

**TRAILS END WATER DISTRICT 2
12/13/22 ZOOM MEETING 7 PM
MINUTES**

CALL TO ORDER: The meeting was called to order at 7:02 pm. A quorum was present.

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners
Anne Montgomery, Attorney
0 members of the public

MINUTES: Ms. Carlson passed out copies of the 11/8/22 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 11/17/22 Special Emergency 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 11/25/22 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 11/30/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/22 Financial Statement was passed out. Ms. Carlson reported that we have plenty for the amount of vouchers. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$25,275.14 as follows:

Payroll:	\$ 1,136.26
General Expenses:	\$24,138.88

Ms. Carlson explained the unusually high amount this month was largely the result of expenditures incurred from the main break. Although this takes us over our original budget, there is in excess of \$80,000 in the general account.

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

STAFF REPORTS:

- Maintenance:

Mr. Morris reported we spent roughly \$15,000 on the road repair. The Northwest Water System wants more money to do a water system plan since we are adding a well, and additional hookups. Our existing plan is 12+ years old and no longer functional. They have submitted an estimate of \$20,000 – 25,000 to re-write the plan. Discussion followed.

- Liens: No changes

OLD BUSINESS:

Website: Mr. Morris left a message for the person by phone who was going help us but has not heard back.

**TRAILS END WATER DISTRICT 2
12/13/22 ZOOM MEETING 7 PM
MINUTES**

Source Approval: Ms. Carlson moved to amend the contract with Northwest Water Systems to allow for an additional one-time payment of not to exceed \$25,000 for an updated water system plan. Ms. Watson seconded and the motion passed unanimously.

NEW BUSINESS:

Water System Plan – Discussed previously

Price Increase – Inflation is growing and as of November it was up 7.1%. All of our costs are going up rapidly. Our last rate study recommended a 3% rate increase yearly, but we did not raise rates in 2022. Discussion followed. Ms. Carlson moved to increase all rates by 9% beginning (send Ms. Montgomery the figures) beginning with 2/1/23 billing. Mr. Morris seconded and the motion passed unanimously. We will do a budget review in June for 2023 to discuss any needed changes.

Increase in Petty Cash - There was discussion about increasing the limit on our petty cash account. Ms. Watson did some research but action was taken pending further information.

The Washington Association of Water and Sewer Districts sent a ballot for all member districts to vote for committee members. Ms. Watson moved to accept the roster of candidates for Retrospective Rating Program Committee. 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 8:13 pm.

Submitted by:

Sarah Carlson 1-10-23
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 01/10/2023
Deb Watson Date
Commissioner, President

Joe Morris 1-10-23
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
12/13/22 ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

BILLING
MAINTENANCE
MISCELLANEOUS
LEINS

OLD BUSINESS

Good Daddy.com- Website Administrator
Source 4 Approval & Well updates
2020/21 Quarterlies and Tara D
Future Quarterlies – how to better support -

NEW BUSINESS

Water System Plan –
Price Increase 2023
Debit / Petty Cash Account
WASWD Ballot

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TRAILS END WATER DISTRICT FINANCIAL REPORT

November 30 2022

COUNTY TREASURER ACCOUNTS

<u>General Account</u>			<u>General Investment Account</u>	
Beginning Balance		\$74,534.98	Beginning Balance	\$27,481.80
Credits		\$20,972.89	Credits	\$0.00
Debits		\$14,385.89	Debits	\$0.00
Ending Balance		\$81,121.98	Ending Balance	\$27,481.80
Total General Account Balance:		\$108,603.78		
<u>Water Revenue Account</u>			<u>Water Revenue Investment Account</u>	
Beginning Balance		\$11,037.53	Beginning Balance	\$118,781.64
Credits		\$291.00	Credits	\$0.00
Debits			Debits	\$0.00
Ending Balance		\$11,328.53	Ending Balance	\$118,781.64
Total Revenue Account Balance:		\$130,110.17		
<u>Assessment Revenue Account</u>			<u>Assessment Revenue Investment Account</u>	
Beginning Balance		\$659.57	Beginning Balance	\$8,533.18
Credits		\$20.91	Credits	\$0.00
Debits			Debits	\$0.00
Ending Balance		\$680.48	Ending Balance	\$8,533.18
Total Assessment Revenue Balance:		\$9,213.66		
<u>Reserve Maintenance Account</u>			<u>Reserve Maintenance Investment Account</u>	
Beginning Balance		\$42,949.66	Beginning Balance	\$26,983.79
Credits		\$3,066.71	Credits	\$0.00
Debits		\$0.00	Debits	\$0.00
Ending Balance		\$46,016.37	Ending Balance	\$26,983.79
Total Maintenance Account Balance:		\$73,000.16		
Total Cash Balance:		\$139,147.36	Total Investments Balance	
				\$181,780.41
Total cash & Investments			\$320,927.77	

OLYMPIA FEDERAL ACCOUNTS

<u>Main Account</u>			<u>Petty Cash Account</u>	
Beginning Balance		\$7,844.44	Beginning Balance	\$376.73
Credits		\$16,812.20	Credits	\$123.28
Debits		\$22,687.65	Debits	\$432.11
Ending Balance		\$1,968.99	Ending Balance	\$67.90

TOTAL BALANCE IN ALL ACCOUNTS

\$322,964.66

Last month \$314568.67 \$ 8,395.99