

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 **April 14, 2021**, at the Sunlight Waters Country Club. The governor's COVID-19 Phase 3 guidelines were enforced. The meeting was held in person at a large well-ventilated room, with sufficient spacing for seating, with masks and sanitization. Those attending were Commissioner Carl Nelson, Commissioner Letha Ihrke, Commissioner Roger Swansen, Richard Towles, Steve Howard, Chris Taylor, 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 March 10, 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 3/10/2021:	225,387.36
	Expended claims payments	1800.72
	Expended payroll	4290.60
	Meter Installation Costs deposits	6500.00
	Water Sales	10,340.10
	Excise Tax	1315.59
	Balance as of 4/14/2021:	237,451.73
Fund 670 022 (Capital Improvements Fund)	Balance as of 3/10/2021:	42,511.14
	Deposits (New Connection Fees)	11,396.51
	Expenditures	0.00
	Balance as of 4/14/2021:	53,907.65
Fund 670 031 (Fund to repay Public Works Trust Fund Loan)	Balance as of 3/10/2021:	39,802.58
	Water Tank Assessment (10.00/pmt)	2390.00
	Supplemental Deposit (3.00/pmt)	717.00
	Payment	0.00
	Balance as of 4/14/2021:	42,909.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Total Monthly Revenues	32659.20
Total Monthly Expenditures	6091.32

Comparison to last year:

Fund 670 010* (General Fund)	Balance as of 3/11/2020:	220,377.42
	Expended claims payments	381.91
	Expended payroll	4322.50
	Water Sales	6975.40
	Excise Tax	486.42
	Balance as of 4/8/2020:	223,134.83
Fund 670 022	Balance as of 3/11/2020:	\$7,718.00

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(Capital Improvements Fund)	Deposits	0.00
	Disburseals	0.00
	Balance as of 4/8/2020:	\$7,718.00
Fund 670 031	Balance as of 3/11/2020:	35,928.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1700.00
	Supplemental Deposit (3.00/pmt)	510.00
	Payment	0.00
	Balance as of 4/8/2020:	38,138.58
	OUTSTANDING BALANCE OF DWSRF LOAN	159,482.23

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
3/1/2021 to 3/31/2021

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

Beginning Cash on Hand	\$242,840.09
Total Received	\$14,926.70
Total Disbursed	-\$5,721.56
Ending Cash on Hand	\$252,045.23

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$30,511.04
Total Received	\$11,396.51
Total Disbursed	0.00
Ending Cash on Hand	\$41,907.55

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

Beginning Cash on Hand	\$33,536.51
Total Received	\$2,444.00
Total Disbursed	0.00
Ending Cash on Hand	\$35,980.51

Ending Bonds Outstanding	\$136,699.05
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Carl said the numbers look good, but the commissioners are spending it fast on essential repairs and upgrades. Letha moved and Roger seconded to accept the Treasurer's Report. The motion passed.

Maintenance Report

Water pumped through March 2021: 4.57 acre-feet
Water pumped through March 2020: 5.15 acre-feet

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Water pumped through March 2019: 4.33 acre-feet

Water pumped January 1-31, 2021: 482,000 gallons
Water pumped February 1-28, 2021: 482,000 gallons
Water pumped March 1-31, 2021: 525,000 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 the residuals have been running high, but they are leveling out. It is pumping at 20,000-22,000 gallons per day. She suggested getting a backup chlorinator. Carl said he has been rebuilding them, but the old model was discontinued, so he is no longer able to get parts. Consequently, there is now no backup chlorinator. Carl said Pollardwater.com is the supplier for chlorinators. Carl will check on price and let the other commissioners know <Action item for Carl>. Letha reported that 1.61 acre-feet were pumped in March.

Old Business

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

Capital Improvements decision – Carl reminded the commissioners that they have discussed hydrant and meter replacements. Since last month, three hydrants broke and cannot be completely repaired. Carl has not got formal bids for labor to install hydrants. He asked to have extra hydrants on hand. They cost about \$700.00 each. It takes 7-10 days for them to arrive after being ordered. The current condition of the hydrants as they are now is a liability to the system. Carl suggested putting some new hydrants in by hand to replace the broken ones. That will help determine how much time and money it will take to install them. Roger moved and Letha seconded to purchase four hydrants. The motion passed. Carl will order them. <Action item for Carl>.

New Installations progress report – Carl tried to do as much while the mains are shut off as possible. He completed Highline Loop, Ridge Loop, and Twin Lakes Rd. on Morrison Canyon it was discovered that two crossovers were not operational. They are now being repaired. Carl will finish Morrison Canyon tomorrow, except for one, which should be completed soon.

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

New Business

Water Operator's Report (Repair & Maintenance Work) – Carl reported there is a new house at the end of Twin Lakes Rd. the previous house had been burned on the Taylor Bridge Fire. The owner

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had setter questions for Carl. Carl found a non-standard setter. It looked 'homemade' to Carl. He installed a new setter. This was a necessary, but unforeseen cost.

Update to New Customer Information and Customer initiated system disconnection policy/procedure – This information needed to be updated to align the information more closely to costs under current policies. Letha moved and Roger seconded to update the documents. The motion passed.

Customer request to discontinue water service – An inquiry was received from a water customer who has two adjacent lots with water service on both lots. They are considering combining the lots and eliminating one connection. Kittitas County Water District #7 has a policy that allows only one water service connection per lot. If two lots have been combined officially at the County, they become one lot, so if they choose to do this, one service connection will have to be removed. Carl will draft a letter explaining the policy and process to the customer. <Action item for Carl>.

