

KITTITAS COUNTY WATER DISTRICT #7  
SUNLIGHT WATERS  
P.O. Box 161, Thorp, WA 98946

Carl Nelson, Commissioner

Letha Ihrke, Commissioner

Roger Swansen, Commissioner

**MINUTES** of the regular meeting of the Board of Commissioners, held **February 10, 2021**. Because of COVID-19 and the governor's Stay Home – Stay Healthy order, the meeting was held online via Zoom phone conferencing. Those wishing to attend were given instructions for phoning in to the meeting. Those attending were Commissioner Carl Nelson, Commissioner Letha Ihrke, Commissioner Roger Swansen, Dave Randall, Steve Howard, Vincent Konkler, and Clerk Mary Wise.

The meeting was called to order by Commissioner Carl Nelson at 7:04 p.m.

The minutes of the regular meeting held January 13, 2021 were read.  
Letha moved and Roger seconded to approve the minutes as read. The motion passed.

**Treasurer's Report:**

Fund 670 010* (General Fund)	Balance as of 1/13/2020:	218,011.18
	Expended claims payments	3954.11
	Expended payroll	4518.20
	Correction on December claims form	5.24
	Water Sales	3221.03
	Excise Tax	1224.28
	Balance as of 2/10/2021:	213,978.94
Fund 670 022 (Capital Improvements Fund)	Balance as of 1/13/2021:	7,718.00
	Deposits (New Connection Fees)	27,195.36
	Expenditures	0.00
	Balance as of 2/10/2021:	34,913.36
Fund 670 031 (Fund to repay Public Works Trust Fund Loan)	Balance as of 1/13/2021:	31,833.58
	Water Tank Assessment (10.00/pmt)	1600.00
	Supplemental Deposit (3.00/pmt)	480.00
	Payment	0.00
	Balance as of 2/10/2021:	33,913.58
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	136,699.05

Total Monthly Revenues	33720.67
Total Monthly Expenditures	8477.55

Comparison to last year:

Fund 670 010* (General Fund)	Balance as of 1/8/2019:	216,631.58
	Expended claims payments	5467.99
	Expended payroll	3419.00
	Sale of district truck (taxable)	900.00
	Water Sales	9891.35
	Excise Tax	740.81
	Balance as of 2/12/2020:	219,276.75
Fund 670 031	Balance as of 1/8/2019:	30,855.58

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(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2460.00
	Supplemental Deposit (3.00/pmt)	738.00
	Payment	0.00
	Balance as of 2/12/2020:	34,053.58
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	159,482.23

Kittitas County Water District #7  
 General Ledger Report  
 (from Kittitas County Office of the Treasurer)  
 1/1/2021 to 1/31/2021

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

Beginning Cash on Hand	\$224,964.95
Total Received	\$7,640.64
Total Disbursed	-\$8,009.93
Ending Cash on Hand	\$224,595.66

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$7,718.00
Total Received	0.00
Total Disbursed	0.00
Ending Cash on Hand	\$7,718.00

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

Beginning Cash on Hand	\$29,090.51
Total Received	\$2,210.00
Total Disbursed	0.00
Ending Cash on Hand	\$31,300.51
Ending Bonds Outstanding	\$136,699.05

Roger moved and Letha seconded to approve the Treasurer's report. The motion passed.

**Maintenance Report**

Water pumped through January 2021: 1.48 acre-feet  
 Water pumped through January 2020: 1.54 acre-feet  
 Water pumped through January 2019: 1.59 acre-feet

Water pumped January 1-31, 2021: 482,000 gallons

**Billing during the winter is estimated on minimum usage. (The last meter reading before winter was taken on 9/30/2020.)**

Gallons billed for October 2019 through April 2020: 2937990 gallons

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Gallons billed for May 2020: 652740 gallons  
Gallons billed for June 2020: 811030 gallons  
Gallons billed for July 2020: 1148230 gallons  
Gallons billed for August 2020: 1109462 gallons  
Gallons billed for September 2020: 782564 gallons

Letha reported that everything is running smoothly. The system is pumping 20,000-21,000 gallons per day. The chlorine levels are good.

**Old Business**

Current water connections: 225 active, 8 in process, totaling 233 out of 267 available connections.

