

TRAILS END WATER DISTRICT 2
2/8/22 ZOOM MEETING 7 PM
MINUTES

CALL TO ORDER: The meeting was called to order at 7:04 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 1/11/22 meeting minutes. Ms. Watson moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 1/28/22 Working Session. Ms. Watson moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 1/31/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 1/31/22 Financial Statement was passed out. Ms. Snow reported that the reserve maintenance is steadily growing. We did not have as many bills this month so the general fund also went up this month. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$5176.51 for general expenses and \$3992.08 for salaries for a total of \$9168.59. There were no unusual disbursements. Mr. Morris moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

Ms. Carlson reported that problems with the IRS account continue. This month we got a past due statement and a statement that we had an overpayment. Ms. Montgomery found a CPA in Yelm, who has other water districts as customers and helps them deal with IRS issues. She charges \$165 per hour. Ms. Montgomery recommends that we get her involved. Ms. Carlson agreed to contact her and gather information for further discussion at the next working session.

STAFF REPORTS:

- Billing:

Ms. Snow reported that our customer with the payment plan has completed all payments and two other delinquent accounts have caught up.

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- Maintenance:

Mr. Morris reported that they will do a test run tomorrow on source 4. The results will be helpful before running the official 24-hour test. He will provide them to Northwest Resources and schedule the full test.

- Miscellaneous:

- Liens: We still have only one lien.

OLD BUSINESS:

Generator Update: Ms. Watson reported that she and Nick Howell worked on the generator again. In auto mode the generator will start right away. In off or manual, the generator does not do anything, indicating that there are still problems with it. The problem could be in the wiring, the generator itself or both. Since the generator is older, we may be better off just buying a new generator rather than to spend money on the repairs. It would be \$8400 w/o tax. Discussion followed. Ms. Watson and Mr. Morris will each do some research for further discussion at the work session. In the meantime, Nick Howell will not proceed until the commissioners have decided how to proceed.

Auditor: The auditor gave us a list of documents she wanted to review. All of those items have been sent to her. Ms. Carlson thanked Ms. Snow for all of her hard work in searching through several boxes of archived documents to find what were requested. Ms. Carlson is making the corrections the auditor requested on the 2018 on-line report.

Ms. Watson made a motion that Ms. Carlson reach out to the CPA in Yelm. Mr. Morris seconded and the motion passed unanimously.

NEW BUSINESS:

Report on Commissioner Training: Ms. Watson reported on the training that she and Mr. Morris attended. It included public records training. There were some really interesting presentations. Presenters were very interesting. We really are in a different class than some of the bigger districts who were in attendance. There were networking opportunities.

PUBLIC COMMENT: None

GOOD OF THE ORDER:

Break-in at our storage shed: A young man broke into our storage shed and was “living” there for 3-5 days. Ms. Snow found him there when she went out to put some close files away. The police were called, but he had gone before they arrived. The lock and plate on the door that held it, were the only things that appeared to be damaged. When Mr. Morris came back 2 days later to fix the lock and door,

