

**TRAILS END WATER DISTRICT 2  
1/10/23 ZOOM MEETING 7 PM**

*Corrected & Amended  
on 4-9-24* **MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:02 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 12/12/23 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 12/29/22 Working Session minutes. 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 12/31/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 12/31/22 Financial Statement was passed out. Following discussion, 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 \$10,464.42 as follows:

Payroll:	\$2,673.50
General Expenses	\$7,790.92

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

**STAFF REPORTS:**

- Billing:

The status of billing and delinquent payments was reviewed. Since the community club gave up their post office box and put out a mailbox on the road, some customers have been putting their payments in that box instead of the secure white box. The club has been sending anything has TEWD on it "return to sender" via the post office. This has caused some problems. Ms. Watson work with the club to resolve the issue. Customers should not put any TEWD payments or correspondence in the community club's box. Please use the secure white drop box or address mail to PO Box 850.

- Maintenance:

We had a substantial leak due to construction on a customer's property. We will need to replace eventually replace the booster pump and Mr. Morris is working on sourcing a new pump.

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- Miscellaneous:

None

- Liens: No changes

**OLD BUSINESS:**

Generator: Ms. Watson reached out to Cummins. She is going to ask them for a yearly maintenance quote to come out and service and test both sources. She is waiting for a call back.

Petty Cash: Due to the rising costs of all goods and services, current amount of the petty cash is no longer sufficient to meet our needs. It has been recommended that the district raise the limit of petty cash. Discussion followed. Ms. Carlson moved to approve Resolution 2023-01 amending resolution 2018-01 to increase the Petty Cash Money Market account at Olympia Federal to \$1500 with a single transaction limit of \$500. Mr. Morris seconded and the motion passed unanimously.

Rate Increase: In follow-up of the discussion at the last meeting, the following information for a 9% rate increase was given. The new base rate would be \$50.19 which includes \$10.79 earmarked for the reserve maintenance account. The new mini-minimum would be \$40.48. The new consumption charges would be: Tier 1 - \$.0096; Tier 2 - \$.0186; Tier 3 - \$.01485

Ms. Carlson moved to approve Resolution 2023-2 increasing the basic rates and consumption charges by 9% beginning February 1 2023. Ms. Watson seconded and the motion passed unanimously.

Mr. Morris contacted JT today. He willing to start on an SOS basis. He will do it for 60 days and then give us pricing on operations. Mr. Morris was authorized to proceed.

**NEW BUSINESS:**

Ms. Watson and Mr. Morris will attend the WASWD Commissioners Workshop in Lynnwood on January 28, 2023. The cost of the conference is paid by WASWD, so the district only needs to pay for travel expenses. Mr. Morris had decided not to attend the Evergreen Rural Water conference in February.

Election 2023 – Ms. Carlson is up. The auditor sent us a notation that registered voters in our district is 289 and 202 votes were cast in the last election.

PFAS are hazardous chemicals that have been found in some drinking water throughout the country. There is a program available for cost recovery. Ms. Montgomery explained that a couple areas in Kitsap County have found some of these chemicals. They are generally found near manufacturing areas. She feels that since we are not in a manufacturing area, the likelihood is slim for us. Ms. Montgomery will track other districts and let us know if there are any findings closer to us.

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**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:**

Executive Session: Adjourned at 8:25 pm for approximately 15 minutes to discuss personnel issues.  
The meeting reconvened at 8:40

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:42.

Submitted by:

*Sarah Carlson*      *4-9-24*  
Sarah Carlson                      Date  
Commissioner, Secretary

**APPROVED:**

*Deb Watson*      *04/09/2024*  
Deb Watson                      Date  
Commissioner, President

*Joe Morris*      *04/09/2024*  
Joe Morris                      Date  
Commissioner, Treasurer

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**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 12/13/22 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 12/28/22 Working Session minutes. 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 12/31/22 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 12/31/22 Financial Statement was passed out. Following discussion, Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

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Petty Cash: Due to the rising costs of all goods and services, current amount of the petty cash is no longer sufficient to meet our needs. It has been recommended that the district raise the limit of petty cash. Discussion followed. Ms. Carlson moved amend resolution 18-001 to increase the Petty Cash Money Market account at Olympia Federal to \$1500 with a single transaction limit of \$500. Mr. Morris seconded and the motion passed unanimously.

