# TRAILS END WATER DISTRICT 6/8/2021 7PM ZOOM MEETING 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.

MINUTES: Ms. Carlson passed out copies of the 5/11/21 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 5/28/21 Working Session. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded, and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 5/31/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 5/31/21 Financial Statement was passed out. Ms. Snow and Ms. Carlson worked to make some changes on the Financial Report format to make it clearer to read. Ms. Watson moved to accept the report as presented. Ms. Carlson seconded, and the motion passed unanimously

<u>Voucher Approval</u>: Vouchers were presented in the amount of \$9251.67. Top Dog did not get us
their latest bill for the large amount we owe. Ms. Watson moved to pay the vouchers as presented. Mr.
Morris seconded and the motion passed unanimously.

Ms. Carlson brought up cost of stamps. The price will be going up in August. She asked Ms. Snow to check on our supply. It may be a cost savings to purchase a number of stamps before the price hike.

### STAFF REPORTS:

## Billing:

Ms. Snow reported that only one statement is coming back unclaimed. Ms. Snow has made unsuccessful attempts to reach the customer by phone and mail. She has no e-mail address and has searched public records for information that would help her locate them. They may be out of state. Otherwise, including that one, there are only 4 accounts over 61 days past due. She has confirmed that the others have received their statements. As with all past due accounts, Ms. Snow said she has sent the customer care payment information in the bills.

### <u>Maintenance</u>:

Mr. Morris reported that all the parts are now in hand to complete the work being done on the wells. He is hoping to get started on the work, perhaps as early at tomorrow. Ms. Watson reported that Nick

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Howell is having personal difficulties. She is concerned that he will not be able to complete the work. When she gets back from vacation, she will take on the project herself.

### Miscellaneous:

Commissioners discussed the possibility of holding in-person meetings again when the Governor fully opens the state. Ms. Montgomery reported that it is all speculation and pending the governor's final decision. Everyone present agreed to stay with the ZOOM meetings until the whole COVID situation is all over.

### Liens:

No new liens to report.

### OLD BUSINESS:

System Updates: Discussed above. We have received nine new applications for water hook-ups.

Annual Reports: Ms. Carlson reported that the annual Auditor's Report was been submitted prior to the due date. She has started working on the other mandatory report, Consumer Confidence Report, which must be sent out prior to June 30, 2021. She asked for feed-back and suggestions for updates to include in the report. Commissioners felt that there was nothing to add to the previous report. Ms. Carlson will update the necessary data.

### **NEW BUSINESS:**

<u>Transfer of Funds</u>: As discussed at the 5/28/21 working session, commissioners were concerned that there would not be enough money in the General Account to pay the large bill expected for work done by Top Dog. Following discussion at that meeting, it was decided to move \$9,000 from the Reserve Maintenance account and \$11,000 from the Water Revenue account into the General account. Ms. Carlson reported that she has submitted the transfer account request to the Treasurer's Office.

<u>Working Session Cancellation</u>: Ms. Watson and Ms. Carlson are going to be unavailable for the June Working Session. Ms. Montgomery explained that we do not need to do a motion to cancel the meeting. It is sufficient to let today's minutes reflect that there will be no working session in June.

### **PUBLIC COMMENT:**

Nothing

### GOOD OF THE ORDER:

Ms. Snow will be gone from 6/11 through 6/28. She will back

# TRAILS END WATER DISTRICT 6/8/2021 7PM ZOOM MEETING MINUTES

# ADJOURNMENT: Ms. Watson moved to adjourn the meeting at 7:24 pm Submitted by: Carlson 6-8-3-1 Sarah Carlson Date Commissioner, Secretary APPROVED:

Deb Watson

Date

Commissioner, President

Joe Morris

OM 13 July 21
Date

Commissioner, Treasurer

# TRAILS END WATER DISTRICT 2 AGENDA 6/8/21 MEETING

CALL TO ORDER

**MINUTES** 

TREASURER'S REPORT

**VOUCHER APPROVAL** 

REPORTS

BILLING MAINTENANCE MISCELLANEOUS LEINS

OLD BUSINESS

SYSTEM UPDATE AUDITOR REPORT

**NEW BUSINESS** 

TRANSFER OF MONEY WORKING SESSION CANCELLED

**PUBLIC COMMENTS** 

GOOD OF THE ORDER

**EXECUTIVE SESSION (If necessary)** 

ADJOURNMENT

		TRAI	LS END WATER D		NCIAL REPORT		
				ay 31, 2021 ASURER ACCOL	JNTS — —		
Ganaral	Account				General Investmen	at Account	<u> </u>
general	Account	<del>  _</del>			General investmen	HE ACCOUNT	
	Beginning Balance		\$25,999.77		Beginning Balance		\$27,481.80
	Credits		\$15,029.47		Credits		
	Debits		\$27,498.24		Debits		
	Ending Balance	! <u> </u>	\$ <u>13,</u> 531.00		Ending Balance	l	\$27,481.80
		Total General	Account Balance:	\$41,012.80			
Mater P	tevenue Account	<del>-  </del>	<del></del>		Water Revenue In	uestment Accou	mt .
voatel n	evenue Account			<u> </u>	Water Neveride III	Vestillent Accou	<u> </u>
	Beginning Balance	"-	\$21,110.13		Beginning Balance		\$118,781.64
	Credits		\$9.42		Credits		
	Debits				Debits		
	Ending Balance		\$21,119.55		Ending Balance		\$118,781.64
		Total Revenue	Account Balance:	\$139,901.19			
Δεςρεεμ	ent Revenue Accou				Assessment Reven	ue Investment /	Account
	ient nevenue Accour			<u> </u>	- sacasment neven	maearilerit )	
	Beginning Balance		\$592.91		Beginning Balance		\$8,533.18
	Credits		\$0.67		Credits		
_	Debits				Debits		
	Ending Balance		\$593.58		Ending Balance		\$8,533.18
		Total Assessmen	t Revenue Balance:	\$9,126.76		<u> </u>	<u> </u>
Reserve	Maintenance Accou	<u>ınt</u>		<u> </u>	Reserve Maintena	nce investment	Account
			448.000.50				40.000.00
_	Beginning Balance		\$10,809.62		Beginning Balance		\$26,983.79
	Credits		\$1,564.78		Credits		<del>_</del>
	Debits	_ <del></del>			Debits		
	Ending Balance		\$12,374.40		Ending Balance		\$26,983.79
		Total Maintenan	ce Account Balance:	\$39,358.19			
	Total Cash Balance:		\$47,618.53		Total Investments Balance		\$181,780.41
			Total cash & Inv	estments/	\$229,398.94		
			OLYMPIA FF	DERAL ACCOUN		L <u> </u>	
			921114 11172				
	Main Account				Petty Cas	h Account	
					D - 1 - 1 - D - 1		
	Beginning Balance	<del></del> +	\$1,718.87		Beginning Balance Credits	<del></del> _	\$320.78
:-	Credits Debits		\$15,956.51 \$9,881.96		Debits	<u> </u>	\$179.24
_	Ending Balance		\$7,793.42		Ending Balance		\$9.07 \$490.95
	Eriang Souther						7.55.55
last	month \$242332.49	(\$4,649.18)	TOTAL BALANC	CE IN ALL ACCO	UNTS		
		(4.)2.10(0)	\$23	37,683.31			
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