

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 **August 11, 2021**, at the Sunlight Waters Country Club. The meeting was held in person in a large well-ventilated room, with sufficient space for distancing requirements for seating, with masks and sanitizer available. Those attending were Commissioner Carl Nelson, Commissioner Letha Ihrke, Commissioner Roger Swansen, Vince Konkler, Howard Briggs, Steve Howard, Chris Taylor, Rick Towles, Mike Budschat, and Clerk Mary Wise.

The meeting was called to order by Commissioner Carl Nelson at 7:04 p.m.

The minutes of the regular meeting held July 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 7/14/2021:	210,138.75
(General Fund)	Expended claims payments	9831.55
	Expended payroll	5364.60
	Meter Installation Costs deposit	500.00
	Water Sales	8126.95
	Excise Tax	550.83
	Balance as of 8/11/2021:	204,120.38
Fund 670 022	Balance as of 7/14/2021:	53,907.65
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 8/11/2021:	50,916.11
Fund 670 031	Balance as of 7/14/2021:	49,734.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1750.00
	Supplemental Deposit (3.00/pmt)	525.00
	Payment	0.00
	Balance as of 8/11/2021:	52,009.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Total Monthly Revenues	11452.78
Total Monthly Expenditures	15196.15

Comparison to last year:

Fund 670 010*	Balance as of 7/8/2020:	210,827.91
(General Fund)	Expended claims payments	5676.10
	Expended payroll	4522.00
	Water Sales	10344.49
	Excise Tax	702.67
	Balance as of 8/12/2020:	211,676.97

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Fund 670 022	Balance as of 7/8/2020:	\$7,718.00
(Capital Improvements Fund)	Deposits	0.00
	Disbursals	0.00
	Balance as of 8/12/2020:	\$7,718.00
Fund 670 031	Balance as of 7/8/2020:	44,677.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2250.00
	Supplemental Deposit (3.00/pmt)	675.00
	Payment	0.00
	Balance as of 8/12/2020:	47,602.58
	OUTSTANDING BALANCE OF DWSRF LOAN	159,482.23

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

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

Beginning Cash on Hand	\$ 226,410.61
Total Received	\$ 11,882.61
Total Disbursed	-\$16,075.65
Ending Cash on Hand	\$ 222,217.57

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$38,916.01
Total Received	0.00
Total Disbursed	-\$0.00
Ending Cash on Hand	\$38,916.01

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

Beginning Cash on Hand	\$42,987.51
Total Received	\$2,587.00
Total Disbursed	0.00
Ending Cash on Hand	\$45,574.51

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

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Maintenance Report

Water pumped through July 2021: 16.20 acre-feet
Water pumped through July 2020: 16.21 acre-feet
Water pumped through July 2018: 17.67 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
Water pumped June 1-30, 2021: 1,124,000 gallons
Water pumped July 1-31, 2021: 1,344,000 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
Gallons billed for June 2021: 1,088,040 gallons

Letha reported that things are looking good at the pumphouse. She gave the commissioners the pump records. 16.02 acre-feet have been used so far this year. On an average, 23,000 to 55,000 gallons have been pumped. The chlorine residuals are .37-.55, and are good. Letha checked on bleach at Super 1. It seems available now, but there is still enough for two to four months stored in the Baker building.

Old Business

Current water connections: 232 active, out of 267 available connections. There was one voluntary disconnection. One request for a new service connection has been received.

Capital Improvements update – Carl explained his earlier proposals for meter replacement rotation. The commissioners did not pursue the quantity purchase, which would have saved much money at the time. Recently the fire department used a hydrant that would not shut off. Later they tried to use a hydrant without a handle. Carl is reluctant to exercise the hydrants because they are in such bad condition. Currently nine are dripping. Eight won't shut off entirely. The price of hydrants has risen 50%. Meter prices have gone up and are difficult to get. Putting off purchasing these items costs money. Carl will replace two hydrants tomorrow that failed. Carl will send new cost estimates to the other commissioners. Regarding Well #1 – when Department of Ecology granted 250 gallons per minute, they expected Kittitas County Water District #7 to be able to pump at that rate by 2025. The Department of Health granted the additional connections based on 190 gallons per minute, the current pumping capability. Carl spoke with a hydrologist from the Department of Ecology. Well #1 was drilled in 1969, and was rated at 40 gallons per minute. It is in a vault in the ground. The Washington Well Act in the 1990s prohibits upgrading or improving that kind of well. It can only be checked, cleaned, and repaired. Kittitas County Water District #7 would probably need to drill a new well at the same location to increase the gallons per minute pumped. More research is

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needed. Steve Howard volunteered to research possible grant opportunities. Carl will get estimates for a new well. <Action item for Carl>.

