

**TRAILS END WATER DISTRICT
ZOOM Working Session
3/25/22 MINUTES**

CALL TO ORDER: The working session came to order at 4:30 pm

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners

DISCUSSION TOPICS:

Audit: The auditor sent two more questions. Ms. Carlson will respond.

Policies: Ms. Carlson feels we should do more work on putting our procedures into specific policies. Ms. Carlson suggested we ask our attorney, Ms. Montgomery, for suggestions on what procedures actually need formal policies. We have a number already in place, however, neither Ms. Carlson nor Ms. Snow could find the actual notebook they are kept in. Unsigned copies are in the computer, so we may need to print new ones and sign again if we can't find the notebook.

System Updates: Ms. Watson has not contacted Nick Howell but will do so prior to the next meeting. Mr. Morris and Mr. Cook ran two tests 24-hours apart, both were the same. Mr. Morris has been on vacation but he hopes to run the test on Monday.

IRS: Ms. Carlson has been in contact with Tara Dunford, CPA, regarding helping us with the IRS issues. Once again, we have received notices of both refund and balance due. She has set up a drop box for us and Ms. Snow and Ms. Carlson have gathered the initial paperwork requested.

Ms. Watson received confirmation to attend the WASWD conference.

The commissioners set the agenda for the 4/12/22 meeting.

ADJOURNMENT:

The meeting adjourned at

Submitted by:

Sarah Carlson 3-25-22
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

1
Deb Watson Date
Commissioner, President

Joe Morris 12 APR 2022
Joe Morris Date
Commissioner, Treasurer