

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 **May 12, 2021**, at the Sunlight Waters Country Club. The governor's COVID-19 Phase 3 guidelines were enforced. The meeting was held in person in a large well-ventilated room, with sufficient space for distancing requirements for seating, with masks and sanitization. Those attending were Commissioner Carl Nelson, Commissioner Letha Ihrke, Commissioner Roger Swansen, Vince Konkler, Chris Taylor, Steve Howard, Howard Briggs, 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 April 14, 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 4/14/2021:	237,451.73
(General Fund)	Expended claims payments	8776.93
	Expended payroll	4493.10
	Meter Installation Costs deposits	2500.00
	Water Sales	5471.27
	Excise Tax	389.09
	Balance as of 5/12/2021:	<b>232,542.06</b>
Fund 670 022	Balance as of 4/14/2021:	53,907.65
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 5/12/2021:	<b>53,907.65</b>
Fund 670 031	Balance as of 4/14/2021:	42,909.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1440.00
	Supplemental Deposit (3.00/pmt)	432.00
	Payment	0.00
	Balance as of 5/12/2021:	<b>44,781.58</b>
	<b>OUTSTANDING BALANCE OF DWSRF LOAN</b>	136,699.05

Total Monthly Revenues	10232.36
Total Monthly Expenditures	13270.03

**Comparison to last year:**

Fund 670 010*	Balance as of 4/8/2020:	223,134.83
(General Fund)	Expended claims payments	11296.97
	Expended payroll	3594.00
	Water Sales	7433.66
	Excise Tax	537.54
	Balance as of 5/13/2020:	<b>216,215.06</b>
Fund 670 022	Balance as of 4/8/2020:	\$7,718.00

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(Capital Improvements Fund)	Deposits	0.00
	Disburseals	0.00
	Balance as of 5/13/2020:	<b>\$7,718.00</b>
Fund 670 031	Balance as of 4/8/2020:	38,138.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2090.00
	Supplemental Deposit (3.00/pmt)	627.00
	Payment	0.00
	Balance as of 5/13/2020:	<b>40,855.58</b>
	<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)  
4/1/2021 to 4/30/2021

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

Beginning Cash on Hand	\$252,045.23
Total Received	\$12,101.32
Total Disbursed	-\$12,814.55
Ending Cash on Hand	\$251,332.00

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$41,907.55
Total Received	0.00
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	\$35,980.51
Total Received	\$2,678.00
Total Disbursed	0.00
Ending Cash on Hand	\$38,658.51
Ending Bonds Outstanding	\$136,699.05

The commissioners reviewed and discussed the Treasurer's report. Letha moved and Roger seconded to accept the Treasurer's Report.

**Maintenance Report**

Water pumped through April 2021: 6.23 acre-feet  
Water pumped through April 2020: 7.09 acre-feet  
Water pumped through April 2019: 5.70 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  
Water pumped April 1-30, 2021: 542,000 gallons

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**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 20,000-24,000 gallons per day are being pumped. Chlorine levels are a little higher than she likes. Kittitas County Water District #7 will need a new chlorinator. Everything else at the pumphouse is good.

**Old Business**

Current water connections: 233 active, out of 267 available connections.

Capital Improvements update – Carl reported that at the last meeting, the commissioners approved the purchase of four new hydrants. They have been ordered and should arrive by the end of the month. Installing them will give a good idea of if the commissioners like them. As more fail, they will be replaced with new hydrants. Two crossovers needed to be replaced. Regarding the chlorinator, Carl has a quote for a diaphragm pump from Pollardwater.com. Kittitas County Water District #7's current chlorinator is so old that replacement parts are no longer available. The new chlorinator will have available replacement parts. It will have a manual adjustment and will chlorinate 12 gallons per day. It will cost \$469.91 with shipping. Carl will confirm with Pollardwater.com that replacement parts are available for the new chlorinator. He will let the other commissioners know their answer. <Action item for Carl>. There was some discussion. Letha moved and Roger seconded to purchase the new chlorinator. The motion passed.

Clerk procedure manual progress report – The commissioners reviewed the checklist of completed work.

**New Business**

Water Operator's Report (Repair & Maintenance Work) – Carl reported that all the new connections' meters have been completed. The meter has already been moved for the customer who requested that. During the first meter reading of spring (the end of April), Carl discovered leaks and meters that are going bad. He found problems with four customers' meters and has notified all of them. At one location, there was also a leak on Kittitas County Water District #7's side of the meter, which had to be repaired. Carl repaired two crossovers on Morrison Canyon, in order to install some new meters. Carl explained what was wrong with the crossovers. Carl took Chris out to orient him with the system. Carl has been unsticking valves and replacing them with sturdier pipes.

