

**TRAILS END WATER DISTRICT 2  
AGENDA  
12/9/25 OPEN PUBLIC & ZOOM MEETING**

**CALL TO ORDER**

**MINUTES**

**TREASURER'S REPORT**

**VOUCHER APPROVAL**

**REPORTS**

**BILLING**

**MAINTENANCE**

**MISCELLANEOUS**

**LEINS**

**OLD BUSINESS**

**RATES AND CHARGES REVIEW**

**2026 BUDGET RESOLUTION**

**STATUS OF SURPLUS ITEMS**

**NEW BUSINESS**

**Conference**

**PUBLIC COMMENTS**

**GOOD OF THE ORDER - Reminder of Denise's Vacation**

**EXECUTIVE SESSION (If necessary)**

**ADJOURNMENT**

**TRAILS END WATER DISTRICT 2  
12-9-25 MEETING 7 PM MINUTES  
Zoom 823 4443 7426 - pw 612423**

**CALL TO ORDER:** The meeting was called to order at 7:15 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 11/11/25 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 11/28/25 Working Session. Ms. Watson moved to amend the working session minutes to reflect that the next meeting is 12/9/25 instead of 12/8/25. Mr. Morris seconded the motion and the motion passed unanimously. Ms. Watson moved to accept the amended working session minutes as amended. Mr. Morris seconded and the motion passed unanimously.

**TREASURER/FINANCIAL REPORT:** The board members reviewed the 11/30/25 Olympia Federal bank statements, Treasurer's Report and Auditor's Report. They were in order and consistent. A copy of the 11/30/25 Financial Statement was passed out. Ms. Snow went over the report and pointed out some of the items. Mr. Morris moved to accept the report as presented. Ms. Watson seconded and the motion passed unanimously.

- Voucher Approval: Vouchers were presented in the amount of \$9,980.35 as follows:
  - Payroll \$4153.35
  - Expenditures \$5827.00

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

Last month, November, there was a second check to the IRS to cover a clerical error in the amount of \$110.69 sent to the IRS.

**STAFF REPORTS:**

- Billing: Eight accounts are delinquent 61 days+. Six doors were tagged, and so far only two have paid. Monday, Dec 15 2025 is the final day to pay in full, or their service will be shut off on Tuesday, Dec 16 2025. All of these delinquent accounts are frequently slow payers. There has been no word on our response to the complaint to the State. The customer(s) submitting the complaint have not responded and neither has the state.
- Maintenance: The generator is working. During the recent power outage, Mr. Morris monitored it closely. He found that the generator came on in a timely manner, worked correctly and shut down when the power came back on. The work done by Ms. Watson and her contact Parker at ARC Electric, is appreciated by the Board and saved the district the considerable cost of purchasing and installing a new one.

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Mr. Morris reported that he is trying to install a meter at 401 E Trails End Dr. He has been unable to find the line where the meter will need to be put in. He will contact Mt. View Locators to come out and try to locate the water line. He also responded that we have a leak of 45 gal/hour. He will ask Mt. View Locators if they are also able to locate leaks. If they are not able to do the work, Mr. Morris will ask them for suggestions or referrals.

- Miscellaneous: None
- Liens: None

**OLD BUSINESS:**

Rates and Charges Review: Ms. Montgomery reviewed our Addendum A. She suggests that we do a policy on the leak adjustment process explaining how we calculate the adjustment for severe leakage adjustment on bills. Ms. Snow will send Ms. Montgomery the information on how we process the leak adjustments and Ms. Montgomery will provide us with correct wording for our policy. The policy needs to state that customers must repair the leak and provide proof of repair before an adjustment is granted. The policy should also be clear that we offer only one adjustment every 3 years.

**NEW BUSINESS:**

Resolution for the Budget: Resolution 2025-5 setting the budget for 2026 at \$197,300 was presented. This is the amount approved by the board at the October. Ms. Watson moved to accept the 2025-5 Budget Resolution of \$197,300 as presented. Mr. Morris seconded, and the motion passed unanimously.

