TRAILS END WATER DISTRICT 2 January 9, 2024 ZOOM MEETING 7 PM MINUTES

CALL TO ORDER: The meeting was called to order at 7:15 pm after some computer issues were corrected. A quorum was present.

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

Anne Montgomery, Attorney; Denise Snow, Office Manager

1 members of the public

MINUTES: Ms. Carlson passed out copies of the 12/12/23 meeting minutes. Ms. Watson pointed out a scrivener's error on Page 1 under the Voucher Approval with a "." Instead of a "," in the finances. Ms. Watson moved to approve the minutes as amended. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 12/28/23 Working Session. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 12/31/23 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 12/31/23 Financial Statement was passed out. Mr. Morris reported that the money had been transferred from the reserve maintenance for the property. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

• <u>Voucher Approval</u>: Vouchers were presented in the amount of \$36419.93 as follows:

Payroll:

\$ 3,111.71

General Fund:

\$33,308.22

• Ms. Watson moved to pay the vouchers as presented. Ms. Carlson seconded and the motion passed unanimously.

STAFF REPORTS:

• <u>Billing</u>: Ms. Snow reported on the status of billing.

• Maintenance: Mr. Morris outlined work done around the system in the last month

• Miscellaneous: None

• Liens: We continue to have one lien

OLD BUSINESS:

Property Purchase: A resolution was presented to the commissioners authorizing signature on the final paperwork for the purchase of the property adjacent to the tower.

Ms. Watson moved to approve Resolution #2024-1 delegating authority to Commissioner Position 1 to sign on behalf of the District for the purchase of real property; was presented to the commissioners. Mr. Morris seconded and the motion passed unanimously.

Generator update: Cummins is scheduled to come next Wednesday the 17th. Mr. Morris will be available to let Cummins in to do the work. Per Ms. Montgomery, Ms. Watson can talk to Mr. Morris about what work the vendor will do so there is no mistake of what they are going to do. The work has already been authorized, so it will not be considered "taking action." Ms. Watson explained where

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they will need to be let into the facilities to work. She will communicate such things as the time they will be coming, type of work, etc.

20-year Plan: Northwest Water Systems' report has been presented. All commissioners have looked at it. Commissioners discussed the report. Ms. Montgomery pointed out that the report needs to be available to the public. NWS will be publishing the report and forwarding it to the appropriate agencies. Commissioners agreed to notify the public of the report and how to access it. It will be available for review at the office. Ms. Carlson moved to accept the Northwest Water System's 20-year plan as presented. Ms. Watson seconded and the motion passed unanimously.

NEW BUSINESS: Following her election in November, 2023, Sarah Carlson was sworn in as Commissioner.

PUBLIC COMMENT: A member of the community who attended the meeting asked about the cost of the street light installation. Commissioners explained customers are charged \$2 per month. That amount is passed directly on to Mason County PUD for the cost of the electricity for the lights.

GOOD OF THE ORDER: None.

ADJOURNMENT: Ms. Watson moved to adjourn the meeting at 7:58.

Submitted by:

Sarah Carlson

Date

Commissioner, Secretary

APPROVED:

Deb Watson

Data

Commissioner, President

oe Morris

Date

Commissioner, Treasurer