

**TRAILS END WATER DISTRICT 2
AUGUST 10, 2021 ZOOM MEETING 7 PM
MINUTES**

CALL TO ORDER: The meeting was called to order at 7:01 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 7/13/21 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 7/30/21 Working Session minutes. Ms. Watson moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 7/31/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 7/31/21 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 were presented in the amount of \$14,611.40. The largest item this month is for Top Dog for the work on the tank. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow reported that we have 10 or so delinquent accounts. She is now keeping a list of the people who have been sent the delinquent notices. No one has called to say anything about the rate increases. Our deposits were \$9300 in July because of new hookups. We have had 10 new builds this year.

- Maintenance:

Mr. Morris reported that we are now running on source 3 without chlorination. The monthly test from source 3 came back good even after being open during the work. Next week he plans to start on source 4. Ms. Watson got ahold of Nick Howell. They have an appointment for Monday 9/13/21 to get the generator up and running.

- Miscellaneous:

Nothing to report

- Liens: None

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OLD BUSINESS:

CYBER SECURITY: Commissioners discussed cyber security at the 7/30/21 working session. It was decided to rely on our back-up hard copies for now. We will table the issue until source 4 is up and running. In the meantime, all staff with access to the computer is cautioned not to open any links. Links are a primary risk to security.

State Auditor – Ms. Carlson reported that she responded to the notice from the state auditor about 2019 annual report. Several items were no longer in the electronic report. Ms. Carlson had electronic copies of all but one item and was able to re-attach everything. A notice has been received that the auditor has received the completed report.

PAID LEAVE ON FEDERAL HOLIDAYS – Ms. Carlson found an issue regarding paying staff for federal holiday leave. Ms. Montgomery had sent a memo out referencing paid leave for federal holidays. Discussion ensued on whether our district is required to pay holidays and at what rate. Ms. Montgomery reported that since we are a special purpose district, we do need to pay holidays. Ms. Carlson reported that the State of Washington pays part time employees with a percent calculation based on the number of hours a fulltime person and the number of hours that the part time person worked. The question was asked if we have to go back? Ms. Montgomery suggested that we should go back and pay the appropriate amount of holiday pay. Ms. Montgomery will do more research on handle elected official getting a wage, how intermittent labor and seasonal labor should be handled. Ms. Montgomery will bring her findings to the 8/27/21 working session.

COMMISSIONER TRAINING – Public Disclosure Training has to be done when a commissioner gets elected according to Ms. Montgomery. She thinks it is recommended as yearly. We can do a share screen and all do it all at one time. The commissioners agreed to do it at the 8/27/21 working session

NEW BUSINESS:

None

PUBLIC COMMENT:

None

GOOD OF THE ORDER:

None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:48 pm.

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Submitted by:

Sarah Carlson 8-10-21
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 14 Sept 2021
Deb Watson Date
Commissioner, President

Joe Morris 9-14-21
Joe Morris Date
Commissioner, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

July 31, 2021

COUNTY TREASURER ACCOUNTS

General Account

Beginning Balance	\$37,714.61
Credits	\$22,215.90
Debits	\$16,755.74
Ending Balance	\$43,174.77

General Investment Account

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

Total General Account Balance: \$70,656.57

Water Revenue Account

Beginning Balance	\$10,126.89
Credits	\$6.99
Debits	
Ending Balance	\$10,133.88

Water Revenue Investment Account

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

Total Revenue Account Balance: \$128,915.52

Assessment Revenue Account

Beginning Balance	\$594.11
Credits	\$0.50
Debits	\$0.00
Ending Balance	\$594.61

Assessment Revenue Investment Account

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

Total Assessment Revenue Balance: \$9,127.79

Reserve Maintenance Account

Beginning Balance	\$4,818.45
Credits	\$1,624.82
Debits	
Ending Balance	\$6,443.27

Reserve Maintenance Investment Account

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

Total Maintenance Account Balance: \$33,427.06

Total Cash Balance: \$60,346.53

Total Investments Balance: \$181,780.41

Total cash & Investments: \$242,126.94

OLYMPIA FEDERAL ACCOUNTS

Main Account

Beginning Balance	\$1,975.40
Credits	\$23,548.89
Debits	\$23,891.22
Ending Balance	\$1,633.07

Petty Cash Account

Beginning Balance	\$590.98
Credits	\$0.02
Debits	\$0.00
Ending Balance	\$591.00

TOTAL BALANCE IN ALL ACCOUNTS

Last month \$237,600.85 \$9,316.54

\$244,351.01

**TRAILS END WATER DISTRICT 2
AGENDA
8/10/21 ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

CYBER SECURITY

NEW BUSINESS

**2018 AUDIT REPORT ISSUES
PAID ANNUAL LEAVE
COMMISSIONER TRAINING – Public Disclosure Training?**

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT