

**TRAILS END WATER DISTRICT 2  
AGENDA  
8/12/25 OPEN PUBLIC & ZOOM MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING  
MAINTENANCE  
MISCELLANEOUS  
LEINS**

**OLD BUSINESS**

**LIGHTING**

**GENERATOR**

**NEW BUSINESS**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER – Reminder of August Working Session Date  
Change – August 22, 2025**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

July 31 2025

**General Account**

<b>Total General Account Balance:</b>	<b>\$34,007.77</b>
---------------------------------------	--------------------

### Water Revenue Investment Account

<b>Total Revenue Account Balance:</b>	<b>\$137,004.74</b>
---------------------------------------	---------------------

### Assessment Revenue Investment Account

<b>Total Assessment Revenue Balance:</b>	<b>\$10,283.66</b>
--	--------------------

## Reserve Maintenance Investment Account

<b>Total Maintenance Account Balance:</b>	<b>\$77,083.83</b>
---	--------------------

Total Investments Balance	\$169,699.66
---------------------------	--------------

Total cash & Investments	\$258,380.00
--------------------------	--------------

### Main Account

### Petty Cash Account

Beginning Balance		\$1,473.34
Credits		\$30.06
Debits		\$16.78
Ending Balance		<b>\$1,486.62</b>

last mth \$259114.92	\$4,402.36
----------------------	------------

**\$263,517.28**

Expenditures	\$5,731.20	
Payroll	\$4,977.06	
Employee expense	\$0.00	
	\$10,708.26	

**Total uncleared checks - \$165.63 (2)**

**TRAILS END WATER DISTRICT 2**  
**8-12-2025 ZOOM & IN PERSON MEETING 7 PM**  
**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:00 pm. A quorum was present.

**ATTENDANCE:** Deb Watson, via ZOOM, 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 7/8/25 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 7/25/25 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 7/31/25 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 7/31/25 Financial Statement was passed out. Ms. Snow went over the reports and pointed out some highlights. She had mentioned at a previous meeting that we should move some money from the Reserve Maintenance account in to the interest-bearing Reserve Maintenance investment account. The extra interest would be financially beneficial to the district. 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 \$10,708.26 as follows:

Payroll: \$4977.06  
General Funds: \$5731.20

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

**STAFF REPORTS:**

- Billing: Four doors were tagged for delinquency, three have paid in full. The customer on the last account has not responded to Ms. Snow's numerous attempts to discuss the delinquency with them. The water will be shut off if there is not a response by tomorrow. Ms. Montgomery reminded us that during extreme hot weather and upon the customer's request, we are required by law to provide water.
- Maintenance: Mr. Morris reported that the new pump in source 3 draws enough amperage that the generator will only support it for 3 minutes. Discussion followed. We continue to replace our oldest meters and other work is being done to improve individual meter areas. Ms. Montgomery said that we need to surplus the old meters. She has an informational sheet that will help guide us in this process. Once we complete the current old meter replacements, we will need a motion to proceed with the surplus of them.
- Miscellaneous: None
- Liens: None

**TRAILS END WATER DISTRICT 2**  
**8-12-2025 ZOOM & IN PERSON MEETING 7 PM**  
**MINUTES**

**OLD BUSINESS:**

Lighting: Ms. Watson is working on completing this task.

Generator: Discussion on continuing issues will continue. Will try to do a work around with re-wiring

Ms. Carlson asked for clarification about the no trespassing signs discussed at the previous meeting. She was concerned about putting TEWD2 employees only on the doors that are shared space with Trails End Community Club. Ms. Montgomery said they should say, "No Trespassing, Trails End Water District 2 Employees only. No Public beyond this point". TECC would not be considered as "public" since they are the building owners. That wording should prevent unauthorized people from having access, yet provide for the needs of TECC.

**NEW BUSINESS:**

We had a letter from the fire department asking for an updated map of all hydrants and testing as required to maintain necessary pressure for firefighting. Mr. Morris will work on this.

Ms. Watson moved to transfer \$40,000. from Reserve Maintenance account to Reserve Maintenance Investment account. Ms. Carlson seconded, and motion passed unanimously.

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:**

Ms. Carlson wanted to remind everyone that the August Working Session was rescheduled to 8/22/25 because of a conflict with Labor Day holiday and the TECC yard sale. Commissioners will discuss potential adjustments that may be needed.

**ADJOURNMENT:**

Ms. Watson moved to adjourn the meeting at 7:45 pm.

Submitted by:

Sarah Carlson      9-9-25  
Sarah Carlson      Date  
Commissioner, Secretary

**APPROVED:**

Deb Watson      09 SEPT 25  
Deb Watson      Date  
Commissioner, President

Joe Morris      9-9-2025  
Joe Morris      Date  
Commissioner, Treasurer