# TRAILS END WATER DISTRICT 2 AGENDA 7/9/24 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
Auditor /Acct Balance /Weekly Check
Recording charges

**NEW BUSINESS** 

**PUBLIC COMMENTS** 

GOOD OF THE ORDER

**EXECUTIVE SESSION (If necessary)** 

**ADJOURNMENT** 

## TRAILS END WATER DISTRICT 2 7/9/24 PUBLIC AND ZOOM MEETING 7 PM MINUTES

**CALL TO ORDER**: The meeting was called to order at 7:05 pm.

**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 the minutes of the 6/11/24 meeting minutes. Ms. Watson moved to approve the minutes as presented. Mr. Morris seconded and the motion passed unanimously. Ms. Carlson passed out minutes stating that there was not a working session as scheduled on 6/28/24. Ms. Carlson passed out minutes stating that there was no working session as scheduled on 6/28/24. Ms. Watson moved to accept the minutes as presented. Mr. Morris seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 6/30/24 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 6/30/24 Financial Statement was passed out. Ms. Snow went over the highlights of the reports. Ms. Carlson moved to accept the report as presented. Mr. Morris seconded and the motion passed unanimously.

• Voucher Approval: Vouchers were presented totaling \$12,492.25 as follows:

Payroll:

\$4,483.95

General Funds:

\$8,008.30

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

#### **STAFF REPORTS:**

- <u>Billing</u>: Ms. Snow reported that she sent out six delinquent letters, sent out past-due notices and one door was tagged. Three paid in full. Since it is still early in the month, she feels that at least one other will be paying soon. She will continue to follow up and report as needed.
- Maintenance:

Mr. Morris reported that most of the last month was spent on clearing a pad for the dry box.

• <u>Liens:</u> As recommended, Ms. Snow renewed the one lien we have outstanding. She has been tracking this account and believes the County will be moving toward foreclosure in the near future.

### **OLD BUSINESS:**

Mr. Morris reported that Northwest Water Systems and the information for the well have been separated and both sent back to the Department of Health. Discussion followed. It may take at least six months to process the reports and respond.

## TRAILS END WATER DISTRICT 2 7/9/24 PUBLIC AND ZOOM MEETING 7 PM MINUTES

#### **NEW BUSINESS:**

Bank Signatures: Ms. Snow brought up a recent issue to the commissioners regarding signing of the checks transmitted to the Treasurer's Office weekly. With recent illnesses and vacations of commissioners, there was a delay in getting the checks signed and transmitted. She asked for clarification on the process. It was decided to gather additional information and discuss the issue at the working session.

Ms. Snow learned that costs for the lien process have gone way up. The amount no longer covers the costs. She expressed concern that charge may need to be revisited. Upon review, Ms. Montgomery saw nothing in that document that specifies a charge for liens. As such, she felt we do not need to put anything in a resolution. We can charge what is necessary to cover our costs.

### **PUBLIC COMMENT:**

None

### GOOD OF THE ORDER:

Ms. Carlson brought up the heat advisory currently in effect. She attended an on-line training on wildfire smoke safety. She will bring more information for the commissioners' consideration to the working session. Ms. Montgomery reminded us that we cannot turn off water during extreme heat in an occupied house until at September. We are required to thoroughly check for proof of someone living in a residence before turning off water.

### ADJOURNMENT:

\*\*Commissioner, Treasurer

Ms.	Watson	moved	to	adjourn	the	meeting	at	7:43	pm.

Submitted by:		
Sarah Carlson		<del>7 8-1</del> 3-24 ate
Commissioner, Sec	cretary	
APPROVED:		
Deb Watson	D	ate
Commissioner, Pre	sident	
MEEM	mis &	7-13-24
Joe Morris	L	Oate

				July 31, 2024	NCIAL REPORT			
				EASURER ACCOL	<u>INTS</u>			
neral	Account			<u> </u>	General Investmen	t Account		
							407 404 00	
	Beginning Balance		\$9,849.09		Beginning Balance		\$27,481.80	
	Credits	ļ	\$18,616.84		Credits		\$0.00	
	Debits	<u> </u>	\$12,492.25		Debits		\$0.00	
	Ending Balance		\$15,973.68		Ending Balance		\$27,481.80	
_		Total Genera	Il Account Balance:	\$43,455.48				
					Water Revenue Inv	octment Account		
ater Ke	evenue Account					estinent Account		
	Beginning Balance		\$12,380.82		Beginning Balance		\$118,781.64	
	Credits		\$501.64		Credits		\$0.00	
	Debits				Debits		\$0.00	
	Ending Balance		\$12,882.46		Ending Balance		\$118,781.64	
		Total Revenu	e Account Balance:	\$131,664.10				
sessm	ent Revenue Accou	nt			Assessment Reven	ue Investment Acco	ount	
	Beginning Balance		\$1,330.79		Beginning Balance		\$8,533.18	
	Credits		\$36.03		Credits		\$0.00	
	Debits				Debits		\$0.00	
	Ending Balance		\$1,366.82		Ending Balance		\$8,533.18	
		Total Assessme	ent Revenue Balance:	\$9,900.00				
	Maintenance Accou	Int	·	• •	Reserve Maintenar	re Investment Acc	oupt	
eserve		<u>Int</u>				ice investment Acc		
	Beginning Balance		\$24,241.83		Beginning Balance		\$26,983.79	
	Credits		\$4,183.44		Credits		\$0.00	
	Debits				Debits		\$0.00	
	Ending Balance		\$28,425.27		Ending Balance		\$26,983.79	
		Total Maintena	nce Account Balance:	\$55,409.06				
	Total Cash	Balance:	\$58,648.23		Total Investments Ba	lance	\$181,780.41	
		_	Total cash & Ir	vestments	\$240,428.64			
						<u> </u>		
	· · · · · · · · · · · · · · · · · · ·		<u>OLYMPIA F</u>	EDERAL ACCOUN	<u>ITS</u>			
	Main Account				Petty Cash	Account		
	Beginning Balance		\$7,755.45		Beginning Balance		\$1,412.05	
		-			Credits			
	Credits		\$16,193.63 \$20,850.29		Debits		\$0.06 \$256.56	
	Debits Ending Balance		\$20,850.29 <b>\$3,098.79</b>		Ending Balance		\$1,155.55	
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			TOTAL BALAN	ICE IN ALL ACCO	UNTS			-
				ICE IN ALL ACCO 244,682.98	<u>UNTS</u>			
ast mon	nth \$238750.44				<u>UNTS</u>			
ast mon		\$15 972 68	\$2		UNTS			
ast mon	oth \$238750.44  General Acct Bal	\$15,973.68	\$2	244,682.98 **				
ast mon	General Acct Bal		\$2 \$ 15,973.68	244,682.98 **	Expenditures			
ast mon		\$15,973.68 8/13/2024	\$2	244,682.98 **	Expenditures Payroll	\$0.00		
ast mon	General Acct Bal	8/13/2024	\$2 \$ 15,973.68	244,682.98 **	Expenditures	\$0.00		
ast mon	General Acct Bal  Voucher Request -	8/13/2024	\$2 \$ 15,973.68 \$16,637.20 \$ (663.52)	**	Expenditures Payroll			
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