

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 **October 13, 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, Steve Howard, Rick Towles, Howard Briggs, Jerry Ihrke, 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 September 8, 2021 were read.
 Letha moved and Roger seconded to approve the Treasurer's Report. The motion passed.

Treasurer's Report:

Fund 670 010*	Balance as of 9/8/2021:	201,117.43
(General Fund)	Expended claims payments	3251.05
	Expended payroll	5605.60
	Water Sales	16576.67
	Excise Tax	1278.92
	Meter Installation Costs deposit balance (not taxable)	2000.00
	Balance as of 10/13/2021:	212,116.37
Fund 670 022	Balance as of 9/8/2021:	50,916.11
(Capital Improvements Fund)	Deposits (New Connection Fees)	4000.00
	Expenditures	0.00
	Balance as of 10/13/2021:	54,916.11
Fund 670 031	Balance as of 9/8/2021:	53,374.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2750.00
	Supplemental Deposit (3.00/pmt)	825.00
	Payment	0.00
	Balance as of 10/13/2021:	56,949.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Total Monthly Revenues	27430.59
Total Monthly Expenditures	8856.65

Comparison to last year:

Fund 670 010*	Balance as of 9/9/2020:	214,814.48
(General Fund)	Expended claims payments	6744.70
	Expended payroll	4759.00

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	Water Sales	9170.68
	Excise Tax	601.98
	Balance as of 10/14/2020:	213,590.44
Fund 670 022	Balance as of 9/9/2020:	7,718.00
(Capital Improvements Fund)	Deposits	0.00
	Expenditures	0.00
	Balance as of 10/14/2020:	7,718.00
Fund 670 031	Balance as of 9/9/2020:	49,812.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	1690.00
	Supplemental Deposit (3.00/pmt)	507.00
	Payment (10/01/2020)	24,378.00
	Balance as of 10/14/2020:	24,631.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
9/1/2021 to 9/30/2021

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

Beginning Cash on Hand	\$220,011.97
Total Received	\$16,126.32
Total Disbursed	-\$7,391.35
Ending Cash on Hand	\$228,746.94

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$38,916.01
Total Received	\$4,000.00
Total Disbursed	-\$0.00
Ending Cash on Hand	\$42,916.01

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

Beginning Cash on Hand	\$47,771.51
Total Received	\$2,587.00
Total Disbursed	0.00
Ending Cash on Hand	\$50,358.51
Ending Bonds Outstanding	\$136,699.05

The commissioners reviewed the report. Letha moved and Roger seconded to approve the Treasurer's Report. The motion passed.

Maintenance Report

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Water pumped through September 2021: 21.98 acre-feet
Water pumped through September 2020: 22.49 acre-feet
Water pumped through September 2019: 18.95 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
Water pumped September 1-30, 2021: 813,000 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
Gallons billed for August 2021: 975,870 gallons

Letha reported that things are looking good. It is pumping 22,000-25,000 gallons per day since usage has dropped for the season. The residuals are coming in at .40-.47. The new flowmeter was installed yesterday. Letha ordered dome bleach, and has four to five months' worth on hand now. The little heater is in the pumphouse and has been turned on.

Old Business

Current water connections: 232 active, out of 267 available connections. One new service connection is awaiting final installation. How will the sequential count of connections be counted when meters with earlier numbers have been disconnected? The commissioners will think about how to do this. <Action item for all>.

Capital Improvements update – Carl reported that the new master meter has been installed in the pumphouse. The old one was a turbine meter and its readings became unreliable. The new meter is electro-magnetic and is very accurate. This meets one of the Department of Ecology requirements for Kittitas County Water District #7. It has a digital readout and it is working well. The pressure relief valve (PRV) was identified as a critical component needing to be replaced. When one fails, it fails open. This causes severe pressure on the system. Prestige provided components and have submitted a bid to replace the PRV, including a new vault. It has more safety features than the old one. Delivered and installed, and set up, it will cost approximately \$42,000.00. It is critical to replace the old one. There is only one other company that can provide this, but they did not give a bid. Vince Konkler got a similar bid from GCC. Rick Towles expressed interest in getting three bids. Carl explained the difficulty in getting three bids for a job that only two companies perform. W7s would do the ground prep and back fill work. There was a discussion about needing to conserve funds for emergencies versus replacing critical (failing) items (PRV, emergency secondary well, etc.). Kittitas County Water District #7 needs a grant writer to help with funding for the new secondary well. Roger moved and Letha seconded to accept Prestige's bid. There was

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discussion. Carl will ask Prestige about the payment schedule and installation. There was more discussion. The motion passed.

New date for Candidate's forum – Since one of the candidates could not attend the previous date selected, the forum has been rescheduled for Saturday, October 16, at 10:00. Carl will act as moderator and ask questions of each candidate. Several people (including one candidate) indicated they could not attend that day. There was discussion about whether to hold the forum with only one candidate, since both candidates had distributed signs and had canvased the community. Rick Towles acknowledged that Vince Konkler should introduce himself at the forum, and that Mr. Towles will introduce himself when he returns.

