

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 **July 14, 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, Steve Howard, Howard Briggs, and Clerk Mary Wise.

The meeting was called to order by Commissioner Carl Nelson at 7:03 p.m.

The minutes of the regular meeting held June 9, 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 6/9/2021:	226,544.50
(General Fund)	Expended claims payments (010)	23955.16
	Expended payroll	5346.40
	Water Sales	12101.47
	Excise Tax	794.34
	Balance as of 7/14/2021:	210,138.75
Fund 670 022	Balance as of 6/9/2021:	53,907.65
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	2991.54
	Balance as of 7/14/2021:	50,916.11
Fund 670 031	Balance as of 6/9/2021:	46,835.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2230.00
	Supplemental Deposit (3.00/pmt)	669.00
	Payment	0.00
	Balance as of 7/12/2021:	49,734.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Total Monthly Revenues	15794.81
Total Monthly Expenditures	32292.10

Comparison to last year:

Fund 670 010*	Balance as of 6/10/2020:	214,794.44
(General Fund)	Expended claims payments	6290.39
	Expended payroll	4059.00
	Election costs withdrawn by Kittitas County Treasurer (on 2/28/20 for election of 11/5/19)	154.34
	Water Sales	5987.06
	Excise Tax	550.14
	Balance as of 7/8/2020:	210,827.91

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Fund 670 022	Balance as of 6/10/2020:	\$7,718.00
(Capital Improvements Fund)	Deposits	0.00
	Disbursals	0.00
	Balance as of 7/8/2020:	\$7,718.00
Fund 670 031	Balance as of 6/10/2020:	42,935.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1340.00
	Supplemental Deposit (3.00/pmt)	402.00
	Payment	0.00
	Balance as of 7/8/2020:	44,677.58
	OUTSTANDING BALANCE OF DWSRF LOAN	159,482.23

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
6/1/2021 to 6/30/2021

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

Beginning Cash on Hand	\$245,596.15
Total Received	\$9,358.23
Total Disbursed	-\$28,543.77
Ending Cash on Hand	\$226,410.61

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$41,907.55
Total Received	0.00
Total Disbursed	-\$2,991.54
Ending Cash on Hand	\$38,916.01

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

Beginning Cash on Hand	\$40,634.51
Total Received	\$2,353.00
Total Disbursed	0.00
Ending Cash on Hand	\$42,987.51

Ending Bonds Outstanding	\$136,699.05
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Letha moved and Roger seconded to approve the Treasurer's Report. The motion passed.

Maintenance Report

Water pumped through June 2021: 12.07 acre-feet
Water pumped through June 2020: 12.46 acre-feet
Water pumped through June 2018: 14.07 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

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Water pumped June 1-30, 2021: 1,124,000 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

Gallons billed for May 2021: 715,567 gallons

Letha reported that things are going well at the pumphouse. She got the residuals to where she likes them. About 37,000-39,000 gallons were pumped in the last 2 days. She has 2 months of chlorine supply. There is a chlorine shortage, but the situation should improve.

Old Business

Current water connections: 233 active, out of 267 available connections. One disconnection request was received, but not completely paid up yet.

Capital Improvements update – Carl reported that he had proposed replacement of meters. The meters need to be updated and five hydrants need to be replaced. 10 residential meters were approved and ordered, but there is a 10 to 12-week backorder for water meters. Carl got a call that a customer had low water pressure. The meter was mostly unused and was not moving. He changed the meters. There are approximately 80 old meters that should be replaced. Regarding hydrants, in June the fire chief called Carl to let him know they had used a hydrant that couldn't be shut off. Carl shut it off, but some hydrants are not that simple. The fire department needs to be more communicative with Kittitas County Water District #7 about fire fighting practice and training. Carl will look for other sources for water meters. <Action item for Carl>.

The Consumer Confidence Report for 2020 was mailed on 6/23/2021, along with the confirmation form.

Making purchases at Cle Elum Farm & Home – recently Cle Elum Farm & Home billed Kittitas County Water District #7 for purchases district personnel did not make. Mary asked for an itemization of the purchase. Farm & Home personnel said when making a purchase, the Kittitas County Water District #7 employee needs to ask the cashier to itemize on the receipt. Mary passed this information on to the commissioners to do in the future.

Annual meeting (August 21) – the commissioners discussed the agenda for the meeting. They decided on the following agenda items:

- Conservation/Fire Safety
- Questions from customers
- District transparency
- Status of the System
- Department of Ecology requirements
- Impact of Community Growth
- Finances/Budget

Plan for delinquent accounts on October 1, 2021 (lifting of shut-off moratorium) – the commissioners discussed the topic. They directed Mary to send a letter similar to previous ones, containing updated information about consequences of ignoring letters after October 1.

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Water Operator salary – Carl requested that his salary as water operator be raised to \$3,150.00 per month. He explained that he has also performing manager tasks and proposed that he include a combined position of water operator and system manager, which would be equivalent to a full-time position. The other commissioners discussed Carl's proposal. The other commissioners decided they need to do more research on comparable salaries in other districts and those of contractors who perform these services. This will take more time. In the meantime, the other commissioners felt Carl should receive some sort of raise. Letha moved and Roger seconded to increase the water operator's pay by \$2.00 per hour, beginning as of 7/15/2021. The motion passed.

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

New Business

Water Operator's Report (Repair & Maintenance Work) – Carl discussed some issues earlier in the meeting. He and Chris found a broken valve that had been run over. This is a possible leak near the fire station. Carl will be investigating the source of the water. He has pulled weeds. Otherwise, it has been quiet.

