

**TRAILS END WATER DISTRICT 2**  
**3/8/22 ZOOM MEETING 7 PM**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:00 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

Ms. Carlson sent a note requesting to be excused from the meeting to attend her grandson's Boy Scout Court of Honor. Ms. Watson made a motion to excuse Ms. Carlson from the meeting. Mr. Morris seconded and the motion passed unanimously.

**MINUTES:** Copies of the 2/8/22 meeting minutes were passed out. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously. Copies of the 2/25/22 Working Session minutes were passed out. Ms. Watson moved to approve the minutes as written. Mr. Morris seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 2/28/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 2/28/22 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers totaling \$13,256.91 were presented in the amounts of Payroll, \$3,244.65 and district expenditures, \$10,012.26. The largest payment this month is for the 2021 Department of Revenue Public Utility Excise Tax. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

All is going well. There was only one returned envelope. The same one comes back every month for the property we placed a lien on. There is no forwarding address for the customer.

- Maintenance:

Mr. Morris reported that we have one more trial run to make, which we hope will happen this week, on both source 3 and 4. We should be able to schedule the 24-hour pump run on Source 4 thereafter.

- Miscellaneous:

None

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- Liens: No changes, only one lien is in place.

**OLD BUSINESS:**

Generator

There was discussion on whether to repair or replace the generator. Ms. Watson moved to approve up to \$1500 for Kitsap Diesel to trouble-shoot the generator. Mr. Morris seconded and the motion passed unanimously.

Audit

According to written information provided for the meeting by Ms. Carlson, she has corrected the 2018 and 2019 on-line filing with the state Auditor's Office. She believed the issue was the final SRF payment. The check was written in 2018 but it was not cashed until 2019. She is going to take a look at the 2020 report to be sure it is correct and then start on the 2021 report.

IRS/Account

As discussed briefly at the February regular meeting and in depth in the February working session, Ms. Carlson contacted the CPA, Tara Dunford, as recommended by Ms. Montgomery. She received a quote of \$165 per hour for her services. After Ms. Carlson explained our situation, she explained the conditions and work she was able to do for us. Ms. Dunford said she thought that 10 hours would get us a long way toward sorting out the issues. Ms. Carlson told her she would present the results of their conversation to the Board, including a request for \$1650 retainer to cover the 10 hours. It was Ms. Carlson's recommendation to the Board that we accept this proposal.

Mr. Morris moved to hire Ms. Tara Dunford for 10 hours of work with a retainer of \$1650 toward resolving the issues with the IRS. Deb seconded and the motion passed unanimously.

**NEW BUSINESS:**

Theft from Drop Box

Mr. Morris reported that we have some thefts from the drop box. We have had four customers in the past month saying that their checks were not received. The customers stated their checks had not cleared. They were asked to check with their bank and all have sent replacement checks. This is also the time frame when the homeless person was found in the storage shed. Nothing can be proved.

WASWD Spring Conference

The WASWD Spring Conference is coming up. Sarah had indicated she was not able to go. Mr. Morris said he was not available either, but Ms. Watson asked to go.

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**PUBLIC COMMENT:**

None

**GOOD OF THE ORDER:**

Ms. Carlson left a note that the Department of Revenue website was finally back up and she was able to file our annual report. She sent the report along with the electronic funds transfer information.

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 7:29.

Submitted by:

Sarah Carlson 4-12-22  
Sarah Carlson                      Date  
Commissioner, Secretary

APPROVED:

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Deb Watson                      Date  
Commissioner, President

Joe Morris APR 12 2022  
Joe Morris                      Date  
Commissioner, Treasurer



**TRAILS END WATER DISTRICT 2  
AGENDA  
3/8/22 ZOOM MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING  
MAINTENANCE  
MISCELLANEOUS  
LEINS**

**OLD BUSINESS**

**GENERATOR  
AUDIT  
IRS/ACCOUNTANT**

**NEW BUSINESS**

**WASWD SPRING CONFERENCE**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**