

BOARD OF COMMISSIONERS
KITTITAS COUNTY WATER DISTRICT #7
(Sunlight Waters)

Board of Commissioners: Vince Konkler, Letha Ihrke, Jeff Schultz

MINUTES of the regular meeting of the Board of Commissioners, held **Feb 8, 2024**, at the Sunlight Waters Country Club. Those attending were Commissioner Vince Konkler, Commissioner Letha Ihrke, Commissioner Jeff Schultz, clerk Bonnie Callecod, clerk Toni Taylor, District Employees Jerry Ihrke and AJ Baugh and community member Alan Mortenson

The meeting was called to order by Commissioner Vince Konkler at 6:05 p.m.

The minutes of the regular meeting held January 11, 2024 were read. Jeff moved and Letha seconded to approve the minutes. The motion passed unanimously.

Treasurer's Report:

Fund 670 010*	Balance as of 12/31/2023:	178,315.38
(General Fund)	Expended claims payments	5355.92
	Expended payroll	4024.08
	Water Sales	19,168.78
	Excise Tax	1165.80
	Balance as of 1/31/2024:	189,269.96
Fund 670 022	Balance as of 12/11/2023:	55,137.22
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 12/31/2023:	55,137.22
Fund 670 031	Balance as of 12/11/2023:	45,429.57
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2190.00
	Supplemental Deposit (3.00/pmt)	657.00
	Payment	0.00
	Balance as of 12/31/2023:	48,276.57
	OUTSTANDING BALANCE OF DWSRF LOAN	68,349.53

Total Monthly Revenues	23,181.58
Total Monthly Expenditures	9380.00

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
1/1/2024 -1/31/2024

670 010 Kittitas County Water District #7 Maintenance
(Operating Budget)

Beginning Cash on Hand \$213,396.96

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Total Received	18,365.63
Total Disbursed	-\$21,672.37
Ending Cash on Hand	\$210,090.22

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$54,937.22
Total Received	\$0.00
Total Disbursed	-\$0.00
Ending Cash on Hand	\$54,937.22

670 031 Kittitas County Water District #7 Maintenance
(PWTF Loan Repayment Funds)

Beginning Cash on Hand	\$42,830.51
Total Received	\$2,496.00
Total Disbursed	0.00
Ending Cash on Hand	\$45,326.51

Ending Bonds Outstanding \$68,349.53

Letha made a motion to approve the treasurer's report and Jeff seconded. The motion passed unanimously.

Community Discussion

Alan Mortenson attended to ask questions regarding the billing process.

Repair & Maintenance Report

Jerry was not in attendance as he was not feeling well. A leak was noticed at a home on Morrison Canyon and the resident was notified. Jerry located meter hook up at 690 Morrison Canyon in preparation for property sale. Data logger troubleshooting is still in progress.

Water Usage Report

Pump house is running well. Over the last year, pump is averaging needing a reset once a month which is normal. A reset was most recently needed Jan 25, 2024. Power surges seem to be the reason for the reset. Still averaging 23K-25K per month. Residuals are holding well.

Water pumped through January 2024: 2.00 acre feet
Water pumped through January 2023: 2.36 acre feet
Water pumped through January 2022: 2.36 acre feet

Water pumped January 1-31, 2024: 652,310 gallons

Meter Reader Report

Meter reading is going well! AJ will bring the tags to the next meeting to figure out the best way to add the numbers.

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Old Business

Current water connections: 234 active accounts (out of 267 available connections).

Potential Delinquency Log (customers owing more than \$165.00 – Tabled until March meeting for transition to new billing schedule.

Property Sales-

1660 Sunlight Drive – Lot 2J24 - Previous Owner Evelyn Jones, New owner Nathan and Ashley Lewis Closed 1/26/2024

690 Morrison Canyon – Lot 5BXX – Current Owner Drew Robinson, Sale Pending

Commissioner Vacancy – Filled – Jeff will go down and get sworn in soon!

New Business

Water Test Results – Water test results have not been received recently. Toni will follow up to get an update.

Pump House Driveway – Snow plowing resulted in a large amount of gravel piled up by the house. There hasn't been gravel brought in for the road for several years. The commissioner team will assess to determine if more gravel should be laid or if the existing gravel should be spread.

Funding Update –Vince received an update from Gray Osborne. 2.928M was approved as a loan but there is no subsidy money designated for our district at this time. Loan will cover drilling and connect to the existing water system (PRV) update existing system. District will continue to apply for grant money to help reduce the load amount. Fund acceptance letter is scheduled to be communicated between March and May.

Clerk update – W2s have been mailed. Bonnie and Toni are partnering to distribute workload and task assignments.

Open Board Discussion:

Asset management – Vince is starting an asset management spread sheet. He is seeking assistance from the rest of the team this year to help him complete the list and track the items going forward.

CLAIMS PAYMENT REQUEST

0691 5	LABTEST	Op/M	Water Test Service (inv 20327, 20368, 20785)	670 010 5340040	90.00
D001 7	SCOTT E PERNA A CPA	Adm	2023 w2 and 1099 preparations	670 010 5340040	320.00
0024 6	NORTHERN KITTITAS COUNTY TRIBUNE	Adm	Annual Meeting Ads (Inv 97271 & 97272)	670 010 5340040	52.00
0025 2	EVERGREEN VALLEY UTILITIES	Adm	Water Operator Fee	670 010 5340040	100.00
0274 0	CALLECOD, BONNIE	Adm	Reimburse milage – 60	670 010 5340040	40.20
0486 1	TAYLOR, TONI	Adm	Reimburse mileage: 242 and postage	670 010 5340040	176.52

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0011 0	INTERNAL REVENUE SERVICE – Employer Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i>	Adm	Social Security & Medicare – Employer Contributions to IRS for January	670 010 5340020	407.02
DO NOT GENERATE WARRANT					
				TOTAL	1185.7 4

PAYROLL:

04861	TAYLOR, TONI	Payroll	670 010 53410	2865.60	
02740	CALLECOD, BONNIE	Payroll	670 010 53410	73.71	
D0047	KONKLER, VINCE	Payroll	670 010 53410	66.78	
	SCHULTZ, JEFF		670 010 53410	116.78	
D0012	IHRKE, LETHA	Payroll	670 010 53410	780.29	
B9417	IHRKE, JERRY	Payroll	670 010 53410	289.94	
06209	BAUGH, ANDREA J	Payroll	670 010 53410	34.21	
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	28.20	
07378	EMPLOYMENT SECURITY – WA CARES	Paid Family & Medical Leave	670 010 520	30.96	
00110	INTERNAL REVENUE SERVICE – Employee Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i>	Tax, Social Security & Medicare – Employee Contributions to IRS for December	670 010 520	1038.42	
DO NOT GENERATE WARRANT					
				TOTAL	5324.89

Approve Claims Payment Request in the amount of \$ 1185.74

Approve payroll in the amount of \$5324.89

Total submitted for claims & payroll: \$ 6510.63

Letha moved to pay bills, Jeff 2nd. Passed

Adjourn. 7:09

Next regular meeting: March 14, 2024, 6:00 p.m.

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Board of Commissioners:

Letha Ihrke, Commissioner

Jeff Schultz, Commissioner

Vince Konkler, Commissioner

ATTEST

Toni Taylor, Clerk