

TRAILS END WATER DISTRICT 2
2/13/24 MEETING MINUTES

CALL TO ORDER: The meeting was called to order at 7:15 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 1/9/24 meeting minutes. Upon review there a scrivener's error was identified. The 1/9/24 minutes were corrected and reviewed again. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 1/18/24 Emergency Special Meeting. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 1/26/24 Working Session. As with the 1/9/24 minutes, a typographical error was corrected and reviewed. 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 1/31/24 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 1/31/24 Financial Statement was passed out and discussed. Ms. Carlson moved to accept the Treasurer's report as presented. Ms. Watson seconded and the motion passed unanimously.

Voucher Approval: Vouchers were presented in the amount of \$9,639.87 as follows:

Payroll:	\$3996.89
General Account:	\$5642.98

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

STAFF REPORTS:

- Billing:

Ms. Snow reported that the we are getting a replacement printer that will include the ability to print on legal size paper. She also reported on late payments and potential door tags.

- Maintenance:

Mr. Morris purchased 30 new meters. Our 20-year plan must include a water loss plan. According to the water loss plan, we should have no meters over 10 years old. These 30 meters will help us meet that goal. He reported that part of this process will also include replacing old or adding new check valves.

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- Miscellaneous:

Following the discussion at the last meeting with a member of the public, Ms. Snow contacted PUD. They were able to provide a map of the street light placements we are being billed for. She felt this may be good information to have available for customers. Our district map has been updated to reflect placement of the lights. She will be on vacation later in the month.

- Liens: We continue to have one lien.

OLD BUSINESS:

Property Acquisition:

As part of the 20-year plan, Northwest Water Systems presented us with a protective covenant to approve and process through the county that will protect the 100-foot radius from the tower. Commissioners questioned if the District still needed the covenant even though the it now owns that property. Ms. Montgomery explained that this would continue to protect the 100-foot area if, at some point in the future, that land changes hands. After reviewing the document, Ms. Montgomery suggested that an attorney who specializes in this type of document should review it before signing. It was also brought up that we need to contact the insurance company to report the new acquisition.

Mr. Morris made a motion to move ahead with the covenant on the newly acquired property to preserve the 100-foot radius around the well and authorizing Commissioner Position 1 to sign the document after the review. Ms. Carlson seconded and the motion passed unanimously.

Mr. Morris pointed out that the address of the new property is listed as 31 E. Chelsey Lane and the address of the tower is 101 E. Crest. For consistency and to avoid confusion in the future, he would like to request that the county change the address of the new property to 201 E. Crest.

NEW BUSINESS:

Ms. Carlson reported that she will be starting to prepare the annual audit required by the Secretary of State in May.

PUBLIC COMMENT: None

GOOD OF THE ORDER: None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:06 pm.

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Submitted by:

Sarah Carlson 3-12-24

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 03/12/2024

Deb Watson Date
Commissioner, President

Joe Morris MAR 12 2024

Joe Morris Date
Commissioner, Treasurer