

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 **May 9, 2024**, at the Sunlight Waters Country Club. Those attending were Commissioner Vince Konkler, Commissioner Jeff Schultz, Commissioner Letha Ihrke, clerk Bonnie Callecod, clerk Toni Taylor, with District Employees Jerry Ihrke and AJ Baugh.

The meeting was called to order by Commissioner Vince Konkler at 6:07 PM.

The minutes of the regular meeting held Apr 14, 2024 were read. Letha moved and Jeff seconded to approve the minutes. The motion passed unanimously.

Treasurer's Report:

Fund 670 010*	Balance as of 4/1/2024	195,510.28
(General Fund)	Expended claims payments	4034.37
	Expended payroll	5409.00
	Water Sales	13,464.78
	Excise Tax	616.87
	Balance as of 4/30/2024	200,148.56
Fund 670 022	Balance as of 4/1/2024	55,137.22
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 4/30/2024	55,137.22
Fund 670 031	Balance as of 4/1/2024	53,481.86
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1881.00
	Supplemental Deposit (3.00/pmt)	534.00
	Payment	
	Balance as of 4/30/2024	55,896.86
	OUTSTANDING BALANCE OF DWSRF LOAN	68,349.53

Total Monthly Revenues	16,496.65
Total Monthly Expenditures	9443.37

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
4/1/2024 -4/30/2024

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

Beginning Cash on Hand	\$221,421.04
Total Received	\$12,494.89
Total Disbursed	-9,975.25
Ending Cash on Hand	\$223,940.68

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670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	58,937.22
Total Received	\$0.00
Total Disbursed	-\$0.00
Ending Cash on Hand	\$58,937.22

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

Beginning Cash on Hand	\$50,659.51
Total Received	\$2,064.00
Total Disbursed	0.00
Ending Cash on Hand	\$52,723.51

Ending Bonds Outstanding \$68,349.53

Letha moved to approve the treasurers report. Jeff seconded. The motion passed unanimously.

Repair & Maintenance Report

Jerry advised that a community member with experience with data logger technology has volunteer to help complete the set up of the previously purchased data logger.

Water Usage Report

We haven't had to do a pump reset since Jan 21, 2024. The residuals are holding good and usage is averaging 22-24K per day.

Water pumped through April 2024: 6.45 acre feet
Water pumped through April 2023: 7.23 acre-feet
Water pumped through April 2022: 6.23 acre-feet

Water pumped January 1-31, 2024: 652,310 gallons
Water pumped February 1-29, 2024: 442,370 gallons
Water pumped March 1-31 2024: 464,280 gallons
Water pumped April 1-30 2024: 950,0410 gallons

Meter Reader Report

AJ and Jeff remapped the water district route. The first read of the year went well.

Old Business

Current water connections: 235 active accounts (out of 267 available connections).

Pump House Driveway – We are still looking for contractors to bid on this job.

Funding Update - Fund allocation/availability is still pending, however we anticipate a proposal letter in the next few weeks.

New Business

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Cellular Provider – The group discussed the state of the water district cellular phone. The clerk team had been experiencing some difficulties receiving voice mail and seeing missed calls. After contacting IT support for the phone, it was found that it wasn't automatically processing updates as it should, and the clerks need to do a restart of the phone at least one to two times a week to initiate updates manually. We will try this for a month and revisit.

Locate Request Notifications – Clerks will set up an email forward process for incoming locate requests. As of now, only the clerks receive the updates and must forward them to Jerry and the commissioners. Clerks will create an auto-forward system so incoming emails get sent to each commissioner and Jerry automatically.

Property Updates

Sales – 31 Melton Lane – Purchased by Anita Heath

Delinquent Accounts -

CLAIMS PAYMENT REQUEST

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
00252	EVERGREEN VALLEY UTILITIES	Op/M	Water Operator Fee for May	670 010 5340040	100.00
00921	DEPARTMENT OF HEALTH	Adm	Annual Fee for Water System Operating Permit	670 01 05340040	514.00
02669	PUGET SOUND ENERGY	Adm	Utilities May 2024 inv	670 010 5340040	59.85
02669	PUGET SOUND ENERGY	Adm	Utilities May 2024 inv	670 010 5340040	517.28
02409	WASHINGTON ASSOCIATION OF SEWER & WATER DISTRICTS	Adm	2024 Membership Dues	670 010 5340040	368.52
02740	CALLECOD, BONNIE	Adm	Reimburse mileage –71	670 010 5340040	47.57
02740	CALLECOD, BONNIE	Adm	Brothers Printer, Payment Dropbox Keys	670 010 5340030	210.98
04861	TAYLOR, TONI	Adm	Reimburse mileage: 133	670 010 5340040	89.11
00110	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 May	670 010 5340020	484.70
	DO NOT GENERATE WARRANT				
				TOTAL	2392.01

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PAYROLL:

04861	TAYLOR, TONI	Payroll	670 010 53410	2017.17
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1825.56
D0047	KONKLER, VINCE	Payroll	670 010 53410	67.52
07575	SCHULTZ, JEFF	Payroll	670 010 53410	233.58
D0012	IHRKE, LETHA	Payroll	670 010 53410	775.92
B9417	IHRKE, JERRY	Payroll	670 010 53410	92.26
06209	BAUGH, ANDREA J	Payroll	670 010 53410	193.90
00520	EMPLOYMENT SECURITY – PFML	Paid <u>Family & Medical Leave</u>	670 010 520	33.49
07378	EMPLOYMENT SECURITY – WA CARES	Paid <u>Family & Medical Leave</u>	670 010 520	36.00
00110	INTERNAL REVENUE SERVICE – Employee Contributions (held by Kittitas County Water District #7 to pay IRS via EFTPS)	Tax, Social Security & Medicare – Employee Contributions to IRS for May	670 010 520	1060.60
DO NOT GENERATE WARRANT				
TOTAL				6336.00

Approve Claims Payment Request in the amount of \$2392.01

Approve payroll in the amount of \$6336.00

Total submitted for claims & payroll: \$8728.01

Jeff made a motion to pay payroll and claims as listed. Letha seconded the motion and it passed unanimously.

The meeting was adjourned at 7:14 PM.

Board of Commissioners:


Commissioner


Commissioner


Commissioner

ATTEST


Toni Taylor, Clerk