

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 **September 8, 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 (joined the meeting late), Vince Konkler, Rick Towles, and Clerk Mary Wise (attended via phone).

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

The minutes of the regular meeting held August 11, 2021 were read.
Letha moved and Carl seconded to approve the Treasurer's Report. The motion passed.

The minutes of the annual meeting held August 21, 2021 were read.
Letha moved and Carl seconded to approve the Treasurer's Report. The motion passed.

Treasurer's Report:

Fund 670 010*	Balance as of 8/11/2021:	204,120.38
(General Fund)	Expended claims payments	5736.77
	Expended payroll	5508.30
	Water Sales	7758.97
	Excise Tax	483.15
	Balance as of 9/8/2021:	201,117.43
Fund 670 022	Balance as of 8/11/2021:	53,907.65
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 9/8/2021:	50,916.11
Fund 670 031	Balance as of 8/11/2021:	52,009.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1050.00
	Supplemental Deposit (3.00/pmt)	315.00
	Payment	0.00
	Balance as of 9/8/2021:	53,374.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Total Monthly Revenues	9607.12
Total Monthly Expenditures	11245.07

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Comparison to last year:

Fund 670 010*	Balance as of 8/12/2020:	211,676.97
(General Fund)	Expended claims payments	1784.45
	Expended payroll	4304.00
	Water Sales	7821.28
	Excise Tax	533.33
	Deposit – refund of IRS overpayment (non-taxable)	871.35
	Balance as of 9/9/2020:	214,814.48
Fund 670 022	Balance as of 8/12/2020:	7,718.00
(Capital Improvements Fund)	Deposits	0.00
	Expenditures	0.00
	Balance as of 9/9/2020:	7,718.00
Fund 670 031	Balance as of 8/12/2020:	47,602.58
(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 9/9/2020:	49,812.58
	OUTSTANDING BALANCE OF DWSRF LOAN	159,482.23

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
8/1/2021 to 8/31/2021

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

Beginning Cash on Hand	\$222,217.57
Total Received	\$9,426.12
Total Disbursed	-\$11,631.72
Ending Cash on Hand	\$220,011.97

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	\$45,574.51
Total Received	\$2,197.00
Total Disbursed	0.00
Ending Cash on Hand	\$47,771.51

Ending Bonds Outstanding \$136,699.05

The balance of the operating fund keeps going down.

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Letha moved and Carl seconded to approve the Treasurer's Report. The motion passed.

Maintenance Report

Water pumped through August 2021: 19.48 acre-feet
Water pumped through August 2020: 19.78 acre-feet
Water pumped through August 2019: 17.12 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
Water pumped August 1-31, 2021: 1,072,000 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
Gallons billed for July 2021: 1,183,800 gallons

Letha reported that things are looking good. Residuals are running .45-.50. usage is dropping some as Fall approaches.

Old Business

Current water connections: 232 active, out of 267 available connections. The request for a new service connection is awaiting final payment of Meter Installation Deposit & New Connection Fee.

Capital Improvements update – Carl reported that he contacted HD Fowler. The six meters that were ordered will arrive soon. Ten new hydrants are also coming soon. Carl and Vince have been reviewing the Water System Plan. The pressure relief valve (PRV) has been serviced, but since it is older, there is a possibility that it will fail. Kittitas County Water District #7 has liability if the PRV fails. Carl is researching to see if it can be updated. Carl will bring cost proposals. This is a critical component to the system. Carl contacted some well drillers to get some estimates on drilling a replacement well for Well #1. (Roger entered the meeting at this time.)

Candidate Forum Dates – Carl explained the need for candidate forums. The candidates need an opportunity to introduce themselves to neighbors. Carl suggested early October. After discussion, October 9, at 10:00 a.m. was decided upon.

Kittitas County Water District #7 New Management – Carl reiterated that he is the water operator, not the manager for Kittitas County Water District #7. There is ongoing research on the need for a manager.

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Draft review for contract with Calvin Beedle Excavating and Trucking – The commissioners reviewed the draft. Mary will incorporate their changes and send them another draft.

Clerk procedure manual progress report – The commissioners reviewed the completed New Customers procedures. Mary asked if the commissioners want to complete the manual (since the contract was for one year). Letha moved and Roger seconded to continue the manual to completion.