Availability of connections notice – the commissioners reviewed the wording of the draft. Consensus was to accept the draft. Mary will send the notice to the Upper Kittitas County Tribune and to Kittitas County Water District #7's website.

Rate adjustment notice – the notice will be sent to all water service customers in the bill that is generated on February 23.

New codes for budget – Carl and Mary will work to create new labels for the categories.

Capital Improvements schedule and priority – Carl reported that spring is coming up, so he got fresh estimates for projects approved last year: meters, hydrants, and back-up well upgrades. He wants a decision by the next month's meeting for schedules and priorities. Kittitas County Water District #7 cannot accommodate a fire truck, only tankers filled by pump trucks. Pollardwater.com's bid for 20 hydrants is \$11145.00 (plus installation). Roger asked how many hydrants are broken. Carl said they often break while being tested. They can be installed while the water is shut off. Carl would like a decision at the next meeting <Action item for all>. The cost for meters is \$90.00 per meter, or \$69.00 each, if 80 meters are purchased. The recommendation for changing meters is 7-17 years. It has been 13 years since new meters were installed. Customers could be assessed a one-time cost of \$69.00, or \$6.00 per month for one year. Roger expressed the opinion that customers should not be charged for meters. Carl explained that as meters age and begin to fail, they can register less water than is actually used. This can contribute to unaccounted water loss. Well #1 has to be upgraded. Meters are simple to install, but are a lower priority than hydrants and the back up well. Carl will get more information to the other commissioners later this month <Action item for Carl>. There is another Capital Improvements priority – the pumphouse turbine meter is susceptible to cavitation. Kittitas County Water District #7 has purchased an electronic flow meter to replace the old turbine meter. It needs electrical work before it can be installed. Department of Ecology wants information about Kittitas County Water District #7's metering. Carl will send the other commissioners cost estimates for the work. <Action item for Carl>.

Clerk procedure manual progress report – the commissioners reviewed the progress.

**New Business**

Water Operator's Report (Repair & Maintenance Work) – Carl said now that the issues of budget and rate adjustments have been addressed, the commissioners can begin working on a plan for spring. Customers have submitted Water Service Meter Installation Agreements and paid deposits

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for eight new connections. Carl assessed the installation conditions. One property had previously had a meter, but all others need complete installations. He has been making lists of parts needed for the installations. He had to rebuild the chlorinator pump. Carl received many questions about new connections. People are pleased the commissioners got more connections.

Performance review policy – the commissioners had discussed this topic before. It represents good practices for many organizations. Carl drafted a simple performance review form that could be adapted. Carl went over the form. Letha said she liked the form and the review process. Roger said it would be expensive to make monthly reports. Carl said it would probably be an annual or at most semi-annual review process. Roger said he does not believe in it. He says the commissioners know what they are doing. If there is nothing wrong with the water lines, there is nothing to report. He asked if other water districts are doing that. Carl said he did not call other districts to find out. The review is just a simple tool to make assessments of goals, attendance, etc. Roger said he thinks it's ridiculous. Letha said she has worked with several people on the board, and considers it a tool for good communication. Carl said it is a simple form that only takes a few minutes to fill out. Roger said he doesn't think it is necessary. He said they should check with other districts. Carl said he had been the one asking for a wage increase, and he thought it would be useful. Two of the three commissioners agree. Roger asked Carl if he was a commissioner or a water operator. Carl said both. Roger said how can you wear two hats? Carl explained that it is not a problem; that the two jobs are kept separate. Carl suggested moving on to the next topic.

If lien is placed on property, but the meter/service is not disconnected, does water service billing continue? The commissioners discussed this question. Letha suggested that when the \$400.00 limit is reached, a lien should be placed on the property, but since the service cannot be disconnected currently because of Governor Inslee's mandate, that the service remains on and the bill continues to increase. All three commissioners agreed that this is what needs to happen.

NSF fee waiver request – Mary explained the waiver request from a customer in good standing. His bank account was hacked. His bank opened a new account for him and told him all checks written on the old account would be withdrawn from the new account. They did not do this with his check to Kittitas County Water District #7, so NSF fees were incurred. After discussion, the commissioners agreed to waive the district's \$15.00 fee, but do not have the authority to waive the Kittitas County's fee, or their bank's fee. Mary will let the customer know the commissioners' decision.

