

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 **August 8, 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 6:04 PM.

The minutes of the regular meeting held July 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 7/1/2024	209,088.44
(General Fund)	Expended claims payments	4837.84
	Expended payroll	5916.50
	Water Sales	12,194.50
	Excise Tax	804.67
	Balance as of 7/31/2024	211,333.27
Fund 670 022	Balance as of 7/1/2024	55,137.22
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 7/31/2024	55,137.22
Fund 670 031	Balance as of 7/1/2024	61,325.51
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2982.52
	Supplemental Deposit (3.00/pmt)	894.51
	Payment	
	Balance as of 7/31/2024	65,202.54
	OUTSTANDING BALANCE OF DWSRF LOAN	68,349.53

Total Monthly Revenues	16876.20
Total Monthly Expenditures	10754.34

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

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

Beginning Cash on Hand	\$223,095.38
Total Received	\$9,878.59
Total Disbursed	\$13,519.80
Ending Cash on Hand	\$219,454.17

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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	\$56,567.02
Total Received	\$2,280.86
Total Disbursed	0.00
Ending Cash on Hand	\$58,847.88

Ending Bonds Outstanding \$68,349.53

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Bank Account Balance: \$34,202.36

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

Repair & Maintenance Report

There is a leak at the pump house so Jerry will be putting a hole in the floor to access the area of the leak. Will require renting a concrete saw and repouring the floor once complete. Beedles had repaired in the past but this is a new one. Jerry is seeking bids for the frost-free test faucet install on highline loop.

Community Discussion

None

Water Usage Report

Usage went up and has been averaging about 38K per day but pumping has been even. There was a double pump today 8/8 and looking at August numbers, it seems like water usage may be on the decline. Residuals are good and no resets have been needed.

Water pumped through July 2024: 15.63 acre feet  
 Water pumped through July 2023: 20.57 acre-feet  
 Water pumped through July 2022: 15.56 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  
 Water pumped May 1-31 2024: 738,450 gallons  
 Water pumped June 1-30 2024: 1,046,790 gallons  
 Water pumped July 1-31 2024: 1,205,720 gallons

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Meter Reader Report

Meter for one of our customers needs a new meter. Jerry will be replacing, and an inventory will be done on meters to determine if new ones need to be purchased. Letha will be purchasing a supply for wasp spray for AJ as so many meters have wasps.

Old Business

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

Pump House Driveway – Steve Nunn is doing great work on the driveway to the pumphouse. First invoice has been received and is processing for payment.

Funding Update - Vince talked with Gray and Osborne who provided the following report of the status of the DWSRF funding:

After contacting DWSRF (Jocelyn Gray) the status of the funding is listed as “In contract negotiations with the agency”. This means they have likely sent the District a contract to be reviewed and signed.

G&O has sent the required project engineer certification form, revised project budget to include DOH recommended Preliminary Engineering Report and DOH Review fees. These items were taken out of the design engineering budget and did not increase the amount of the loan agreement.

G&O will be sending an engineering contract amendment to the District for a Cultural Resources Survey Report. The Survey will be conducted by Plateau CRM. The Survey Report must be completed prior to any ground disturbing activities such as Geotechnical work. The survey is a reimbursable expense by the DWSRF funding once the DOH contract is executed.

District Vehicle – The paperwork is done for the truck to go on surplus sale, we just need to locate the title and clean the truck. A district resident has a 2004 truck he is interested in selling for \$4000. Commissioners are leaning toward passing due to other expenses coming and waiting for the sale of the other truck to happen first.

Lead Line Survey – Vince has been consulting with several people regarding how to proceed with completion of the survey. Commissioners will be having an executive session to discuss further.

Annual Meeting - Gray and Osborn confirmed they will be in attendance. First notification of the meeting was shared with residents via 8/1 bills.

Water Testing - Letha has been in contact with water operator Mark to get details on testing. She has received all the needed bottles and will be completing the first two tests in the next few days.

Property Updates

Sales –

Delinquent Accounts -

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CLAIMS PAYMENT REQUEST

06915	LABTEST	Op/M	Bacteria Test (Inv 22348)	670 010 5340040	30.00
00252	EVERGREEN VALLEY UTILITIES	Op/M	Water Operator Fee for July (Inv 2024-977)	670 010 5340040	100.00
D0158	STEVEN NUNN	Op/M	Excavation on roadway to pumphouse (Inv 280888)	670 010 5340040	4102.00
02740	CALLECOD, BONNIE	Adm	Reimburse mileage: 72	670 010 5340040	48.24
04861	TAYLOR, TONI	Adm	Reimburse mileage: 142, postage	670 010 5340040	154.62
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 August	670 010 5340020	432.20
<b>DO NOT GENERATE WARRANT</b>					
				TOTAL	4867.06

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
04861	TAYLOR, TONI	Payroll	670 010 53410	1195.99
02740	CALLECOD, BONNIE	Payroll	670 010 53410	1360.22
D0047	KONKLER, VINCE	Payroll	670 010 53410	47.84
07575	SCHULTZ, JEFF	Payroll	670 010 53410	245.44
D0012	IHRKE, LETHA	Payroll	670 010 53410	758.60
B9417	IHRKE, JERRY	Payroll	670 010 53410	408.56
06209	BAUGH, ANDREA J	Payroll	670 010 53410	424.28
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	29.85
07378	EMPLOYMENT SECURITY – WA CARES	Paid Family & Medical Leave	670 010 520	31.82

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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 August	670 010 520	1146.90
	<b>DO NOT GENERATE WARRANT</b>			
			TOTAL	5649.50

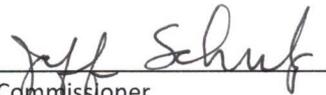
Approve Claims Payment Request in the amount of \$4867.06  
Approve payroll in the amount of \$5649.50

Total submitted for claims & payroll: \$10,516.56  
Letha made a motion to pay payroll and claims as listed. Jeff seconded the motion, and it passed unanimously.

The meeting was adjourned at 7:47

Board of Commissioners:

  
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Commissioner

  
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Commissioner

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Commissioner

ATTEST

  
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Toni Taylor, Clerk