

TRAILS END WATER DISTRICT 2
4/9/24 ZOOM MEETING 7 PM
MINUTES

CALL TO ORDER: The meeting was called to order at 7:08 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 3/12/24 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 3/29/24 Working Session. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously.

TREASURER/FINANCIAL REPORT: The board members reviewed the 3/31/24 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 3/31/24 Financial Statement was passed out. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$11065.84 as follows:

Payroll	\$3407.09
General Expenses	\$7658.45
- Ms. Carlson moved to pay the vouchers as presented. Ms. Watson seconded and the motion passed unanimously.

STAFF REPORTS:

- Billing: We have 11 delinquent accounts, 1 is the on-going lien.
- Maintenance:

Mr. Morris reported that we just did another meter replacement that was being impeded by tree roots. We are having issues with garbage being disposed of on the new property. We need to post no trespassing signs. Per the local trespassing laws, we must post fluorescent orange paint on the trees or No Trespassing signs posted along the property lines. Signs can be no more than 100 ft apart. Ms. Montgomery suggested additional signs be posted at any road or apparent trails. There are some suspicious trails through the area and possible indication of trespassers. Ms. Snow reported that we now officially have a new address of 151 E. Crest for the new property behind the tower. Mr. Morris is getting a sign with the new address.

- Miscellaneous: None
- Liens: 1 lien

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OLD BUSINESS:

Minutes: While filing and going through old minutes, Ms. Snow found a number of discrepancies.

At the regularly scheduled meeting on 5/9/23, it was determined that no commissioners were going to be available for the working session on 5/26/23. However, no minutes were on that day explaining why the meeting was not held.

Ms. Carlson drew up and provided an explanation for the 5/26/23 minutes and moved to accept the minutes for the 5/26/23 working session as presented. Ms. Watson seconded and the motion passed unanimously.

Ms. Carlson explained that the date on the minutes of the September working session was a typing error showing the meeting was held on 9/28 when it was actually 9/29. She then made a motion to correct the typing error on the date of the 9/29/23 minutes. Ms. Watson seconded. Passed unanimously.

Ms. Carlson made a motion to accept the minutes of 12/29/23. Ms. Watson seconded. It was noted that these minutes had not yet been signed and submitted. Motion passed unanimously.

Two errors were found on the original submission of the 12/12/23 Minutes. A hand written correction was changed to typed in the document. The second correction under old business was to correct the resolution number which approved the 2024 budget. Ms. Carlson made a motion to accept the 12/12/23 minutes as presented. Ms. Watson seconded. Following discussion, for the amendment the Board will attach their amended signature page as well as the old signature page. Motion passed unanimously.

Ms. Carlson made a motion to correct and amend the 1/23/23 meeting minutes. Ms. Watson seconded. Discussion: Correction 1 under old business, petty cash resolution numbers were corrected. Correction 2 minutes were amended to reflect the Board's approval of 2023-02 petty cash and 2023-02 on the rate increase. The motion passed unanimously.

Lease: Ms. Montgomery read it for the printer and feels it as good as it gets. Commissioners have also read it. Mr. Morris moved to approve the amended lease. Ms. Watson seconded and the motion passed unanimously.

NEW BUSINESS:

Mr. Morris moved to approve a new hire, Alex McGill, for a General Labor position as needed at the rate of \$25 per hour. Ms. Carlson 2nd and the motion passed unanimously.

The lights at the boost station. Ms. Watson feels that we need additional lighting. She would like to have two wall pack lights. They will provide better coverage of the area.

Ms. Watson moved to authorize Ms. Snow to purchase wall pack lights for the booster station and tower in an amount up to \$500. Ms. Carlson seconded and the motion passed unanimously.

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PUBLIC COMMENT:

None

GOOD OF THE ORDER:

Ms. Snow found a new laptop computer for a cost saving price. This will make it easier to take notes or participate in meetings remotely.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:12.

Submitted by:

Sarah Carlson *5-14-24*

Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson *14 May 2024*

Deb Watson Date
Commissioner, President

Joe Morris *14 May 24*

Joe Morris Date
Commissioner, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

March 31, 2024

COUNTY TREASURER ACCOUNTS

<u>General Account</u>			<u>General Investment Account</u>		
Beginning Balance		\$9,018.07	Beginning Balance		\$27,481.80
Credits		\$22,779.55	Credits		\$0.00
Debits		\$13,043.04	Debits		\$0.00
Ending Balance		\$18,754.58	Ending Balance		\$27,481.80
Total General Account Balance:		\$46,236.38			
<u>Water Revenue Account</u>			<u>Water Revenue Investment Account</u>		
Beginning Balance		\$18,358.21	Beginning Balance		\$118,781.64
Credits		\$485.71	Credits		\$0.00
Debits		\$8,000.00	Debits		\$0.00
Ending Balance		\$10,843.92	Ending Balance		\$118,781.64
Total Revenue Account Balance:		\$129,625.56			
<u>Assessment Revenue Account</u>			<u>Assessment Revenue Investment Account</u>		
Beginning Balance		\$1,185.48	Beginning Balance		\$8,533.18
Credits		\$34.89	Credits		\$0.00
Debits			Debits		\$0.00
Ending Balance		\$1,220.37	Ending Balance		\$8,533.18
Total Assessment Revenue Balance:		\$9,753.55			
<u>Reserve Maintenance Account</u>			<u>Reserve Maintenance Investment Account</u>		
Beginning Balance		\$13,123.58	Beginning Balance		\$26,983.79
Credits		\$3,405.29	Credits		\$0.00
Debits			Debits		\$0.00
Ending Balance		\$16,528.87	Ending Balance		\$26,983.79
Total Maintenance Account Balance:		\$43,512.66			
Total Cash Balance:		\$47,347.74	Total Investments Balance		\$181,780.41
Total cash & Investments			\$229,128.15		

OLYMPIA FEDERAL ACCOUNTS

<u>Main Account</u>			<u>Petty Cash Account</u>		
Beginning Balance		\$5,531.73	Beginning Balance		\$1,659.95
Credits		\$14,821.84	Credits		\$0.07
Debits		\$17,962.12	Debits		\$2.61
Ending Balance		\$2,391.45	Ending Balance		\$1,657.41

TOTAL BALANCE IN ALL ACCOUNTS

\$233,177.01

Last month \$230657.43	\$ 2,519.58					
	General Acct Bal		\$ 18,754.58			
				Expenditures	\$7,658.45	
	Voucher Request -	4/9/2024	\$11,065.54	Payroll	\$3,407.09	
				Employee expense	\$0.00	
	Total Requests-\$	2	\$11,065.54		\$11,065.54	
			\$7,689.04	cash gl balance		
	Total uncleared checks - \$3752.50(3)					