Mass customer email / phone number list – Mary gave the commissioners a letter draft requesting customers' phone numbers and email addresses. The commissioners will review the letter and give Mary suggestions/corrections before the next bills go out. <Action item for all>.

Draft number 2 review for contract with Calvin Beedle Excavating and Trucking – The commissioners reviewed the draft contract. Letha moved and Roger seconded to accept the contract. Mary will send the updated version to the commissioners.

Clerk procedure manual progress report – The commissioners reviewed the updated checklist and two completed procedures.

New Business

Water Operator's Report (Repair & Maintenance Work) – Carl reported that he installed the new flow meter. He winterized the meters and read them for the last time before winter. Carl contacted pollard.water.com about new meters. The meters are on their way. There are 10 hydrants coming. They should arrive any time soon to be installed. Carl exercised the valves, and everything is now ready for winter and insulated.

Manager's Report – since the commissioners are all managers, this is their time to report on their activities. There were no reports.

WA Cares Fund – Mary reminded the commissioners that beginning in January, all Washington State employees will begin to contribute to the mandatory WA Cares program. It is mandatory for all employees in the state unless they have proof of private long-term care insurance. The policy must be in place by October 31 in order to apply for a waiver from the state.

Resuming late fees, lock offs, and disconnections – Carl will send the required actions to the other commissioners and Mary <Action item for Carl>. Mary will send the commissioners a list of those customers subject to lock offs and disconnections.

Cuts in roads – Christina Konkler coordinated bids for repairs from Central Paving and Patriot. Central Paving will do the work soon. There is some prep work for Kittitas County Water District #7 to do. The work should be done next week.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 10/14/2021) – 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 (9/30/2021, inv. #1099191)	670 010 5340040	3.21
00406	THE COPY SHOP	Adm	Copies, scans, email services (trans. # 262587; 262809; 263591; 264465; 264884)	670 010 5340030	118.88
02669	PUGET SOUND ENERGY	Adm	Electricity (9/1/2021)	670 010 5340040	937.63
02513	KITTITAS CO AUDITOR-RECORDING	Adm	Lien placement (inv. # 117067); Lien removal (inv. # 117301)	670 010 5340040	39.00
00558	H D FOWLER COMPANY INC	Op/M	Meter & parts (inv. # I5904603); Meter installation materials (for 2120) (inv. # I5918587)	670 010 5340030	1140.12
00131	MIDSTATE CO-OP	Op/M	Parts for meter installations or system maintenance, finance charge (inv. #4139731; 5077044; 5077046; 5077260; 5077286; 5077300; 912005)	670 010 5340030	999.15
00202	CLE ELUM FARM AND HOME	Op/M	Spray paint, marker, tape (inv. # 1932882)	670 010 5340030	56.05
C9504	ARMSTRONG, DONNA	Adm	Property sold – credit refund	670 010 5340040	159.14
D0038	GRACIC, JACK		Property sold – credit refund	670 010 5340040	70.89
D0039	ZIKE, WILLIAM	Adm	Meter Relocation Costs Deposit Refund – 2F31	670 010 5340040	974.99
02977	WISE, MARY	Adm	Postage, postage dues, cell phone minutes	670 010 5340040	37.71
00137	EMPLOYMENT SECURITY DEPARTMENT	Adm	3 rd quarter tax	670 010 5340020	34.36
00003	DEPARTMENT OF LABOR & INDUSTRY	Adm	3 rd quarter insurance	670 010 5340020	406.92
00139	WA STATE DEPT OF REVENUE	Adm	3 rd quarter utility tax	670 010 5340020	2482.40
00520	EMPLOYMENT SECURITY – PFML	Adm	Paid Family & Medical Leave (balance due for 3 rd quarter)	670 010 520	.07
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 October	670 010 5340020	420.50
	DO NOT GENERATE WARRANT				
				TOTAL	7881.02

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PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount
02977	WISE, MARY	Payroll	670 010 53410	1148.22
D0012	IHRKE, LETHA	Payroll	670 010 53410	703.07
D0022	NELSON, CARL B.	Payroll	670 010 53410	2512.65
01574	SWANSEN, ROGER	Payroll	670 010 53410	117.87
C9145	TAYLOR, CHRISTOPHER	Payroll	670 010 53410	99.45
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	13.90
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 October	670 010 520	900.50
	DO NOT GENERATE			
			TOTAL	5495.66

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 \$7881.02.

The commissioners approved payroll in the amount of \$5495.66.

Total approved for claims & payroll: **\$13,376.68.**

The next regular meeting was set for: November 10, 2021, 7:00 p.m.

The meeting was adjourned at 9:43 p.m.

Board of Commissioners:


Carl Nelson, Commissioner


Letha Ihrke, Commissioner


Roger Swansen, Commissioner

ATTEST


Mary Wise, Clerk