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.

• <u>Voucher Approval</u>: 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

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

• Liens: 1 still outstanding

OLD BUSINESS:

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Ms. Watson reported that she has contacted someone who will meet with her tomorrow to look at the generator issue. Fe 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.

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

Submitted by:		
Sarah Carlson Commissioner, Secretary	M	11-8-28 Date
APPROVED:		
Teb Wafson Deb Watson	80	Nov 2022 Date
Commissioner, President		Date
Joe Morris Commissioner, Treasurer		Date
Commissioner, Treasurer		

				ugust 31, 2022			- I	
	 	T	COUNTY TR	EASURER ACCOU	<u>INTS</u>			
eneral	Account				General Investme	nt Account		
	201010100		400 500 00				4	
	Beginning Balance Credits		\$69,533.20 \$18,790.17		Beginning Balance Credits		\$27,481,80	
	Debits		\$8,953.65		Debits		\$0.00	
	Ending Balance		\$79,369.72		Ending Balance	-	\$27,481.80	
		T.10	al Account Balance:					
		lotal Gener	al Account Balance:	\$106,851.52				
ater R	evenue Account				Water Revenue In	vestment Account		
	Beginning Balance	<u>: </u>	\$10,584.86		Beginning Balance	 	\$118,781.64	
	Credits		\$215.31		Credits	-	\$0.00	
	Debits				Debits		\$0.00	
	Ending Balance		\$10,800.17		Ending Balance		\$118,781.64	
		Total Revenu	re Account Balance:	\$129,581.81				
sessm	ent Revenue Accour	nt			Assessment Pever	ue Investment Acc	ount	
3233111		<u></u>				ide investment Acc		
	Beginning Balance		\$627.05		Beginning Balance		\$8,533.18	
	Credits		\$15.47		Credits	<u> </u>	\$0.00	
	Debits Ending Polynes		, , , , , , , , , , , , , , , , , , ,		Debits		\$0.00	
	Ending Balance		\$642.52		Ending Balance		\$8,533.18	
	i	Total Assessme	ent Revenue Balance:	\$9,175.70				
serve	Maintenance Accou	nţ			Reserve Maintena	nce Investment Ac	<u>count</u>	
	Beginning Balance		\$37,807.76		Beginning Balance		\$26,983.79	
	Credits		\$2,880.48		Credits		\$0.00	
	Debits		\$0.00		Debits		\$0.00	
	Ending Balance		\$40,688.24		Ending Balance	 	\$26,983.79	
		Total Maintana	ince Account Balance:	\$67,672.03				
	Total Cash E		\$131,500.65	\$67,072.03	Total Investments Ba	lance	\$181,780.41	
	į						,	
			Total cash & tr	ovestments	\$313,281.06			
	 		1		7020,202,00			
			OLYMPIA F	EDERAL ACCOUN				
			OLYMPIA F	EDERAL ACCOUN	<u>its</u>			
	Main Account		OLYMPIA F	EDERAL ACCOUN	<u>its</u>	h Account		
					Petty Cas		\$500.02	
	Main Account Beginning Balance Credits		\$4,870.25 \$17,646.20		<u>its</u>		\$500.02 \$0.02	
	Beginning Balance Credits Debits		\$4,870.25 \$17,646.20 \$21,715.62		Petty Cas Beginning Balance Credits Debits		\$0.02 \$184.44	
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	Beginning Balance Credits Debits		\$4,870.25 \$17,646.20 \$21,715.62 \$800.83		Petty Cas Beginning Balance Credits Debits Ending Balance		\$0.02 \$184.44	
Last n	Beginning Balance Credits Debits	\$8,693.94	\$4,870.25 \$17,646.20 \$21,715.62 \$800.83	ICE IN ALL ACCO	Petty Cas Beginning Balance Credits Debits Ending Balance		\$0.02 \$184.44	
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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