

**TRAILS END WATER DISTRICT 2
4-11-23 ZOOM MEETING 7 PM
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
Jeremy Moff, Website Designer
Member of the Public: 1

MINUTES: Ms. Carlson passed out copies of the 3/14/23 meeting minutes. Joe moved to approve the minutes as presented. Deb seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 3/31/23 Working Session. Deb moved to approve the minutes as presented. Joe seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 3/31/23 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 3/31/23 Financial Statement was passed out. Deb moved to accept the report as presented. Sarah seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$20,889.81. Commissioners reviewed the expenditures as follows:

General Funds:	\$16,854.55
Payroll:	\$ 4,035.26

Sarah moved to pay the vouchers as presented. Deb seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing:

Ms. Snow outlined the status of delinquent accounts and steps being taken to bring them into compliance. One hookup was shut off.

- Maintenance: Joe reported on the work done on the system in the past month.
- Liens: Still just 1 in place.

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OLD BUSINESS:

- Website: Jeremy Moff explained the “roadmap” approach to setting up the website. He showed a power point presentation which included several options and levels of service. Commissioners agreed to discuss the options at the next working session and have a recommendation for discussion at the May meeting.
- Generator: Most of the work has been done. Waiting on parts, Deb will follow-up.

NEW BUSINESS:

- Fire Department : They want 1” connection for the bunkhouse. Is it in our best interest to have water in that house. They need a separate connection to provide fire suppression. Since we are already going to be collection on two accounts, can we provide the hook-up at no cost? Anne says no,
- 2022 Audit: Sarah attended an on-line training on changes for the 2022 audit. She has begun work on it. The due date is 5/30/23.

PUBLIC COMMENT:

A member of the public attended the meeting to ask for extra time to pay a bill. The customer apologized for the situation and outlined extenuating circumstances with a plan to bring the account current. Commissioners conferred with Ms. Montgomery on options.

Folloing discussion, the Commissioners agreed to the proposal in the short term and put it on the agenda for May

GOOD OF THE ORDER:

Denise will be out on leave beginning the 21st. She will continue to answer the phone as she can.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:32.

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Submitted by:

Sarah Carlson 5-9-23
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 09 May 2023
Deb Watson Date
Commissioner, President

Joe Morris Date
Commissioner, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

March 31, 2023

COUNTY TREASURER ACCOUNTS

<u>General Account</u>			<u>General Investment Account</u>	
Beginning Balance		\$64,722.43	Beginning Balance	\$27,481.80
Credits		\$12,775.33	Credits	\$0.00
Debits		\$10,848.67	Debits	\$0.00
Ending Balance		\$66,649.09	Ending Balance	\$27,481.80
Total General Account Balance:		\$94,130.89		
<u>Water Revenue Account</u>			<u>Water Revenue Investment Account</u>	
Beginning Balance		\$12,492.92	Beginning Balance	\$118,781.64
Credits		\$399.07	Credits	\$0.00
Debits			Debits	\$0.00
Ending Balance		\$12,891.99	Ending Balance	\$118,781.64
Total Revenue Account Balance:		\$131,673.63		
<u>Assessment Revenue Account</u>			<u>Assessment Revenue Investment Account</u>	
Beginning Balance		\$764.13	Beginning Balance	\$8,533.18
Credits		\$28.67	Credits	\$0.00
Debits			Debits	\$0.00
Ending Balance		\$792.80	Ending Balance	\$8,533.18
Total Assessment Revenue Balance:		\$9,325.98		
<u>Reserve Maintenance Account</u>			<u>Reserve Maintenance Investment Account</u>	
Beginning Balance		\$53,032.17	Beginning Balance	\$26,983.79
Credits		\$3,154.22	Credits	\$0.00
Debits		\$0.00	Debits	\$0.00
Ending Balance		\$56,186.39	Ending Balance	\$26,983.79
Total Maintenance Account Balance:		\$83,170.18		
Total Cash Balance:		\$136,520.27	Total Investments Balance	\$181,780.41
Total cash & Investments			\$318,300.68	

OLYMPIA FEDERAL ACCOUNTS

<u>Main Account</u>			<u>Petty Cash Account</u>	
Beginning Balance		\$5,598.82	Beginning Balance	\$1,464.61
Credits		\$14,326.80	Credits	\$67.83
Debits		\$15,746.56	Debits	\$944.78
Ending Balance		\$4,179.06	Ending Balance	\$587.66

TOTAL BALANCE IN ALL ACCOUNTS

\$323,067.40

Last month \$319855.49	\$	3,211.91		
General Acct Bal	\$66,649.49			
Voucher Request -	4/11/2023	\$20,889.81		
Total Requests-\$	1	\$20,889.81		
Total uncleared checks - \$1606.72 (6)				

Transfer Activity since last commissioners meeting March 14, 2023

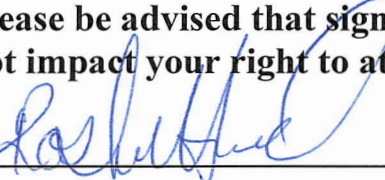
Weekly transfers to Mason County Treasurer - General Account

	Water Sales	Maintenance Res	Total Transferred
3/3/2023 weekly	1431 \$ 654.23	\$ 214.49	\$ 868.72 *

TEWD2 Meeting
ATTENDANCE

April 11, 2023 - 7 pm. (Zoom)

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.

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**TRAILS END WATER DISTRICT
3/31/23 Working Session
MINUTES**

CALL TO ORDER: The working session came to order at 4:30 pm

ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners

DISCUSSION TOPICS:

North Mason Regional Fire Authority wants to install a fire suppression system in the house they are going to use as a dormitory for on-duty fire fighters. Commissioners discussed this request including requirements and ramifications. The topic will be put on the agenda for the 4/11/23 meeting for further discussion on costs, water pressure, backflow, etc. Ms. Watson will do some research in advance of the meeting.

Commissioners discussed progress and status of the work done on the generator, the upcoming audit and the new website.

The agenda for the 4/11/23 meeting was set.

ADJOURNMENT:

The meeting adjourned at 5:15 pm.

Submitted by:

Sarah Carlson 4-11-23
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson Date
Commissioner, President

Joe Morris 4-11-23
Joe Morris Date
Commissioner, Treasurer