

**TRAILS END WATER DISTRICT 2**  
**9/14/21 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 8/10/21 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 8/27/21 Working Session minutes. 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 8/31/21 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 8/31/21 Financial Statement was passed out. Ms. Snow pointed out that we are up about \$3000 from last month in the total of all accounts despite the expenditures. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$15,897.10. Ms. Watson moved to pay the vouchers as presented. Mr. Morris seconded and the motion passed unanimously.

**STAFF REPORTS:**

- Billing:

See old business below

- Maintenance:

Mr. Morris said we have removed the building from Source 4 to get better access for the work that needs to be done. It turns out that the sensor we got from Northwest Water Systems no longer meets the DOH requirements. Mr. Morris will be working on a solution for that. We have yet to do the 2-call float system and he is working with Drew. Once that is done, we should be able to get source 4 approved.

Ms. Watson reported that she worked on the generator in an attempt to figure out the wiring. Cummins sent a new drawing. She and Nick Howell have scheduled to do the re-wire according to their new wiring schematic on 9/27/21.

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- Miscellaneous:

Ms. Carlson reported that there were problems with posting minutes and other documents to the website. She entered the information and it went through the process to post them. They were all accepted but didn't show up on the home page. She suspected that our data was used up. The site contained minutes going back to 2014. All minutes are maintained for ever according to law. Since they are available if they are ever needed and the standard 3 or 6-year record retention time period had expired, Ms. Carlson deleted the 2014 minutes from the website. She did not delete resolutions or other reports such as the audit, rate study, etc. Ms. Montgomery said that was a correct and legal procedure.

- Liens: See Old Business
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**OLD BUSINESS:**

Utility Moratorium Ends: Ms. Snow presented a list of those customers who have not been paying nor have they made payment arrangements. Discussion took place. Ms. Montgomery said it is not required, but we can send out a letter just before the end of the moratorium telling these customers they will be shut off and a lien may be placed. Again, the commissioners discussed options in the several different circumstances. Ms. Montgomery explained the "partial payment" situation and legal ramifications. She does not recommend that we accept partial payments. If they really have an issue, customers can ask to be put on the agenda of a regular meeting and plead their case to the board. It was agreed that, if a payment plan has not been signed with a past due customer, the balance will be due in full or service will be turned off and a lien placed. We will no accept partial payments

Resolution on Holiday Pay: Following our discussion at the last meeting, Ms. Montgomery presented a resolution for consideration by the board. Ms. Carlson moved to accept Resolution 2021-2 regarding holiday pay. Ms. Watson seconded and the motion passed unanimously.

**NEW BUSINESS:**

None

**PUBLIC COMMENT:**

None

**GOOD OF THE ORDER:**

None

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ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:38 pm.

Submitted by:

Sarah Carlson      9-14-21  
Sarah Carlson      Date  
Commissioner, Secretary

APPROVED:

Deb Watson      10/15/2021  
Deb Watson      Date  
Commissioner, President

Joe Morris      10/11/21  
Joe Morris      Date  
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2  
AGENDA  
9/14/21 ZOOM MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING  
MAINTENANCE  
MISCELLANEOUS  
LEINS**

**OLD BUSINESS**

**UTILITY MORATORIUM ENDS  
RESOLUTION ON PAID HOLIDAY LEAVE**

**NEW BUSINESS**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

**TRAILS END WATER DISTRICT FINANCIAL REPORT**

August 31, 2021

**COUNTY TREASURER ACCOUNTS**

**General Account**

Beginning Balance	\$43,174.77
Credits	\$10,645.73
Debits	\$14,611.40
Ending Balance	\$39,209.10

**Total General Account Balance: \$66,690.90**

**General Investment Account**

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

**Water Revenue Account**

Beginning Balance	\$10,133.88
Credits	\$17.02
Debits	\$0.00
Ending Balance	\$10,150.90

**Total Revenue Account Balance: \$128,932.54**

**Water Revenue Investment Account**

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

**Assessment Revenue Account**

Beginning Balance	\$594.61
Credits	\$1.23
Debits	\$0.00
Ending Balance	\$595.84

**Total Assessment Revenue Balance: \$9,129.02**

**Assessment Revenue Investment Account**

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

**Reserve Maintenance Account**

Beginning Balance	\$6,443.27
Credits	\$1,990.61
Debits	\$0.00
Ending Balance	\$8,433.88

**Total Maintenance Account Balance: \$35,417.67**

**Reserve Maintenance Investment Account**

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

**Total Cash Balance: \$58,389.72**

**Total Investments Balance: \$181,780.41**

**Total cash & Investments \$240,170.13**

**OLYMPIA FEDERAL ACCOUNTS**

**Main Account**

Beginning Balance	\$1,633.07
Credits	\$17,571.13
Debits	\$12,628.53
Ending Balance	\$6,575.67

**Petty Cash Account**

Beginning Balance	\$591.00
Credits	\$0.03
Debits	\$20.15
Ending Balance	\$570.88

**TOTAL BALANCE IN ALL ACCOUNTS**

Last month \$244,351.01    ???

**\$247,316.68**