

**TRAILS END WATER DISTRICT 2  
AGENDA  
4/8/25 OPEN PUBLIC & ZOOM MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**EFTPS CORRECTION  
VOUCHER APPROVAL**

**REPORTS**

**BILLING MAINTENANCE  
MISCELLANEOUS  
LEINS**

**OLD BUSINESS**

**ADDENDUM A RESOLUTION  
GENERATOR  
AUDIT UPDATE**

**RECOMMENDATIONS: Scan In All Receipts; Per Diem Policy  
ADU – Customer Letter Draft  
Source 4 Approval! Water system plan good thru 2035**

**NEW BUSINESS**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

**TRAILS END WATER DISTRICT 2**  
**4/8/25 OPEN PUBLIC AND ZOOM MEETING 7 PM**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:05 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:** Approval of the 2/11/25 minutes was held over until this meeting. Mr. Morris moved to approve the minutes as presented. Ms. Watson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 3/11/25 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 3/28/25 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 3/31/25 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 3/31/25 Financial Statement was passed out. 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 \$14,780.91 as noted below. The biggest expenses were

Personnel:	\$ 3,559.50
General Fund:	\$11,221.41

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

**STAFF REPORTS:**

- Billing:

Ms. Snow presented a letter for an account regarding adding a meter for his ADU. Discussion followed. It was agreed that the letter will be sent requiring a response by 5/15/25.

- Maintenance:

Mr. Morris reported that he is ready to put in the solar lights at the storage unit as discussed at a previous meeting. However, he will be doing individual solar lights rather than installing a solar panel and wiring the unit. Mr. McGill has cleaned up the entire grounds within the fence. Commissioners acknowledged his excellent work and their appreciation of his work ethic.

**TRAILS END WATER DISTRICT 2  
4/8/25 OPEN PUBLIC AND ZOOM MEETING 7 PM  
MINUTES**

- Miscellaneous: Nothing to report
- Liens: None.

**OLD BUSINESS:**

As discussed at the last meeting, Ms. Montgomery prepared an updated addendum to Resolution 2025-02 concerning the new rates and charges at 8% increase. Addendum A reflects the increases on the items listed. All other fees stay the same and the increase begins on the May 2025 billing statement.

Ms. Watson moved to approve the 10<sup>th</sup> Amendment to Addendum A which is attached to and incorporated into Resolution 2025-02. Mr. Morris seconded and the motion passed unanimously.

Ms. Watson asked Cummins for a quote on a new generator. She has not received it yet. She will continue working on it.

Ms. Carlson reported on the 3-year audit.

**NEW BUSINESS:**

Mr. Morris reported that Source 4 has been officially approved by the Department of Health. We are good through 2035. Now authorized for 373 connections. That is more than hookups than we have vacant lots. The people waiting for connections can now go forward with their construction.

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:** None

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 8:30.

Submitted by:

Sarah Carlson 5-13-25  
Sarah Carlson Date  
Commissioner, Secretary

**APPROVED:**

Deb Watson 13 May 2025  
Deb Watson Date  
Commissioner, President

Joe Morris 5-13-25  
Joe Morris Date  
Commissioner, Treasurer

March 31, 2025

<b>General Account</b>			<b>General Investment Account</b>		
Beginning Balance	\$17,049.42		Beginning Balance	\$15,401.05	
Credits	\$11,225.57		Credits	\$0.00	
Debits	\$11,221.62		Debits	\$0.00	
Ending Balance	\$17,053.37		Ending Balance	\$15,401.05	
<b>Total General Account Balance:</b>		<b>\$32,454.42</b>			
<b>Water Revenue Account</b>			<b>Water Revenue Investment Account</b>		
Beginning Balance	\$16,184.18		Beginning Balance	\$118,781.64	
Credits	\$383.48		Credits	\$0.00	
Debits			Debits	\$0.00	
Ending Balance	\$16,567.66		Ending Balance	\$118,781.64	
<b>Total Revenue Account Balance:</b>		<b>\$135,349.30</b>			
<b>Assessment Revenue Account</b>			<b>Assessment Revenue Investment Account</b>		
Beginning Balance	\$1,604.01		Beginning Balance	\$8,533.18	
Credits	\$27.55		Credits	\$0.00	
Debits			Debits	\$0.00	
Ending Balance	\$1,631.56		Ending Balance	\$8,533.18	
<b>Total Assessment Revenue Balance:</b>		<b>\$10,164.74</b>			
<b>Reserve Maintenance Account</b>			<b>Reserve Maintenance Investment Account</b>		
Beginning Balance	\$34,730.49		Beginning Balance	\$26,983.79	
Credits	\$2,514.86		Credits	\$0.00	
Debits			Debits	\$0.00	
Ending Balance	\$37,245.35		Ending Balance	\$26,983.79	
<b>Total Maintenance Account Balance:</b>		<b>\$64,229.14</b>			
<b>Total Cash Balance:</b>		<b>\$72,497.94</b>	<b>Total Investments Balance</b>		<b>\$169,699.66</b>
<b>Total cash &amp; Investments</b>		<b>\$242,197.60</b>			

<u>Main Account</u>		<u>Petty Cash Account</u>	
Beginning Balance	\$1,204.71	Beginning Balance	\$1,525.12
Credits	\$16,632.25	Credits	\$0.07
Debits	\$13,687.60	Debits	\$0.00
Ending Balance	\$4,149.36	Ending Balance	\$1,525.19

last mth \$241997.53	\$5,874.62				
<b>\$247,872.15</b>					
<b>General Acct Bal</b>		\$ 17,053.37	**		
				Expenditures	\$11,221.41
<b>Voucher Request -</b>	4/8/2025	\$14,780.91		Payroll	\$3,559.50
				Employee expense	\$0.00
<b>Total Requests-\$</b>	1	\$14,780.91			\$14,780.91
<b>Total uncleared checks - \$608.88 (2)</b>					