

TRAILS END WATER DISTRICT 2
10/12/21 ZOOM MEETING 7 PM
MINUTES

CALL TO ORDER: The meeting was called to order at 7:09 pm. A quorum was present.

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners
Anne Montgomery, Attorney; Denise Snow, Office Manager
1 member of the public

MINUTES: Ms. Carlson passed out copies of the 9/14/21 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 9/29/21 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 9/30/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 9/30/21 Financial Statement was passed out. Ms. Snow reported that our income this month was over \$13,000 due to new hook-ups. Mr. Morris moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$10,470.25. Ms. Carlson pointed that the largest bills were for Top Dog Drilling on the well. In addition, we had quarterly L&I and Employment Security taxes to pay. Mr. Morris moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing: Ms. Snow reported on the status of the billing.
- Maintenance:

Mr. Morris reported that both wells are on. He will be running the 24-hour monitoring study beginning at noon tomorrow (10/13/21). The results will be forwarded to Northwest Water Systems for their review. There are two more boxes to put in this month.

- Miscellaneous: None
- Liens: One is ready to place.

OLD BUSINESS:

Utility Moratorium Status: One customer, whose account was delinquent with no signed payment agreement, appeared to contest water shut-off. He explained that his family had suffered a number of severe health and financial issues over the past few months. He outlined them in detail for the

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commissioners. He asked that he be allowed to enter into a payment agreement, even though the date had passed. Following discussion Ms. Watson moved to make an exception to policy and approve a signed payment plan of \$75 tonight and \$100 per month until caught up. Mr. Morris seconded and the motion passed unanimously.

NEW BUSINESS:

2022 Budget: Ms. Carlson reminded the Commissioners that our 2022 budget will be due in November. As of this week, we have not received notice from the County Auditor's Office of the due date, but we usually approve it at the November meeting. Ms. Carlson has begun work on a proposed budget but is asking the Commissioners to come to the 10/29/21 Working Session prepared to finalize a proposal for approval at the regular meeting on 11/9/21. We are significantly over budget this year because of the water leaks and the well issues. However, we have also had more than anticipated growth due to new hook-ups. Both these issues will need to be taken into consideration in 2022.

IRS Issue: Ms. Carlson reported that once again, the IRS has not applied funds in the correct places. They are showing that we have credit of \$1770.67, but that we owe nearly that month. After lengthy phone conversations with them, she learned they had not received three of our 941 reports. She and the IRS representative went through the reports one by one. All of the payments are correct. Ms. Carson offered to scan the reports to them, but they required her to print out new ones. Each of the three needed to have an original signature, be dated as of the current date, and mailed in its own envelope. Ms. Carlson also accidentally put her own PO box on the last form instead of the district's. The IRS didn't even confirm with the district, they just made a wholesale change of our address on everything. She was able to get the address changed back. Besides these two issues, the District has never filed and paid federal unemployment. Ms. Carlson was not aware of this. She will have them completed and sent in as soon as possible.

Upcoming Working Sessions: Ms. Carlson pointed out that the November working session is scheduled on the Friday following Thanksgiving. She wanted to check with the other two commissioners on their holiday plans. Similarly, the December meeting is scheduled for New Year's Eve and the Community Club has an event scheduled that evening. Do we want to have the working sessions as scheduled? Do we want to change the dates? Do we want to cancel them? Following discussion Ms. Carlson moved to move the November working session to the 24th and the December working session to the 30th at 4:30 pm. Mr. Morris seconded and the motion passed unanimously.

Sarah moved to change the date Joe 2nd and the motion passed unanimously.

PUBLIC COMMENT: None

GOOD OF THE ORDER:

Mr. Morris said Nick Ernst of Top Dog Drilling, who does much of our work, is retiring. He offered to sell us some of his equipment. The commissioners discussed the offer buy all agreed that it would be more expense and work than we could provide. At the next working session, we will need to talk about who we can get to replace Top Dog.

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ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:55 pm.

Submitted by:

Sarah Carlson *10-12-21*
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris *Nov 9 2021*
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
10/12/21 ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

UTILITY MORITORIUM – STATUS

Potential Liens

Discussion of delinquent account-

Robert Hanson acct 243

NEW BUSINESS

2022 BUDGET

IRS ISSUE

HOLIDAY WORK SESSION SCHEDULE

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TRAILS END WATER DISTRICT FINANCIAL REPORT

September 30, 2021

COUNTY TREASURER ACCOUNTS

<u>General Account</u>			<u>General Investment Account</u>	
Beginning Balance		\$39,209.10	Beginning Balance	\$27,481.80
Credits		\$23,773.56	Credits	\$0.00
Debits		\$15,897.10	Debits	\$0.00
Ending Balance		\$47,085.56	Ending Balance	\$27,481.80
Total General Account Balance:		\$74,567.36		
<u>Water Revenue Account</u>			<u>Water Revenue Investment Account</u>	
Beginning Balance		\$10,150.90	Beginning Balance	\$118,781.64
Credits		\$7.55	Credits	\$0.00
Debits		\$0.00	Debits	\$0.00
Ending Balance		\$10,158.45	Ending Balance	\$118,781.64
Total Revenue Account Balance:		\$128,940.09		
<u>Assessment Revenue Account</u>			<u>Assessment Revenue Investment Account</u>	
Beginning Balance		\$595.84	Beginning Balance	\$8,533.18
Credits		\$0.54	Credits	\$0.00
Debits		\$0.00	Debits	\$0.00
Ending Balance		\$596.38	Ending Balance	\$8,533.18
Total Assessment Revenue Balance:		\$9,129.56		
<u>Reserve Maintenance Account</u>			<u>Reserve Maintenance Investment Account</u>	
Beginning Balance		\$8,433.88	Beginning Balance	\$26,983.79
Credits		\$2,498.54	Credits	\$0.00
Debits		\$0.00	Debits	\$0.00
Ending Balance		\$10,932.42	Ending Balance	\$26,983.79
Total Maintenance Account Balance:		\$37,916.21		
Total Cash Balance:		\$68,772.81	Total Investments Balance	
			\$131,780.41	
Total cash & investments		\$250,553.22		

OLYMPIA FEDERAL ACCOUNTS

<u>Main Account</u>			<u>Petty Cash Account</u>	
Beginning Balance		\$1,633.07	Beginning Balance	\$591.00
Credits		\$17,571.13	Credits	\$0.03
Debits		\$12,628.53	Debits	\$20.15
Ending Balance		\$6,575.67	Ending Balance	\$570.88

TOTAL BALANCE IN ALL ACCOUNTS

\$257,699.77