

**TRAILS END WATER DISTRICT 2
AGENDA
9/9/25 OPEN PUBLIC & ZOOM MEETING
#86965359798 / PW #834717**

CALL TO ORDER

MINUTES – 8/12/2025 & 8/22/2025

TREASURER’S REPORT

VOUCHER APPROVAL

REPORTS

**BILLING
MAINTENANCE
MISCELLANEOUS
LEINS**

OLD BUSINESS

**2025 Budget Review
Reserve Maintenance Account
Resolutions & Addendums**

NEW BUSINESS

2026 Budget

PUBLIC COMMENTS

GOOD OF THE ORDER

EXECUTIVE SESSION (If necessary)

ADJOURNMENT

TRAILS END WATER DISTRICT 2
9/9/25 ZOOM AND OPEN PUBLIC MEETING 7 PM
MINUTES

CALL TO ORDER: The meeting was called to order at 7:12 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: Ms. Carlson passed out copies of the 8/12/25 meeting minutes. Ms. Watson moved to approve the minutes as presented. Ms. Carlson seconded and the motion passed unanimously. Ms. Carlson passed out copies of the 8/22/25 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 8/31/25 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 8/31/25 Financial Statement was passed out. Ms. Snow reviewed the highlights. Ms. Carlson forgot to move the \$40,000 from Reserve Maintenance to Reserve Maintenance Investment. She will get it done this week. 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 \$9,396.98 as indicated below

Personnel:	\$4,597.44
General:	\$4,597.44 4799.54

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

STAFF REPORTS:

- Billing:

Three doors were tagged, and all three paid.

- Maintenance:

Mr. Morris reported all the old meters are disassembled and ready to recycle. Steve is working on the lead survey. So far there have been no signs of lead.

- Miscellaneous: None

- Liens: None

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9/9/25 ZOOM AND OPEN PUBLIC MEETING 7 PM
MINUTES

OLD BUSINESS:

Budget Review: Ms. Carlson reported that we are on track with the 2025 budget. Discussion followed. It does not appear that any adjustments need to be made.

Surplus: Ms. Montgomery provided information on some of the issues surrounding the State's rules and regulations on disposing or selling surplus property, specifically recycling the old meters. Ms. Montgomery provided a proposed resolution that would cover some of the issues. Discussion followed.

Ms. Watson moved to approve Resolution 2025-04 declaring surplus property with a value less than \$2500.00 and authorizing Commissioner Morris to dispose of the property by whatever means chosen. Ms. Carlson seconded and the motion passed unanimously.

Ms. Carlson had questions on accounting practices and coding of such income for audit purposes. She will do some research to be sure it is correctly accounted for in the financial records.

Water Availability: We have one account that received a Water Availability Letter and has been charged the fees according to our rates and fees. The customer is upset about having to pay the fees and filed a complaint with the state's attorney general. The complaint and response from the AG were reviewed. Ms. Montgomery outlined two different ways to deal with the issue. She will do some additional research back through our resolutions and addendums. The AG's response indicated they are not going to do anything, only putting the complaint on file for informational purposes. Ms. Montgomery suggests that we do respond. She will review it.

Ms. Snow brought up some questions with regard to the wording on some of our resolutions and addendums on rates and charges. There was some discussion. Ms. Montgomery will review the resolutions and addendums for clarification. She may be able reword some of issues pointed out for clarification. This issue will be discussed at a later meeting after she had had an opportunity to do her review.

NEW BUSINESS:

2026 Budget: Ms. Carlson has been working on a proposed budget for 2026. She outlined some of suggestions and findings based on where we are with the 2025 expenditures. She will continue to refine the proposal for further discussion at the working session and final approval at the 10/14/25 meeting.

PUBLIC COMMENT: None

GOOD OF THE ORDER: Ms. Snow will be taking some time off. The October working session is on Halloween. That meeting may need to be rescheduled or cancelled. It will be put on the agenda of the 10/14/25 meeting.

ADJOURNMENT:

Ms. Watson moved to adjourn the meeting at 8:20.

**TRAILS END WATER DISTRICT 2
9/9/25 ZOOM AND OPEN PUBLIC MEETING 7 PM
MINUTES**

Submitted by:

Sarah Carlson 10-14-25
Sarah Carlson Date
Commissioner, Secretary

APPROVED:

Deb Watson 14 Oct 2025
Deb Watson Date
Commissioner, President

Joe Morris 14 Oct 2025
Joe Morris Date
Commissioner, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

August 31 2025

COUNTY TREASURER ACCOUNTS

<u>General Account</u>			<u>General Investment Account</u>		
Beginning Balance		\$18,606.72	Beginning Balance		\$15,401.05
Credits		\$15,587.07	Credits		\$0.00
Debits		\$10,708.26	Debits		\$0.00
Ending Balance		\$23,485.53	Ending Balance		\$15,401.05
		Total General Account Balance:			\$38,886.58
<u>Water Revenue Account</u>			<u>Water Revenue Investment Account</u>		
Beginning Balance		\$18,223.10	Beginning Balance		\$118,781.64
Credits		\$421.17	Credits		\$0.00
Debits			Debits		\$0.00
Ending Balance		\$18,644.27	Ending Balance		\$118,781.64
		Total Revenue Account Balance:			\$137,425.91
<u>Assessment Revenue Account</u>			<u>Assessment Revenue Investment Account</u>		
Beginning Balance		\$1,750.48	Beginning Balance		\$8,533.18
Credits		\$30.26	Credits		\$0.00
Debits			Debits		\$0.00
Ending Balance		\$1,780.74	Ending Balance		\$8,533.18
		Total Assessment Revenue Balance:			\$10,313.92
<u>Reserve Maintenance Account</u>			<u>Reserve Maintenance Investment Account</u>		
Beginning Balance		\$50,100.04	Beginning Balance		\$26,983.79
Credits		\$3,174.40	Credits		\$0.00
Debits			Debits		\$0.00
Ending Balance		\$53,274.44	Ending Balance		\$26,983.79
		Total Maintenance Account Balance:			\$80,258.23
Total Cash Balance:		\$97,184.98	Total Investments Balance		\$169,699.66
		Total cash & Investments			\$266,884.64

OLYMPIA FEDERAL ACCOUNTS

<u>Main Account</u>			<u>Petty Cash Account</u>		
Beginning Balance		\$3,650.66	Beginning Balance		\$1,486.62
Credits		\$19,660.05	Credits		\$13.44
Debits		\$21,004.23	Debits		\$0.00
Ending Balance		\$2,306.48	Ending Balance		\$1,500.06

TOTAL BALANCE IN ALL ACCOUNTS

last mth \$263517.28	\$7,173.90				
\$270,691.18					
General Acct Bal		\$ 23,485.53	**		
Voucher Request - 9/9/2025		9396.98		Expenditures	\$4,799.54
				Payroll	\$4,597.44
				Employee expense	\$0.00
Total Requests-\$	1	\$9,396.98			\$9,396.98
Total uncleared checks - \$165.63 (2)					