

TRAILS END WATER DISTRICT 2
3/11/25 OPEN PUBLIC AND ZOOM MEETING 7 PM
MINUTES

CALL TO ORDER: The meeting was called to order at 7:09. 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 2-11-25 meeting minutes. The updated copy did not save properly. Approval of the minutes was tabled until next month to allow for the corrections. Ms. Carlson passed out copies of the 2/28/25 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 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 2/28/25 Financial Statement was passed out. Ms. Snow pointed out highlights. 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 \$11,221.62 as follows:

General Account:	\$7,427.66
Payroll:	\$3,793.96

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

STAFF REPORTS:

- Billing: Ms. Snow reported that 12 delinquency letters were sent out and 7 doors were tagged. Of those, 6 have paid. They have a few more days before they will be shut off.
- Maintenance: Mr. Morris said that everything seems to be going well.
- Miscellaneous: Mr. Morris said that everything at the tower seems to be working.
- Liens: None

OLD BUSINESS:

Generator: Ms. Watson reported on the generator and discussion followed. She recommended we revisit this next month as there may be more work to be done.

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Rates increase: Ms. Montgomery had the resolution is ready to authorize the increased rate changes. Ms. Snow still has to work with RVS to get the new rates into the billing system. Ms. Montgomery has to update Addendum. It will be presented and approved at the April meeting. Mr. Morris moved to approve the resolution as presented to increase rates by 8%. Ms. Watson seconded, passed u

Audit update: Everything that the Auditor asked for has been sent in and fixed. As of the date of this meeting, there have been no more questions, so assume all is well. They will send a report and the bill which will be around \$3000.

Unapproved Minutes: Ms. Snow reported that several sets of minutes did not get finalized during the time staff were out due to illness. The October minutes were never approved. The September and November minutes were approved but not signed. Commissioners signed the unsigned minutes.

Ms. Watson moved to approve the 10/8/24 minutes. Mr. Morris seconded and the motion passed unanimously.

Ms. Watson moved to approve the 10/25/24 working session minutes. Mr. Morris seconded and the motion passed unanimously.

Water Works Manual: Following discussion, it was decided not to pursue the purchase.

NEW BUSINESS:

ADU: DOH requires separate hook-ups for any Accessory Dwelling Units (ADUs). An ADU is a separate structure from the main building. Adjunct Living Quarters are separate living quarters contained within a house, such as a separate living space in the basement. We do not charge the full hook-up charge on an ADU, but it does need a separate meter with full charges. That is already in Addendum A of our rates and charges. There was discussion and it was decided to put the issue on agenda for further discussion next month to allow for further research. Include discussion on trailer houses.

GOOD OF THE ORDER:

Denise will be on vacation.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:10

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Submitted by:

Sarah Carlson 4-8-25
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 08 April 2025
Deb Watson Date
Commissioner, President

Joe Morris 8 APR 25
Joe Morris Date
Commissioner, Treasurer