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The Consumer Confidence Report for 2020 is due at the end of June. It will go out with the May bill (on June 23). Carl reported tests that are taken during the year (in addition to bacteria). He will update the 2019 report and give it to Mary to send out.

Annual meeting date – the annual meeting is usually held in May. Because of COVID-19 restrictions, the meeting was not held in 2020. Carl asked the commissioners for suggestions on dates to have the meeting this year. Carl suggested having a commissioners' workshop before the meeting to brainstorm agenda items. The commissioners will think about it and set a date at the next meeting. <Action item for all>.

**RESOLUTION 2021-06: A RESOLUTION HIRING CHRISTOPHER TAYLOR AS SYSTEM MAINTENANCE ASSISTANT ON AN AS NEEDED BASIS –** Letha moved and Roger seconded to approve the resolution. The motion passed.

Employment Agreement between Kittitas County Water District #7 and Chris Taylor – Carl read the agreement. Chris agreed to the conditions of the agreement. It will be signed at the conclusion of the meeting.

Standard salary increase proposal for Kittitas County Water District #7 employees – Mary presented documentation that she has been working more hours than she was being paid for. She also suggested that the commissioners consider a policy to increase the pay of employees of the district (other than the commissioners), by a set percentage on a regular, set basis. Mary left the room while the commissioners discussed the topic. When Mary returned, Letha moved and Roger seconded to increase the clerk's salary to \$1250.00 per month, to begin as of May 2021. The motion passed.

At this point in the meeting, Carl invited the guests to ask questions or give comments. Howard Briggs gave Carl some documents on employee management. Other guests commented that they were enjoying the monthly meetings, and that other customers might attend if they knew how professionally the meetings were conducted.

Potential Delinquency Log (customers owing more than \$88.00) (payments are due 5/14/2021) – The commissioners reviewed the list. They asked Mary to send out another set of reminder letters to those who are behind on their payments.

**Kittitas County CLAIMS PAYMENT REQUEST:**

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
02972	ONE CALL CONCEPTS	Adm	Excavation notifications (4/30/2021, inv. #1049192)	670 010 5340040	10.70
00406	THE COPY SHOP	Adm	Copies (trans. # 257139; 257777)	670 010 5340040	6.69
02669	PUGET SOUND ENERGY	Adm	Electricity (5/3/2021)	670 010 5340040	484.83
00921	DÉPARTMENT OF HEALTH	Adm	2021 Operating Permit Fee + 2021 Operator Certification System Fee	670 010 5340040	502.00
00317	JERROLS	Adm	Envelopes (inv # 684771)	670 010 5340030	3.47
02513	KITTITAS CO AUDITOR-RECORDING	Adm	Lien placement (inv. # 108703)	670 010 5340040	106.50
03278	US POSTAL SERVICE	Adm	Pre-stamped, pre-printed envelopes	670 010 5340030	1318.85

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00131	MIDSTATE CO-OP	Op/M	Parts for meter installations or system maintenance (inv. #4122613; 4122614; 4122615; 4123717; 5064812)	670 010 5340030	345.97
00363	KNUDSON LUMBER CO	Op/M	Marking paint (inv. #220820)	670 010 5340030	64.89
00048	ELLENSBURG CEMENT PRODUCTS	Op/M	Gravel (inv. # 303463; 303866; bal. due on 302767)	670 010 5340030	245.53
02249	SCHLEIS, JEREMIE	Adm	Refund for cancelling meter installation (parcel #817234)	670 010 5340040	6000.00
00110	<b>DO NOT GENERATE WARRANT</b>	Adm	Social Security & Medicare – Employer Contributions to IRS for <b>May</b>	670 010 5340020	340.84
<b>TOTAL</b>					<b>9430.27</b>

**PAYROLL:**

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02977	WISE, MARY	Payroll	670 010 53410	890.18
D0012	IHRKE, LETHA	Payroll	670 010 53410	585.19
D0022	NELSON, CARL B.	Payroll	670 010 53410	2129.53
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.87
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	11.29
00110	<b>DO NOT GENERATE WARRANT</b>	Tax, Social Security & Medicare – Employee Contributions to IRS for <b>May</b>	670 010 520	720.84
<b>TOTAL</b>				<b>4454.90</b>

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 \$9430.27.

The commissioners approved payroll in the amount of \$4454.90.

Total approved for claims & payroll: **\$13885.17.**

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The next regular meeting was set for: June 9, 2021, 7:00 p.m.

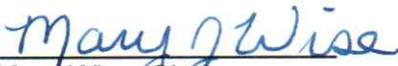
The meeting was adjourned at 8:30 p.m.

Board of Commissioners:

  
Carl Nelson, Commissioner

ATTEST

  
Letha Ihrke, Commissioner

  
Mary Wise, Clerk

  
Roger Swansen, Commissioner