

**TRAILS END WATER DISTRICT 2**  
**9/12/23 ZOOM MEETING 7 PM**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:02. A quorum was present.

**ATTENDANCE:** Joe Morris, Sarah Carlson, Commissioners  
Anne Montgomery, Attorney  
0 members of the public

Ms. Watson was not in attendance. Ms. Carlson moved to excuse Ms. Watson from the 9/12/23 meeting. Mr. Morris seconded and the motion passed unanimously. However, she arrived at 7:15 pm.

**MINUTES:** Ms. Carlson passed out copies of the 8/8/23 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 9/25/23 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 8/31/23 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 8/31/23 Financial Statement was passed out. Mr. Morris moved to accept the report as presented. Ms. Carlson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$13,199.95 as follows:

General Account:	\$9,044.39
Payroll:	\$4,155.56

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

**STAFF REPORTS:**

- Billing: We still have seven accounts that are past due.
- Maintenance: Mr. Morris reported that he plans to change the water meter out on Source 4 to provide the new features. That will run about \$1800. The paint has arrived and they hope to have the top of the tower painted by the end of the week. There was discussion on the use of the pressure valve to maintain appropriate pressure in the system. Mr. Morris feels we would be better with a different system. Discussion followed and Ms. Watson will explore options.
- Miscellaneous: Nothing to report.
- Leins: We still have one in place.

**OLD BUSINESS:**

**TRAILS END WATER DISTRICT 2  
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MINUTES**

Baker Silo – Single Source: RCW require findings to be made by the Board to do a single source. New Hatch and two repairs totaling around \$4000.00. This company installed the tower originally and has been maintaining it since the installation. Given the small amount of cost compared to the State requirements and Baker Silo’s familiarity and records of the tower, the Board is going to go ahead and use this single source vendor for this particular project.

Website Status/Domain Status: The website is up and running. WE need to schedule Jeff to do training. It looks nice.

Restrictive Covenant Status: Ms. Montgomery reported that she is going to declare executive session to discuss price or terms of real estate or leases. A letter will be sent to the property owner regarding the restrictive covenant.

**NEW BUSINESS:**

Customer Service – Resolution: We have been holding accounts in renters’ names and there have been on-going problems. Following discussion, it was agreed that water bills should only be in the name of the property owner. Property owners are solely responsible for payment of the water bill. If the property owner chooses to have a copy of the bill sent to the tenant, he can do so at an additional cost. Commissioners reviewed Resolution 2023-3 as prepared by Ms. Montgomery. Ms. Watson moved to adopt Resolution 2023-3 to establish account ownership and additional fees.

Ms. Watson moved to adopt Resolution 2023-3 establishing the owners of property as the account holders and amending Addendum A to include a fee for duplicate billing. Mr. Morris seconded and the motion passed unanimously.

**EXECUTIVE SESSION:** An Executive session was called at 7:28 pm to discuss real estate. The session ended at 8:00 pm.

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:** None

**ADJOURNMENT:** Ms. Watson moved to adjourn the meeting at 8:25.

Submitted by:

Sarah Carlson                      10-10-23  
Sarah Carlson                      Date  
Commissioner, Secretary

APPROVED:

Deb Watson                      10 Oct 2023  
Deb Watson                      Date  
Commissioner, President

Joe Morris                      10-10-23  
Joe Morris                      Date  
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2  
AGENDA  
9/12/23 ZOOM MEETING**

*Savah*

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING  
MAINTENANCE  
MISCELLANEOUS  
LEINS**

**OLD BUSINESS**

**Bakers Silo – (municipal research roster)  
WEBSITE STATUS-  
DOMAIN STATUS  
RESTRICTIVE COVENENT STATUS  
~~BUDGET REVIEW RESULTS~~**

**NEW BUSINESS**

**Customer service**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

**TRAILS END WATER DISTRICT FINANCIAL REPORT**

August 31, 2023

**COUNTY TREASURER ACCOUNTS**

**General Account**

Beginning Balance	\$74,910.23
Credits	\$16,471.74
Debits	\$12,947.43
Ending Balance	\$78,434.54
<b>Total General Account Balance: \$105,916.34</b>	

**General Investment Account**

Beginning Balance	\$27,481.80
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$27,481.80

**Water Revenue Account**

Beginning Balance	\$14,781.55
Credits	\$502.33
Debits	
Ending Balance	\$15,283.88
<b>Total Revenue Account Balance: \$134,065.52</b>	

**Water Revenue Investment Account**

Beginning Balance	\$118,781.64
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$118,781.64

**Assessment Revenue Account**

Beginning Balance	\$928.56
Credits	\$36.09
Debits	
Ending Balance	\$964.65
<b>Total Assessment Revenue Balance: \$9,497.83</b>	

**Assessment Revenue Investment Account**

Beginning Balance	\$8,533.18
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$8,533.18

**Reserve Maintenance Account**

Beginning Balance	\$68,173.46
Credits	\$2,725.29
Debits	\$0.00
Ending Balance	\$70,898.75
<b>Total Maintenance Account Balance: \$97,882.54</b>	

**Reserve Maintenance Investment Account**

Beginning Balance	\$26,983.79
Credits	\$0.00
Debits	\$0.00
Ending Balance	\$26,983.79

**Total Cash Balance: \$165,581.82**

**Total Investments Balance \$181,780.41**

**Total cash & Investments \$347,362.23**

**OLYMPIA FEDERAL ACCOUNTS**

**Main Account**

Beginning Balance	\$9,672.80
Credits	\$22,312.62
Debits	\$21,006.86
Ending Balance	\$10,978.56

**Petty Cash Account**

Beginning Balance	\$1,232.72
Credits	\$267.34
Debits	\$18.42
Ending Balance	\$1,481.64

**TOTAL BALANCE IN ALL ACCOUNTS**

\$359,822.43

Last month \$351479.73      \$ 8,342.70

**General Acct Bal \$78,434.54**

**Expenditures \$9,044.39**

**Voucher Request - 9/12/2023 \$13,199.95**

**Payroll \$4,155.56**

**2nd request**

**Employee expense \$0**

**Total Requests-\$ 2 \$13,199.95**

\$13,199.95

**Total uncleared checks - \$**