

TRAILS END WATER DISTRICT 2
4/12/22 ZOOM MEETING 7 PM
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 3/8/22 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 3/25/22 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 3/31/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 3/31/22 Financial Statement was passed out. Ms. Snow reviewed the accounts and investment. We have nearly \$2800 in outstanding checks as there are several large ones that haven't cleared. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the total amount of \$6843.58 with \$3857.47 for goods and services and \$2986.22 in Salaries. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow have 5 delinquents. Two doors were tagged and both were paid. Two accounts are delinquent but not ready to have the door tag yet.

- Maintenance:

Mr. Morris reported that the second test run was done. He will call Northwest Water Services and schedule the official test. They will be on-site for the start and the finish. He hopes to have it done before the end of the month.

Ms. Watson has contacted Nick Howell and schedule an appointment to the give an estimate on a new generator. She also asked him to give a quote of repair. She feels Mr. Howell isn't hopeful of a repair, but he will try.

- Miscellaneous:

None

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- Liens: We still have one lien.

OLD BUSINESS:

AUDIT: Ms. Carlson reported that the audit has been completed and the report received. It has also been posted on the State Auditor's website. Commissioners discussed the comments. There were some mistakes made in completing our annual on-line report to the auditor. There were a few suggestions to improve our processes reporting. Ms. Carlson will post the report on our website.

IRS: Ms. Carlson explained that Tara Dunford has all the information she asked for. We will have to sign an IRS authorization form so she can speak with the IRS on our behalf.

NEW BUSINESS:

Ms. Watson reported on the conference. She enjoyed the meeting. She connected with people there and met vendors. Some had products that might be useful. She gave Ferguson all the information on the district. They gave her a catalog and now will send us catalogs regularly. She had lots of information for us to browse through. The accommodations were very good. She wants to get involved with some of the businesses offering services for smaller districts. She explained there are scholarships available for people to become operators. She would like us to consider that. There would be no cost to us. Discussion followed. There is money available in grants, loans, etc. Ms. Watson wants to take on the task of networking and learning about business and operational opportunity. She also learned about government credit cards. She thinks we need business cards.

One of the comments in the audit report was about policies. Ms. Carlson said we have a number of policies, but should consider drafting some other policies in the future. Ms. Montgomery will ask one of her other districts for copies of their policies and we will discuss it at the next meeting.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

Ms. Snow pointed out that the audit report mentioned that credit cards are available for government agencies through the Department of Enterprise Services. She will do some checking. Ms. Watson said that most people at the conference had some type of clothing that identified them with their particular district. She thought it would be a good idea for us to have shirts or jackets to identify us. Ms. Carlson agreed, specially for people reading the meters and working on the system.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 07:52.

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Submitted by:

Sarah Carlson 4-12-22
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 10 May 2022
Deb Watson Date
Commissioner, President

Joe Morris 5-10-22
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
4/12/22 ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**AUDIT
IRS/CPS**

NEW BUSINESS

POLICIES

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TEWD2 Meeting
ATTENDANCE
April 12, 2022 - 7 pm. (Zoom)

Please be advised that signing this document is not mandatory. Failure to sign will not impact your right to attend or to speak at the meeting.

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