Annual Meeting (August 21) focus points / Candidate Forum – Carl sent more information to social media to get people to attend the Annual Meeting. Conservation is a current issue. The district may have to place restrictions on private pools and other outdoor use. Other water providers are already doing that. There was a discussion about conservation, outdoor use, and whether Kittitas County Water District #7 can restrict water usage.

Kittitas County Water District #7 New Management – there was discussion on whether Kittitas County Water District #7 needs a manager. Letha had checked with management companies that were really providing water operator services, not managers. Generally, they come to the district monthly to visit, check the system components, and perform testing. They do not prepare reports. Prices for these services range from \$175.000 to \$350.00 per month. In the systems Letha checked with, the commissioners ended up performing managerial duties. Wages for comparable water operator pay was \$18.00 to \$33.00 per hours. The commissioners discussed the need for a job audit (and a specific job description). There was a discussion of commissioners' job duties. "Check in Training" (performance review) was discussed.

RESOLUTION 2021-07: A RESOLUTION RAISING THE CLERK'S SALARY – Letha moved and Roger seconded to approve the resolution. The motion passed., and the resolution was signed.

RESOLUTION 2021-08: A RESOLUTION RAISING THE WATER OPERATOR'S SALARY – Letha moved and Roger seconded to approve the resolution. The motion passed., and the resolution was signed.

Clerk procedure manual progress report – the commissioners reviewed the progress checklist provided by the clerk.

New Business

Water Operator's Report (Repair & Maintenance Work) – Carl reported that he installed two new hydrants. He found a leak. Other items were discussed above under Capital Improvements.

Hydrant failures – It was discussed above under Capital Improvements.

State Auditor's recommendation for contract with Calvin Beedle Excavating and Trucking – Mary provided a draft. The commissioners will review it for the next meeting. <Action item for all>.

Water conservation efforts/possible need for restrictions on outdoor use – This was discussed above under Annual Meeting. Carl explained the Water Use Efficiency report (WUE). For this report, the loss was under 5%.

Well # 1 Options (DOE input) – This was discussed above under Capital Improvements.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 8/13/2021) – The commissioners reviewed the list.

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Kittitas County **CLAIMS PAYMENT REQUEST (fund 670 010):**

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
02972	ONE CALL CONCEPTS	Adm	Excavation notifications (7/31/2021, inv. #1079192)	670 010 5340040	9.63
03230	CALVIN BEEDLE EXCAVATING AND TRUCKING	Op/M	Reinstall meter 331 Twin Lakes; replace main & install meter 461 Twin Lakes; install hydrant Clubhouse Rd.; install hydrant (inv. # 15984; 05985; 05986; 06008)	670 010 5340040	4590.04
00131	MIDSTATE CO-OP	Op/M	Parts for meter installations or system maintenance (inv. #4137355; 5074244)	670 010 5340030	51.20
00363	KNUDSON LUMBER CO	Op/M	Post, metal strap, paint; post, concrete (inv. #227824; 229445)	670 010 5340030	149.22
00558	H D FOWLER COMPANY INC	Op/M	Meter relocation materials (for 2F31) (inv. # 15854035)	670 010 5340030	208.21
D0032	COCHRAN, TED	Adm	Property sold – credit refund	670 010 5340040	55.18
D0033	ESTATE OF DOUGLAS PHILBRICK	Adm	Property sold – credit refund	670 010 5340040	23.63
D0034	RACHEL HARNASCH-MCCOY	Adm	Property sold – credit refund	670 010 5340040	45.23
D0035	SHEILA BRANDON	Adm	Property sold – credit refund	670 010 5340040	43.99
D0022	NELSON, CARL B.	Op/M	Fuel for district truck	670 010 5340030	52.75
02977	WISE, MARY	Adm	Coil of stamps	670 010 5340030	55.00
02977	WISE, MARY	Adm	Cell phone minutes, postage dues	670 010 5340040	31.26
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 August	670 010 5340020	421.43
	DO NOT GENERATE WA				
				TOTAL	5736.77

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PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02977	WISE, MARY	Payroll	670 010 53410	1163.54
D0012	IHRKE, LETHA	Payroll	670 010 53410	585.19
D0022	NELSON, CARL B.	Payroll	670 010 53410	2726.32
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.87
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	13.95
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 August	670 010 520	901.43
			TOTAL	5508.30

**DO NOT GENERATE
WARRANT**

Letha m... ve the claims and payroll. The motion passed.

The commissioners approved 670 010 Claims Payment Request in the amount of \$5736.77.

The commissioners approved payroll in the amount of \$5508.30.

Total approved for claims & payroll: **\$11245.07.**

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

The next regular meeting was set for: September 8, 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