New Business

Water Operator's Report (Repair & Maintenance Work) – Carl reported that he has installed the last two (of five) hydrants. There are ten more coming this month. Carl wants to do training with Fire District #1 and map the locations of the new hydrants. He also wants to show them how to use the old hydrants. The hydrant by the clubhouse has now failed. It will be replaced when the new ones arrive. The new chlorinator pump is working well. Otherwise, things are quiet. Carl will read the meters at the end of September before winterizing them.

Customer email list – Kittitas County Water District #7 needs a more complete list of customers' email addresses. Carl will check with the Copy Shop for a cost on 1/3 sheet notices to include with bills. <Action item for Carl>.

Rate comparison – Letha researched other districts' (in Kittitas County) rates using the WASWD (old) directory. Most had tiered coverage rates. There was a wide variety of rates. Letha will do more with access to WASWD's online directory <Action item for Letha>. Kittitas County Water District #7's rates seem to be within the range at \$45.00 per month (+ tax). Kittitas County Water District #7 has a confusing rate schedule. The first coverage tier is a very modest increase.

Financial assistance – Roger checked on help for veterans. Hope Source was helpful. Carl discussed the survey sent to districts. Letha attended a seminar on LIHWAP. She asked the Kittitas County commissioners about assistance. They told her it would probably go to Hope Source. Kittitas County Water District #7 needs a grant writer. How would Kittitas County Water District #7 pay a grant writer? The commissioners didn't know. They will discuss this more later. The Federal government is still arguing about the infrastructure bill.

Rick Towles said he would like a copy of meeting agendas well ahead of the meetings, and wants to see the Water System Plan. Roger lent him his copy.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 9/13/2021) – The commissioners reviewed the log.

Kittitas County CLAIMS PAYMENT REQUEST (fund 670 010):

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
02972	ONE CALL CONCEPTS	Adm	Excavation notifications (8/31/2021, inv. #1089191)	670 010 5340040	4.28
00406	THE COPY SHOP	Adm	Copies (trans. # 262728)	670 010 5340030	39.53

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00317	JERROLS	Adm	Toner cartridge (inv # 698067)	670 010 5340030	128.93
02594	EVERGREEN RURAL WATER OF WA	Adm	Chlorination class registration (inv. # 43828)	670 010 5340040	100.00
01075	STATE AUDITOR'S OFFICE	Adm	Assessment audits for 2018, 2019, & 2020 annual reports (inv. # L143870)	670 010 5340040	2148.90
00202	CLE ELUM FARM AND HOME	Op/M	Concrete mix (inv. # 1904176)	670 010 5340030	34.47
D0036	ESTATE OF ARTHUR ESHE	Adm	Property sold – credit refund	670 010 5340040	130.47
02266	PAGEL, REED	Adm	Property sold – credit refund	670 010 5340040	181.85
02977	WISE, MARY	Adm	Computer mouse	670 010 5340030	53.73
00110	INTERNAL REVENUE SERVICE – Employer Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i>	Adm	Social Security & Medicare – Employer Contributions to IRS for September	670 010 5340020	428.89
DO NOT GENERATE WARRANT					
				TOTAL	3251.05

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount	
02977	WISE, MARY	Payroll	670 010 53410	1079.12	
D0012	IHRKE, LETHA	Payroll	670 010 53410	703.07	
D0022	NELSON, CARL B.	Payroll	670 010 53410	2664.62	
01574	SWANSEN, ROGER	Payroll	670 010 53410	235.75	
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	14.15	
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 September	670 010 520	908.89	
DO NOT GENERATE WARRANT					
				TOTAL	5605.60

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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 \$3251.05.

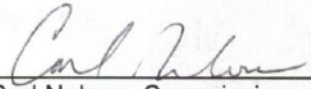
The commissioners approved payroll in the amount of \$5605.60.

Total approved for claims & payroll: **\$8856.65.**

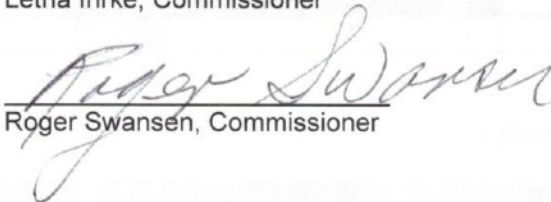
The next regular meeting was set for: October 13, 2021, 7:00 p.m.

The meeting was adjourned at 8:15 p.m.

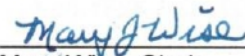
Board of Commissioners:


Carl Nelson, Commissioner


Letha Ihrke, Commissioner


Roger Swansen, Commissioner

ATTEST


Mary Wise, Clerk