WFI (Water Facility Inventory) – Carl completed a new Water Facilities Inventory (WFI). The last one was in December 2020. This is a Department of Health requirement. Carl counts any inhabitable structure (or one being built) as a full-time residence. Others are bare or undeveloped lots. In December there were 152 ft residences and 72 undeveloped lots. In July there were 165 full-time residences and 68 undeveloped lots. There have been 13 new homes built since December.

Proposal to pay System Maintenance Assistant to attend monthly commissioners' meetings – The commissioners discussed paying the System Maintenance Assistant to attend the meetings. They decided not to require attendance, so payment is not appropriate.

September meeting date – the clerk will be out of town during the September meeting date. Rather than postponing the meeting, she will attend the meeting via telephone, and complete tasks remotely.

State Auditor's recommendation for contract with Calvin Beedle Excavating and Trucking – While reviewing the district's annual reports, the state auditor's office recommended having a contract with Beedle Excavating to perform work for Kittitas County Water District #7 on an as-needed basis. This would formalize existing service practices. Mary will draft a basic contract for the commissioners.

Water conservation efforts/possible need for restrictions on outdoor use – As there is a drought declaration in the western US, education is important. Kittitas County Water District #7 needs a policy for voluntary restrictions. Later may require limiting watering hours, pools, etc.

Kittitas County Water District #7 future management – Carl reported that things are changing fast. More work needs to be done. Kittitas County Water District #7 needs more of a manager in addition to a water operator. Part of that involves particular manager classes. There was discussion. The commissioners will work on researching comparisons between comparable districts and contractors. <Action item for all>.

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Training requirements (C.E.U.) for Water Operator – Carl has been checking on needed classes. He needs 2.5 CEUs. It will cost \$500-600 for him to take these classes this year.

Former customer refusing to pay last month of service before property was sold – the commissioners discussed the situation. Their consensus was not to spend any more time on this for 1 month's service cost. They instructed the clerk not to pursue it further.

Potential Delinquency Log (customers owing more than \$94.00) (payments were due 7/14/2021) – the commissioners reviewed the log.

Kittitas County CLAIMS PAYMENT REQUEST (fund 670 010):

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Tests: NIT Test Panel; Environmental Protection Agency 515,4 Herbicides; Total Trihalomethanes; Haloacetic Acids (inv. #14592)	670 010 5340040	555.00
02972	ONE CALL CONCEPTS	Adm	Excavation notifications (6/30/2021, inv. #1069191)	670 010 5340040	3.21
00406	THE COPY SHOP	Adm	Copies (CCR) (trans. # 260287)	670 010 5340030	81.50
02669	PUGET SOUND ENERGY	Adm	Electricity (7/1/2021)	670 010 5340040	743.94
63603	DOUGLAS INSURANCE	Adm	Renewal district's insurance policy (inv. # 1406)	670 010 5340040	3163.00
D0011	POLLARD WATEFR	Op/M	Chlorine pump (inv. # 0191358)	670 010 5340030	469.91
00131	MIDSTATE CO-OP	Op/M	Parts for meter installations or system maintenance (inv. #4131302; 4131312; 4131689; 5069203; 5069239; 5069387; 5070509)	670 010 5340030	979.92
00363	KNUDSON LUMBER CO	Op/M	Contractor bags (inv. #225478)	670 010 5340030	22.49
00558	H D FOWLER COMPANY INC	Op/M	Meter relocation materials (for 2F31) (inv. # I5772459)	670 010 5340030	531.59
00048	ELLENSBURG CEMENT PRODUCTS	Op/M	Concrete sand (inv. # 306832)	670 010 5340030	185.67
C9605	VAN BUREN, RICHARD	Adm	Property sold – credit refund	670 010 5340040	3.17
02977	WISE, MARY	Adm	Marker, USB hub, AC charger, ID tags	670 010 5340030	49.18
02977	WISE, MARY	Adm	Cell phone minutes, postage dues	670 010 5340040	31.26
00137	EMPLOYMENT SECURITY DEPARTMENT	Adm	2 nd quarter tax	670 010 5340020	30.22

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00003	DEPARTMENT OF LABOR & INDUSTRY	Adm	2 nd quarter insurance	670 010 5340020	358.26
00139	WA STATE DEPT OF REVENUE	Adm	2 nd quarter utility tax	670 010 5340020	2212.79
00110	DO NOT GENERATE WARRANT	Adm	Social Security & Medicare – Employer Contributions to IRS for July	670 010 5340020	410.44
				TOTAL	9831.55

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02977	WISE, MARY	Payroll	670 010 53410	1174.89
D0012	IHRKE, LETHA	Payroll	670 010 53410	585.19
D0022	NELSON, CARL B.	Payroll	670 010 53410	2516.35
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.87
C9145	TAYLOR, CHRISTOPHER	Payroll	670 010 53410	66.29
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	13.57
00110	DO NOT GENERATE	Tax, Social Security & Medicare – Employee Contributions to IRS for July	670 010 520	890.44
				TOTAL

Next regular meeting: August 11, 2021, 7:00 p.m.

Annual meeting: August 21, 10:00 a.m.

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

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The commissioners approved 670 010 Claims Payment Request in the amount of \$9831.55.

The commissioners approved payroll in the amount of \$5364.60.

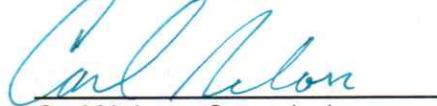
Total approved for claims & payroll: **\$15196.15.**

The next regular meeting was set for: August 11, 2021, 7:00 p.m.

Annual meeting: August 21, 10:00 a.m.

The meeting was adjourned at 10:42 p.m.

Board of Commissioners:


Carl Nelson, Commissioner


Letha Ihrke, Commissioner


Roger Swansen, Commissioner

ATTEST


Mary Wise, Clerk