Official Kittitas County Water District #7 mailing address and email address – Mary reminded the commissioners to give all contacts Kittitas County Water District #7's PO box as the official mailing and billing address, and the district's email address as the only other billing address. Using personal mailing addresses or email addresses can cause confusion and billing problems for the district, the district's employees, and the vendors. The commissioners agreed to remain vigilant about the addresses.

Election materials from Kittitas County Auditor – Forms from the Auditor's office need to be filled out. Mary will fill out the main page, and Carl will send Mary the district's boundary map. <Action item for Carl and Mary>. Carl's commissioner position is up for election. He notified everyone that he does not intend to run for re-election. He would like to see more participation from other community members. Carl mentioned that Vince Konkler may be interested in running. Letha agreed that he would be a good candidate. Vincent Konkler was present at the meeting. He said he has owned property and been a water customer since 1994, and has resided here for several years. He has had experience with water supply, storm water, and related equipment. He is interested in running for commissioner. Carl will get filing information for him.

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Potential Delinquency Log (customers owing more than \$88.00) (payments are due 2/13/2021) – the commissioners reviewed the log.

Steve Howard was in attendance. He expressed concern that the commissioners may not realize how serious it is. Not knowing how bad it will be, he was concerned about placing liens on properties with large outstanding balances. He reiterated that the commissioners don't understand the danger of the pandemic. He doesn't want the commissioners to do anything they are not supposed to do. Carl explained that placing liens without locking off or disconnecting service abides by all the regulations and governor's proclamations. Kittitas County Water District #7 commissioners are kept up to date on the current situation. Carl thanked Steve for his concerns and comments.

**Kittitas County CLAIMS PAYMENT REQUEST:**

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Bacteria test (inv. #13755)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Adm	Excavation notifications (1/31/2021, inv. #1019191)	670 010 5340040	5.35
00406	THE COPY SHOP	Adm	Copies (trans. # 253333; 253711; 253860; 254090)	670 010 5340040	49.87
D0017	PERNA, SCOTT E CPA	Adm	W2s, W-3, 1099s, 1096 preparation	670 010 5340040	290.00
00363	KNUDSON LUMBER CO	Op/M	Marking paint (inv. # 214324)	670 010 5340030	15.14
00317	JERROLS	Adm	Organizer, notepad, file folders (inv. # 671677)	670 010 5340030	32.21
D0022	NELSON, CARL B.	Op/M	Fuel for district truck; security light; shop light; photocell	670 010 5340030	222.04
02977	WISE, MARY	Adm	Cell phone minutes; postage dues; certified fees	670 010 5340040	125.14
00110	INTERNAL REVENUE SERVICE – Employer Contributions (held by Kittitas County Water District #7 to pay IRS via EFTPS)	Adm	Social Security & Medicare – Employer Contributions to IRS for February	670 010 5340020	298.35
	<b>DO NOT GENERATE WARRANT</b>				
				<b>TOTAL</b>	<b>1063.10</b>

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**PAYROLL:**

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02977	WISE, MARY	Payroll	670 010 53410	645.67
D0012	IHRKE, LETHA	Payroll	670 010 53410	585.19
D0022	NELSON, CARL B.	Payroll	670 010 53410	1862.45
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.87
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010	9.87
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 <b>February</b>	670 010 520	678.35
	<b>DO NOT GENERATE</b>			
			<b>TOTAL</b>	<b>3899.40</b>

Roger moved and Letha seconded to approve the claims and payroll. The motion passed.

The commissioners approved 670 010 Claims Payment Request in the amount of \$1063.10.

The commissioners approved payroll in the amount of \$3899.40.

Total approved for claims & payroll: **\$4962.50.**

**EXECUTIVE SESSION:** Payroll – The commissioners thanked the visitors for attending and excused them for the executive session.

The next regular meeting was set for: February 10, 2021, 7:00 p.m.

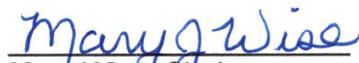
The meeting was adjourned at 9:27 p.m.

Board of Commissioners:

  
Carl Nelson, Commissioner

  
Letha Ihrke, Commissioner

ATTEST

  
Mary Wise, Clerk

  
Roger Swansen, Commissioner