ending Balance	\$118,781.64
Total Revenue Account Balance:		\$128,948.16		
<u>Assessment Revenue Account</u>			<u>Assessment Revenue Investment Account</u>	
Beginning Balance		\$596.38	Beginning Balance	\$8,533.18
Credits		\$0.58	Credits	\$0.00
Debits		\$0.00	Debits	\$0.00
Ending Balance		\$596.96	Ending Balance	\$8,533.18
Total Assessment Revenue Balance:		\$9,130.14		
<u>Reserve Maintenance Account</u>			<u>Reserve Maintenance Investment Account</u>	
Beginning Balance		\$10,932.42	Beginning Balance	\$26,983.79
Credits		\$2,442.21	Credits	\$0.00
Debits		\$0.00	Debits	\$0.00
Ending Balance		\$13,374.63	Ending Balance	\$26,983.79
Total Maintenance Account Balance:		\$40,358.42		
Total Cash Balance:		\$72,431.22	Total Investments Balance	\$181,780.41
		Total cash & Investments	\$254,211.63	

OLYMPIA FEDERAL ACCOUNTS

<u>Main Account</u>			<u>Petty Cash Account</u>	
Beginning Balance		\$2,136.69	Beginning Balance	\$478.71
Credits		\$14,514.07	Credits	\$0.02
Debits		\$14,239.10	Debits	\$140.49
Ending Balance		\$2,411.66	Ending Balance	\$338.24

TOTAL BALANCE IN ALL ACCOUNTS

Last month \$244,881.01		(\$738.24)		
		\$256,961.53		