Rate Increase: In follow-up of the discussion at the last meeting, the following information for a 9% rate increase was given. The new base rate would be \$50.19 which includes \$10.79 earmarked for the reserve maintenance account. The new mini-minimum would be \$40.48. The new consumption charges would be: Tier 1 - \$.0096; Tier 2 - \$.0186; Tier 3 - \$.01485

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ADJOURNMENT:

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Submitted by:

Sarah Carlson 2-14-23  
Sarah Carlson Date  
Commissioner, Secretary

APPROVED:

Deb Watson 14 FEB 2023  
Deb Watson Date  
Commissioner, President

Joe Morris 14 FEB 2023  
Joe Morris Date  
Commissioner, Treasurer

**TRAILS END WATER DISTRICT FINANCIAL REPORT**

December 31, 2022

**COUNTY TREASURER ACCOUNTS**

<u>General Account</u>				<u>General Investment Account</u>	
Beginning Balance		\$81,121.98		Beginning Balance	\$27,481.80
Credits		\$10,751.90		Credits	\$0.00
Debits		\$25,275.14		Debits	\$0.00
Ending Balance		\$66,598.74		Ending Balance	\$27,481.80
<b>Total General Account Balance:</b>		<b>\$94,080.54</b>			
<u>Water Revenue Account</u>				<u>Water Revenue Investment Account</u>	
Beginning Balance		\$11,328.53		Beginning Balance	\$118,781.64
Credits		\$348.22		Credits	\$0.00
Debits		\$0.00		Debits	\$0.00
Ending Balance		\$11,676.75		Ending Balance	\$118,781.64
<b>Total Revenue Account Balance:</b>		<b>\$130,458.39</b>			
<u>Assessment Revenue Account</u>				<u>Assessment Revenue Investment Account</u>	
Beginning Balance		\$680.48		Beginning Balance	\$8,533.18
Credits		\$25.01		Credits	\$0.00
Debits				Debits	\$0.00
Ending Balance		\$705.49		Ending Balance	\$8,533.18
<b>Total Assessment Revenue Balance:</b>		<b>\$9,238.67</b>			
<u>Reserve Maintenance Account</u>				<u>Reserve Maintenance Investment Account</u>	
Beginning Balance		\$46,016.37		Beginning Balance	\$26,983.79
Credits		\$2,534.76		Credits	\$0.00
Debits		\$0.00		Debits	\$0.00
Ending Balance		\$48,551.13		Ending Balance	\$26,983.79
<b>Total Maintenance Account Balance:</b>		<b>\$75,534.92</b>			
<b>Total Cash Balance:</b>		<b>\$127,532.11</b>		<b>Total Investments Balance</b>	<b>\$181,780.41</b>
<b>Total cash &amp; Investments</b>				<b>\$309,312.52</b>	

**OLYMPIA FEDERAL ACCOUNTS**

<u>Main Account</u>				<u>Petty Cash Account</u>	
Beginning Balance		\$1,968.99		Beginning Balance	\$67.90
Credits		\$14,014.98		Credits	\$432.12
Debits		\$14,777.60		Debits	\$102.89
Ending Balance		\$1,206.37		Ending Balance	\$397.13

**TOTAL BALANCE IN ALL ACCOUNTS**

**\$310,916.02**

Last month \$322964.66		-12048.64			
<b>General Acct Bal</b>		<b>\$66,598.74</b>			
<b>Voucher Request -</b>	<b>1/10/2023</b>	<b>\$10,464.42</b>			
<b>Total Requests-\$</b>	<b>1</b>	<b>\$10,464.42</b>			
<b>Total uncleared checks - \$1505.12 (5)</b>					