

TRAILS END WATER DISTRICT 2
10/11/22 ZOOM AND OPEN PUBLIC MEETING
MINUTES

CALL TO ORDER: The meeting was called to order at 7:06 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 9/13/22 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 9/30/22 Working Session. Ms. Carlson moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 9/30/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 9/30/22 Financial Statement was passed out. Ms. Snow reported that we continue to increase our overall account totals followed by discussion 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 \$14,250.09 as outlined below:
Payroll: \$3100.51
General Expenditures: \$11149.58.
Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow reported on the billing status and past due accounts.

- Maintenance:

Mr. Morris reported we are just waiting for the Northwest Water Systems report. Their staff have been on vacation. They have now submitted their Invoice, which must be paid before the report is released. Payment was authorized in the General Expenditures as noted above. He also reported new a water service hook-up and other maintenance issues around the system. Ms. Black has been cleaning meter boxes. Her work has been very helpful for the meter reading and general work.

- Miscellaneous:

None

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- Liens: 1 still outstanding

OLD BUSINESS:

Ms. Watson reported that she has contacted someone who will meet with her tomorrow to look at the generator issue. ^{She} ~~He~~ also knows someone who might be able to help Ms. Watson get it up and running and possibly do routine maintenance.

NEW BUSINESS:

Ms. Montgomery provided commissioners suggestions for information that should go into an employee handbook and Personnel Policies. Commissioners reviewed her information and will continue to work on what we need for our system.

Ms. Carlson explained that our budget for 2023 will need to be approved at the next meeting.

Mr. Morris has been approached by the local Fire Department. They are gathering policies from agencies within their district. Discussion followed.

These issues will be discussed further at the October working session.

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

Nothing

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:49 pm.

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Submitted by:

Sarah Carlson 11-8-28
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 08 Nov 2022
Deb Watson Date
Commissioner, President

Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
9/30/22 ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

UPDATES: WELL & GENERATOR

NEW BUSINESS

None

PUBLIC COMMENTS

GOOD OF THE ORDER

2023 BUDGET

EXECUTIVE SESSION (If necessary)

ADJOURNMENT