

TRAILS END WATER DISTRICT
3/10/20 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
Scott Schumacher, Attorney; Denise Snow, Office Manager
0 members of the public

MINUTES: Ms. Carlson passed out copies of the 2/11/20 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 1/31/20 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 2/29/20 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 2/29/20 Financial Statement was passed out. It was pointed out that the Treasurer automatically deducted costs of elections in the amount of \$302.77. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$9525.23. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing: Ms. Snow sent out three delinquent letters. One came in and paid in full. The others still have until the 15th to pay. She reported that all billings are reaching their destinations and none have been returned.
- Maintenance: Mr. Morris showed pictures of the work done on tower. The only thing left to do is the 24-hour pump test. He will contact Northwest Water to see how this can be done. They will put a transducer in at 245 feet. Prior attempts with the transducer have not been successful. We have a leak in the pipe we installed. We will need to have Baker Silo come back to fix it. Within the next three months the Risk Management Pool will be coming out to review our facilities for appraisal for our system.
- Miscellaneous: We haven't heard from DOH on our hook-up numbers, so Ms. Snow has been "nudging" Doug Piehl. Not receiving the decision from DOH is holding up our installation of new meters.
- Liens: None

OLD BUSINESS:

Well Update: This was covered in the Maintenance section above.

Training: Mr. Morris went to Yakima to attend the operator's forum. One session had to do with chemicals getting into systems. There will be a test coming to detect contamination. He also reported that sample collecting must be done in cotton clothes

Surplus of Old Ladder:

Mr. Schumacher reported that we can give our ladder to another agency. Other ways are to do a quick resolution regarding a gift or to charge them \$10.00. The question of liability was raised. Mr. Schumacher suggested that a memorandum of understanding could be drafted to cover that. The commissioners agreed that we would like to give the ladder to the other water district with the memo. Mr. Schumacher will draw it up.

NEW BUSINESS:

2019 Audit: Ms. Carlson reported that the district received an e-mail stating that we would have a full audit of our 2019 finances because we did not complete our 2018 audit. Ms. Snow researched through our e-mails and found the specific e-mail from the auditor's office informing the district that we had successfully completed that report. That was relayed to the auditor's office. Another e-mail was then received that we would have a "remote" audit based on our annual report and giving information to call for a telephone appointment. Ms. Carlson called the listed contact, Kim Parsons, who informed her that they were not yet scheduling the remote audits. Ms. Parsons went on to explain it would only be scheduled to answer any questions that came up as a result of our report. We will be contacted in the future if necessary.

PUBLIC COMMENT: None

GOOD OF THE ORDER: None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:44 pm.

Submitted by:

Sarah Carlson 3-10-20
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 14 April 2020
Deb Watson Date
Commissioner, President

Joe Morris APR 14 2020
Joe Morris Date
Commissioner, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

March 31, 2020

COUNTY TREASURER ACCOUNTS

General Account

Beginning Balance	\$14,694.04
Credits	\$10,787.11
Debits	\$9,525.23
Ending Balance	\$15,955.92

Total General Account Balance: \$43,437.72

Water Revenue Account

Beginning Balance	\$20,521.83
Credits	\$150.56
Debits	
Ending Balance	\$20,672.39

Total Revenue Account Balance: \$139,454.03

Assessment Revenue Account

Beginning Balance	\$550.65
Credits	\$10.81
Debits	
Ending Balance	\$561.46

Total Assessment Revenue Balance: \$9,094.64

Reserve Maintenance Account

Beginning Balance	\$1,688.90
Credits	\$34.20
Debits	
Ending Balance	\$1,723.10

Total Maintenance Account Balance: \$28,706.89

General Investment Account

Beginning Balance	\$27,481.80
Credits	
Debits	
Ending Balance	\$27,481.80

Water Revenue Investment Account

Beginning Balance	\$118,781.64
Credits	
Debits	
Ending Balance	\$118,781.64

Assessment Revenue Investment Account

Beginning Balance	\$8,533.18
Credits	
Debits	
Ending Balance	\$8,533.18

Reserve Maintenance Investment Account

Beginning Balance	\$26,983.79
Credits	
Debits	
Ending Balance	\$26,983.79

Total Investments \$181,780.41

OLYMPIA FEDERAL ACCOUNTS

Main Account

Beginning Balance	\$1,752.71
Credits	\$10,379.70
Debits	\$10,752.27
Ending Balance	\$1,380.14

Petty Cash Account

Beginning Balance	\$443.11
Credits	\$122.38
Debits	\$87.47
Ending Balance	\$478.02

TOTAL CASH BALANCE

Last month \$221,431.65 \$1,119.79

\$222,551.44