

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 **March 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, Richard Towles, and Clerk Mary Wise.

The meeting was called to order by Commissioner Carl Nelson at 7:05 p.m.

The minutes of the regular meeting held February 10, 2021 were read. Letha moved and Roger seconded to approve the minutes as read. The motion passed.

Treasurer's Report:

Fund 670 010*	Balance as of 2/10/2020:	213,978.94
(General Fund)	Expended claims payments	1063.10
	Expended payroll	3899.40
	Meter Installation Costs deposit	4000.00
	Water Sales	9920.40
	Excise Tax	2450.52
	Balance as of 3/10/2021:	225,387.36
Fund 670 022	Balance as of 2/10/2021:	34,913.36
(Capital Improvements Fund)	Deposits (New Connection Fees)	7597.68
	Expenditures	0.00
	Balance as of 3/10/2021:	42,511.14
Fund 670 031	Balance as of 2/10/2021:	33,913.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	4530.00
	Supplemental Deposit (3.00/pmt)	1359.00
	Payment	0.00
	Balance as of 3/10/2021:	39,802.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Total Monthly Revenues	22259.92
Total Monthly Expenditures	4962.50

Comparison to last year:

Fund 670 010*	Balance as of 2/12/2020:	219,276.75
(General Fund)	Expended claims payments	970.23
	Expended payroll	4100.50
	Water Sales	5766.23
	Excise Tax	405.17
	Balance as of 3/11/2020:	220,377.42
Fund 670 022	Balance as of 2/12/2020:	\$7,718.00

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(Capital Improvements Fund)	Deposits	0.00
	Disbursals	0.00
	Balance as of 3/11/2020:	\$7,718.00
Fund 670 031	Balance as of 2/12/2020:	34,053.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1450.00
	Supplemental Deposit (3.00/pmt)	425.00
	Payment	0.00
	Balance as of 3/11/2020:	35,928.58
	OUTSTANDING BALANCE OF DWSRF LOAN	159,482.23

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
2/1/2021 to 2/28/2021

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

Beginning Cash on Hand	\$224,595.66
Total Received	\$24,036.38
Total Disbursed	-\$5,791.95
Ending Cash on Hand	\$242,840.09

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$7,718.00
Total Received	\$22,793.04
Total Disbursed	0.00
Ending Cash on Hand	\$30,511.04

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

Beginning Cash on Hand	\$31,300.51
Total Received	\$2,236.00
Total Disbursed	0.00
Ending Cash on Hand	\$33,536.51

Ending Bonds Outstanding	\$136,699.05
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Carl pointed out that the balance is still down from last year. The rate increase should help that some.

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

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Maintenance Report

Water pumped through February 2021: 2.96 acre-feet
Water pumped through February 2020: 3.03 acre-feet
Water pumped through February 2019: 2.86 acre-feet

Water pumped January 1-31, 2021: 482,000 gallons
Water pumped February 1-28, 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
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 things are running smoothly. Residuals are a little high, but she is working on that. Everything looks good. Letha just ordered more chlorine.

Old Business

Current water connections: 225 active, 8 in process, totaling 233 out of 267 available connections. One more Water Service Meter Installation Agreement has been received, but not yet processed.

Capital Improvements decision – Carl said he would like to see the focus on hydrant and meter replacements. The commissioners had already approved the funds to upgrade the backup pump. The next choice is between hydrants and meters. The hydrants need to be reliable. Carl suggested hydrants with shutoff valves. Howard got a bid for 20 hydrants for \$11,145.00. Labor for installing them would range from \$250.00 to \$750.00 each. Should the commissioners do this project? There was discussion about getting closer estimates for labor. Carl explained it depends on the situation of each hydrant that is replaced. Carl agreed to get another bid for installation labor. The decision will be tabled until next month's meeting to wait for more bids. Carl asked about meter replacements. He said if Kittitas County Water District #7 purchases 80 meters, there will be a \$10.00 per meter discount, totaling \$5,520.00. There was discussion on meter replacement. The commissioners could not come to an agreement to spend any money right now, because the duration of Covid is unknown. Many meters have expired. In the next three years, all meters could be replaced at this rate of 80 per year. Carl explained that the commissioners can't keep putting off replacement just because they don't know how long Covid will last. Faulty meters produce water loss. The commissioners will make a decision at the next meeting.

