

TRAILS END WATER DISTRICT 2
3/12/24 ZOOM MEETING 7 PM
MINUTES

CALL TO ORDER: The meeting was called to order at 7:21 pm, delayed by computer issues. 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 2/13/24 meeting minutes. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 2/23/24 Working Session. 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 2/29/24 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 2/29/24 Financial Statement was passed out. \$8000 was moved from the Water Revenue account into the General account to cover a shortfall caused by the property purchase. Ms. Watson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$13,135.39 as follows:

General Funds:	\$9,780.41
Payroll:	\$3,354.98
Total:	\$13,135.39

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

STAFF REPORTS:

- Billing: Ms. Snow reported that we have very few accounts.
- Maintenance: Mr. Morris reported that the float in the tank is repaired and working. He has a variable speed controller and believes it could save us some money in the long one. He asked Ms. Watson to review the situation. We also have a meter that was tampered with fairly recently. He will be working on the issue.
- Miscellaneous: Nothing to report
- Liens: We still have only one lien. It will eventually be put up for auction if the taxes are not paid. Ms. Snow will continue to track it.

OLD BUSINESS:

NORTHWEST WATER SYSTEM REPORT: The easement mentioned at the previous meeting has been prepared. NWS requires the easement to protect the water source at the tower, before they

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complete the 20-year Plan. Ms. Watson moved to accept the restrictive covenant as presented. Mr. Morris seconded and the motion passed unanimously.

NEW PROPERTY: At the February meeting Mr. Morris was asked to explore having the address of the new property changed to be consistent with the tower property. He reported that the Assessor's Office felt that could be done, but the person in charge of that was not available. He will continue to follow-up.

NEW BUSINESS:

PRINTER: The new printer that was installed by Capitol Business Machines. She has been working with them to get the issues resolved. The lease is up. Ms. Snow read the new lease and presented her concerns to the commissioners. She will continue to work on this issue. Ms. Montgomery asked her to bring the lease to the next meeting for her review and approval by the Board.

COMPUTER: Given the problems Ms. Carlson has had with the laptop at the last several meeting, she asked for the support of the board to purchase a new one. Several suggestions and recommendations were made. Commissioners agreed to do some research and discuss it at the next working session.

PUBLIC COMMENT: None

GOOD OF THE ORDER: None

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 7:51 pm.

Submitted by:

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

APPROVED:

Deb Watson *09 April 2024*
Deb Watson Date
Commissioner, President

Joe Morris *09 APR 2024*
Joe Morris
Commissioner, Treasurer

**TRAILS END WATER DISTRICT 2
AGENDA
3/12/24 OPEN PUBLIC & ZOOM MEETING**

CALL TO ORDER

MINUTES

TREASURER'S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**NORTHWEST WATER SERVICES
COVENANT ON NEW PROPERTY
TOWER ADDRESS CHANGE
CORRECTIONS ON RESOLUTIONS AND MINUTES**

NEW BUSINESS

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TRAILS END WATER DISTRICT FINANCIAL REPORT

February 29, 2024

COUNTY TREASURER ACCOUNTS

<u>General Account</u>				<u>General Investment Account</u>	
Beginning Balance		\$10,290.40		Beginning Balance	\$27,481.80
Credits		\$8,367.54		Credits	\$0.00
Debits		\$9,639.87		Debits	\$0.00
Ending Balance		\$9,018.07		Ending Balance	\$27,481.80
Total General Account Balance:		\$36,499.87			
<u>Water Revenue Account</u>				<u>Water Revenue Investment Account</u>	
Beginning Balance		\$17,838.26		Beginning Balance	\$118,781.64
Credits		\$519.95		Credits	\$0.00
Debits				Debits	\$0.00
Ending Balance		\$18,358.21		Ending Balance	\$118,781.64
Total Revenue Account Balance:		\$137,139.85			
<u>Assessment Revenue Account</u>				<u>Assessment Revenue Investment Account</u>	
Beginning Balance		\$1,148.13		Beginning Balance	\$8,533.18
Credits		\$37.35		Credits	\$0.00
Debits				Debits	\$0.00
Ending Balance		\$1,185.48		Ending Balance	\$8,533.18
Total Assessment Revenue Balance:		\$9,718.66			
<u>Reserve Maintenance Account</u>				<u>Reserve Maintenance Investment Account</u>	
Beginning Balance		\$11,074.05		Beginning Balance	\$26,983.79
Credits		\$2,049.53		Credits	\$0.00
Debits				Debits	\$0.00
Ending Balance		\$13,123.58		Ending Balance	\$26,983.79
Total Maintenance Account Balance:		\$40,107.37			
Total Cash Balance:		\$41,685.34		Total Investments Balance	\$181,780.41
Total cash & Investments				\$223,465.75	

OLYMPIA FEDERAL ACCOUNTS

<u>Main Account</u>				<u>Petty Cash Account</u>	
Beginning Balance		\$3,517.49		Beginning Balance	\$677.83
Credits		\$12,596.57		Credits	\$982.12
Debits		-\$10,582.33		Debits	\$0.00
Ending Balance		\$5,531.73		Ending Balance	\$1,659.95

TOTAL BALANCE IN ALL ACCOUNTS

\$230,657.43

Last month \$226326.57

General Acct Bal		\$ 9,018.07			
Voucher Request -	3/12/2024	\$13,135.39		Expenditures	\$9,780.41
				Payroll	\$3,354.98
				Employee expense	\$0.00
Total Requests-\$	2	\$13,135.39			\$13,135.39
		(\$4,117.32)			
Total uncleared checks - \$665.35(3)					

3/7/24 Transferred \$8000. from water revenue fund to general fund