Customer request to cancel meter installation – The district received a request to discontinue the installation of one of the two connections they had applied for. Although Carl had ordered meter supplies, these can be used for another new installation. Also, the only excavation work already done was for the hole that both meters would have gone into. This being the case, the commissioners decided that Kittitas County Water District #7 had not yet incurred any extra expense to begin the installation of the canceled one. According to the policy, the customer is entitled to a refund of their New Connection Fee and Meter Installation Deposit costs, minus the \$500.00, as required in the Water Service Meter Installation Agreement that was signed by both the customer and a Kittitas County Water District #7 commissioner. Mary will inform the customer of the commissioners' decision and the process of refunding them \$6000.00.

Customer request to relocate meter on their property – The customers have a large lot. Their meter is located on the opposite side from where they plan to build a house, so they would like to relocate the meter closer to the construction site. They are willing to pay all costs of the relocation. All three commissioners agreed that this is an appropriate request. The customers have already sent a \$25000.00 deposit for the costs that will be incurred.

Need for on-hand inventory – Carl reported that HD Fowler invoices for the new meter installations have arrived, but some parts are backordered. Because of this, Carl recognized the importance of having extra high-use parts on hand. In an emergency, it is not always possible to wait several days for specialized parts to arrive (or even longer if they are backordered). There are currently no spare meters. They come 8 in a box. The commissioners' consensus was to purchase 8 meters (one box). Carl will order them. Mary will send Carl a Goods and Services form to fill out.

Need for hiring a part-time as-needed employee – The commissioners discussed the need to hire another as-needed employee to replace Howard Briggs. Chris Taylor attended the meeting to describe his experience and willingness to perform duties for this position. Since this was a personnel issue, the guests (including Mr. Taylor) left the meeting. The commissioners then discussed Mr. Taylor's qualifications for the position. Letha moved and Roger seconded to offer Mr. Taylor the position of an as needed System Maintenance Assistant, at \$18.00 per hour, to begin April 15, 2021. This position does not guarantee any hours per month, and the system maintenance assistant only works when the water operator requires assistance. There was some discussion. The motion passed.

Potential Delinquency Log (customers owing more than \$88.00) (payments were due 4/13/2021)

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Kittitas County **CLAIMS PAYMENT REQUEST:**

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Bacteria test (inv. #14082; 14275)	670 010 5340040	50.00
02972	ONE CALL CONCEPTS	Adm	Excavation notifications (3/31/2021, inv. #1039191)	670 010 5340040	11.77
00406	THE COPY SHOP	Adm	Copies, scanning (trans. # 255396; 256082; 256159)	670 010 5340040	49.71
00317	JERROLS	Adm	Toner cartridges, bankers' box (inv # 679396; 681649)	670 010 5340030	230.45
00251	US POSTAL SERVICE - THORP	Adm	PO box rent (5/1/21-4/30/22)	670 010 5340040	76.00
00131	MIDSTATE CO-OP	Op/M	Sealant, Teflon tape, valve ball (inv. #485757)	670 010 5340030	91.77
00558	H D FOWLER COMPANY INC	Op/M	Parts for meter installations (Inv. # 15727978; 15727981; 15727986; 15727987; 15727990; 15727991; 15727993; 15731935; 15731937; 15731938; 15731939; 15731941)	670 010 5340030	3566.70
00363	KNUDSON LUMBER CO	Op/M	Patio pavers (inv. #218587)	670 010 5340030	21.55
00048	ELLENSBURG CEMENT PRODUCTS	Op/M	Sand (inv. # 302767)	670 010 5340030	128.60
00575	HACH COMPANY	Op/M	Chlorine testing agent (inv. #12384656)	670 010 5340030	264.84
00137	EMPLOYMENT SECURITY DEPARTMENT	Adm	1 st quarter tax	670 010 5340020	26.58
00003	DEPARTMENT OF LABOR & INDUSTRY	Adm	1 st quarter insurance	670 010 5340020	311.86
00139	WA STATE DEPT OF REVENUE	Adm	1 st quarter utility tax	670 010 5340020	3286.99
00520	EMPLOYMENT SECURITY - PFML	Adm	Paid Family & Medical Leave (balance due for 1 st quarter)	670 010 520	.07
02977	WISE, MARY	Adm	Printing calculator; calculator ink, pens; courtesy return envelopes (inv. #4363890; ord. #569230)	670 010 5340030	286.27
02977	WISE, MARY	Adm	Cell phone minutes	670 010 5340040	30.00
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 April	670 010 5340020	343.77
	DO NOT GENERATE WARRANT				
				TOTAL	8776.93

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PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02977	WISE, MARY	Payroll	670 010 53410	902.33
D0012	IHRKE, LETHA	Payroll	670 010 53410	585.19
D0022	NELSON, CARL B.	Payroll	670 010 53410	2152.56
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.87
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (PFML)	670 010 520	11.38
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 April	670 010 520	723.77
	DO NOT GENERATE			
			TOTAL	4493.10

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 \$8776.93.

The commissioners approved payroll in the amount of \$4493.10.

Total approved for claims & payroll: **\$13270.03.**

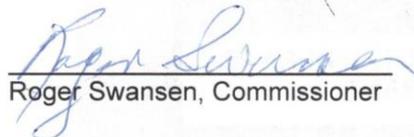
The next regular meeting was set for: May 12, 2021, 7:00 p.m.

The meeting was adjourned at 9:15 p.m.

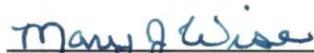
Board of Commissioners:


 Carl Nelson, Commissioner


 Letha Ihrke, Commissioner


 Roger Swansen, Commissioner

ATTEST


 Mary Wise, Clerk