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

New Business

Water Operator's Report (Repair & Maintenance Work) – Carl said his top priority is preparing for the nine new meter installations this spring. He has surveyed all site. All but one need complete

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SUNLIGHT WATERS
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installations and crossovers. Parts have been ordered. When the ground thaws, work can begin. At least one crossover will need to be replaced. Carl explained the new master meter needs to be installed. The electrical work needed has been completed, but there still needs to be some plumbing and installation to be done. Carl spoke with the Department of Ecology about how to comply with their requirements to upgrade the infrastructure. Kittitas County Water District #7 needs to do a pre-application consultation to discover all options. Carl is preparing a request for that. The property south of the reservoir has been purchased to build a house. The property owner will be drilling a well, since it is not within Kittitas County Water District #7's boundaries. Carl spoke with Holly at the Department of Health to make sure the well is far enough from Kittitas County Water District #7's easements. Kittitas County Water District #7 got good press in two articles in the Northern Kittitas County Tribune about the district getting more service connections.

Customer request to waive New Connection Fee – a new connection customer discovered their lot is not buildable and wondered if that would affect water service. The commissioners discussed the situation, and agreed to let the customer know that water service is not dependent on being able to build on a lot. Many lots have water service without any buildings. Carl will draft a response to the customer and Mary will send it to the customer <Action item for Carl and Mary>.

RESOLUTION 2021-02: A RESOLUTION SETTING A BUDGET FOR THE YEAR 2021 – Letha moved and Roger seconded to accept the resolution. The motion passed.

RESOLUTION 2021-03: A RESOLUTION ADJUSTING THE NEW CONNECTION FEE – Roger moved and Letha seconded to accept the resolution. The motion passed.

RESOLUTION 2021-04: A RESOLUTION SETTING NEW WATER RATES – Letha moved and Roger seconded to accept the resolution. The motion passed.

Potential Delinquency Log (customers owing more than \$88.00) (payments are due 3/13/2021) – the commissioners discussed the list. The commissioners asked Mary to send those with balances of over \$200.00 a letter that their property could be liened.

Kittitas County CLAIMS PAYMENT REQUEST:

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Bacteria test (inv. #13917)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Adm	Excavation notifications (2/28/2021, inv. #1029191)	670 010 5340040	5.35
02669	PUGET SOUND ENERGY	Adm	Electricity (3/3/2021)	670 010 5340040	506.58
00406	THE COPY SHOP	Adm	Copies (trans. # 254968)	670 010 5340040	2.86
00050	KITTITAS CO TREASURER	Adm	2021 property tax	670 010 5340020	40.20
00246	NORTHERN KITTITAS CO TRIBUNE	Adm	Legal notice (inv. # 00932220)	670 010 5340040	38.00
02055	MCGUIRE'S LANDSCAPING & WINTER SERVICES	Op/M	Snow Removal (inv. # 4591)	670 010 5340040	230.85

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02513	KITTITAS CO AUDITOR-RECORDING	Adm	Lien placement (inv. # 107721)	670 010 5340040	106.50
00080	SUPER 1 FOODS	Op/M	Bleach (inv. # 10-2396698)	670 010 5340030	450.71
D0012	IHRKE, LETHA	Adm	Postage	670 010 5340040	6.40
02977	WISE, MARY	Adm	Cell phone minutes; postage dues; certified fees	670 010 5340040	60.00
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 March	670 010 5340020	328.27
	DO NOT GENERATE WARRANT				
				TOTAL	1800.72

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02977	WISE, MARY	Payroll	670 010 53410	909.25
D0012	IHRKE, LETHA	Payroll	670 010 53410	585.19
D0022	NELSON, CARL B.	Payroll	670 010 53410	1959.16
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.87
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	10.86
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 March	670 010 520	708.27
	DO NOT GENERATE			
			TOTAL	4290.60

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

The commissioners approved 670 010 Claims Payment Request in the amount of \$1800.72.

The commissioners approved payroll in the amount of \$4290.60.

Total approved for claims & payroll: **\$6091.32.**

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The next regular meeting was set for: April 14, 2021, 7:00 p.m.

The meeting was adjourned at 8:32 p.m.

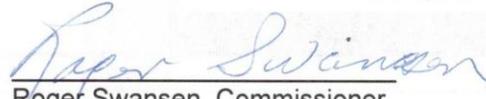
Board of Commissioners:



Carl Nelson, Commissioner

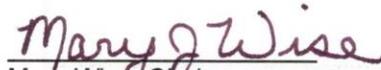


Letha Ihrke, Commissioner



Roger Swansen, Commissioner

ATTEST



Mary Wise, Clerk