## TRAILS END WATER DISTRICT 10/12/18 Working Session MINUTES

## CALL TO ORDER: The working session came to order at 10:00 am

**ATTENDANCE:** Joe Morris, Sarah Carlson, Commissioners

## **DISCUSSION TOPICS:**

Commissioners discussed the need to re-do the vouchers. When Ms. Carlson took them to the County Auditor, the numbers were not correct. She prepared new vouchers. Commissioners also discussed some of the issues from the 10/9/18 meeting.

The meeting adjourned at 12:00 pm to convene an Emergency Special Meeting regarding the vouchers.

Following the Emergency Special Meeting, the working session reconvened at 12:15 pm.

Mr. Morris left the office to take the vouchers to the auditor's office and pick up the checks.

Ms. Carlson completed the voucher transmittal to the county for the three additional items (payroll, L&I and unemployment taxes). She worked on completion of the minutes from the 10/9/18 minutes, updated financial forms and updated the website.

In the absence of the Office Manager, upon Mr. Morris' return at 1:55 pm, both commissioners worked to process the checks and complete payroll.

ADJOURNMENT: The meeting adjourned at 3:00 pm

Submitted by:

Sarah Carlson Commissioner, Secretary Date

Date

APPROVED:

Deb Watson Commissioner, President

Joe Morris Date Commissioner, Treasurer