

**TRAILS END WATER DISTRICT 2  
AGENDA  
6/11/24 OPEN PUBLIC & ZOOM MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING  
MAINTENANCE  
MISCELLANEOUS  
LEINS**

**OLD BUSINESS**

**DRY BOX STATUS  
20 YEAR PLAN AND WELL STATUS  
CCR APPROVAL**

**NEW BUSINESS**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

# TRAILS END WATER DISTRICT FINANCIAL REPORT

May 31, 2024

## COUNTY TREASURER ACCOUNTS

### General Account

Beginning Balance	\$20,918.89
Credits	\$11,815.36
Debits	\$15,176.91
Ending Balance	\$17,557.34

Total General Account Balance: \$45,039.14

### General Investment Account

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

### Water Revenue Account

Beginning Balance	\$11,362.36
Credits	\$500.75
Debits	
Ending Balance	\$11,863.11

Total Revenue Account Balance: \$130,644.75

### 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	\$1,257.62
Credits	\$35.98
Debits	
Ending Balance	\$1,293.60

Total Assessment Revenue Balance: \$9,826.78

### 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	\$19,681.67
Credits	\$2,942.74
Debits	
Ending Balance	\$22,624.41

Total Maintenance Account Balance: \$49,608.20

### Reserve Maintenance Investment Account

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

Total Cash Balance: \$53,338.46

Total Investments Balance: \$181,780.41

Total cash & Investments: \$235,118.87

## OLYMPIA FEDERAL ACCOUNTS

### Main Account

Beginning Balance	\$1,805.14
Credits	\$15,173.55
Debits	\$14,583.29
Ending Balance	\$2,395.40

### Petty Cash Account

Beginning Balance	\$1,165.17
Credits	\$951.84
Debits	\$351.52
Ending Balance	\$1,765.49

## TOTAL BALANCE IN ALL ACCOUNTS

\$239,279.76

Last month \$237971.26 \$ 1,308.50

General Acct Bal \$17,557.34

Voucher Request - 6/11/2024 \$14,608.10

Total Requests-\$ 1 \$14,608.10

Expenditures	\$9,633.07
Payroll	\$4,975.03
Employee expense	\$0.00
	\$14,608.10

Total uncleared checks - \$668.14 (2)

**TRAILS END WATER DISTRICT 2**  
**6-11-24 OPEN PUBLIC AND ZOOMO MEETING 7 PM**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:03. A quorum was present.

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

**MINUTES:** Ms. Carlson passed out copies of the 5/14/24 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 5/31/24 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 5/31/24 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 5/31/24 Financial Statement was passed out. Ms. Snow went over the highlights of the reports. Ms. Carlson moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented totaling \$14,608.10 in the following amounts:

Personell	\$ 4,975.03
General Funds	\$ 9,633.07

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

**STAFF REPORTS:**

- Billing:

Ms. Snow reported that 2 of the 5 people who were behind have paid in full and the account that was on an agreed payment plan is current.

- Maintenance:

Mr. Morris and staff will be removing some unused meters. He also reported that he will have to do some work on the fence around the tower.

- Miscellaneous:

Ms. Carlson reported that she got the State Auditor's required annual audit done and submitted before the deadline. Ms. Snow reported that she attended training with the NexBill program. They are making changes to their process. She has also located a company to shred documents that are eligible for records destruction according to the Washington State Auditor's Office guidelines.

**TRAILS END WATER DISTRICT 2**  
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- Liens: One Lien remains in place. Ms. Snow checked with the county on the status of the property. It may be auctioned off to pay county taxes. It was recommended that we renew the lien. Ms. Snow will take care of it.

**OLD BUSINESS:**

**Dry Box Status:** Mr. Morris reported he and staff are working to get the space prepared for the dry box that was approved for storage at the last meeting. Mr. Morris spent time with a tree removal person about the possibility of removing a few trees to make space. Following discussion, he feels that is not the best option. They will continue to work on the best spot without removing trees.

**20 Year Plan and Well Status:** Mr. Morris reported that the Northwest Water System 20-year plan, all of the test results and additional information requested by the Department of Health for approval of the well. We are now just waiting to hear back from DOH.

**CCR:** Ms. Carlson passed out copies of the proposed 2023 Consumer Confidence Report. Discussion followed. The report was reviewed and commissioners agreed to accept it with one small change in wording. Ms. Carlson will make the correction and Ms. Snow will send them out with the June billing.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:** None

**ADJOURNMENT:**

Ms. Carlson moved to adjourn the meeting at 7:46 pm. Ms. Watson seconded and the motion passed unanimously.

Submitted by:

Sarah Carlson      7-9-24  
Sarah Carlson      Date  
Commissioner, Secretary

**APPROVED:**

Deb Watson      09 July 2024  
Deb Watson      Date  
Commissioner, President

\_\_\_\_\_  
Joe Morris      Date  
Commissioner, Treasurer