

TRAILS END WATER DISTRICT 2
6/13/23 ZOOM MEETING 7 PM
MINUTES

CALL TO ORDER: The meeting was called to order at 7:07 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 5/9/23 meeting minutes. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. At approved at the 5/9/23 meeting, there was no working session in May.

TREASURER/FINANCIAL REPORT: The board members reviewed the 5/31/23 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 5/31/23 Financial Statement was passed out. Ms. Snow reported that our general account we gained about 8600. Mr. Morris moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$12,364.71.
General Expenditures: \$8789.28
Payroll: \$ 3575.43

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

STAFF REPORTS:

- Billing:
Several of the delinquent accounts have been paid. We continue to work on bringing all accounts current.
- Maintenance:
Mr. Morris reported plans to begin replacing all meters over 20 years old in the next few months. The tower grounds have been cleaned up and debris will soon be taken to the dump. Northwest Water Systems made a recommendation on water pressure so staff will be working on the pressure through some re-plumbing.
- Liens: No changes

OLD BUSINESS:

The generators are done and both are working well. We are moving on to annual maintenance according to our contract with Cummins.

The annual audit report to the State Auditor's Office was done and submitted within the time line.

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Website update: Mr. Morris reported that they looked at the opening screen and described how it would look. The company will get in touch next week with more screen shots ideas. It will still be 60-90 days once these are finalized.

Northwest Water Systems: Their work is on-going and moving ahead in all areas. They have the data for the water use efficiency reports. They have requested additional information and staff are working on that as well as updating our Water Loss Control Plan. We do all of it, but it is not in a formalized format that the government and NWS want to see.

NEW BUSINESS:

The Consumer Confidence Report has been completed and will be sent out with this month's bills.

One transfer from our Olympia Federal account on June 2 to the County Treasurer was missed because no one was available to sign the check.

PUBLIC COMMENT: None

GOOD OF THE ORDER: None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:30 pm.

Submitted by:

Sarah Carlson *7-11-23*
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson *11 July 2023*
Deb Watson Date
Commissioner, President

Joe Morris *11 July 23*
Joe Morris Date
Commissioner, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

June 30 2023

COUNTY TREASURER ACCOUNTS

<u>General Account</u>				<u>General Investment Account</u>	
Beginning Balance		\$58,911.61		Beginning Balance	\$27,481.80
Credits		\$21,906.88		Credits	\$0.00
Debits		\$12,364.71		Debits	\$0.00
Ending Balance		\$68,453.78		Ending Balance	\$27,481.80
Total General Account Balance:		\$95,935.58			

<u>Water Revenue Account</u>				<u>Water Revenue Investment Account</u>	
Beginning Balance		\$13,805.39		Beginning Balance	\$118,781.64
Credits		\$493.66		Credits	\$0.00
Debits				Debits	\$0.00
Ending Balance		\$14,299.05		Ending Balance	\$118,781.64
Total Revenue Account Balance:		\$133,080.69			

<u>Assessment Revenue Account</u>				<u>Assessment Revenue Investment Account</u>	
Beginning Balance		\$858.43		Beginning Balance	\$8,533.18
Credits		\$35.46		Credits	\$0.00
Debits				Debits	\$0.00
Ending Balance		\$893.89		Ending Balance	\$8,533.18
Total Assessment Revenue Balance:		\$9,427.07			

<u>Reserve Maintenance Account</u>				<u>Reserve Maintenance Investment Account</u>	
Beginning Balance		\$61,522.89		Beginning Balance	\$26,983.79
Credits		\$3,705.69		Credits	\$0.00
Debits		\$0.00		Debits	\$0.00
Ending Balance		\$65,228.58		Ending Balance	\$26,983.79
Total Maintenance Account Balance:		\$92,212.37			

Total Cash Balance:	\$148,875.30	Total Investments Balance	\$181,780.41
Total cash & Investments		\$330,655.71	

OLYMPIA FEDERAL ACCOUNTS

<u>Main Account</u>				<u>Petty Cash Account</u>	
Beginning Balance		\$10,602.65		Beginning Balance	\$1,500.06
Credits		\$16,509.07		Credits	\$350.06
Debits		\$25,386.20		Debits	\$448.73
Ending Balance		\$1,725.52		Ending Balance	\$1,401.39

TOTAL BALANCE IN ALL ACCOUNTS

\$333,782.62

Last month \$328981.44 \$ 4,801.18

General Acct Bal	\$68,453.78			Expenditures	\$6,680.68
Voucher Request -	7/11/2023	\$9,161.68		Payroll	\$3,953.75
2nd request	7/11/2023	\$1,472.75		Employee expense	\$0
Total Requests-\$	2	\$10,634.43			
					\$10,634.43

Total uncleared checks - \$899.29 (4)

**TRAILS END WATER DISTRICT 2
AGENDA
7/11/23 ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**WEBSITE
NORTHWEST WATER SYSTEM UPDATE**

NEW BUSINESS

**METER REPLACEMENT PLAN
MID-YEAR BUDGET REVIEW**

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT