

**TRAILS END WATER DISTRICT**  
**Working Session**  
**MINUTES**  
**3/28/25**

**CALL TO ORDER:** The working session came to order at 4:40 pm

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

**DISCUSSION TOPICS:**

**Audit Update** – Sarah needed to fix a couple of other things for the Auditor. She also had a telephone conversation with her and got some pointers. She suggested that we change the way we transfer money to the county from Oly Fed. We need a policy on Per Diem and Reimbursement. Finally, we need to do a better job of organizing receipts. We need to scan in all receipts and other things to make them more accessible to all staff. This recommendation because of the difficulty finding documents that are stored in the boxes in the shed. Otherwise, the Auditor stated we are doing well. She does not foresee any major findings. She anticipates being done next week.

**Policy on Per Diem** – Sarah passed out a draft of a policy per the recommendation of the auditor for review and discussion at the meeting.


**Generator** – Deb has had contact. A bid will be coming for a larger generator more appropriate for our system.

Agenda – Commissioners set the agenda for the 4/8/25.


**ADJOURNMENT:**

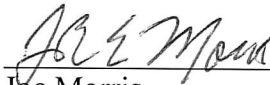
The meeting adjourned at 5:20 pm

Submitted by:

 4-8-25  
\_\_\_\_\_  
Sarah Carlson Date  
Commissioner, Secretary

APPROVED:

 08 April 2025  
\_\_\_\_\_  
Deb Watson Date  
Commissioner, President

 08 Apr 25  
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Joe Morris Date  
Commissioner, Treasurer