

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 **June 9, 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, Mike Budschat, Chris Taylor, Vince Konkler, Steve Howard, Darren Capps, Melanie Capps, and Clerk Mary Wise.

The meeting was called to order by Commissioner Carl Nelson at 7:07 p.m.

The minutes of the regular meeting held May 12, 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 5/12/2021:	232,542.06
(General Fund)	Expended claims payments	9430.27
	Expended payroll	4454.90
	Water Sales	7387.63
	Excise Tax	499.98
	Balance as of 6/9/2021:	226,544.50
Fund 670 022	Balance as of 5/12/2021:	53,907.65
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 6/9/2021:	53,907.65
Fund 670 031	Balance as of 5/12/2021:	44,781.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1580.00
	Supplemental Deposit (3.00/pmt)	474.00
	Payment	0.00
	Balance as of 6/9/2021:	46,835.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Total Monthly Revenues	9941.61
Total Monthly Expenditures	13885.17

Comparison to last year:

Fund 670 010*	Balance as of 5/13/2020:	216,215.06
(General Fund)	Expended claims payments	6176.51
	Expended payroll	3441.00
	NSF check	44.11
	County NSF fee	10.00
	Bank NSF fee	35.00
	Water Sales	7764.61
	Excise Tax	521.39

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	Balance as of 6/10/2020:	214,794.44
Fund 670 022 (Capital Improvements Fund)	Balance as of 5/13/2020:	\$7,718.00
	Deposits	0.00
	Disbursals	0.00
	Balance as of 6/10/2020:	\$7,718.00
Fund 670 031 (Fund to repay Public Works Trust Fund Loan)	Balance as of 5/13/2020:	40,855.58
	Water Tank Assessment (10.00/pmt)	1600.00
	Supplemental Deposit (3.00/pmt)	480.00
	Payment	0.00
	Balance as of 6/10/2020:	42,935.58
	OUTSTANDING BALANCE OF DWSRF LOAN	159,482.23

Kittitas County Water District #7
 General Ledger Report
 (from Kittitas County Office of the Treasurer)
5/2021 to 5/31/2021

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

Beginning Cash on Hand	\$251,332.00
Total Received	\$6,679.57
Total Disbursed	-\$12,415.42
Ending Cash on Hand	\$245,596.15

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	\$38,658.51
Total Received	\$1,976.00
Total Disbursed	0.00
Ending Cash on Hand	\$40,634.51

Ending Bonds Outstanding	\$136,699.05
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Carl commented that the balance continues to decrease because of necessary spending. The tank loan balance is now \$136,699.05. he reminded people that \$13.00 of each payment goes toward the loan repayment.

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

Maintenance Report

Water pumped through May 2021: 8.62 acre-feet

Water pumped through May 2020: 9.69 acre-feet

Water pumped through May 2019: 7.94 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

Water pumped May 1-31, 2021: 779,000 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 2020 through April 2021: 3,017,027 gallons

Letha reported that the usage bumped up to 50,000 to 52,000 gallons for a few days. Usage is still lower than last year. The residuals today were .6. It was lower at the lakes: .35.

Old Business

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

COVID letters update – sent 5 reminder letters May 21, 2021 – 1 paid; 1 requested a disconnection application – Carl explained that Kittitas County Water District #7 wants to work with customers to catch up on their water bills.

Capital Improvements update – Carl explained that this is a good time to do projects while the weather is good. He explained why new hydrants are important. He mentioned other needs. Residential meters are wearing out. A replacement schedule of 80 per year would be good. He explained that meter accuracy is important for two reasons: 1. Accurate billing, and 2. Accounting for water loss to the state. Kittitas County Water District #7 just got 42 new connections from the Department of Health. The requirement for that is to be able to draw 250 gallons per minute in the next few years. The current draw limit is approximately 190 gallons per minute.

Consumer Confidence Report for 2020 – Carl explained the requirements for the Consumer Confidence Report. He also explained the various required water tests. Mary will send the Consumer Confidence Report out with the next water service bill.

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Annual meeting – The commissioners discussed dates for the meeting. They decided August 21, at 10:00 a.m. would work the best for everyone. The meeting needs to be announced at least 30 days in advance.

Clerk procedure manual progress report – The commissioners reviewed the checklist of completed work. Carl explained the purpose of the Clerk's Duties Manual.

New Business

Water Operator's Report (Repair & Maintenance Work) – Carl reported that aside from normal maintenance, he found a leak on Twin Lakes Rd. in May. The leak was from two sources. He had to replace the line and another crack on Kittitas County Water District #7's side. He completed moving a meter to another location on a customer's lot at their request. There was water in the crawl space on Twin Lakes Rd. Carl responded and tested for a leak. The water was not from Kittitas County Water District #7's line. Carl will be installing the new chlorinator pump this week. In May, an excavator broke into the main line on Twin Lakes Rd. The house would be too close to the meter. The commissioners agreed to let the contractor move the meter and there is now a hydrant there. Kittitas County Water District #7 paid for the hydrant, which was needed in that area. Carl created a clearing around the pressure relief valve (PRV) structure and added another ecology block to protect the structure.

