

**TRAILS END WATER DISTRICT 2
10-10-23 ZOOM MEETING 7 PM
MINUTES**

CALL TO ORDER: The meeting was called to order at 7:04 pm. A quorum was present.

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners
Denise Snow, Office Manager
0 members of the public

MINUTES: Ms. Carlson passed out copies of the 9/12/23 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously. The minutes from the 9/29/23 working session were not ready.

TREASURER/FINANCIAL REPORT: The board members reviewed the 9/30/23 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 9/30/23 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented totalling \$17,733.17 in the amounts of:

General Expenditures:	\$14,437.43
Payroll:	\$ 3,295.74

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

STAFF REPORTS:

- Billing:

We had 10 delinquencies last month and 4 doors were tagged. Of those, two have paid in full.

- Maintenance:

Mr. Morris outlined maintenance done on the system throughout the month.

- Liens: We continue to have one lien.

OLD BUSINESS:

Baker Silo - The recent project at the tower has been completed.

Website Status – Ms. Snow and Ms. Carlson participated in training on managing the website. During the training, it was determined that there were several problems with the site. Jeremy Moff will have the problems corrected and reschedule the training.

Restrictive Covenant Status – Ms. Watson reported on continuing efforts to secure the restrictive covenant at the tower. There is still work to be done.

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NEW BUSINESS:

Emergency Response Plan – Commissioners reviewed and discussed a draft of the Emergency Response Plan prepared by Northwest Water Systems. Mr. Morris will continue working with them on the plan. In addition to the Emergency Response Plan, NWS has requested the district to hold a special meeting for the purpose of eliciting information from the public on the 20-year plan. It was decided to hold that meeting on 11/7/23. Ms. Watson will check with the Community Club to confirm availability of the meeting space.

WSRMP Liability Insurance – The Washington State Risk Management Pool presented the district with the annual premium for our district for 2024. It has gone up from last year. There was an update due to additional research by the pool that reduced the premium. They will be presenting the updated invoice. It will still be above last year.

Variable Frequency Drive – H2O Management submitted an estimate for installing a variable frequency drive to maintain a steadier pressure throughout the system. Commissioners discussed the project and it will go forward.

PUBLIC COMMENT: None

GOOD OF THE ORDER: None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 9:21.

Submitted by:

Sarah Carlson 11-14-23
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 14 Nov 2023
Deb Watson Date
Commissioner, President

Joe Morris 14 Nov 2023
Joe Morris Date
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
10/10/23 ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING –
MAINTENANCE
MISCELLANEOUS –
LEINS**

OLD BUSINESS

**BAKERS SILO – STATUS
WEBSITE STATUS-UP AND RUNNING, TRAINING HAPPENING
RESTRICTIVE COVENENT STATUS**

NEW BUSINESS

**EMERGENCY RESPONSE PLAN FOR NW WATER SERVICE
WATER LOSS CONTROL ACTION PLAN FOR NW WATER
SERVICE
WSRMP- LIABILITY REINSURANCE
H2O ESTIMATE**

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TRAILS END WATER DISTRICT FINANCIAL REPORT

September 30, 2023

COUNTY TREASURER ACCOUNTS

General Account			General Investment Account		
Beginning Balance		\$78,434.54	Beginning Balance		\$27,481.80
Credits		\$22,278.10	Credits		\$0.00
Debits		\$13,199.95	Debits		\$0.00
Ending Balance		\$87,512.69	Ending Balance		\$27,481.80
Total General Account Balance:		\$114,994.49			
Water Revenue Account			Water Revenue Investment Account		
Beginning Balance		\$15,283.88	Beginning Balance		\$118,781.64
Credits		\$511.93	Credits		\$0.00
Debits			Debits		\$0.00
Ending Balance		\$15,795.81	Ending Balance		\$118,781.64
Total Revenue Account Balance:		\$134,577.45			
Assessment Revenue Account			Assessment Revenue Investment Account		
Beginning Balance		\$964.65	Beginning Balance		\$8,533.18
Credits		\$36.77	Credits		\$0.00
Debits			Debits		\$0.00
Ending Balance		\$1,001.42	Ending Balance		\$8,533.18
Total Assessment Revenue Balance:		\$9,534.60			
Reserve Maintenance Account			Reserve Maintenance Investment Account		
Beginning Balance		\$70,898.75	Beginning Balance		\$26,983.79
Credits		\$3,215.81	Credits		\$0.00
Debits		\$0.00	Debits		\$0.00
Ending Balance		\$74,114.56	Ending Balance		\$26,983.79
Total Maintenance Account Balance:		\$101,098.35			
Total Cash Balance:		\$178,424.48	Total Investments Balance		\$181,780.41
Total cash & Investments			\$360,204.89		

OLYMPIA FEDERAL ACCOUNTS

Main Account			Petty Cash Account		
Beginning Balance		\$10,978.56	Beginning Balance		\$1,481.64
Credits		\$18,724.59	Credits		\$18.42
Debits		\$23,906.49	Debits		\$344.90
Ending Balance		\$5,796.66	Ending Balance		\$1,155.16

TOTAL BALANCE IN ALL ACCOUNTS

			\$367,156.71		
Last month \$359822.43	\$	7,334.28			
General Acct Bal	\$87,512.69				
Voucher Request -	10/10/2023	\$16,260.42	Expenditures	\$15,209.08	
2nd request	10/10/2023	\$2,244.40	Payroll	\$3,295.74	
Total Requests-\$	2	\$18,504.82	Employee expense	\$0	
				\$18,504.82	
Total uncleared checks - \$279.62 (1)					

TEWD2 Meeting
ATTENDANCE

October 10, 2023 - 7 pm. (Zoom & in house)

Please be advised that signing this document is not mandatory. Failure to sign will not impact your right to attend or to speak at the meeting.

1. _____ 13. _____

2. _____ 14. _____

3. _____ 15. _____

4. _____ 16. _____

5. _____ 17. _____

6. _____ 18. _____

7. _____ 19. _____

8. _____ 20. _____

9. _____ 21. _____

10. _____ 22. _____

11. _____ 23. _____