

**TRAILS END WATER DISTRICT  
8/8/23 ZOOM MEETING 7 PM  
MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:02. 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 7/11/23 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 7/28/23 Working Session. 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 7/31/23 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 7/31/23 Financial Statement was passed out. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the total amount of \$12,947.43 as follows:

General Fund	\$9,207.53
Payroll	\$3,739.90

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

**STAFF REPORTS:**

- Billing:

Ms. Snow reported we have a new water service. This month there were nine accounts behind. Most have responded in some way and one was tagged.

- Maintenance:

Mr. Morris reported on the progress of installing meter calibrations on the meters. We had an inspection on 8/1/23 by Baker Silo. They provided a letter with their findings and recommendations for repairs and continued maintenance issues.

Mr. Morris made a motion to approve the work outlined by Baker Silo's letter of 8/3/23. Ms. Watson seconded and the motion passed unanimously.

Ms. Montgomery brought up the issue of one source vendors with regard to Baker Silo. She asked us to put it on the agenda for the next meeting and she will do some research.

- Liens: No changes

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**OLD BUSINESS:**

RESTRICTIVE COVENANT: Ms. Watson sent copy of the proposed restrictive covenant to the property owner adjacent to the tower. Several questions were raised and discussed. She will continue to follow up.

WEBSITE: Ms. Snow and Mr. Morris have been meeting with Jeremy Moff on zoom. There was an issue over our domain name but he got it all fixed. They are almost ready to put it on live.

MID-YEAR BUDGET REVIEW: Ms. Carlson on the discussion had by the commissioners at their working session. At this point, we are still in good shape with our proposed budget. However, there are still some large expenditures expected, such as the tower repairs. At some point in the future there is still a possibility that the budget might need to be revised. She will continue to track and report as necessary.

**NEW BUSINESS:**

Mr. Morris plans to attend the upcoming WASWD conference being held in Suquamish.

**PUBLIC COMMENT:**

None

**GOOD OF THE ORDER:**

Ms. Watson having a medical procedure and may not be readily available. The November Work Session is scheduled on the day after Thanksgiving. Following discussion, the commissioners agreed that they will all be available on that day and there is no need to cancel or change the date.

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 7:40 pm.

Submitted by:

Sarah Carlson      9-12-23  
Sarah Carlson      Date  
Commissioner, Secretary

APPROVED:

Deb Watson      12 Sept 2023  
Deb Watson      Date  
Commissioner, President

Jeremy Moff      12 Sept 23

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Joe Morris  
Commissioner, Treasurer

Date

**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**

**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		<b>\$74,910.23</b>	Ending Balance	<b>\$27,481.80</b>
<b>Total General Account Balance:</b>		<b>\$102,392.03</b>		
<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		<b>\$14,781.55</b>	Ending Balance	<b>\$118,781.64</b>
<b>Total Revenue Account Balance:</b>		<b>\$133,563.19</b>		
<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		<b>\$928.56</b>	Ending Balance	<b>\$8,533.18</b>
<b>Total Assessment Revenue Balance:</b>		<b>\$9,461.74</b>		
<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		<b>\$68,173.46</b>	Ending Balance	<b>\$26,983.79</b>
<b>Total Maintenance Account Balance:</b>		<b>\$95,157.25</b>		
<b>Total Cash Balance:</b>		<b>\$158,793.80</b>	<b>Total Investments Balance</b>	
			<b>\$181,780.41</b>	
<b>Total cash &amp; Investments</b>			<b>\$340,574.21</b>	

**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		<b>\$9,672.80</b>	Ending Balance	<b>\$1,232.72</b>

**TOTAL BALANCE IN ALL ACCOUNTS**

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