RESOLUTION 2021-05: A RESOLUTION UPDATING THE POLICY FOR DISCONNECTION OF WATER SERVICE FOR NONPAYMENT OR BY CUSTOMER REQUEST – Letha moved and Roger seconded to approve the resolution. The motion passed and the resolution was signed.

Water Operator salary – Carl said this had been brought up during the winter. He explained his reasoning for a wage increase request. He said it is more suited to be a salaried position. Carl and most of the guests left the room so the other commissioners could discuss the issue. Their decision was that more research needed to be done, since this would be a major restructuring of the position. <Action item for Letha and Roger>.

Carl brought up a concern about a water service customer who has been making disparaging personal comments about Carl in public forums. Carl is concerned that this undermines customers' confidence in Kittitas County Water District #7 in general. There was some discussion. One possible solution mentioned was to bring it up as a general topic at the annual meeting and ask for questions and give clarification.

Potential Delinquency Log (customers owing more than \$88.00) (payments are due 6/13/2021) – the commissioners reviewed and discussed the list.

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Kittitas County CLAIMS PAYMENT REQUEST (fund 670 010):

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Bacteria test (inv. #14484)	670 010 5340040	25.00
02972	ONE CALL CONCEPTS	Adm	Excavation notifications (5/31/2021, inv. #1059192)	670 010 5340040	9.63
00406	THE COPY SHOP	Adm	Copies (trans. # 258673)	670 010 5340030	3.47
00131	MIDSTATE CO-OP	Op/M	Parts for meter installations or system maintenance (inv. #4128154; 4129087; 5065742; 5067486)	670 010 5340030	325.21
00363	KNUDSON LUMBER CO	Op/M	Concrete mix (inv. #224018)	670 010 5340030	51.85
03230	CALVIN BEEDLE EXCAVATING AND TRUCKING	Op/M	Install meters (for 2H30, 2F12, 2F23, 2F37, 1A22, 1A30,); replace meter 3M23; replace crossover at 511 Morrison Canyon; replace crossover at 330 Morrison Canyon; excavate hydrant (inv. # 05960; 15961; 05962; 05963; 05964; 05965; 05966; 05967; 05968; 05969)	670 010 5340040	13614.75
00558	H D FOWLER COMPANY INC	Op/M	Meter and installation materials (for 2F37, 2F12, 1A30, 1A11, 1A12, 1A22, 2H30) (inv. # I5741377; I5771210; I5771213; I5771214; I5771217; I5771220)	670 010 5340030	1723.43
00048	ELLENSBURG CEMENT PRODUCTS	Op/M	Sand (inv. # 306640)	670 010 5340030	137.38
D0445	KILTS, KASEY	Adm	Property sold – credit refund	670 010 5340040	17.80
C9504	ARMSTRONG, DONNA	Adm	Meter Installation Costs Refund 2F37	670 010 5340040	635.11
02262	EMMERTON, RON	Adm	Meter Installation Costs Refund 2F12	670 010 5340040	707.83
02265	OKITSU, BURT	Adm	Meter Installation Costs Refund 2H18	670 010 5340040	2332.97
02266	PAGEL, REED	Adm	Meter Installation Costs Refund 2F23	670 010 5340040	667.51
02267	PIERCE, EVAN	Adm	Meter Installation Costs Refund 1A30	670 010 5340040	832.17
02249	SCHLEIS, JEREMIE	Adm	Meter Installation Costs Refund 1A11	670 010 5340040	1516.40
01573	SIMUNEK, SIMON	Adm	Meter Installation Costs Refund 1A22	670 010 5340040	865.47
02977	WISE, MARY	Adm	Printer adapter cable	670 010 5340030	19.49
02977	WISE, MARY	Adm	Postage due, cell phone minutes	670 010 5340040	60.63

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00110	DO NOT GENERATE WARRANT	Adm	Social Security & Medicare – Employer Contributions to IRS for June	670 010 5340020	409.06
				TOTAL	23955.16

Kittitas County **CLAIMS PAYMENT REQUEST (fund 670 022):**

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
D0011	POLLARD WATER	Op/M	Fire hydrants	670 010 5340030	2991.54
				TOTAL	2991.54

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02977	WISE, MARY	Payroll	670 010 53410	1158.57
D0012	IHRKE, LETHA	Payroll	670 010 53410	585.19
D0022	NELSON, CARL B.	Payroll	670 010 53410	2532.45
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.87
C9145	TAYLOR, CHRISYOPHER	Payroll	670 010 53410	49.72
00520	EMPLOYMENT SECURITY – PFML	Paid Family and Medical Leave	670 010 520	13.54
00110	DO NOT GENERATE WARRANT	Tax, Social Security & Medicare – Employee Contributions to IRS for June	670 010 520	889.06
				TOTAL

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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 \$23955.16.

The commissioners approved 670 022 Claims Payment Request in the amount of \$2991.54.

The commissioners approved payroll in the amount of \$5346.40.

Total approved for claims & payroll: **\$32293.10.**

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

The meeting was adjourned at 9:30 p.m.

Board of Commissioners:


Carl Nelson, Commissioner


Letha Ihrke, Commissioner


Roger Swansen, Commissioner

ATTEST


Mary Wise, Clerk