

**TRAILS END WATER DISTRICT 2  
(5-10-22) ZOOM MEETING 7 PM  
MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:09 following connection problems on zoom. A quorum was present.

**ATTENDANCE:** Deb Watson, Joe Morris, Sarah Carlson, Commissioners  
Anne Montgomery, Attorney  
0 members of the public

**MINUTES:** Ms. Carlson passed out copies of the 4/12/22 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 4/29/22 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 4/30/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 4/30/22 Financial Statement was passed out. Mr. Morris reported we had 4 new hookups, which caused a larger than usual deposits for the month. 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 \$11,513.16. There was a typing mistake in one item on the voucher. It was corrected. Checks for maintenance and operations totaled \$8,579.87 and checks for payroll totaled \$2933.74 Ms. Watson moved to pay the vouchers as presented with the correction to the HD Fowler typing error in the name. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- **Billing:**

We have 6 accounts that over 60 days past due, totaling \$2320.70. There was discussion on options. Ms. Montgomery suggested we just follow policy and time lines as outlined in our schedule of rates and charges.

- **Maintenance:**

Mr. Morris reported that our Water District Operator, Drew Noble, is coming out tomorrow to inspect the work done on the system and formulate a plan for the system test. Ms. Watson reported that they are still trying to find a part for the generator.

- **Miscellaneous:**

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Ms. Montgomery had several items to present.

1. June 1 all the open public meetings regulations are gone. It is highly suggested that we retain the Zoom option.
2. Ms. Montgomery sent copies of N. Perry minutes to give us an idea how they structure their meetings and minutes, given the comment made by the State Auditor about breaking out payroll from the rest of the expenses.
3. Ms. Montgomery sent copies of the N. Perry policy on procurement. They are in the process of reviewing their policies and are willing to share. Procurement policies were also mentioned by the State Auditor. We will discuss formalizing our procedures at the next working session.

- Liens: We still have only one lien in effect.

**OLD BUSINESS:**

Well Update: In addition to the discussion under Maintenance, Steve Cook went up the tower. He did an excellent job of repairing our gravity actuated contents meter that was damaged in the recent storm.

IRS: Ms. Carlson reported that Tara Dunford has all of the information she requested and is working on our account. Initial contacts with the IRS indicated that all accounts are correct as of 2019.

State Audit progressing

**NEW BUSINESS:**

Policies: This was addressed above in Miscellaneous.

District Logo Garments: Ms. Carlson and Ms. Watson are still exploring options for clothing such as jackets, tee shirts, etc., so district staff can be recognized as they work around the system.

**PUBLIC COMMENT**: None

**GOOD OF THE ORDER:**

Ms. Watson may be out of town for the June meeting and may not be available in September.

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:09.

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Submitted by:

Sarah Carlson 6-14-22  
Sarah Carlson Date  
Commissioner, Secretary

APPROVED:

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Deb Watson Date  
Commissioner, President

Joe Morris 14-Jun-22  
Joe Morris Date  
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2  
AGENDA  
5/10/22 ZOOM MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING  
MAINTENANCE  
MISCELLANEOUS  
LEINS**

**OLD BUSINESS**

**WELL UPDATE  
IRS UPDATE  
STATE AUDITOR UPDATE**

**NEW BUSINESS**

**Trisha Glockner- Her water bill  
POLICIES- Review/discuss purchases and works  
DISTRICT LOGO CLOTHING**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

**TRAILS END WATER DISTRICT FINANCIAL REPORT**

April 30, 2022

**COUNTY TREASURER ACCOUNTS**

**General Account**

Beginning Balance	\$52,106.33
Credits	\$12,796.38
Debits	\$5,193.58
Ending Balance	\$59,709.13

**Total General Account Balance: \$87,190.93**

**General Investment Account**

Beginning Balance	\$27,481.80
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$27,481.80

**Water Revenue Account**

Beginning Balance	\$10,210.27
Credits	\$21.65
Debits	
Ending Balance	\$10,231.92

**Total Revenue Account Balance: \$129,013.56**

**Water Revenue Investment Account**

Beginning Balance	\$118,781.64
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$118,781.64

**Assessment Revenue Account**

Beginning Balance	\$600.12
Credits	\$1.56
Debits	
Ending Balance	\$601.68

**Total Assessment Revenue Balance: \$9,134.86**

**Assessment Revenue Investment Account**

Beginning Balance	\$8,533.18
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$8,533.18

**Reserve Maintenance Account**

Beginning Balance	\$25,897.14
Credits	\$2,006.71
Debits	\$0.00
Ending Balance	\$27,903.85

**Total Maintenance Account Balance: \$54,887.64**

**Reserve Maintenance Investment Account**

Beginning Balance	\$26,983.79
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$26,983.79

**Total Cash Balance: \$98,446.58**

**Total Investments Balance: \$181,780.41**

**Total cash & Investments: \$280,226.99**

**OLYMPIA FEDERAL ACCOUNTS**

**Main Account**

Beginning Balance	\$830.92
Credits	\$17,745.27
Debits	\$14,863.61
Ending Balance	\$3,712.58

**Petty Cash Account**

Beginning Balance	\$314.45
Credits	\$335.46
Debits	\$442.55
Ending Balance	\$207.36

**TOTAL BALANCE IN ALL ACCOUNTS**

Last month \$271,739.64

**\$284,146.93**