

**TRAILS END WATER DISTRICT 2**  
**11/8/22 ZOOM MEETING 7 PM**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:04. A quorum was present.

**ATTENDANCE:** Deb Watson, Sarah Carlson, Commissioners  
Anne Montgomery, Attorney; Denise Snow, Office Manager  
0 members of the public

Mr. Morris called asking to be excused because he is ill. Ms. Carlson moved to excuse Mr. Morris from this meeting, Ms. Watson seconded and the motion passed unanimously.

**MINUTES:** Ms. Carlson passed out copies of the 10/11/22 meeting minutes. Ms. Watson pointed out a scribe's error on the first line under old business. That error was corrected to read, "She also..." Ms. Watson moved to approve the minutes as corrected. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 10/28/22 Working Session. Ms. Watson moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The commissioners reviewed the 10/31/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 10/31/22 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$14,385.89.

General Expenditures: \$10,654.69  
Payroll: \$3,731.20

Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing: Ms. Snow reported on past due accounts, account changes and returned billings. No action was necessary.
- Maintenance: In Mr. Morris' absence, Ms. Snow reported he has talked to Northwest Water Services but we still do not have their report. They have had staff changes that is slowing down the completion.

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- Miscellaneous:

Ms. Snow reported that our website master at padapple just passed away following a long illness. We will be looking for a new web master. Ms. Montgomery informed the commissioners that we will need to get all of the information from padapple. We need to be sure any agreement with a new vendor includes clear language that we own the site. When we have an agreement, we should send it to her for review before we sign. Her firm also had some possible recommendations if we need them. According to Ms. Snow, Mr. Morris is going to meet with a potential candidate to discuss transfer and we will go from there.

- Liens: No changes

**OLD BUSINESS:**

Mr. Morris continues to work on the well

IRS: Tara Dunford is working on this. Ms. Snow and Ms. Carlson continue to send her information as necessary.

**NEW BUSINESS:**

**2023 Budget:** The commissioners worked on the budget at their last working session. Ms. Carlson put the proposed figures as discussed into a final proposed budget for review and approval. Following review by the commissioners, Ms. Watson moved to approve the 2023 budget proposal of \$159,000.00 as presented. Ms. Carlson seconded and the motion passed unanimously.

**PUBLIC COMMENT:**

None

**GOOD OF THE ORDER:**

None

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 7:27.

Immediately following adjournment commissioners realized they had not passed the formal resolution adopting the 2023 budget. They reconvened the meeting for the sole purpose of voting on the resolution. Ms. Watson moved to approve Resolution 2022-1 adopting a budget for 2023 of \$159,000.00. Ms. Carlson seconded and the motion passed unanimously.

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Submitted by:

Sarah Carlson 12-13-22  
Sarah Carlson Date  
Commissioner, Secretary

APPROVED:

Deb Watson 21 Dec 2022  
Deb Watson Date  
Commissioner, President

Joe Morris 12-13-22  
Joe Morris Date  
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2  
AGENDA  
11/8/22 ZOOM MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING  
MAINTENANCE  
MISCELLANEOUS  
LEINS**

**OLD BUSINESS**

**SOURCE APPROVAL AND WELL UPDATES**

**NEW BUSINESS**

**2023 BUDGET**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

**TRAILS END WATER DISTRICT FINANCIAL REPORT**

October 31, 2022

**COUNTY TREASURER ACCOUNTS**

**General Account**

**General Investment Account**

Beginning Balance	\$79,369.72	Beginning Balance	\$27,481.80
Credits	\$9,415.35	Credits	\$0.00
Debits	\$14,250.09	Debits	\$0.00
Ending Balance	\$74,534.98	Ending Balance	\$27,481.80

**Total General Account Balance: \$102,016.78**

**Water Revenue Account**

**Water Revenue Investment Account**

Beginning Balance	\$10,800.17	Beginning Balance	\$118,781.64
Credits	\$237.36	Credits	\$0.00
Debits		Debits	\$0.00
Ending Balance	\$11,037.53	Ending Balance	\$118,781.64

**Total Revenue Account Balance: \$129,819.17**

**Assessment Revenue Account**

**Assessment Revenue Investment Account**

Beginning Balance	\$642.52	Beginning Balance	\$8,533.18
Credits	\$17.05	Credits	\$0.00
Debits		Debits	\$0.00
Ending Balance	\$659.57	Ending Balance	\$8,533.18

**Total Assessment Revenue Balance: \$9,192.75**

**Reserve Maintenance Account**

**Reserve Maintenance Investment Account**

Beginning Balance	\$40,688.24	Beginning Balance	\$26,983.79
Credits	\$2,261.42	Credits	\$0.00
Debits	\$0.00	Debits	\$0.00
Ending Balance	\$42,949.66	Ending Balance	\$26,983.79

**Total Maintenance Account Balance: \$69,933.45**

**Total Cash Balance: \$129,181.74**

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

**Total cash & Investments: \$310,962.15**

**OLYMPIA FEDERAL ACCOUNTS**

**Main Account**

**Petty Cash Account**

Beginning Balance	\$800.83	Beginning Balance	\$315.60
Credits	\$10,575.73	Credits	\$184.41
Debits	\$8,263.81	Debits	\$6.24
Ending Balance	\$3,112.75	Ending Balance	\$493.77

**TOTAL BALANCE IN ALL ACCOUNTS**

Last month \$314397.49

\$171.19

**\$314,568.67**