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:** Ms. Snow on vacation – 18<sup>th</sup> – 31<sup>st</sup>. She will be here on the 31<sup>st</sup> to process billing.

Mr. Morris did not get on the ballot in November. He checked with auditor. According to the auditor, the rule is if no one else was on the balance, Mr. Morris will serve two years. He must apply to run in the next election (2027) to finish serving the other four years of the six-year commitment. No other steps need to take place until then.

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

TRAILS END WATER DISTRICT 2  
12-9-25 MEETING 7 PM MINUTES  
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Submitted by:

Sarah Carlson 1-13-26  
Sarah Carlson Date  
Commissioner, Secretary

APPROVED:

Deb Watson 13 Jan 2026  
Deb Watson Date  
Commissioner, President

Mr. Morris Morris 1-13-26  
Mr. Morris Morris Date  
Commissioner, Treasurer

TRAILS END WATER DISTRICT FINANCIAL REPORT

November 30, 2025

## **COUNTY TREASURER ACCOUNTS**

<b>General Account</b>		<b>General Investment Account</b>	
Beginning Balance	\$29,726.85	Beginning Balance	\$15,401.05
Credits	\$11,565.37	Credits	\$0.00
Debits	\$14,934.70	Debits	\$0.00
Ending Balance	<b>\$26,357.52</b>	Ending Balance	<b>\$15,401.05</b>
	<b>Total General Account Balance:</b>	<b>\$41,758.57</b>	
<b>Water Revenue Account</b>		<b>Water Revenue Investment Account</b>	
Beginning Balance	\$19,462.64	Beginning Balance	\$118,781.64
Credits	\$399.46	Credits	\$0.00
Debits		Debits	\$0.00
Ending Balance	<b>\$19,862.10</b>	Ending Balance	<b>\$118,781.64</b>
	<b>Total Revenue Account Balance:</b>	<b>\$138,643.74</b>	
<b>Assessment Revenue Account</b>		<b>Assessment Revenue Investment Account</b>	
Beginning Balance	\$1,839.52	Beginning Balance	\$8,533.18
Credits	\$28.70	Credits	\$0.00
Debits		Debits	\$0.00
Ending Balance	<b>\$1,868.22</b>	Ending Balance	<b>\$8,533.18</b>
	<b>Total Assessment Revenue Balance:</b>	<b>\$10,401.40</b>	
<b>Reserve Maintenance Account</b>		<b>Reserve Maintenance Investment Account</b>	
Beginning Balance	\$19,382.84	Beginning Balance	\$66,983.79
Credits	\$2,672.91	Credits	
Debits		Debits	\$0.00
Ending Balance	<b>\$22,055.75</b>	Ending Balance	<b>\$66,983.79</b>
	<b>Total Maintenance Account Balance:</b>	<b>\$89,039.54</b>	
<b>Total Cash Balance:</b>	<b>\$70,143.59</b>	<b>Total Investments Balance</b>	<b>\$209,699.66</b>
	<b>Total cash &amp; Investments</b>	<b>\$279,843.25</b>	
<b>OLYMPIA FEDERAL ACCOUNTS</b>			
<b>Main Account</b>		<b>Petty Cash Account</b>	
Beginning Balance	\$2,492.64	Beginning Balance	\$1,500.18
Credits	\$17,336.17	Credits	\$0.06
Debits	\$13,961.23	Debits	
Ending Balance	<b>\$5,867.58</b>	Ending Balance	<b>\$1,500.24</b>
<b>TOTAL BALANCE IN ALL ACCOUNTS</b>			
10/31/2025- \$284104.33	\$3,746.18		
		<b>\$287,211.07</b>	
<b>General Acct Bal</b>	<b>\$26,357.52</b>	**	
<b>Voucher Request -</b>	<b>12/9/2025</b>	<b>9980.35</b>	<b>Expenditures</b> \$5,827.00
			<b>Payroll</b> \$4,153.35
			<b>Employee expense</b> \$0.00
<b>Total Requests-\$</b>	<b>1</b>	<b>\$9,980.35</b>	<b>\$9,980.35</b>
<b>Total uncleared checks - \$ 668.36(3)</b>			