

TRAILS END WATER DISTRICT 2

12/12/23 ZOOM MEETING

MINUTES

Amended minutes approved 4/9/24

CALL TO ORDER: The meeting was called to order at 7:06 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 11/7/23 Special 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 11/14/23 Minutes. Ms. Watson moved to approve the minutes as presented. Mr. Mon-is seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 11/24/23 Working Session. Ms. Watson moved to approve the minutes as presented. Mr. Mon-is seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 11/30/23 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/23 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

Mr. Morris moved to approved to authorize payment of \$ 111,195.00 to Land Title for the purchase of property. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$122,782.23 as outlined below.

Payroll: \$ 3608.68
General: \$ 8131.55
Property: \$111,195.00

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

STAFF REPORTS:

- Billing: Ms. Snow reported on the status of billing.
- Maintenance:

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Mr. Morris repair that the pipe responsible for the water leak has been fixed so our water loss is now much less. There have been no other problems with the systems. Ms. Watson reported on the generator. Previous problems have been sorted and work is progressing

- Miscellaneous: None
- Liens: No change

OLD BUSINESS:

Budget Resolution: Ms. Montgomery presented the commissioners with the proposed resolution for the budget passed at the November 14, 2023 meeting.

Ms. Watson moved to approve Resolution 2023-04 adopting the 2024 budget at \$186,500 as accepted at the 11/14/23 meeting. Mr. Morris seconded and the motion passed unanimously.

NEW BUSINESS:

Land Purchase: Our offer for the purchase of land was accepted. Ms. Watson moved that the Board sign the purchase agreement and move forward with the purchase. Mr. Morris seconded and the motion passed unanimously.

Ms. Carlson moved to transfer \$75,000 from Water Revenue Investment account to the General Account to cover the purchase price of the property. Mr. Morris seconded and the motion passed unanimously.

PUBLIC COMMENT: None

GOOD OF THE ORDER:

Northwest Water Service notified us that the 20-year plan, which they have been working on, is ready for our review. The document is 400 pages long. It will be available in the office for review.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:37 pm.

**TRAILS END WATER DISTRICT 2
12/12/23 ZOOM MEETING
MINUTES
Amended minutes approved 4-9-23**

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

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

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**GENERATOR UPDATE
BUDGET RESOLUTION**

NEW BUSINESS

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TRAILS END WATER DISTRICT 2
12/12/23 ZOOM MEETING
MINUTES

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ATTENDANCE: Deb Watson, Joe Morris, Sarah Carlson, Commissioners
Anne Montgomery, Attorney; Denise Snow, Office Manager
0 members of the public

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TREASURER/FINANCIAL REPORT: The board members reviewed the 11/30/23 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/23 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

Mr. Morris moved to approved to authorize payment of \$ 111,195.00 to Land Title for the purchase of property. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$122,782.23 (Should have been \$122,935.23) as outlined below.

Payroll: \$ 3608.68

General: \$ 8131.55 (Should have been \$8242.55– Missing page 2 of 3 in the vouchers for \$153)

Property: \$111,195.00

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

STAFF REPORTS:

- Billing: Ms. Snow reported on the status of billing.
- Maintenance:

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12/12/23 ZOOM MEETING
MINUTES

Mr. Morris repair that the pipe responsible for the water leak has been fixed so our water loss is now much less. There have been no other problems with the systems. Ms. Watson reported on the generator. Previous problems have been sorted and work is progressing

- Miscellaneous: None
- Liens: No change

OLD BUSINESS:

Budget: Ms. Watson moved to approved Resolution 23-3 adopting the 2024 budget. Mr. Morris seconded passed, and the motion passed unanimously.

NEW BUSINESS:

Land Purchase: Our offer for the purchase of land was accepted. Ms. Watson moved that the Board sign the purchase agreement and move forward with the purchase. Mr. Morris seconded and the motion passed unanimously.

Ms. Carlson moved to transfer \$75,000 from Water Revenue Investment account to the General Account to cover the purchase price of the property. Mr. Morris seconded and the motion passed unanimously.

Budget Resolution: Ms. Montgomery presented the commissioners with the proposed resolution for the budget passed at the November 14, 2023 meeting.

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PUBLIC COMMENT: None

GOOD OF THE ORDER:

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ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:37 pm.

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MINUTES

Submitted by:

Sarah Carlson ~~#~~ 1-9-24

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 16 Jan 2024

Deb Watson Date
Commissioner, President

Joe Morris 1-9-24

Joe Morris Date
Commission Payroll: \$ 3,608.68
General Fund: \$8,131.55 (Should be
2842.55 – Missing page 2 of 3 in the
vouchers for \$153)
Property: \$ 111,195.00

er, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

November 30, 2023

COUNTY TREASURER ACCOUNTS

General Account

| | |
|-------------------|-------------|
| Beginning Balance | \$83,485.68 |
| Credits | \$11,900.91 |
| Debits | \$26,677.12 |
| Ending Balance | \$68,709.47 |

Total General Account Balance: \$96,191.27

General Investment Account

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

Water Revenue Account

| | |
|-------------------|-------------|
| Beginning Balance | \$16,295.73 |
| Credits | \$517.51 |
| Debits | |
| Ending Balance | \$16,813.24 |

Total Revenue Account Balance: \$135,594.88

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 | \$1,037.33 |
| Credits | \$37.17 |
| Debits | |
| Ending Balance | \$1,074.50 |

Total Assessment Revenue Balance: \$9,607.68

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 | \$77,046.38 |
| Credits | \$3,097.70 |
| Debits | \$0.00 |
| Ending Balance | \$80,144.08 |

Total Maintenance Account Balance: \$107,127.87

Reserve Maintenance Investment Account

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

Total Cash Balance: \$166,741.29 Total Investments Balance: \$181,780.41

Total cash & Investments \$348,521.70

OLYMPIA FEDERAL ACCOUNTS

Main Account

| | |
|-------------------|-------------|
| Beginning Balance | \$1,661.90 |
| Credits | \$19,928.50 |
| Debits | \$14,761.32 |
| Ending Balance | \$6,829.08 |

Petty Cash Account

| | |
|-------------------|------------|
| Beginning Balance | \$1,390.98 |
| Credits | \$109.08 |
| Debits | \$0.00 |
| Ending Balance | \$1,500.06 |

TOTAL BALANCE IN ALL ACCOUNTS

\$356,850.84

Last month \$362698.41 \$ (5,847.57)

General Acct Bal

| | |
|------------------------------|----------------------------|
| Voucher Request - 12/12/2023 | \$11,587.23 |
| | \$111,195.00 |
| Total Requests-\$ | 2 \$122,782.23 |

| | |
|------------------|--------------|
| Expenditures | \$119,173.55 |
| Payroll | \$3,608.68 |
| Employee expense | \$0.00 |
| | \$122,782.23 |

Total uncleared checks - \$12618.67(10)