

**TRAILS END WATER DISTRICT 2
7-11-2023 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
0 members of the public

MINUTES: Ms. Carlson passed out copies of the 6/13/23 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 6-30-23 working session minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 6/30/23 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 6/30/23 Financial Statement was passed out, reviewed and discussed. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$10,634.43 in the amounts listed below:

General Funds: \$6680.73
Payroll: \$3953.70

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

STAFF REPORTS:

- Billing: Ms. Snow reviewed the number of late accounts and pending shut-off notices.
- Maintenance: Mr. Morris reported work being done around the district. He also reported that we are currently providing 90 lbs pressure to the "upper deck." Both Northwest Water Services and H2O are recommending we go down to 80 lbs. It will require a pressure release valve in the system. Staff will be working on this issue.
- Miscellaneous: None
- Liens: Still only 1 active lien.

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OLD BUSINESS:

WEBSITE: Commissioners and staff reported that they went onto the website to look at the progress on the new website and all were pleased with how it looks as well ease of navigation. Everything is progressing well and as scheduled.

NORTHWEST WATER SERVICES REPORT: Commissioners had a discussion on their progress and what they have been asking us to provide. Ms. Snow reported that the volume of information is substantial. They also want data in particular formats, so she has been working diligently to get them what they require.

NEW BUSINESS:

METER REPLACEMENT SCHEDULE: Our System Manager has recommended that we establish a meter replacement schedule. We should begin with the oldest meters. Mr. Morris estimates that will be about 50 to begin with. It has also been recommended that we go to a digital reading system. This will save staff time in reading meters and be more accurate.

MID-YEAR BUDGET REVIEW: Ms. Carlson will be working a report to present to the commissioners at their next working session. This report will help commissioners decide if additional funds will need to be moved from investments to cover costs of the anticipated meter replacement and the on-going Northwest Water Services report

LEGAL REPORT: A Restrictive Covenant is necessary to protect the 100-foot boundary around well 4. Ms. Montgomery has prepared a covenant and Ms. Watson will take the lead on contacting the property owner. There was an error in the placement when the well was drilled originally. We need to have the property surveyed at our expense.

PUBLIC COMMENT:

GOOD OF THE ORDER:

Ms. Snow reported that we are have two new meter readers.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:17.

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Submitted by:

Sarah Carlson 8-8-23
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 08 Aug 2023
Deb Watson Date
Commissioner, President

Joe Morris 08 AUG 2023
Joe Morris Date
Commissioner, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

July 31, 2023

COUNTY TREASURER ACCOUNTS

<u>General Account</u>			<u>General Investment Account</u>		
Beginning Balance		\$68,453.78	Beginning Balance		\$27,481.80
Credits		\$17,040.41	Credits		\$0.00
Debits		\$10,583.96	Debits		\$0.00
Ending Balance		\$74,910.23	Ending Balance		\$27,481.80
Total General Account Balance:		\$102,392.03			
<u>Water Revenue Account</u>			<u>Water Revenue Investment Account</u>		
Beginning Balance		\$14,299.05	Beginning Balance		\$118,781.64
Credits		\$482.50	Credits		\$0.00
Debits			Debits		\$0.00
Ending Balance		\$14,781.55	Ending Balance		\$118,781.64
Total Revenue Account Balance:		\$133,563.19			
<u>Assessment Revenue Account</u>			<u>Assessment Revenue Investment Account</u>		
Beginning Balance		\$893.89	Beginning Balance		\$8,533.18
Credits		\$34.67	Credits		\$0.00
Debits			Debits		\$0.00
Ending Balance		\$928.56	Ending Balance		\$8,533.18
Total Assessment Revenue Balance:		\$9,461.74			
<u>Reserve Maintenance Account</u>			<u>Reserve Maintenance Investment Account</u>		
Beginning Balance		\$65,228.58	Beginning Balance		\$26,983.79
Credits		\$2,944.88	Credits		\$0.00
Debits		\$0.00	Debits		\$0.00
Ending Balance		\$68,173.46	Ending Balance		\$26,983.79
Total Maintenance Account Balance:		\$95,157.25			
Total Cash Balance:		\$158,793.80	Total Investments Balance		\$181,780.41
Total cash & Investments			\$340,574.21		

OLYMPIA FEDERAL ACCOUNTS

<u>Main Account</u>			<u>Petty Cash Account</u>		
Beginning Balance		\$1,725.52	Beginning Balance		\$1,401.39
Credits		\$23,711.33	Credits		\$95.67
Debits		\$15,764.05	Debits		\$264.34
Ending Balance		\$9,672.80	Ending Balance		\$1,232.72

TOTAL BALANCE IN ALL ACCOUNTS

\$351,479.73					
Last month \$333782.62	\$	17,697.11			
General Acct Bal	\$74,940.23				
Voucher Request -	8/8/2023	\$12,947.43	Expenditures	\$9,207.53	
2nd request			Payroll	\$3,739.90	
Total Requests-\$	2	\$12,947.43	Employee expense	\$0	
				\$12,947.43	
Total uncleared checks - \$634.23 (3)					

**TRAILS END WATER DISTRICT 2
AGENDA
8/8/23 ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**WEBSITE STATUS-
DOMAIN STATUS
RESTRICTIVE COVENENT STATUS
BUDGET REVIEW RESULTS**

NEW BUSINESS

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT