

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 **September 12, 2024**, at the Sunlight Waters Country Club. Those attending were Commissioner Vince Konkler, Commissioner Jeff Schultz, clerk Bonnie Callecod, clerk Toni Taylor, with District Employee AJ Baugh.

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

The minutes of the regular meeting held August 8, 2024 were read. Jeff moved and Vince seconded to approve the minutes. The motion passed unanimously.

**Treasurer's Report:**

Fund 670 010*	Balance as of 8/1/2024	<b>211,333.27</b>
(General Fund)	Expended claims payments	<b>4867.06</b>
	Expended payroll	<b>5649.50</b>
	Water Sales	11,184.77
	Excise Tax	738.04
	Balance as of 8/31/2024	<b>212,739.52</b>
Fund 670 022	Balance as of 8/1/2024	<b>55,137.22</b>
(Capital Improvements Fund)	Deposits (New Connection Fees)	<b>0.00</b>
	Expenditures	0.00
	Balance as of 8/31/2024	<b>55,137.22</b>
Fund 670 031	Balance as of 8/1/2024	<b>65,202.54</b>
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	<b>2117.69</b>
	Supplemental Deposit (3.00/pmt)	<b>635.13</b>
	Payment	
	Balance as of 8/31/2024	<b>67,955.36</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	<b>68,349.53</b>

Total Monthly Revenues	<b>14,675.63</b>
Total Monthly Expenditures	<b>10,516.56</b>

Kittitas County Water District #7  
General Ledger Report  
(from Kittitas County Office of the Treasurer)  
**8/1/2024 -8/31/2024**

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

Beginning Cash on Hand	\$219,454.17
Total Received	\$11,381.53
Total Disbursed	-\$11,743.88
Ending Cash on Hand	\$219,091.82

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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	\$58,847.88
Total Received	\$2,627.64
Total Disbursed	0.00
Ending Cash on Hand	\$61,475.52

Ending Bonds Outstanding \$68,349.53

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**Bank Account Balance:** **\$38,933.46**

Jeff moved to approve the treasurer's report, and Vince seconded. The motion passed unanimously.

**Repair & Maintenance Report**

The data logger is installed and running. Thank you to community member Gary for the help on this completion.

**Water Usage Report**

Daily use has gone down and in the last five days we have pumped 24-29K gallons. The chlorinator has not pumped correctly twice in the last couple weeks. There seemed to be an air bubble, so Jerry took it apart and cleaned the tubes, screens and check valves. As a result of this, we've pumped roughly 60K gallons of water with no chlorine, so residuals are down a bit from normal. Letha will be out of town for the weekend and Jeff will take over the daily reads. Letha also connected with water operator Mark Nelson who will assist her with some regularly scheduled Department of Health mandated testing that is due by November when she returns from her long weekend. Letha requested that when reads start again in the spring, the clerk team includes water sold vs water pumped on the usage report to track water loss.

Water pumped through August 2024: 18.49-acre feet  
 Water pumped through August 2023: 23.75 acre-feet  
 Water pumped through August 2022: 19.24 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 galllons

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Water pumped August 1-31 2024: 932,480 gallons

**Meter Reader Report**

Insulation will be added to meter boxes with the next read. Please remind community members to maintain the 3 ft perimeter around their meters. Meter number 142 needs the address to be updated, and the read corrected to zero. A customer approached AJ during her last meter read requesting information about a new meter being installed for their secondary lot. A member of the clerk team will follow up.

**Old Business**

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

Pump House Driveway – Steven will be back on 9/16 to finish the driveway. The only pieces left to address are the gravel being delivered and spread. A pad will be built at the entrance for the door for ease of snow removal in the winter. A basin for the lower driveway at the pump house has been purchased. Steven and Jerry will partner to install.

Funding Update – The clerks, Vince and Vince’s wife Christina, have been working on getting all necessary paperwork together for the fund of the new well to move forward. Our water rights as a community would be up at the end of the year if this project wasn’t in the works.

District Vehicle – The bidding for the water district truck is over and it is going through the auction site process.

Lead Line Survey – The clerk team will check for invoices that indicate updates that have already been completed. Lead Line survey will become a priority once the annual meeting is completed.

Annual Meeting Agenda – The agenda topics have been sent to the clerks by Vince and the agenda will be put together in advance of the annual meeting.

**New Business**

Jerry suggested that we update our website to include more contact information other than his number. Additionally, he feels the menu or the top of the website may be confusing to the community with the Pay Bill option always green. The clerks will work with Amy to address.

**Property Updates**

Sales –

- 1580 Sunlight Drive, Lot 2G25- Seller: Donald Williamson Buyer: Joseph Lee
- 31 Melton Lane Lot 2H17- Seller: Anita Heath Buyer: Kayden Wilder and Jacie Robertson
- 781 Twin Lakes Rd Lot 3K12 Seller: ClinCapp Investments Buyer: Kamlesh Nando

Delinquent Accounts -

**CLAIMS PAYMENT REQUEST**

63606	DOUGLAS INSURANCE	Adm	Insurance Policy (Inv 1970)	670 010 5340040	4371.00
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06915	LABTEST	Op/M	Bacteria Test (Inv 22696)	670 010 5340040	30.00
00252	EVERGREEN VALLEY UTILITIES	Op/M	Water Operator Fee for July (Inv 2024-1461)	670 010 5340040	100.00
00221	KITTITAS COUNTY AUDITOR	Adm	Remove Lien (Inv 143962)	670 010 5340040	21.00
02669	PUGET SOUND ENERGY	Adm	Electricity (September Inv)	670 010 5340040	963.46
02669	PUGET SOUND ENERGY	Adm	Electricity (September Inv)	670 010 5340040	59.87
00131	MIDSTATE CO-OP	Op/M	Pumphouse repair (Inv 5139843,5139899)	670 010 5340030	487.97
B9417	IHRKE, JERRY	Adm	Reimburse mileage: 34	670 010 5340040	22.78
02740	CALLECOD, BONNIE	Adm	Reimburse mileage: 92, postage .80	670 010 5340040	62.44
04861	TAYLOR, TONI	Adm	Reimburse mileage: 40	670 010 5340040	26.80
00110	INTERNAL REVENUE SERVICE – Employer Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i>  <b>DO NOT GENERATE WARRANT</b>	Adm	Social Security & Medicare – Employer Contributions to IRS for <b>September</b>	670 010 5340020	489.93

**TOTAL: 6635.25**

**PAYROLL:**

04861	TAYLOR, TONI	Payroll	670 010 53410	1004.38
02740	CALLECOD, BONNIE	Payroll	670 010 53410	593.80
D0047	KONKLER, VINCE	Payroll	670 010 53410	1081.74
07575	SCHULTZ, JEFF	Payroll	670 010 53410	476.28
D0012	IHRKE, LETHA	Payroll	670 010 53410	905.49
B9417	IHRKE, JERRY	Payroll	670 010 53410	606.26
06209	BAUGH, ANDREA J	Payroll	670 010 53410	412.87
00520	EMPLOYMENT SECURITY – PFML	Paid Family & Medical Leave	670 010 520	33.86
07378	EMPLOYMENT SECURITY – WA CARES	Paid Family & Medical Leave	670 010 520	29.69

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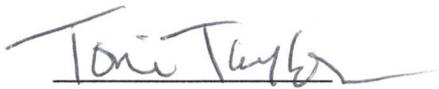
00110	INTERNAL REVENUE SERVICE – Employee Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i>	Tax, Social Security & Medicare – Employee Contributions to IRS for September	670 010 520	1260.13
	<b>DO NOT GENERATE WARRANT</b>			
			TOTAL	<b>6404.50</b>

Approve Claims Payment Request in the amount of \$6635.25  
 Approve payroll in the amount of \$6404.50

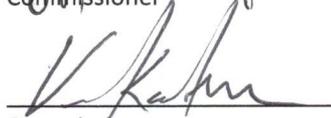
Total submitted for claims & payroll: \$13,039.75  
 Jeff made a motion to pay payroll and claims as listed. Vince seconded the motion, and it passed unanimously.

The meeting adjourned at 7:30.  
 Board of Commissioners:

ATTEST

  
 Toni Taylor, Clerk

  
 Commissioner

  
 Commissioner

  
 Commissioner