

**TRAILS END WATER DISTRICT 2
IN PERSON AND ZOOM MEETING 7 PM
MINUTES
7/12/22**

CALL TO ORDER: The meeting was called to order at 7:03. 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 6/14/22 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Copies of the 6/24/22 working session were passed out. Because only one commissioner was available for the working session, it was not held. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously.

PUBLIC COMMENT: Ms. Snow related that she took a telephone comment about the chlorinating. She assured the caller that she would present his comment to the commissioners at the meeting. We recently had to chlorinate the system for a few days. It was asked, if we know in advance, that we notify customers via a comment on the bills. Ms. Snow told him the information was on the website. Commissioners discussed the request. We do have customers who don't use the internet. Commissioners were all in agreement that it was an excellent idea and we will put more information on the bills. However, there may be times when it may not be possible because of the timing of the billing cycle.

TREASURER/FINANCIAL REPORT: The board members reviewed the 6/30/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 6/30/22 Financial Statement was passed out. Mr. Morris moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented totaling \$6833.16. The amounts broke down as follows:
\$2401.02 Payroll
\$3563.46 Operating Expenses
\$868.68 Maintenance 868.68

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

STAFF REPORTS:

- Billing:

Ms. Snow presented a list of delinquent accounts with notes on collection progress.

- Maintenance:

As noted last month, Ms. Watson and Mr. Howell are scheduled for to work on it on 7/18/22.

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- Miscellaneous:

We have one new part time worker.

- Liens: One still in effect

OLD BUSINESS:

Well Update: The engineer just got back from vacation so Mr. Morris will get the testing process moving again. He reported on some of the things that will need to be done and/or adjusted.

Policies and Procedures: Ms. Montgomery said she has a notebook of information she has accumulated on policies and procedures. She invited Ms. Carlson to meet in her office to review the information.

NEW BUSINESS:

None.

GOOD OF THE ORDER:

Ms. Watson reported she will be having a medical procedure and will not make the September meeting.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:35 pm.

Submitted by:

Sarah Carlson 8-9-22
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 09 Aug 2022
Deb Watson Date
Commissioner, President

Joe Morris Aug 9 2022
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
Commissioner's Meeting Agenda
7-12-22 ZOOM MEETING**

- I. MEETING CALL TO ORDER**
- II. ATTENDANCE**
- III. APPROVAL OF MINUTES FROM LAST MEETING(S)**
- IV. PUBLIC RECOGNITION**
- V. PUBLIC COMMENT**
- VI. TREASURERS REPORT – DOCUMENT VALIDATION**
 - a. GENERAL FUND \$88,222.03**
 - b. RESERVE MAINT FUND \$102,313.54**
 - c. PAST DUE 61+DAYS BALANCE \$1,809.64 / \$3,368.89**
 - d. UNCLEARED CHECKS-(3) \$2,154.50**
- VII. VOUCHER APPROVAL /TOTAL \$**
 - a. PAYROLL \$2,401.02**
 - b. OPERATING EXPENSE \$3,563.46**
 - c. MAINTENACE EXPENSE \$868.68**
 - d. EMPLOYEE/OFFICER EXPENSE \$0-**
- VIII. OPEN ISSUES**

REPORTS

MAINTENANCE- Generator July 18 / Source 4 testing schedule, Mid to end July?
MISCELLANEOUS – Carlos will continue reading meters, new employee David
LEINS- one lien, customer currently making payments

OLD BUSINESS

WELL UPDATE
POLICY AND PROCEDURES

NEW BUSINESS

NONE

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TRAILS END WATER DISTRICT FINANCIAL REPORT

June 30 2022

COUNTY TREASURER ACCOUNTS

General Account

Beginning Balance	\$60,740.23
Credits	\$10,184.51
Debits	\$11,957.17
Ending Balance	\$58,967.57

General Investment Account

Beginning Balance	\$27,481.80
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$27,481.80

Total General Account Balance: \$86,449.37

Water Revenue Account

Beginning Balance	\$10,269.56
Credits	\$67.37
Debits	
Ending Balance	\$10,336.93

Water Revenue Investment Account

Beginning Balance	\$118,781.64
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$118,781.64

Total Revenue Account Balance: \$129,118.57

Assessment Revenue Account

Beginning Balance	\$604.39
Credits	\$4.84
Debits	
Ending Balance	\$609.23

Assessment Revenue Investment Account

Beginning Balance	\$8,533.18
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$8,533.18

Total Assessment Revenue Balance: \$9,142.41

Reserve Maintenance Account

Beginning Balance	\$30,699.36
Credits	\$2,418.27
Debits	
Ending Balance	\$33,117.63

Reserve Maintenance Investment Account

Beginning Balance	\$26,983.79
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$26,983.79

Total Maintenance Account Balance: \$60,101.42

Total Cash Balance: \$103,031.36

Total Investments Balance: \$181,780.41

Total cash & Investments: \$284,811.77

OLYMPIA FEDERAL ACCOUNTS

Main Account

Beginning Balance	\$6,000.52
Credits	\$14,510.45
Debits	\$17,885.80
Ending Balance	\$2,625.17

Petty Cash Account

Beginning Balance	\$479.88
Credits	\$161.24
Debits	\$591.32
Ending Balance	\$49.80

TOTAL BALANCE IN ALL ACCOUNTS

Last month \$290574.35 \$

\$287,486.74

General Acct Bal \$58,967.57